



## WEEKLY REPORT TO THE CITY COUNCIL

September 10, 2020

Members of the City Council  
City of Tacoma, Washington

**Dear Mayor and Council Members:**

### **ITEMS OF INTEREST**

1. Council Members Lilian Hunter and John Hines provides the **attached Council Action Memo supporting responsible drone ownership**.
2. Mayor Victoria Woodards provides the **attached letter to the Commercial Airport Coordination Commission** expressing opposition to the siting of the new primary commercial airport at McChord Airfield.
3. Council Member Robert Thoms provides the attached **Council Action Memo amending the rules of Procedure of the Tacoma City Council** to increase opportunities for public feedback to the Tacoma City Council during Covid-19.
4. City Manager Elizabeth Pauli and Deputy City Manager Tadd Wille provides the **attached memo recommending collaboration with Pierce County's Human Services Department to provide mortgage assistance and foreclosure prevention assistance for homeowners** at or below 80% AMI as part of the City's actions to plan for and respond to the Coronavirus.
5. Planning and Development Services provides **the attached memorandum with an update on the outcomes of the 2019 changes to Tacoma's Accessory Dwelling Unit (ADU) code**. The updates have resulted in a substantial increase in the number of ADUs being built in Tacoma and staff is gathering ideas for further actions to promote ADUs as part of a broader package of infill housing options.
6. The City Manager's office provides the attached **August Neighborhood Council Liaison Report**.
7. City Manager Elizabeth Pauli provides the **attached Purchase Contract Awards for the week of August 31, 2020**.
8. Chief Don Ramsdell provides the **attached Weekly Crime Report**.
9. Please see the attached City of Tacoma **Weekly Meeting Schedule**.
10. **LASA continues to administer the City's coronavirus rental assistance program. A total of 351 payments have been made totaling \$304,735.24.**

Under the current program guidelines, applicants may receive a one-time payment of up to \$1,000, based on this criteria:

- Awards of up to \$1,000 are made based on need, directly related to current rental expense obligations, as verified by the landlord.
- City of Tacoma resident(s)
- Experienced loss of employment or reduction in wages due to COVID-19
- Income at or below 50% Area Median Income for Pierce County

Pierce County has notified the City that they have suspended their program to catch up to demand and evaluate available funds. Non-profits working with clients may still make direct referrals to the City's program by contacting [communityengagement@lasawa.org](mailto:communityengagement@lasawa.org).

Staff are finalizing plans to release another round of rental assistance funding, with adjusted criteria. Council will receive more information soon about continuation of the program.

**The City's Rental Assistance Fund at the Greater Tacoma Community Foundation has received 20 gifts totaling \$26,020.**

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

11. The **City Council Study Session** of Tuesday, September 15, 2020, will be conducted through Zoom conference. The public can watch the meeting at: [tvtacoma.com](http://tvtacoma.com). Discussion items will include: (1) **At Home in Tacoma Project Update**; (2) **Homelessness Update**; (3) **Systems Transformation Update**; (4) **Briefing on Commercial Airport Coordination Commission Letter** (5) **Other items of Interest**; (6) **Committee Reports**; (7) **Agenda Review and City Manager's Weekly Report**; (8) **Executive Session**.

At Tuesday's Study Session, Public Works and the Media and Communications Department will be providing **an update on the At Home in Tacoma project**.

As a second item on the agenda, the **Neighborhood and Community Services Department will be updating the Mayor and City Council on the City's approach to homelessness** which will include a discussion of recent "Point in Time," count Information and emergency sheltering.

On the third agenda item, City Manager Elizabeth Pauli will be giving an **update on Systems Transformation, including sharing staff's recommendations for a mortgage assistance and foreclosure prevention program**.

In addition, Anita Gallagher will **brief the Mayor and City Council on a letter to the Commercial Airport Coordination Commission**.

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

**MARK YOUR CALENDARS**

13. There are no new events to report at this time.

Sincerely,



Elizabeth Pauli  
City Manager

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**TO:** Elizabeth Pauli, City Manager  
**FROM:** Council Members Hunter and Hines  
**COPY:** City Council and City Clerk  
**SUBJECT:** A Resolution supporting responsible drone ownership through safe operation, and directing the City Manager to develop an education strategy to help connect residents to information on drone regulation and policies in Tacoma. – Requested for September 29, 2020  
**DATE:** August 17, 2020

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**SUMMARY AND PURPOSE:**

A Resolution supporting responsible drone ownership through safe operation, and directing the City Manager to develop an education strategy to help connect residents to information on drone regulation and policies in Tacoma.

**COUNCIL SPONSORS:**

Council Members Hunter and Hines

**BACKGROUND:**

Drones, or more formally Unmanned Aerial Vehicles (UAVs), or when they are under 55lbs, Small Unmanned Aircraft (UAS), has many regulations that ensure safe operation and ownership. Regulation of UAVs falls under the authority of the Federal Aviation Administration (FAA), which regulates U.S. airspace and prohibits states and localities from regulating drone in most cases. In Tacoma, the City Council has already passed Ordinance 28615 to update the park code that added drones, "sky lanterns," unmanned aircraft systems and motorized models as prohibited equipment use in parks except as specifically authorized by permit or the Metro Parks Director. Methods of getting authorization to fly in parks, and general understanding of FAA rules is lacking, and would benefit from a resource to help educate and inform residents.

The FAA recently has adopted rules that require registration of drones, restrict their size, and limit how high and fast they can fly, and makes it easier to become a commercial drone operator. The following are the basic regulations all drone owners should be aware of that the City can help to educate residents about.

