



WEEKLY REPORT TO THE CITY COUNCIL

January 23, 2020

Members of the City Council
City of Tacoma, Washington

Dear Mayor and Council Members:

ACTION REQUESTED

1. Please mark your calendars for the **City Council Strategic Planning Work Session on Friday, February 7th, 8:30 a.m. to 4:30 p.m.**, at the University of Puget Sound's Tahoma Room. More details will be provided closer to the date.
2. This is a reminder that **you are required to submit** to the Public Disclosure Commission, **no later than Wednesday, April 15th, 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

3. On January 14, 2020, an **Initiative Petition** was filed in the City Clerk's Office which would, in part, **establish a minimum wage ordinance of not less than \$14.25 on January 1, 2021, \$15.00 on July 1, 2021, then adjusted annually for inflation.** It was reviewed by the City Attorney and found to be proper in terms of form and style as required under City Charter Section 2.19(c). The ballot title will be posted at City Hall and on the City's web page. Persons dissatisfied with the ballot title may seek judicial review within ten working days. If there is no judicial review signature gathering may begin. The required amount of signatures is 3,544.
4. Public Works Director Kurtis Kingsolver provides the attached **update to our capital projects planning** document. The purpose of this document is to provide additional **information regarding funding, costs and schedules** for active capital projects within Public Works.
5. The Minority Business Development Agency - Tacoma Business Center will be having an event ***How to Do Business With the City of Tacoma*** on **Monday, January 27th, 8:30-10:00 a.m.** The session will be located in the Tacoma, Municipal Building, Room 248, and will take place the last Monday of each month.

Attendees interested in public works construction, architecture and engineering, and good and services will learn about the following topics:

- City's contracting process
- What types of products/services the City purchases
- Equity in Contracting Code
- Small business technical assistance/resources
- Getting assistance on how to complete the State's Office of Minority and Women's Business Enterprises (OMWBE) certification

In addition, **the MBDA-Tacoma Business Center is helping to organize the Black Business Empowerment panel discussion and small business resource fair on Wednesday, February 12th, 12:30 to 3:00 p.m.**, at the Tacoma Public Library's Main Branch Olympic Room, located at 1102 Tacoma Avenue South. This event during Black History Month is for current or aspiring entrepreneurs who are interested in hearing stories from local successful black business owners and discovering resources from service providers on how to start and grow businesses (flyer attached).

STUDY SESSION/WORK SESSION

6. The **City Council Study Session** of Tuesday, January 28, 2020, will be held in Room 16 of the Tacoma Municipal Building North, at Noon. Discussion items will include: (1) **Community Survey Presentation**; (2) **Other Items of Interest**; (3) **Committee Reports**; (4) **Agenda Review and City Manager's Weekly Report**; and, (5) **Executive Session – Pending and Potential Litigation**.

At Tuesday's Study Session, **Office of Management and Budget staff and contractor, MDB Insights Inc., will present the results from the 2019-2020 Community Survey.**

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

COMMITTEE OF THE WHOLE

8. The **Council Action Memorandum (CAM)** has been updated to implement **several of the City's policy goals** such as Resolution No. 39893, adopting a "Health and Equity in All Policies" policy, and directing the City Manager to analyze proposed policies using a health and equity lens. At Tuesday's Committee of the Whole meeting, staff will share the draft updated CAM with the City Council. For your review prior to the discussion, please see the attached guidance document and draft CAM.

MARK YOUR CALENDARS

9. You have been invited to the following events:

- **Association of Washington Cities' City Action Days on Tuesday, January 28th and Wednesday, January 29th.** Registration opens December 4th and more information is available on AWC's website: <https://www.wacities.org/events-education/conferences/city-action-days>
- **TractionSpace Ribbon Cutting and Grand Opening Event on Wednesday, January 29th, 4:00 to 6:30 p.m.,** located at 748 Market Street.
- **Tacoma Community College's 2020 Annual Reach Higher Luncheon on Thursday, February 6th, Noon – 1:00 p.m.,** at TCC, Building 20 - Health & Wellness Center, located at 6501 South 19th Street.
- **Asia Pacific Cultural Center's 22nd Annual New Year Celebration featuring Vietnam Country and Culture on Saturday, February 8th, 11:00 a.m. to 6:00 p.m.,** at the Tacoma Dome Exhibition Hall, located at 2727 East D Street.
- **Black Business Empowerment panel discussion and small business resource fair on Wednesday, February 12th, 12:30 to 3:00 p.m.,** at the Tacoma Public Library Main Branch Olympic Room, located at 1102 Tacoma Avenue South.
- **Tacoma-Pierce County Opioid Summit 2020 on Friday, February 21st, 9:00 a.m. – 3:00 p.m.,** at Pacific Lutheran University's Chris Knutzen Hall - Anderson University Center, located at 12180 Park Avenue South.
- **Citizens for a Healthy Bay's *Cheers to a Healthy Bay* on Friday, March 27th, 5:30 to 10:30 pm.,** at the Foss Waterway Seaport Museum, located at 705 Dock Street.
- **T-Town: Play, Explore, Learn City Services Expo on Saturday, March 28, 10:00 a.m. to 3:00 p.m.,** at the Tacoma Dome, 2727 East D Street.

Sincerely,



Elizabeth A. Pauli
City Manager



TO: Elizabeth A. Pauli, City Manager
FROM: Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer
CC: Tadd Wille, Deputy City Manager
SUBJECT: Public Works Engineering Capital Projects
DATE: January 14, 2020

The Public Works Department is pleased to provide the attached update to our capital projects planning document. The purpose of this document is to provide additional information regarding funding, costs, and schedules for active capital projects within Public Works. Updates include changes to project schedules and funding, the addition of new projects, and deletion of projects that are complete. The document lists projects in categories according to work phase with projects in design listed first, followed by projects in advertisement, construction, and closeout. The update also includes Public Works support services for Tacoma Rail projects, building demolition and board-ups for Neighborhood and Community Services, and Community and Economic Development projects and others.

This project list is a result of the residents of Tacoma approving the Street Initiatives (Proposition No. 3 and Transportation Benefit District Proposition A) in November 2015 to fund additional maintenance and improvements to transportation infrastructure. The project funding sources include Propositions A and No. 3, other City funds, grants, gas tax, and City utility funds. Several of the projects are currently funded for design only with construction funding sources to be determined.

Please note this is a planning document that is subject to change as new funding becomes available and as progress is made on capital projects, whether it be in design and/or construction. Questions regarding this document can be addressed by Chris Larson, Public Works Engineering Division Manager, at 253-591-5538 or clarson@cityoftacoma.org.