1. Register your drone, mark it on the outside with the registration number and carry proof of registration with you.
2. Fly only for recreational purposes.
3. Fly your drone at or below 400 feet above the ground when in uncontrolled (Class G) airspace.
4. Obtain authorization before flying in controlled airspace (Class B, C, D, and E).
5. Keep your drone within your visual line of sight, or within the visual line-of-sight of a visual observer who is co-located (physically next to) and in direct communication with you.
6. Do not fly at night unless your drone has lighting that allows you to know its location and orientation at all times.
7. Give way to and do not interfere with manned aircraft.
8. Never fly over any person or moving vehicle.
9. Never interfere with emergency response activities such as disaster relief, any type of accident response, law enforcement activities, firefighting, or hurricane recovery efforts.



10. Never fly under the influence of drugs or alcohol. Many over-the-counter medications have side effects that could impact your ability to safely operate your drone.
11. Do not operate your drone in a careless or reckless manner.

By developing an educational campaign, a website or similar resource can be set up to provide people information and links from the FAA website locally, and help businesses who sell drones know of these regulations so they can inform customers.

#### **COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:**

All residents will potentially be affected by this policy but the real target are those who regularly use drones for photos or business purposes, or recreationally such as families or younger residents flying for fun. The outreach on this education comes from hearing from residents who have witnessed unsafe usage of drones, and from our residents who have drones, but were surprised to learn about the many regulations of drone usage, even recreationally.

#### **2025 STRATEGIC PRIORITIES:**

**Equity and Accessibility:** *Equity Index Score:* Moderate Opportunity

This legislation positively impacts equality by ensuring all users are properly registered and are aware of safe drone operation regulations.

**Livability:** *Equity Index Score:* Moderate Opportunity

Increase positive public perception of safety and overall quality of life.

#### **Explain how your legislation will affect the selected indicator(s).**

Helping residents who own drones operate them safely will help all residents feel more secure knowing that drone pilots are registered, and are following safe operation regulations in Tacoma. This will create opportunities for recreation and enjoyment, while ensuring residents who do not use drones continue to have a positive perception of public safety and quality of life.

#### **ALTERNATIVES:**

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1. Do not adopt resolution	None	There is no local policy guiding responsible drone ownership or education on how to comply with FAA rules

#### **EVALUATION AND FOLLOW UP:**

This information to residents will be passive in nature, and will rely on resident complaints to know whether there are issues with drone owners in Tacoma. In the future there could be further actions to help educate residents.

#### **SPONSOR RECOMMENDATION:**

By passing this resolution the City provides an avenue of education of residents without creating new regulations or laws. We recommend adopting this as a first step in supporting safe drone ownership in Tacoma.



**FISCAL IMPACT:**

There is no direct fiscal impact to implement this resolution. The impact to resources will be staff time to create an educational webpage.

**What Funding is being used to support the expense?**

N/A

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

N/A

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

N/A

**Will the legislation have an ongoing/recurring fiscal impact?**

N/A

**Will the legislation change the City's FTE/personnel counts?**

N/A



## City of Tacoma

Mayor Victoria Woodards

September 15, 2020

Washington State Department of Transportation Aviation Division  
P.O. Box 47361  
Olympia, WA 98504

To the Members of the Commercial Aviation Coordinating Commission,

Thank you for the work you are doing to identify locations for a new commercial aviation facility in our state. The City Council recognizes the need for additional capacity to accommodate our state's growing population and economy. We support the work of the Commercial Aviation Coordinating Commission (CACC) and the process as outlined in Senate Bill 5370.

The CACC is charged with recommending six locations by January 2021, the top two locations by September 2021, and a single preferred location for a new commercial aviation facility by January 2022. As we understand, McChord Airfield is still on the short list as a potential location for a new commercial aviation facility. We are writing today to note that this location does not meet the criteria outlined in statute and to share some of our concerns with it remaining on the short list.

The authorizing legislation for the CACC's work, Senate Bill 5370, states that, "options for a new primary commercial aviation facility in Washington may include expansion of an existing airport facility but may not include siting a facility on or in the vicinity of a military installation that would be incompatible with the installation's ability to carry out its mission requirements." According to the installation, airspace in the vicinity of Joint Base Lewis McChord (JBLM) is already limited and any commercial flights would hamper the installation's ability to conduct necessary training missions and deployment readiness. Co-locating a commercial aviation facility at McChord Airfield would detrimentally impact our national security and our state's economy.

As you may know, Joint Base Lewis McChord is a major economic engine in the South Sound. The installation is the fourth largest employer in the state and the largest in Pierce County. The 2020 Regional Economic Impact Analysis conducted by the University of Washington- Tacoma Center for Business Analytics calculated the gross economic output of JBLM in Pierce and

Thurston Counties as \$12.1 billion and \$13.9 billion statewide. Any limitation on the mission capacity at JBLM threatens this economic impact.

It is worth noting that Congressman Denny Heck has been vocally opposed to McChord Field as a potential location. In a 2019 Tacoma News Tribune Op-Ed, Congressman Heck stated, “While that [McChord Field] may seem like a good idea on the surface, it is a deeply flawed plan that should be rejected out of hand.” He went on to say, “Any delays, incursions or restrictions that affect mission readiness and tempo would be incompatible with modern national-security needs and an unjustifiable burden on our service members stationed around the globe.”

If McChord Airfield does advance as a recommendation, there are challenges related to the McChord Field North Clear Zone (NCZ), also referred to as a Runway Protection Zone (RPZ). The installation has been working with local partners for several years to relocate businesses that are currently in the McChord NCZ and bring the properties into compliance. However, this process is still ongoing and may take many more years to resolve.

While we recognize the desire to locate a new commercial aviation facility near population centers so as to divert passengers and cargo from SeaTac International Airport, the traffic congestion that has plagued the South Sound region for decades is bound to be an impediment for prospective travelers. Advancing McChord Field as an option will require addressing complex transportation challenges that will otherwise limit airport access.

The City Council is also highly concerned about the potential environmental impacts on our community that would result from having a major commercial air traffic hub so close to a densely populated area. Air pollution resulting from increased freeway traffic and aircraft traveling to and from McChord Airfield raises the risk of rising greenhouse gas emissions and particulate matter in our air. This is especially worrisome for our neighborhoods in the eastern and southern parts of Tacoma, which already experience disparate health outcomes compared to other areas of the city. From a health equity perspective, we cannot support the siting of a primary commercial airport so close to our community.

No matter which location is ultimately advanced, we encourage the CACC to consider the impacts a new airport facility will have on the surrounding communities. Impacts such as approaching/departing aircraft noise, wear and tear of local road networks due to increase in traffic volumes, additional law enforcement, reduced air quality, and other such concerns will need to be mitigated.

Thank you for your consideration of our concerns and for your work on this important topic.

Yours in service,





**TO:** Elizabeth Pauli, City Manager  
**FROM:** Council Member Robert Thoms  
**COPY:** City Council and City Clerk  
**SUBJECT:** **Resolution - amending the *Rules of Procedure of the Council of the City of Tacoma* to increase opportunities for public feedback to the Tacoma City Council during the COVID-19 declaration of emergency and for the duration in which the Tacoma City Council holds virtual business meetings - Requested for September 15, 2020**  
**DATE:** 9/10/2020

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**SUMMARY & PURPOSE:**

This resolution does four things:

1. For the purpose of utilizing technology to reinstate verbal Public Comment and to resume setting aside time at the start of each Council business meeting for public comment, Section A of Rule 9 of the *Rules of Procedure of the Council of the City of Tacoma*, entitled "Public Comment," is amended as follows:
  - A. Public Comment. The City Council appreciates hearing from community members about items on its agenda, and desires to set aside time at the start of each Council business meeting for Public Comment. All comments must be limited to items on the agenda. Speakers are asked to identify the specific agenda items they wish to address. To ensure equal opportunity for the public to comment, a speaker's comments shall be limited to up to 90 seconds per person, per meeting. Where necessary, due to the number of persons who want to address the Council, the presiding officer shall retain authority to limit all persons' remarks to an equal period of less than 90 seconds. To further ensure equal opportunity for the public to comment, each person may address the Council only one time during the Public Comment portion of the meeting. Comments may be made on resolutions as well as first and final readings of ordinances. Comments shall not be accepted on ordinances forwarded to the Council by the Hearing Examiner for which a public hearing has been held. Written comments submitted prior to Council action shall be considered in the same manner as oral comments. In the event that the Council, after taking public comment, suspends its rules to include a new resolution or ordinance on the agenda, public comment will be taken at the time the Council considers the new resolution or ordinance. Where an ordinance has been substantially changed at its final reading, a person may speak to the changes. To request to speak during Public Comment, please press the Raise Hand button near the bottom of your Zoom window or \*9 on your phone. The last four digits of your phone number will be called out when it is your turn to speak. All remarks will be addressed to the Council as a whole.
- 2) For the purpose of continuing to reserve time on the City Council agenda for Community Forum on the second Tuesday of each month, Section C of Rule 9 of the *Rules of Procedure of the Council of the City of Tacoma*, entitled "Community Forum – Second Tuesday," is amended as follows:
  - C. Community Forum - Second Tuesday. On the second Tuesday of each month, time shall be reserved for community members' comments. The purpose of this forum is to assist the Council



in making policy decisions; therefore, items of discussion shall be limited to matters over which the City Council has jurisdiction. A speaker's remarks shall be limited to up to 90 seconds per person, per Community Forum. Where necessary, due to the number of persons who want to address the Council, the presiding officer shall retain authority to limit all persons' remarks to an equal period of less than 90 seconds. To further ensure equal opportunity for the public to comment, each person may address the Council only one time during the Community Forum portion of any meeting. Comment shall not be made in support of or opposition to any matter on the Council Agenda for which the time for public comment has passed.

- 3) For the purpose of creating a new opportunity for the community to share feedback, Rule 9 of the *Rules of Procedure of the Council of the City of Tacoma* is amended to add a new Section G, entitled "Virtual Forum," reading as follows:

- G. Virtual Forum. On the fourth Tuesday of each month at 6:00 pm, or promptly after the adjournment of the Tacoma City Council meeting should it extend past 6:00 pm, there shall be held a "Virtual Forum" for community members' comments. The purpose of the Virtual Forum is to give community members an opportunity to share their thoughts and views to assist the Council in making policy decisions; therefore, items of discussion shall be limited to matters over which the City Council has jurisdiction. No action shall be taken by the City Council during the Virtual Forum. Speaker's comments shall be limited to up to 90 seconds per person, per Virtual Forum. Where necessary, due to the number of persons who want to address the Council, the presiding officer shall retain authority to limit all persons' remarks to an equal period of less than 90 seconds. To further ensure equal opportunity for the public to comment, each person may address the Council only one time during the Virtual Meeting. Guidelines set out in Rule 9 – Public Comment/Public Forum, Section B, Courtesy; Section D, No Use of Public Comment or Community Forum for Campaigns; Section E, No Use of Public Comment or Community Forum for Advertising; and Section F, Transgression, will apply to Virtual Forum.