Attachment: Capital Projects Planning Document, December 2019

Public Works Engineering Capital Projects Funding, Cost and Schedule

CAPITAL PROJECTS	TOTAL FUNDING	TOTAL PROJECTED COST	FUNDING SOURCES	CURRENT PHASE	TENTATIVE SCHEDULE	2019			2020												2021								
						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Projects in																													
1	Streets Initiative #32 (S. 12th Street)	\$1,140,000	\$1,140,000	Fund 1085 - \$1,140,000	Planning	Design	12/19	4/20																					
					DBDesign																								
					ROW																								
					AdAward	5/20	7/20		D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CO	CO							
					Construction	8/20	11/20																						
					DBConst																								
					CloseOut	12/20	1/21																						
					Other																								
Projects in Planning																													
1	Streets Initiative #15 (McKinley Park Area)	\$2,660,000	\$2,660,000	Fund 1085 - \$2,660,000	Planning	Planning	Design	2/20	5/20																				
					DBDesign																								
					ROW																								
					AdAward	12/20	2/21																						
					Construction	3/21	6/21																						
					DBConst																								
					CloseOut	7/21	9/21																						
					Other																								
2	Mary Lyon Safe Routes to School	\$348,440	\$348,440	SRTS Grant - \$296,174 Fund 1085 - \$52,266	Planning	Planning	Design	12/19	10/20																				
					DBDesign																								
					ROW																								
					AdAward	11/20	1/21																						
					Construction	2/21	3/21		D	D	D	D	D	D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CO	CO	CO		
					DBConst																								
					CloseOut	4/21	6/21																						
					Other																								
3	S 19th & Clay Huntington	\$721,403	\$721,403	WSDOT Bike Ped - \$613,193 Fund 1085 - \$108,210	Planning	Planning	Design	12/19	10/20																				
					DBDesign																								
					ROW																								
					AdAward	11/20	1/21		D	D	D	D	D	D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CO		
					Construction	2/21	6/21																						
					DBConst																								
					CloseOut	7/21	9/21																						
					Other																								
4	Warhoop Bridge	\$100,000	\$100,000	Tacoma Rail - \$100,000	Planning	Planning	Design	6/20	7/20																				
					DBDesign																								
					ROW																								
					AdAward	8/20	9/20																						
					Construction	10/20	1/21																						
					DBConst																								
					CloseOut	2/21	2/21																						
					Other																								
5	Puyallup River Railroad Bridge Maintenance & Repairs	\$0		Tacoma Rail - \$0	Planning	Planning	Design	1/20	1/20																				
					DBDesign																								
					ROW																								
					AdAward	2/20	3/20		D	Ad	Ad	CN	CN	CO															
					Construction	4/20	5/20																						
					DBConst																								
					CloseOut	6/20	6/20																						
					Other																								
6	Marine View Drive Track Upgrades	\$1,000,000			Planning	Planning	Design	1/20	3/20																				
					DBDesign																								
					ROW																								
					AdAward	4/20	5/20		D	D	D	Ad	Ad	CN	CN	CN	CO	CO											
					Construction	6/20	8/20																						
					DBConst	1/01	1/01																						
					CloseOut	9/20	10/20																						
					Other																								

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						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
7 Tote Track		\$600,000		Planning	Planning Design 2/20 4/20 DBDesign ROW AdAward 5/20 6/20 Construction 7/20 9/20 DBConst CloseOut 10/20 11/20 Other					D	D	D	Ad	Ad	CN	CN	CN	CO	CO										
8 Mazda Track Upgrades		\$400,000		Planning	Planning Design 11/19 1/20 DBDesign 1/01 1/01 ROW 1/01 1/01 AdAward 2/20 3/20 Construction 4/20 5/20 DBConst 1/01 1/01 CloseOut 6/20 7/20 Other		D	D	D	Ad	Ad	CN	CN	CO	CO														
9 Streets Initiative #31 - N 30th (Starr to McCarver)	\$1,500,000	\$1,500,000	Fund 1085 - \$1,500,000	Planning	Planning Design 5/20 12/20 DBDesign ROW AdAward 1/21 3/21 Construction 4/21 7/21 DBConst CloseOut 8/21 10/21 Other								D	D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CO	CO	
10 Streets Initiative #27 (Roosevelt)	\$1,615,000	\$1,615,000	Fund 1085 - \$1,615,000	Planning	Planning Design 10/20 1/21 DBDesign ROW AdAward 2/21 4/21 Construction 5/21 8/21 DBConst CloseOut 9/21 11/21 Other												D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CO	
11 Streets Initiative #23 (Between 6th Ave to S 12th & Lawrence to Pine)	\$1,900,000	\$1,900,000	Fund 1085 - \$1,900,000	Planning	Planning Design 11/19 5/20 DBDesign ROW AdAward 6/20 8/20 Construction 9/20 12/20 DBConst CloseOut 1/21 3/21 Other		D	D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CO	CO	CO						
12 I-5/S 56th Interchange	\$550,000	\$550,000	Misc. - \$550,000	Planning	Planning Design 1/20 5/20 DBDesign ROW AdAward 2/21 4/21 Construction 5/21 7/21 DBConst CloseOut 8/21 10/21 Other					D	D	D	D	D						Ad	Ad	Ad	CN	CN	CN	CO	CO		
13 Streets Initiative #33 (East 56th)	\$155,000	\$155,000	Misc. - \$75,000 Metro Parks - \$80,000	Planning	Planning Design 11/19 2/20 DBDesign ROW AdAward 3/20 5/20 Construction 6/20 8/20 DBConst CloseOut 9/20 11/20 Other		D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CO	CO	CO										
14 Streets Initiative #18 (West Slope near S. 19th)	\$1,275,000	\$1,275,000	Fund 1085 - \$1,275,000	Planning	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other																								

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						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep				
15 Streets Initiative #32 (South 12th: Sprague to Cedar)				Planning	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	11/18 1/20 1/01 1/01 5/20 8/20 1/01 12/20 1/01	7/19 4/20 1/01 1/01 7/20 11/20 1/01 1/21 1/01					D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CO	CO									
16 Fishing Wars Memorial Bridge D Rehabilitation	\$0		BRAC - \$0	Planning	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	11/18 2/20 1/01 1/01 12/21 3/22 1/01 7/23 1/01	7/19 11/21 1/01 1/01 2/22 6/23 1/01 12/23 1/01							D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
Projects in Design																																	
1 56th and Cirque Drive Corridor Ph 2	\$9,357,651	\$9,357,651	Fund 1060 MVFT - \$207,750 General Fund - \$34,991 FHWA (STP) - \$489,250 FHWA (STP) - \$6,955,729 Fund 1085 - \$1,669,931	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	11/17 11/17 11/17 11/17 6/20 9/20 10/21 10/21 10/21	5/20 5/20 5/20 5/20 8/20 9/21 12/21 12/21 12/21				D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	
2 Yakima Avenue Bridge	\$3,640,000	\$3,640,000	BRAC - \$2,990,000 Fund 1085 - \$650,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/19 1/19 1/19 1/19 2/20 5/20 10/20 10/20 10/20	1/20 1/20 1/20 1/20 4/20 9/20 12/20 12/20 12/20				D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CO	CO	CO								
3 Streets Initiative #14 (Alder/Between Lawrence to Cedar and N 11th to N 21st)	\$2,350,000	\$2,350,000	Fund 1085 - \$260,000 Fund 1085 - \$2,090,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	12/18 4/19 4/19 4/19 3/20 6/20 11/20 11/20 11/20	1/19 2/20 2/20 2/20 5/20 10/20 1/21 1/21 1/21				D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CO	CO	CO								
4 Marine View Drive Crossing Improvements	\$1,406,180	\$1,406,180	Tacoma Rail - \$40,420 Rail Grant - \$682,880 Rail Grant - \$682,880	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	3/17 10/17 10/17 10/17 6/19 2/20 4/20 6/20 6/20	9/17 6/18 6/18 6/18 1/20 3/20 5/20 7/20 7/20				RW	RW	RW	RW	Ad	Ad	CN	CN	CO	CO													
5 East 64th Phase 2 (McKinley to Portland)	\$665,000	\$7,000,000	Fund 1085 - \$665,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	9/19 9/19 9/19 9/19 9/19 9/19 9/19 9/19 9/19	6/20 6/20 6/20 6/20 6/20 6/20 6/20 6/20 6/20				D	D	D	D	D	D																	

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						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
6	East Locomotive Facility				Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/19 1/01 1/01 2/20 4/20 1/01 7/20 2/01	1/20 1/01 1/01 3/20 6/20 1/01 8/20 2/01																								
7	Prairie Line Trail Phase III	\$900,000	\$900,000	REET - \$900,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	5/17 6/20 	4/18 6/20 																								
8	Ruston Way Seawalls (Silver Cloud, Puget Creek & Dickman Mill Park)	\$151,029	\$151,029	General Fund - \$51,029 Fund 1060 MVFT - \$100,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	3/18 	1/20 																								
9	Streets Initiative #28 (Between Foss & Middle Waterway)	\$3,040,000	\$3,040,000	Fund 1085 - \$3,040,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	10/20 	1/21 																								
10	Streets Initiative #22 (Between E 'N' St to Portland and E 28th to E Harrison)	\$1,900,000	\$1,900,000	Fund 1085 - \$1,900,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	12/18 4/19 	3/19 3/20 																								
11	Muni Dock, Site 10 and 12 Seawall Repair	\$3,370,000	\$3,370,000	General Fund - \$2,770,000 REET - \$600,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	3/18 	10/19 																								
12	15th Street Moorage	\$797,783	\$797,783	Misc. - \$598,337 General Fund - \$199,446	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	10/19 	2/20 																								
13	Arlington - Portland and E 38th St	\$500,000	\$500,000	Misc. - \$500,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	10/19 	2/20 																								

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						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
14 Streets Initiative #35 (N. Cheyenne Street)				Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/18 1/20 1/01 1/01 4/20 7/20 1/01 12/20 2/21					D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CO	CO	CO						
15 S Yakima Avenue Traffic Signal Operations and Visibility Improvements	\$1,122,700	\$1,122,700	HSIP - \$1,010,400 Fund 1085 - \$112,300	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/18 6/19 1/01 1/01 12/20 3/21 1/01 1/01 2/21		D	D	D	D	D	D	D	D	D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CN
16 Traffic Signal Infrastructure Improvements: PT Routes 1 & 2	\$1,090,000	\$1,090,000	General Fund - \$250,000 REET - \$750,000 Fund 1065 - \$90,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/18 5/19 1/01 1/01 4/20 12/20 1/01 1/01 2/21		D	D	D	D	D	D	CN	CN	CN	CN	CN	CN	CN	CN	CN								
17 Sheridan: 61st to 72nd				Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/18 1/20 1/01 1/01 1/01 1/01 1/01 1/01 2/21					D	D	D	D	D	D	D	D	D	D	D	D								
18 Damaged Streetlight & Circuit Replacement	\$850,000	\$850,000	REET - \$850,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/18 6/19 1/01 1/01 2/20 5/20 1/01 1/21 3/21		D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CN	CN	CN	CO	CO	CO					
19 6th Avenue Pedestrian Crossing Safety Improvements	\$3,564,600	\$3,564,600	HSIP - \$2,613,100 Fund 1085 - \$401,500 REET - \$550,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	5/19 9/19 1/01 1/01 10/20 1/21 1/01 1/01 2/21		D	D	D	D	D	D	D	D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CN	
20 Convention Center Guard House	\$500,000	\$500,000	Misc. - \$500,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	4/19 1/20 1/01 1/01 2/20 5/20 1/01 1/01 2/21		D	D	D	D	Ad	Ad	Ad	CN	CN														
21 Sheridan Missing Links Sidewalk	\$1,000,000	\$1,000,000	REET - \$1,000,000	Design	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	7/19 6/20 1/01 1/01 7/20 10/20 1/01 1/21 3/21		D	D	D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CO	CO	CO						

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						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
22 S. 19th Street Rail Crossing	\$1,150,000	\$1,150,000	Misc. - \$1,150,000	Design	Planning Design 10/18 5/20 DBDesign ROW AdAward 6/20 8/20 Construction 9/20 10/20 DBConst CloseOut 11/20 12/20 Other		D	D	D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CO	CO								
23 6th Avenue (Titlow) Rail Crossing	\$1,166,750	\$1,166,750	Fund 1085 - \$60,000 WSDOT Grant - \$1,106,750	Design	Planning Design 10/18 5/20 DBDesign ROW AdAward 6/20 8/20 Construction 9/20 11/20 DBConst CloseOut 12/20 1/21 Other		D	D	D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CO	CO							
24 Fawcett Avenue	\$2,893,290	\$2,893,290	Fund 1085 - \$1,130,000 WSDOT Bike Ped - \$1,013,290 Private - \$750,000	Design	Planning Design 10/18 11/19 DBDesign ROW AdAward 12/19 2/20 Construction 3/20 7/20 DBConst CloseOut 8/20 10/20 Other		D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CO	CO	CO										
25 South Tacoma Way Safety Improvements	\$1,067,262	\$1,067,262	HSIP - \$826,675 Fund 1085 - \$145,877 Fund 1060 MVFT - \$94,710	Design	Planning Design 3/18 10/19 DBDesign ROW AdAward 11/19 2/20 Construction 3/20 6/20 DBConst CloseOut 7/20 9/20 Other		D	Ad	Ad	Ad	Ad	CN	CN	CN	CN	CO	CO	CO											
26 East Portland Ave Corridor Safety Improvements	\$1,915,540	\$1,915,540	HSIP - \$1,224,481 Fund 1085 - \$566,059 Fund 1060 MVFT - \$125,000	Design	Planning Design 3/18 10/20 DBDesign ROW AdAward 11/20 1/21 Construction 3/21 11/21 DBConst CloseOut 12/21 2/22 Other		D	D	D	D	D	D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CN	CN		
27 Revitalizing Brewery District	\$2,725,975	\$2,725,975	TAP Grant - \$2,201,474 Fund 1085 - \$524,501	Design	Planning Design 11/18 9/19 DBDesign 10/19 3/20 ROW AdAward 4/20 6/20 Construction 7/20 12/20 DBConst CloseOut 1/21 3/21 Other		D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CN	CO	CO	CO					
28 McKinley Ave Crosswalk Improvements E 36th & 37th	\$170,000	\$170,000	HSIP - \$153,000 Fund 1085 - \$17,000	Design	Planning Design 8/19 2/20 DBDesign ROW AdAward 3/20 5/20 Construction 6/20 10/20 DBConst CloseOut 11/20 1/21 Other		D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CO	CO	CO							
29 Streets Initiative #30 (S Tacoma near & including Railroad St)				Design	Planning Design 1/20 12/20 DBDesign 1/01 1/01 ROW 1/01 1/01 AdAward 1/21 3/21 Construction 4/21 8/21 DBConst 1/01 1/01 CloseOut 9/21 11/21 Other					D	D	D	D	D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CN	CO	