- 4) The foregoing amendments to Section 9 of the *Rules of Procedure of the Council of the City of Tacoma* shall expire upon termination or revocation of the Proclamation of Emergency caused by the COVID-19 virus, and thereafter shall be of no force or effect.

**COUNCIL SPONSORS:**

Mayor Victoria Woodards, Council Member Lillian Hunter and Council Member Robert Thoms



## **BACKGROUND:**

### **This Council Member's Recommendation is Based On:**

The Tacoma City Council appreciates hearing from community members about items on its agenda, and the Council's Rules of Procedure includes Rule 9: Public Comment/Public Forum, which sets aside time at the start of each Council business meeting for Public Comment and during the meeting on the second Tuesday of each month for Community Forum. Public Comment limits speakers' time to five minutes each whereas Community Forum limits speakers' time to three minutes each. The presiding officer can reduce the amount of time for each speaker due to the number of persons who want to address the Council. Rule 9 also specifies instructions for how the public can sign up to speak at Public Forum, specifically providing instructions for in person meetings.

The Covid-19 pandemic is widespread in our region. As of September 9, 2020, there were 2,167 COVID-19 cases and 45 tragic deaths in the City of Tacoma. The State of Washington declared a state of emergency on February 29, 2020, limiting in-person meetings. On June 5, 2020, Pierce County entered Phase 2 of the state's Safe Start Recovery Plan and while in Phase 2, the governor has prohibited groups of more than 5 meeting. The City of Tacoma proclaimed a State of Emergency related to COVID-19 on March 12, 2020.

The Tacoma City Council switched to a virtual meeting format and has adjusted its meetings as its technological capacity increased. On March 24, 2020, the Tacoma City Council unanimously suspended the rules in order to allow only written comments to be provided for the Public Comment and Community Forum portions of City Council meetings until the Proclamation of Emergency caused by the COVID-19 virus is terminated. City staff worked to expand verbal comment options, and the Tacoma City Council held its first virtual Public Hearings with verbal comments on May 5, 2020. At the Tacoma City Council meeting on July 7, 2020, the Council approved a motion to allow verbal comments to be taken for Community Forum during the virtual-only Zoom City Council meetings, with verbal comments commencing at the July 14, 2020 meeting. The City of Tacoma has proven it has the technological capacity to allow for verbal comments during the regular Public Comment period

## **COMMUNITY ENGAGEMENT:**

The entire Council has received an outpouring of requests for more opportunities for the public to speak to the Council at meetings and in other settings about items on the agenda as well as other items under the jurisdiction of the Tacoma City Council. Limitations on in-person meetings and events have reduced the Council ability to hear from the community, identifying the need for more formal, verbal forums for community feedback. The Council has heard clearly from the Community wanting to address policing in Tacoma and the City's ongoing work to create an equitable and anti-racist Tacoma.

## **2025 STRATEGIC PRIORITIES:**

### **Equity and Accessibility:**

Switching to a social distanced, virtual format for meetings has shifted how the Tacoma City Council interacts with the public and changed how Council Members receive feedback from the community. Creating more opportunities for the public to provide feedback will formalize access to the City Council and allow more voices to be heard while the Council considers critical policies during the COVID-19 pandemic.

### **Civic Engagement: Equity Index Score: Moderate Opportunity**

Increase the percentage of residents who believe they are able to have a positive impact on the community and express trust in the public institutions in Tacoma.

Representation at public meetings will reflect the diversity of the Tacoma community



This resolution restores pre-pandemic opportunities to hear directly from the community, and creates a new forum for the community to provide feedback directly to the Council.

**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. No changes/ retain written Public comment.	Council Members would still receive public comment in written form	Community members would not be able to speak directly to Council
2. Only implement virtual Public Comment	Community members would be able to speak weekly directly to Council on topics on the meeting agenda	Less opportunity to speak to all topics under the City's jurisdiction

**EVALUATIONS AND FOLLOW UP:**

City staff will administer the new guidelines for Public Comment, Community Forum, and Virtual Forum.

**COUNCIL MEMBER RECOMMENDATION:**

The recommendation is to pass this resolution.

**FISCAL IMPACT:**

None.



**TO:** Elizabeth Pauli, City Manager & Tadd Wille, Deputy City Manager  
**FROM:** Jeff Robinson, Director, Community & Economic Development & Felicia Medlen, Housing Division Manager  
**DATE:** August 25, 2020  
**SUBJECT:** Recommendations for COVID-19 Emergency Mortgage Assistance / Foreclosure Prevention Program

**SUMMARY AND PURPOSE:**

This memo recommends a collaboration with Pierce County's Human Services Department to provide mortgage assistance and foreclosure prevention assistance for homeowners at or below 80% AMI as part of the City's actions to plan for and respond to the Coronavirus. This program also aligns with action 3.2 of the Affordable Housing Action Strategy to create a range of resources for households experiencing a housing crisis in order to provide short term emergency housing assistance.

**BACKGROUND:**

In response to the financial hardships caused by the COVID-19 pandemic the Community & Economic Development Department (CED) has explored the development and launch of a mortgage assistance and foreclosure prevention program. This pandemic has illustrated that, in addition to renter households, homeowners are also affected by losses in income and face housing insecurity. However, there are few resources made available to them. In response and acknowledgement of this fact, the City recognizes the urgent need to direct resources to homeowners who have experienced a loss of income.