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CAPITAL PROJECTS	TOTAL FUNDING	TOTAL PROJECTED COST	FUNDING SOURCES	CURRENT PHASE	TENTATIVE SCHEDULE	2019			2020												2021								
						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
30 S 19th Street Signal & Crosswalk Improvements S Yakima to Tacoma	\$482,000	\$482,000	HSIP - \$433,800 Fund 1085 - \$48,200	Design	Planning Design 10/19 3/20 DBDesign ROW AdAward 4/20 6/20 Construction 7/20 10/20 DBConst CloseOut 11/20 1/21 Other		D	D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CO	CO	CO							
31 Streets Initiative # 24 (LIDs: Mullen, Ruby, N 43rd, Lexington)				Design	Planning Design 3/19 2/20 DBDesign ROW AdAward 3/20 5/20 Construction 6/20 9/20 DBConst CloseOut 10/20 12/20 Other		D	D	D	D	D	Ad	Ad	Ad	CN	CN	CN	CN	CO	CO	CO								
32 Tacoma Mall - Madrona	\$1,500,000	\$1,500,000	Fund 1085 - \$1,500,000	Design	Planning Design 1/20 12/20 DBDesign ROW AdAward Construction DBConst CloseOut Other					D	D	D	D	D	D	D	D	D	D	D									
33 Cheyenne Street	\$100,000	\$100,000	Fund 1085 - \$100,000	Design	Planning Design 10/19 5/20 DBDesign ROW AdAward Construction DBConst CloseOut Other		D	D	D	D	D	D	D	D															
Projects in ROW																													
1 Water Ditch Trail Phase III Final Design & ROW	\$377,955	\$377,955	REET - \$136,991 CMAQ - \$89,907 Fund 1060 MVFT - \$51,057 Fund 1085 - \$100,000	ROW	Planning Design 8/17 7/19 DBDesign ROW 8/19 12/20 AdAward Construction DBConst CloseOut Other		RW	RW	RW	RW	RW	RW	RW	RW	RW	RW	RW	RW	RW	RW	RW								
2 Prairie Line Trail Phase II	\$1,065,601	\$1,065,601	REET - \$780,986 Fund 1060 MVFT - \$172,615 General Fund - \$37,000 Fund 1085 - \$75,000 FHWA (STP) - \$0	ROW	Planning Design 4/15 5/18 DBDesign ROW 6/19 2/20 AdAward Construction DBConst CloseOut Other		RW	RW	RW	RW	RW																		
3 Links to Opportunity (TOD) Streetscape ROW & Construction	\$10,320,000	\$10,320,000	Fund 1085 - \$1,820,000 Misc. - \$2,000,000 Misc. - \$3,500,000 Misc. - \$3,000,000	ROW	Planning Design DBDesign ROW 9/19 8/20 AdAward 9/20 11/20 Construction 1/21 12/21 DBConst CloseOut 1/22 3/22 Other		RW	RW	RW	RW	RW	RW	RW	RW	RW	RW	Ad	Ad	Ad				CN	CN	CN	CN	CN	CN	
Projects in Ad-Award																													

Public Works Engineering Capital Projects Funding, Cost and Schedule

CAPITAL PROJECTS	TOTAL FUNDING	TOTAL PROJECTED COST	FUNDING SOURCES	CURRENT PHASE	TENTATIVE SCHEDULE	2019			2020												2021												
						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep				
1 East 64th Street: Pacific to McKinley	\$9,501,958	\$9,501,958	Fund 1085 - \$850,000 TIB - \$6,501,958 Fund 1085 - \$2,150,000	Ad-Award	Planning 6/17 6/19 Design DBDesign ROW AdAward 7/19 12/19 Construction 2/20 1/21 DBConst CloseOut 2/21 4/21 Other	Ad	Ad	Ad		CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CO	CO	CO
2 Streets Initiative #26 (Concrete Panels Citywide)	\$4,307,173	\$4,307,173	Water - \$1,359,673 Misc. - \$12,500 Fund 1085 - \$2,935,000	Ad-Award	Planning 1/19 2/19 Design 3/19 8/19 DBDesign ROW AdAward 9/19 12/19 Construction 1/20 9/20 DBConst CloseOut 10/20 12/20 Other	Ad	Ad	Ad	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CO	CO	CO												
3 Port of Tacoma Road Track Upgrades				Ad-Award	Planning 1/01 1/01 Design 5/19 9/19 DBDesign 1/01 1/01 ROW 1/01 1/01 AdAward 10/19 12/19 Construction 1/20 4/20 DBConst 1/01 1/01 CloseOut 5/20 6/20 Other	Ad	Ad	Ad	CN	CN	CN	CN	CO	CO																			
4 Taylor Way	\$24,912,394	\$24,912,394	FMSIB - \$2,500,000 PSRC Fed - \$1,384,300 PSRC Fed - \$4,000,000 Fund 1085 - \$569,999 ES Sanitary - \$208,789 PSE - \$1,036,985 NHFP - \$10,394,996 Fund 1085 - \$1,200,825 Tacoma Rail - \$250,000 Water - \$3,000,000 Prologis - \$10,000 DCT - \$156,500 Port of Tacoma - \$200,000	Ad-Award	Planning 1/18 10/19 Design DBDesign ROW AdAward 11/19 3/20 Construction 4/20 7/21 DBConst CloseOut 8/21 10/21 Other	D	Ad	Ad	Ad	Ad	Ad	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CO	CO
			Misc. - \$2,517,865 Fund 1085 - \$850,000	Ad-Award	Planning 11/18 8/19 Design DBDesign ROW AdAward 9/19 1/20 Construction 2/20 5/20 DBConst CloseOut 6/20 8/20 Other	Ad	Ad	Ad	Ad	CN	CN	CN	CN	CO	CO	CO																	
Projects in Construction																																	
1 Beautification of STW & Pacific Ave	\$256,000	\$256,000	Misc. - \$56,000 Street Ops - \$200,000	Construction	Planning 3/19 5/19 Design DBDesign ROW AdAward 6/19 8/19 Construction 9/19 11/19 DBConst CloseOut 12/19 1/20 Other	CN	CN	CO	CO																								
2 Pac Ave/SR7	\$1,364,503	\$1,364,503	SRTS Grant - \$109,337 HSIP - \$945,166 Fund 1060 MVFT - \$170,000 General Fund - \$140,000	Construction	Planning 6/181 2/19 Design DBDesign ROW AdAward 3/19 6/19 Construction 1/20 4/20 DBConst CloseOut 5/20 7/20 Other	D			CN	CN	CN	CN	CO	CO	CO																		