On June 13th Pierce County launched a program similar to the one being contemplated by the City. The program developed by the County accepts application from inside City Limits and uses service providers who are experienced in administering mortgage and foreclosure prevention programs. The proposed City program will be in partnership with Pierce County and can begin paying for assistance once a contract with the County is in place. The program would utilize a total of \$815,000; \$645,000 of CDBG CARES (CUI) funding and \$170,000 from the City's Housing Trust Fund (HTF) resources to households that meet the following qualifications:

- Live in the City of Tacoma:
  - CUI: Household income at or below 80% of AMI for Pierce County
    - Experienced a loss of employment or reduction in wages due to COVID-19
  - HTF funds: Household income below 60% AMI for Pierce County
    - BIPOC and Seniors

In order to expedite program implementation, CED is working with Pierce County which has contracted with, or currently negotiating contracts with; Habitat for Humanity, Pierce County Coalition for Developmental Disabilities, the Washington State Housing Finance Commission, and Multicultural Child and Family Hope Center to administer a mortgage assistance and foreclosure prevention program. These providers were vetted and selected through an application process and demonstrated the capacity to take on this additional program and administer funds quickly. A representative from the City's Housing Division participated on the application review committee to ensure that any selected applicant would also be good candidates to administer City funds.

The County's program is designed to assist households up to 100% of AMI and allows up to three months of assistance, with a maximum of \$5,000 in assistance. The total amount the county has allocated to the program is \$3.2 million, coming from State CARES Act funding that must be expended by the end of the year. The City funds being proposed do not have this timing constraint but, it is likely that the funds would be utilized by the end of the year if made available.



Discussion with the County indicate that they are willing to make adjustments to their program to accommodate the City CVI funding, since the HTF funds are not COVID 19 response related further discussion with the County is needed to determine if they will host the application. Hosting the HTF application would require the County to make changes to their application portal to accommodate the different eligibility requirements. If hosting the HTF application with the County is not possible, the City can contract directly with a service provider to implement the HTF portion of the program.

With a currently operating program that can be adapted to meet a majority of City's needs, and with Pierce County as a partner and coordinator, staff makes the following recommendation:

**RECOMMENDATION:**

Staff recommends allocating \$815,000 to a mortgage assistance and foreclosure prevention program and executing an agreement with Pierce County Human Services to administer these funds through existing provider contracts.

**ALTERNATIVES:**

The City could develop, market, and administer a separate program and execute separate provider contracts for the full allocation of \$815,000. This would result in a program not being ready until late 2020, would require providers to manage multiple contracts which will impact the provision of assistance, and would also require households seeking assistance to apply in multiple places increasing the risk for duplication of benefits.

The City could partner with the County on the \$645,000 of CVI funds, which have expenditure deadlines and contract directly with a provider for a targeted mortgage assistance program utilizing the \$170,000 in HTF funds.


The City could choose not to administer a mortgage assistance program and keep all funds in rental assistance.

**FISCAL IMPACT:**

The program proposes to use \$645,000 of CVI grant funds and \$170,000 of General Fund from the City's Housing Trust Fund.

As indicated in an 8/21/2020 Memo from the NCS Department a portion of the funds proposed for allocation to mortgage assistance and foreclosure prevention will be redistributed from unspent rental assistance funds. The funding re-allocated from rental assistance to mortgage assistance would be \$170,000, leaving a total of \$498,042 available for rental assistance after the current and pending payments of \$531,958 have been made.



**TO:** Elizabeth A. Pauli, City Manager  
**FROM:** Elliott Barnett, Senior Planner, Planning and Development Services  
Brian Boudet, Planning Manager, Planning and Development Services   
**SUBJECT:** **Outcomes from Tacoma's 2019 Accessory Dwelling Unit Code Updates**  
**DATE:** September 9, 2020

At the City Council's direction, Planning and Development Services (PDS) staff are providing an update on the outcomes of the 2019 changes to Tacoma's Accessory Dwelling Unit (ADU) code. In summary, the updates have resulted in a substantial increase in the number of ADUs being built in Tacoma. PDS is gathering ideas for further actions to promote ADUs as part of a broader package of infill housing options.

**BACKGROUND:**

On March 19, 2019, the City Council passed Ordinance No. 28576 enacting changes to the City's regulations for ADUs (effective as of May 1, 2019). ADUs are an infill housing type intended to provide flexibility to homeowners and increase the range of housing options and price points, while fitting in harmoniously within residential neighborhoods. The 2019 amendments modified the City's prior ADU regulations in the following ways:

- Allowed detached ADUs in single-family zoning districts;
- Removed a requirement that the property owner occupy one of the dwellings;
- Reduced regulatory barriers and increased flexibility regarding lot size, building design, size and location;
- Included design, location and building controls intended to ensure that ADUs fit the scale and character of the surrounding neighborhood.

With the adoption of Ordinance No. 28576, the City Council expressed interest in considering further changes and refinements in the future, and directed staff to report back regarding the outcomes. This memo provides an update on implementation of the new ADU code approximately 16 months from its effective date.

Home In Tacoma Project

As part of Affordable Housing Action Strategy (AHAS) implementation, the City is launching the **Home In Tacoma Project** to identify actions to promote Tacoma's housing supply, affordability and choice throughout the City's neighborhoods. The City will evaluate additional ADU code and administrative changes through this effort, as part of the broader review of infill housing strategies. PDS staff will provide an introduction to the **Home In Tacoma Project** at the September 15, 2020 study session, followed by an in-depth discussion on October 27, 2020. For more information, visit [www.cityoftacoma.org/homeintacoma](http://www.cityoftacoma.org/homeintacoma).



#### ADU PERMITTING OUTCOMES:

The rate of applications to construct ADUs increased substantially after the 2019 changes, particularly for detached ADUs. Previously, the City processed an average of **about 0.5 ADU permit applications per month** (*during a representative 6-year period between 2008 and 2014*). In the 16 months since the 2019 code changes (*from May 1, 2019 to August 12, 2020*), the City has processed 148 ADU building permit applications, which is **an average of 9.25 per month**.

The increase appears to reflect pent up demand, particularly for detached ADUs. Some applicants also took advantage of flexibilities offered through the ADU amnesty program, intended to encourage people to legalize existing, unpermitted ADUs. The amnesty program offers flexibility regarding standards such as ADU size, location and height, in order to encourage bringing existing dwellings into compliance with health and safety standards. The amnesty program sunsets at the end of 2020.

People are building ADUs throughout the City's neighborhoods (see map, below). In most cases, the property owner lives in either the main unit or the ADU, though some ADUs have been built as part of rental properties. Anecdotally, people are interested in ADUs for reasons including housing family members, generating rental income, and aging in place.

#### Permitting and Technical Support

PDS has ramped up staffing to support the increase in ADU applications. PDS maintains an ADU resources page, including a tip sheet, ADU Design Guidelines, and surveys asking for input from property owners and developers at [www.tacomapermits.org/accessory-dwelling-units](http://www.tacomapermits.org/accessory-dwelling-units).



New Detached ADU - 2019



The following table summarizes key data points regarding ADU permitting since the 2019 code changes became effective.

<b>ADU Building Permit Applications (05/01/19 to 08/12/20)</b>	
<b>Total ADU permit applications</b>	<b>148</b>
<b>Applications by Council Districts</b>	<i>District 1: 43 District 2: 24 District 3: 25 District 4: 36 District 5: 20</i>
<b>ADU Building permit application rate</b>	About 9.25 applications per month
<b>Attached ADUs applications</b>	<b>43 total</b> Within existing house: 22 Addition to existing house: 13 New SFD built with an ADU: 8
<b>Detached ADUs</b>	<b>69 total</b> Convert existing garage: 29 New Detached ADU: 40
<b>Incomplete applications (on hold, pending information, or cancelled)</b>	36
<b>Permits issued</b>	71
<b>Certificate of Occupancies (C of O's) issued</b>	9
<b>Average time from application to C of O</b>	184 days
<b>Owner occupies main house or ADU (reported)</b>	71%
<b>Detached ADU height</b>	From 9.5 to 21 feet (average 15.6 feet)
<b>ADU square footage</b>	From 250 to 1,300 sf (average 700 sf)
<b>Affordability/rent</b>	Incomplete data
<b>ADU parking</b>	Parking is not required for ADUs. While some add and some remove parking, generally the net is zero for each site.

## **LESSONS LEARNED:**

There continues to be significant interest in ADUs in Tacoma. Based on applicant, community, and departmental input, staff have identified a list of potential ADU changes for further study as part of the **Home In Tacoma Project**:

### *Potential ADU Code Changes:*

- Consider allowing two ADUs in some circumstances
- Clarify or simplify ADU design standards
- Clarify how ADU size and accessory structures size work together
- Consider increasing detached ADU size and height when the main house is small
- Consider increasing detached ADU height to facilitate second story garage ADUs
- Clarify how specific uses, such as adult family homes, work with ADUs
- Consider allowing ADUs with non-single family development
- Consider allowing habitable space within detached structures that are not ADUs

### *ADU Technical Support:*

- Make the City's ADU guidance documents easier to understand for non-professionals
- Offer information about construction cost, financing and cash flow
- Offer City-recommended ADU designs