Public Works Engineering Capital Projects Funding, Cost and Schedule

CAPITAL PROJECTS	TOTAL FUNDING	TOTAL PROJECTED COST	FUNDING SOURCES	CURRENT PHASE	TENTATIVE SCHEDULE	2019			2020												2021								
						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
3	Striping 2019	\$599,500	Fund 1060 MVFT - \$80,000 Street Ops - \$19,500 Multimodal - \$500,000	Construction	Planning Design 1/19 3/19 DBDesign ROW AdAward 4/19 6/19 Construction 7/19 1/20 DBConst CloseOut 2/20 3/20 Other																								
4	Safe Routes to Schools - Lister and First Creek	\$949,000	SRTS Grant - \$450,115 Fund 1085 - \$100,000 SRTS Grant - \$318,885 Fund 1085 - \$80,000	Construction	Planning Design 12/17 11/18 DBDesign ROW AdAward 12/18 2/19 Construction 3/19 12/19 DBConst CloseOut 1/20 3/20 Other																								
5	Pipeline Trail Phase 3	\$2,511,057	TAP Grant - \$1,936,057 Fund 1085 - \$575,000	Construction	Planning Design 2/18 3/18 DBDesign 4/18 1/19 ROW AdAward 2/19 5/19 Construction 6/19 2/20 DBConst CloseOut 3/20 5/20 Other																								
6	Streets Initiative #17 (North Tacoma near Ruston)	\$2,805,000	Fund 1085 - \$2,805,000	Construction	Planning Design 6/18 4/19 DBDesign ROW AdAward 5/19 7/19 Construction 9/19 2/20 DBConst CloseOut 3/20 4/20 Other																								
7	Streets Initiative #19 (S 56th from Yakima to Pacific)	\$1,067,219	Fund 1085 - \$1,050,000 Storm Fund - \$17,219	Construction	Planning Design 3/19 4/19 DBDesign ROW AdAward 5/19 8/19 Construction 9/19 1/20 DBConst CloseOut 2/20 4/20 Other																								
8	Streets Initiative #13 (Fairbanks)	\$2,292,000	- Fund 1085 - \$2,292,000	Construction	Planning Design 6/18 5/19 DBDesign ROW AdAward 6/19 8/19 Construction 9/19 4/20 DBConst CloseOut 5/20 6/20 Other																								
9	Capital Sidewalks 2019/2020	\$1,057,000	Fund 1060 MVFT - \$757,000 Fund 1085 - \$300,000 -	Construction	Planning Design DBDesign ROW AdAward Construction 1/19 12/20 DBConst CloseOut Other																								

Projects in Close Out

Public Works Engineering Capital Projects Funding, Cost and Schedule

CAPITAL PROJECTS		TOTAL FUNDING	TOTAL PROJECTED COST	FUNDING SOURCES	CURRENT PHASE	TENTATIVE SCHEDULE	2019			2020												2021								
							Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Municipal Dock Deck Demo & Esplanade Improvements, Site 10 and Site 12 Deck Demo	\$720,000	\$720,000	General Fund - \$690,000 FWDA - \$30,000	Close Out	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	4/17	2/19																						
Projects in Other																														
1	Bridge Inspection	\$350,000	\$350,000	Fund 1060 MVFT - \$350,000	Other	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/19	12/21																						
2	Foss Groundwater Monitoring	\$150,000	\$150,000	Fund 1060 MVFT - \$150,000	Other	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/21	1/21																						
3	Curb Ramp Inventory	\$50,000	\$50,000	Fund 1085 - \$50,000	Other	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/18	12/20																						
4	Sidewalk Program	\$1,969,000	\$1,969,000	Fund 1065 - \$712,000 Fund 1060 MVFT - \$1,257,000	Other	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/18	12/20																						
5	RR Crossing Support at McCarver	\$450,000	\$450,000	Fund 1060 MVFT - \$400,000 UTC Grant - \$50,000	Other	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	8/17	2/20																						
6	Dome District Rail Crossings	\$985,000	\$985,000	REET - \$985,000	Other	Planning Design DBDesign ROW AdAward Construction DBConst CloseOut Other	1/21	3/21																						

Public Works Engineering Capital Projects Funding, Cost and Schedule

CAPITAL PROJECTS	TOTAL FUNDING	TOTAL PROJECTED COST	FUNDING SOURCES	CURRENT PHASE	TENTATIVE SCHEDULE			2019			2020												2021										
								Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
7 Material Testing for Street Ops				Other	Planning	1/01	1/01	0																									
					Design	1/01	1/01																										
					DBDesign	1/01	1/01																										
					ROW	1/01	1/01																										
					AdAward	1/01	1/01																										
					Construction	1/01	1/01																										
					DBConst	1/01	1/01																										
					CloseOut	1/01	1/01																										
					Other	3/19	10/19																										
8 House Demos, Board Ups, Nuisance Abatement	\$1		General Fund - \$1	Other	Planning			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					Design																												
					DBDesign																												
					ROW																												
					AdAward																												
					Construction																												
					DBConst																												
					CloseOut																												
					Other																												1/18

Black Business Empowerment

*A panel discussion and
small business resource fair*



Are you a current or aspiring entrepreneur?

Are you interested in hearing stories from local
successful black business owners?

During Black History Month, the U.S. Small Business
Administration (SBA) invites you to this special event
to connect with other entrepreneurs, discover
resources from service providers to start and grow
your business, and be inspired by our panel of
successful entrepreneurs.

In collaboration with:

Who should attend:

Current and aspiring
entrepreneurs

Date and Time:

Wednesday, Feb. 12
12:30 to 3 p.m.

Place:

**Tacoma Public Library
Main Branch**
Olympic Room
1102 Tacoma Ave. S.
Tacoma, WA 98402

Register now:

[blackhistory-
ry2020.eventbrite.com](https://blackhistory2020.eventbrite.com)



City of Tacoma
WASHINGTON



SBA Seattle District Office

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All SBA programs and services are extended to the public on a nondiscriminatory basis.*

**City of Tacoma 2020
City Council Forecast Schedule**

Date	Meeting	Subject	Department	Background
January 28, 2020	City Council Study Session (TMBN 16, Noon)	Community Survey Presentation	OMB	City Staff and contractor, MDB Insights Inc., will present the results from the 2019-2020 Community Survey.
		Executive Session - Pending and Potential Litigation	CAO	
	Committee of the Whole (TMBN 16, 3:00 PM)	Council Action Memorandum Update	MCO	The Council Action Memorandum (CAM) has been updated to implement several of the City's policy goals such as Resolution No. 39893, adopting a "Health and Equity in All Policies" policy, and directing the City Manager to analyze proposed policies using a health and equity lens. This Committee of the Whole will orient Council to the updated CAM.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			

**City of Tacoma 2020
City Council Forecast Schedule**

Date	Meeting	Subject	Department	Background
February 4, 2020	City Council Study Session (TMBN 16, Noon)	Economic Development Strategic Plan	CED	City's five-year plan to guide the economic development focus, actions and investments and to advance Tacoma 2025 Citywide Vision and Strategic Plan goals of "Equity and Accessibility," "Economy and Workforce" and "Livability."
		City Council's Strategic Planning Work Session Preparation	Mayor/MCO	The City Council will have a discussion in preparation for their Friday, February 7th Annual Strategic Planning Work Session.
		Tacoma Soccer Stadium	TVE/CAO	Proposed Letter of Intent will be discussed with the City Council.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
February 11, 2020	City Council Study Session (TMBN 16, Noon)	City Manager's Performance Review Process	HR	HR staff will share the proposed process the City Council will use for the City Manager's annual performance review.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
February 18, 2020	Joint Library Board of Trustees & City Council Study Session (TMBN 16, Noon)	Overview and Update on Tacoma Public Library's services	Library	Tacoma Public Library will share an overview of the services they provide and an update on services provided in 2019.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
February 25, 2020	City Council Study Session (TMBN 16, Noon)	Pierce Transit Bus Rapid Transit Update	Pierce Transit	Pierce Transit outreach and milestone update for Bus Rapid Transit (BRT) Project
	City Council Meeting (TMB Council Chambers, 5:00 PM)			