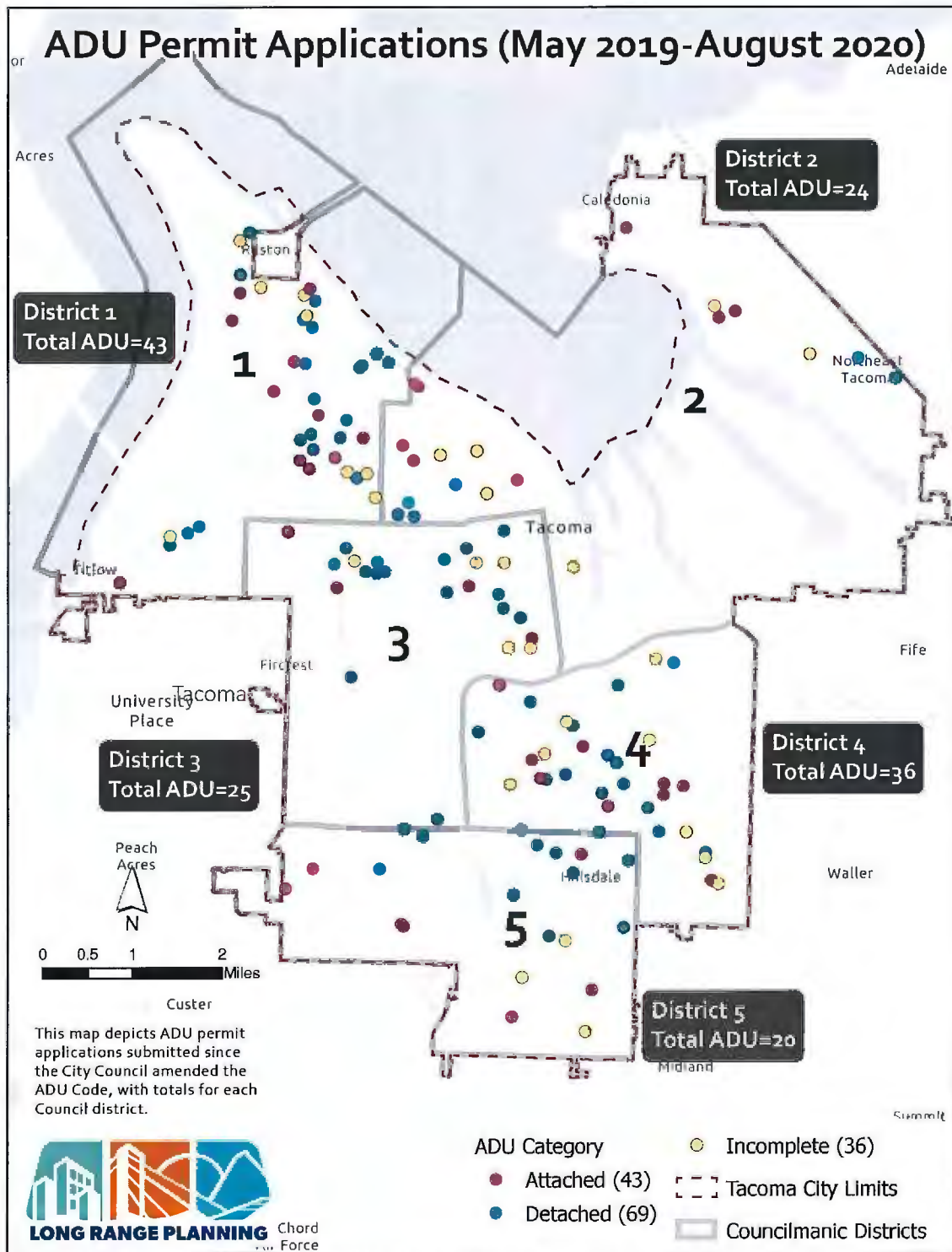
### *Fees, Building Code and Utilities:*

- Consider Building Code changes to reduce barriers
- Consider reduced utility standards for ADUs
- Work with Tacoma Public Utilities to consider permit streamlining/utility reductions/financial support

For more information, please contact Elliott Barnett, Senior Planner, at [ebarnett@cityoftacoma.org](mailto:ebarnett@cityoftacoma.org) or (253) 312-4909. More information about upcoming housing policy work is at [www.cityoftacoma.org/homeintacoma](http://www.cityoftacoma.org/homeintacoma).



Converted garage Detached ADU - 2019



Path: Z:\GADS\R2019\R170\MXD\R170\_ADU\_Location\R170\_ADU\_PermitCategory\_090220.aprx

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# Accessory Dwelling Unit (ADU)

## WHAT IS AN ACCESSORY DWELLING UNIT (ADU)?

An ADU is a second, smaller dwelling unit located on the same lot as a single-family dwelling. ADUs are intended as a housing option that can contribute to housing affordability and choice, respond to changing household needs and lifestyles, contribute to housing supply, and contribute to neighborhood stability consistent with residential neighborhood patterns. ADUs can be located either within or attached to the primary residence or in a detached structure in the rear yard.

**Where ADUs are allowed.** One ADU per lot is allowed as an accessory use to a single-family dwelling, on legally established lots (irrespective of lot size or width) in zoning districts that permit single-family development.



An attached ADU (Dalton home, [www.accessorydwellings.org](http://www.accessorydwellings.org))



A Detached ADU (Photo by Lauren Flemister, City of Tacoma)

## DEVELOPMENT STANDARDS

- **Size.** The living area of the ADU, excluding any non-living areas, is limited to the most restrictive of the following:
  - 1) No more than 15% of the lot area.
  - 2) No more than 85% of the living area of the primary structure or dwelling.
  - 3) No more than 1,000 square feet.
- **Height.** Attached ADUs are subject to the primary structure height limits. Detached ADUs shall be no taller than the main house **and** the most restrictive of the following:
  - Up to 18 feet measured to the midpoint of a peaked roof.
  - Up to 20 feet with incorporation of parking, or with Built Green 4 stars (or equivalent) environmental certification.
  - Conversion of an existing accessory structure taller than 18 feet may be considered as a Conditional Use.
  - In View Sensitive Districts, maximum height is 15 feet (measured per TMC 13.06.700.B, additional height is subject to TMC 13.06.645 variance criteria).
- **Setbacks & location.** Attached ADUs are subject to the primary structure setbacks. Detached ADUs must be:
  - On the same lot as the primary structure.
  - In the Rear Yard of the primary structure.
  - A minimum of 5 feet from side and rear property lines, except no setback is required from alleys.
  - Provide fire separation from the primary structure per the Building Code.
  - Accessory building standards (per TMC 13.06.100.F).
- **Parking.** Parking is not required for ADUs. If parking is proposed, it must be located in and accessed from the rear portion of the lot. The addition of an ADU may not remove parking required for the primary dwelling.
- **Open Space.** The overall site must maintain or provide at least 10% of the lot size as usable and functional yard space (per TMC 13.06.100.D.7).
- **Walkways.** For ADUs with a separate entrance, a walkway must connect to the nearest public sidewalk or right-of-way.
  - Walkway materials must be distinct from any adjacent vehicular areas (may function as a shared drive/walk space along an exterior edge of a driving surface).
  - A minimum 3-foot width (per Building Code).
- **Design Standards for all ADUs.**
  - Generally match the exterior architectural style, appearance and character of the main house with similar materials, window, façade and roof design; or complement the main house through use of materials and design of equal or better quality.
  - Meet applicable Historic District design standards.