**City of Tacoma 2020
City Council Forecast Schedule**

Date	Meeting	Subject	Department	Background
March 3, 2020	Joint Utility Board Study Session (TMBN 16, Noon)	Advanced Meter Project	Tacoma Power	
		TPU Director Performance Review Process	HR	
		Classification and Compensation Study	HR	
		Joint Executive Session - Pending Litigation	CAO	
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
March 10, 2020	Cancelled			
March 17, 2020	City Council Study Session (TMBN 16, Noon)			
	Committee of the Whole (TMBN 16, 3:00 PM)	City Council's Standing Committee Assignments	Mayor	As a follow up to the February 7th Strategic Planning Work Session, the Mayor
	City Council Meeting (TMB Council Chambers, 5:00 PM)			

Community Vitality and Safety			
Committee Members: Blocker (Chair), Beale, Hines, Ushka, Alternate-Hunter Executive Liaison: Linda Stewart; Staff Support - Bucoda Warren		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
February 13, 2020	Interviews for Tacoma Community Redevelopment Authority and Human Rights Commission	Doris Sorum, City Clerk	
	Firearms & Ammunition Tax	Danielle Larson, Tax & License Manager, Finance Department	Staff will be presenting process recommendations on the implementation of the Firearms & Ammunition Tax. Staff will be seeking guidance from Committee members on several policy choices.
	NCS Strategic Plan 2020-25 Update (Informational Briefing)	Allyson Griffith, Assitant Director, Neighborhood and Community Services; Vicky McLaurin, Social Wellness Manager, NCS; Kieth Williams, Code Compliance Supervisor, NCS; Jason McKenzie, Resource Manager, NCS	An update on the development of the NCS Strategic Plan 2020-2025, the process, and how it will be used to assist the department in achieving its stated goals identified in the City of Tacoma 2019-20 Adopted Budget as: 1) Sense of Safety in Community, 2) Utilization of City Services by Underrepresented Communities, and 3) Length of Shelter State and Returns to Homelessness.
Future			
February 27, 2020	Interviews for the Commission on Immigrant and Refugee Affairs	Doris Sorum, City Clerk	
	2019 CIRA Annual Report (Informational)	Korbett Mosesly, Management Analyst, Office of Equity and Human Rights	Annual report of the actions and plans of the Commission on Immigrant and Refugee Affairs
	Project Peace (Informational)	Ed Wade, Assitant Chief, Tacoma Police Department; and Korbett Mosesly, Management Analyst, OEHR	A discussion on the program goals, outreach beyond youth, and the composition of the executive committee for Project Peace
March 12, 2020	Interviews for the Human Rights Commission	Doris Sorum, City Clerk	

Economic Development Committee			
Committee Members: Blocker, McCarthy, Thoms, Ushka, 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 •Tacoma Creates Advisory Board
January 28, 2020	<i>Cancelled</i>		
Future			
February 11, 2020	Election of Chair	EDC members	
	Tacoma Arts Commission Interviews (Tentative)	City Clerk	2 interviews
	Economic Development Committee 2019 Year-End Report	Tadd Wille, Executive Liaison to the Economic Development Committee	Review of the Economic Development Committee's 2019 work
	Integrating Local Revitalization Financing & Transportation System Improvements	Elly Walkowiak, Assistant Community & Economic Development Director, Dana Brown, Assistant Public Works Division Manager, Public Works, and Eric Huseby, Parking Services Manager, Public Works	Informational briefing regarding opportunities to leverage Local Revitalization Financing and partnerships to enable economic development by addressing parking and transportation-related issues.
February 25, 2020	Quarterly collaboration Check In (Tentative)	Jeff Robinson, Director, Community & Economic Development Department, and Peter Huffman, Director, Planning, Development Services Department	Staff will present updates; Council Members have requested more information on opportunity zones and collaboration with the County
	Downtown Parking Occupancy Study and the Tacoma Dome District Parking and Access Study	Dana Brown, Assistant Public Works Division Manager, Public Works, and Eric Huseby, Parking Services Manager, Public Works	Informational presentation on parking occupancy studies for both the downtown district and the Tacoma Dome district.
	Waste Stream Mapping update and next steps	Lewis Griffith, Division Manager, Solid Waste, and Gloria Fletcher, Community & Economic Development	Summary of Waste Stream Mapping project to identify opportunities to connect businesses that can utilize waste materials as resources and presentation of recommended next steps.

Government Performance and Finance Committee			
Committee Members: Hines, Hunter (chair), Thoms (vice chair), and Walker Alternate - Blocker Executive Liaison: Andy Cherullo; Staff Support - Latasha Ware		1st and 3rd Tuesday 10 a.m. Room 248	CBC Assignments: •Public Utility Board •Board of Ethics •Audit Advisory Board •Civil Service Board
February 4, 2020	Insurance Briefing	Saada Gegoux, Risk Manager, Finance Department	Staff will present an overview of the City's Insurance Program. Staff will review coverages the City purchases, the places where the City self-insures, and the factors that go into determining how the City determines its insurance needs
Future			
February 18, 2020			
March 3, 2020			

Infrastructure, Planning and Sustainability Committee			
Committee Members: McCarthy (Chair), Beale (Vice Chair), Hunter, & Walker Alternate-Ushka Executive Liaison: Kurtis Kingsolver; Staff Support - Claire Goodwin		1st and 3rd Wednesdays 4:30pm - time to be confirmed in Feb. meetings Room 248	CBC Assignments: •Sustainable Tacoma Commission •Planning Commission •Landmarks Preservation Commission •Board of Building Appeals •Transportation Commission
February 5, 2020	Small Cell Deployment on City Street Lightpoles	Kurtis Kingsolver, Public Works Director; Steve Victor, Deputy City Attorney	Status update and presentation on small cell deployment and City street light poles. Cellular companies are working to better improve the coverage area and preparing for 5G deployment. This requires "small cells" and will be prevalent in the City - on utility poles and street lights. The FCC has said the City must allow these devices. City will need to work with cellular companies to develop a master contract.
	Bring Your Own Bag Program Annual Update	Jim Parvey, Division Manager; Leah Michaelson, Community Relations Officer, Office of Environmental Policy and Sustainability	Annual update and survey results of the Bring Your Own Bag program.
Future			
February 19, 2020	Sustainable Tacoma Commission Interviews	Doris Sorum, City Clerk	Candidates will be interviewed to fill vacant positions on the Sustainable Tacoma Commission
	Pierce Transit Update	Alex Mather, Government Affairs Manager, Pierce Transit	Pierce Transit outreach and milestone update for Bus Rapid Transit project (Part 1 of 4)
March 4, 2020	Transportation Improvement Plan (tentative)	Jennifer Kammerzell, Principal Engineer, Public Works; Katie Johnston & Nick Anderson, Office of Management and Budget	Annual update on the Transportation Improvement Plan per the requirements of the Growth Management Act.
	Limiting New Storage Unit Developments	Brian Boudet, Planning and Development Services Division Manager	At the request of CM Blocker and in response to community concerns about new self-storage facilities potentially using land that could be suitable for higher priorities, such as affordable housing, staff will present current zoning provisions related to these uses and concepts for how those could be modified to limit their expansion and better address their impacts.

CITY COUNCIL ACTION MEMORANDUM GUIDANCE

WHAT IS A CITY COUNCIL ACTION MEMORANDUM?

A **City Council Action Memorandum (CAM)** is a document intended to communicate a recommendation to the City Council on a proposal, policy, service, program, project, or purchase, which requires City Council action.

This document implements several of the City's policy goals such as Resolution No. 38247, whereby "sustainability will guide and inform City policy...and the legislative decisions of the City Council" and Resolution No. 39893, a resolution adopting a "Health and Equity in All Policies" policy, and directing the City Manager to analyze proposed policies using a health and equity lens.

This guidance should help you navigate the process to submit a CAM within the City. Please reference this document as you develop your CAM and use it as a checklist prior to submission.

Use short, succinct and clear language when writing the CAM.

CAM SUBMITTAL PROCESS:

Contact the City Clerk's Office at 253-591-5167 for the dates available to present at the City Council meeting or questions regarding the submittal process.

Submit the completed CAM package (CAM and supporting materials) to your **Agenda Coordinator**. You can find who your agenda coordinator is on the intranet [website](#).

The Agenda Coordinator will enter the CAM into **Legistar**. For more information on Legistar, please reference the intranet [website](#).

Legistar starts the approval process and includes submission to the following:

1. Manager(s) (if applicable)
2. Department Directors
3. Clerk's Office
4. Finance
5. Budget
6. Legal
7. City Manager's Office

COUNCIL AGENDA TIMELINE:

Submit the CAM and all backup materials two weeks prior to your scheduled presentation to the City Council. The submittal timeline can be found on the intranet [website](#).

Prior to submission, please consult the following departments: Finance, Office of Management and Budget (OMB), Legal, and the Clerk's Office. These departments review and approve all CAM submissions in Legistar, and in some cases, may return the CAM to you for additional analysis or information. Please take this into consideration when developing your project submission timeline.

CITY COUNCIL ACTION MEMORANDUM SECTIONS

HEADER:

All City Council Action Memorandums (CAM) should be on official City letterhead (using the template provided below), and addressed as follows:

TO:	City Manager
FROM:	Subject Matter Expert, Title, Department Department Director
COPY:	City Council & City Clerk
SUBJECT:	Resolution/Ordinance, include one summary sentence and requested action date
DATE:	Date CAM was generated

Once you have completed the CAM, please send to your Agenda Coordinator to convert the memo into a pdf before uploading into Legistar.

(Please note that the Resolution/Ordinance number is not assigned until after the routing process is complete.)

SUMMARY AND PURPOSE:

Begin by stating the topic you want to discuss and the purpose of the recommendation. Limit this section to three sentences. If necessary, within the background section you can include additional information about your proposed legislation. Reference if this is a new or revised policy, program, service, or initiative. State the action you are seeking from Council.

Please see examples below:

A resolution authorizing the execution of an agreement with (state the vendor(s) in the amount of \$ (amount), budget from (fund), for (what) from (time period).

[Subject Matter Expert, Title; Director's name, department]

An ordinance amending (chapter/title) of the Municipal Code, relating to (chapter/title name), to (do what).

[Subject Matter Expert, Title; Director's name, department]

COUNCIL SPONSORS:

Not all items coming from Council Committees should be listed as sponsored by those Committee Members, unless those attending took a vote at the meeting to forward for Council consideration. A recommendation from a Council Committee does not mean that the Council Members are sponsoring the item. The vote to forward an item is to simply bring the item to the full Council for consideration.

For Council Consideration Requests:

If applicable, reference the Council Consideration Request, including the names of the City Council sponsors. In some cases, this could be a direct request from a Council Member(s). There cannot be more than four sponsors.

If there are none, please delete this section.

BACKGROUND:

Include one or more paragraphs that give information about the research and analysis you conducted to develop this recommendation. Have clarity about the intent of the policy, program, or service (from now on referred to as "legislation"). Think about what the legislation is trying to achieve, and/or what problem it is trying to solve. How did the problems develop? What was the root cause and in what time period?

Include prior City Council actions, including Ordinance/Resolution numbers and dates passed/adopted; information or materials from the item's creation, review, or action by a Council Committee, the Public Utility Board, or a resident committee, board, or commission; and information on the bid/purchase process. If you have qualitative or quantitative data, reference this to ensure council and staff you have done thorough due diligence.

COMMUNITY ENGAGEMENT/CUSTOMER RESEARCH

Community engagement and customer research are critical to the policy-making, program development and service delivery process. In this section, please state who may potentially benefit and who may be negatively affected if the legislation is enacted. Provide a brief overview of the engagement and research you did to inform your conclusion and recommendation. Intentional considerations should be made for underrepresented communities.

If your legislation is a service or program that involves customers (e.g. City employees, venue customers, rate payers) please include information about how you conducted your customer research to inform your final decision.

For guidance, below is a short list of historically underrepresented populations to consider. (This list is not comprehensive)

- People of Color
- LGBTQ Residents
- Low-Income Households
- Low-Opportunity Neighborhoods
- Non-English Speakers
- People in Subsidized Housing
- People Who are Experiencing Homelessness
- People who are Undocumented
- People with a GED, High School Diploma or Less Schooling
- People with Disabilities
- Renters
- Elders/ Seniors
- Youth
- Single Parent Households
- Women
- Military Veterans

To gather more information about the various neighborhoods and demographics within Tacoma, please reference the [Equity Index](#). Here is a quick glance of the neighborhoods and demographics within Tacoma:

Race & Ethnicity

White- Non Hispanic – 65%
Hispanic - 6%
Native American – 1%
Asian – 10%
Black – 11%
Pacific Islander – 1%
Other - %

Neighborhoods:

Eastside
New Tacoma
North End
Northeast Tacoma
South End
South Tacoma
Tacoma Central
West End Neighborhood

Top Non-English Speaking Languages:

Spanish (7%)
Vietnamese (2%)
Mon-Khmer, Cambodian (1%)

2025 STRATEGIC PRIORITIES:

Tacoma 2025 represents our community's vision for the future with defined indicators that guide the City of Tacoma. All department proposals and legislation should work towards affecting these strategic goals. This helps ensure that we align the City's work towards making Tacoma an inclusive and equitable place to **Live, Learn, Work, and Play.**

- Review the indicators and identify the main goal area(s) in 2025 that your proposal addresses (**Livability, Economy/Workforce, Education, Civic Engagement**).
- Use the dropdown menus to choose (up to five) indicators that the proposal will likely impact. You can choose multiple indicators within the same goal area.
- Using the [Equity Index](#), state the Opportunity Score (**Very High, High, Moderate, Low, or Very Low**) for each goal area your proposal is affecting.
 - a. Go to the [Equity Index](#) and review the geographic area your legislation will affect (if it is Citywide, then use the Citywide scores).
 - b. This is one of the primary tools to help ensure we are making equitable, data-informed decisions. (There is a user guide available on the Office of Equity and Human Rights website.)
- Finally, provide a brief statement (2-3 sentences) about how your legislation will improve the listed indicators and/or **Equity Index Score.**

The community made **Equity and Accessibility** a priority goal within the Strategic plan, underlying each of the other four goal areas. As such, the Equity and Accessibility section **must be completed.** (Exemptions include Union negotiations and CBAs, Hearing Examiner, CBC Council Appointments, and others. Please consult with CMO if you believe your proposal should be exempt from this requirement.)

ALTERNATIVE:

Presumably, your recommendation is not the only potential course of action. What are the potential modifications to the legislation to mitigate negative impacts or enhance positive impacts? Please discuss other alternatives or actions that City Council or staff could take. Explain why your recommendation is preferable to the alternatives. Use the table to write short, succinct tradeoffs.

EVALUATION AND FOLLOW UP:

What is the roadmap for success? Clearly identify success indicators, performance measures or progress benchmarks that demonstrate success. Are there provisions to ensure ongoing data collections, public reporting, stakeholder participation and public accountability? How will impacts on underrepresented communities be documented? Explain how you will follow up with City Council and/or the City Manager to report success or changes. If this legislation includes a new initiative or a major programmatic expansion: What are the specific long-term and measurable goal(s) of the program? How will this legislation help achieve the program's desired goal(s)?

STAFF/SPONSOR RECOMMENDATION:

Clearly state staff or Councilmember recommendation and explain how your legislation addresses the issue. Include next steps if appropriate. If you have a recommended effective date, include that in this section.

FISCAL IMPACT

The intent of the Fiscal Impact section is to provide City Council with a clear picture of the impact of the legislation on the current budget along with any ongoing encumbrances. If a resolution or ordinance will affect staff workload but no new FTEs will be added, please address whether you expect there to be overtime expenses or if it will align with currently budgeted work. "No fiscal impact" should be reserved for resolutions or ordinances that have no cost (either budgeted or unbudgeted) associated with them.

Grants, Purchases, or Agreements:

If you are making a commitment on the City's behalf to receive or expend funds, then the fiscal impact section must be completed. If the action is to accept a donation or grant, note the amount, purpose of the donation or grant and, if required, City match. In the description, state the length of the commitment.

Example:

The total estimated cost for the replacement of five vehicles is \$116,517. The budget for the vehicles was included as part of the 2019-2020 Re-appropriation Process approved by the City Council.

Policy Actions:

If the item is a policy decision, please speak to the fiscal impacts of the policy decision (potential hard and soft costs) to provide some context on the costs of policy implementation. If implementation costs are unknown, please indicate. If the policy action will require changes in current operations/policy, this may be an indicator of implementation costs/time.

Example:

There is no immediate fiscal impact of committing to be a more age-friendly city. Data collection can be aligned with currently budgeted work. Future alignment with budgeted activities for 2025 will require no additional funding.

What Funding will be used to support the expense?

Identify funding source for expenses or benefiting fund for revenues. If you have questions about funding, please contact your budget analyst.

Are the expenditures and revenues planned and budgeted in this biennium's current budget?

First reply yes or no, then if no, provide an explanation. Explain how expenditures are to be covered and if budget modifications are required. Include detail on expenditures or commitments that may occur in future biennia, if relevant. If you have questions about whether something is planned and budgeted, please contact your budget analyst.

Example:

Two of the vehicle costs are within the estimated budget. However, the two Ford trucks came in over budget by approximately \$4,300 combined. These overages will be absorbed in future purchases since other vehicles are coming in under the amounts budgeted. All vehicles will be purchased from various vendors using state bid contracts.

Reply yes or no to the following questions:

Are there financial costs or other impacts of not implementing the legislation?

Will the legislation have an ongoing/recurring fiscal impact?

Example:

For legislation approving the sale of City property, there would be no ongoing fiscal impact. The purchase of new vehicles has an initial onetime cost, but ongoing maintenance, which will need to be accounted for in future budgets.

Will the legislation change the city's FTE/personnel counts?

ATTACHMENTS:

In this section list your attachments (using bullet points), try to minimize the number of attachments and only include documents that will be presented or referenced during the meeting (agreement, map, fiscal impact memorandum, and legislation/recommendations from another group). Please include a map if the Council action is specific to an area of Tacoma.



TO: Click or tap here to enter [City Manager's name]
FROM: Click or tap here to enter [Employee Contact Name], [Title], [Department]
Click or tap here to enter Department Director
COPY: Click or tap to enter City Council and City Clerk
SUBJECT: Click or tap to enter Resolution/Ordinance - Brief Description of Action] – [Requested City Council Date]
DATE: Click or tap to enter a date.

SUMMARY & PURPOSE:

Begin by summarizing your recommendation and stating why this topic is of importance. Clearly identify the response you are seeking from City Council.

Please see examples below:

A resolution authorizing the execution of an agreement with (state the vendor (s) in the amount of \$ (amount), budget from (fund), for (what) from (time period).
[Subject Matter Expert, Title; Director's name, department]

An ordinance amending (chapter/title) of the Municipal Code, relating to (chapter/title name), to (do what).
[Subject Matter Expert, Title; Director's name, department]

COUNCIL SPONSORS:

Include the names of the City Council sponsors, **if there are none, please delete this section.**

BACKGROUND:

Provide only the information needed to orient Council, provide context, and frame the issue or topic. Start with the statement: **This Department's Recommendation is Based On:**

COMMUNITY ENGAGEMENT/ (CUSTOMER RESEARCH):

Within this section, please state who will potentially be affected by this proposal and give a brief overview of the engagement and research you did with the community/customers to shape your recommendation. Also, emphasize how your legislation has included underrepresented communities' input.

2025 STRATEGIC PRIORITIES:

Equity and Accessibility: *(Mandatory)*

Please state how this legislation will reduce racial and other inequities, disparities, or discrimination to underrepresented communities. Please state what positive impacts on equity, equality, diversity or inclusion, if any, would result from enacting this legislation.

Identify which Tacoma 2025 strategic goals your legislation most relates to, then identify the [Equity Index Score](#) for those goals in the geography your proposal will affect. Select the indicator(s) this legislation is most related to,



then briefly explain how this legislation will impact the selected indicator(s) and/or improve the Equity Index Score. *Use the dropdowns below and refer to guide for more information.*

Economy/Workforce: *Equity Index Score:* Select Index Score.

Select an indicator.

Select an indicator

Education: *Equity Index Score:* Select Index Score

Select an indicator.

Select an indicator.

Civic Engagement: *Equity Index Score:* Select an Index Score.

Select an indicator.

Select an indicator.

Livability: *Equity Index Score:* Select Index Score.

Select an indicator.

Select an indicator.

Explain how your legislation will affect the selected indicator(s)?

Click or tap here to enter text.

ALTERNATIVES:

Presumably your recommendation is not the only potential course of action; please discuss other alternatives actions for council or staff to take. Please use table below.

Alternative	Positive Impacts	Negative Impacts
1.		
2.		
3.		

EVALUATIONS AND FOLLOW UP:

Please include what performance measures and/or benchmarks you have identified that indicate success. Explain how you will follow up with staff and council to report success or changes.

STAFF RECOMMENDATION:

Clearly state your recommendation and explain how your recommendation addresses the issue. Include next steps if appropriate. If you have a recommended effective date, enter here.

FISCAL IMPACT:



Please provide a short summary of the fiscal impacts associated with the grant, agreement, policy action, or other action.

Fund Number & Name	COST OBJECT (CC/WBS/ORDER)	Cost Element	Total Amount
1.			
2.			
TOTAL			

What Funding is being used to support the expense?

Are the expenditures and revenues budgeted in this biennium's current budget?

Choose an item.

Please enter Explanation

Are there financial costs or other impacts of not implementing the legislation?

Choose an item.

Will the legislation have an ongoing/recurring fiscal impact?

Choose an item.

Will the legislation change the city's FTE/personnel counts?

Choose an item.

Please enter Explanation

ATTACHMENTS:

List attachments using bullet points.