**Note:** This Tip Sheet does not substitute for codes and regulations.

**The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.**

**More information:** City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.



# Accessory Dwelling Unit (ADU)

- **Design Standards for Detached ADUs.**
  - Main entrances at least 8 feet from side property lines shared with a neighbor, if the entrance faces the neighboring property.
  - Second story windows within 10 feet of the property line shall be constructed to reduce direct views into the neighboring property.
  - The structure shall not intercept a 45-degree daylight plane inclined into the site from a height of 15 feet above existing grade from the 5-foot setback line.
- **Other Requirements.**
  - Both dwellings must be in common ownership.
  - ADUs shall include facilities for cooking, living, sanitation, and sleeping.
  - Clear addressing visible from the street is required.
  - Occupancy and minimum room dimensions shall meet Tacoma Municipal Code 2.01.060 sections S and T.
  - Building Code standards include ceiling heights, insulation, additional energy credits, firewalls, egress windows, smoke and carbon monoxide detectors, heating, exhaust fans, plumbing fixtures, etc.
  - Attached ADU's should be constructed to duplex design with fire separation and rated supporting structure.
  - Standards for home occupations, short-term and long-term rentals apply.

See Tacoma's [ADU Design Guide](#) for further information, illustrations and examples of these standards.

## PERMIT REQUIREMENTS

Construction permits are required for creating, converting, and legalizing an existing attached or detached ADU. The type of permits are dependent on the scope of the project, and could include: Building, Plumbing, Mechanical, Site Development, Side Sewer, Stormwater, Water, Electrical, and/or Minimum Housing Code Inspection.

**Legalize existing unpermitted ADUs.** Through December 2020, additional flexibility is available for existing, unpermitted ADUs to obtain permits.

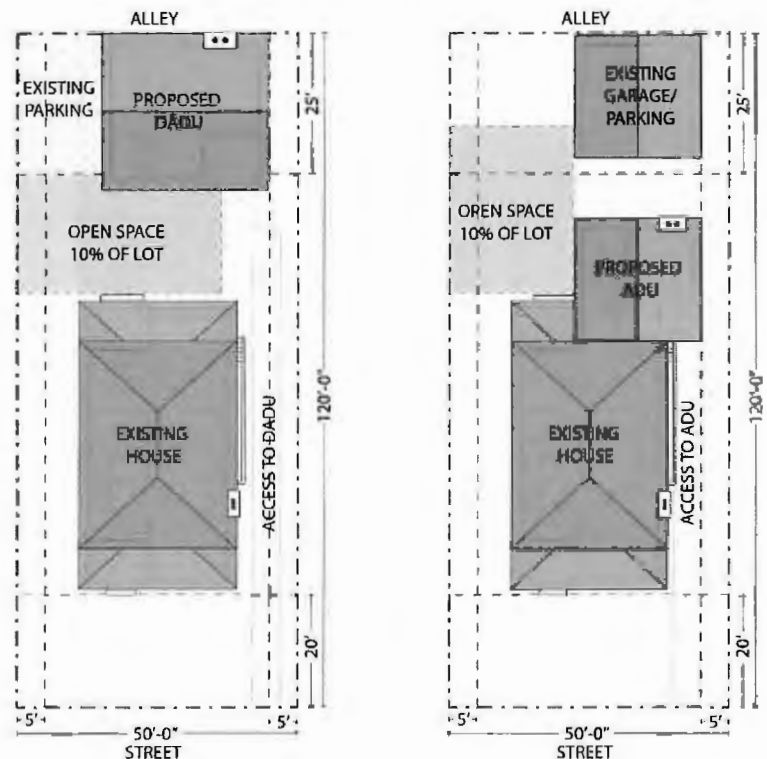
## APPLICABLE REGULATIONS

- Tacoma Municipal Code Section: [13.06.150 - Accessory Dwelling Units](#), [13.06.100.F - Accessory building standards](#), [13.06.602 - General Restrictions](#), [2.02 Building Code](#)

## SUBMITTAL AND REVIEW PROCESS

Application materials must be submitted in electronic PDF format on compact disc (CD) or online at [TacomaPermits.org](http://TacomaPermits.org). See tip sheet on [Electronic File Standards G-230](#).

- **Submittal requirements (drawn to scale):**
  - A site plan showing structures, access and utilities.
  - Section views showing proper ceiling height.
  - Building elevations.
  - Floor plans with layout of the primary and accessory dwelling units drawn to scale.
  - Framing drawings for new, altered, or change of use.
  - Plumbing and mechanical fixture locations.
- **Permit application and review.**
  - Apply in person at Planning and Development Services (PDS), Tacoma Municipal Building, 747 Market Street, 3rd Floor. Or, apply online at [TacomaPermits.org](http://TacomaPermits.org).
  - The plans may need a 1-3 week review time.
  - After work is completed, contact PDS to request a new address and schedule Final Building Inspection.



Example Attached and Detached ADU site plans



**Note:** This Tip Sheet does not substitute for codes and regulations.

The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

More information: City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.



**TO:** Elizabeth Pauli, City Manager  
**FROM:** Bucoda Warren, Management Fellow  
**COPY:** City Council; City Clerk; Linda Stewart, Director, Neighborhood and Community Services  
**DATE:** September 3, 2020  
**SUBJECT:** August Neighborhood Council Liaison Report

**SUMMARY:**

The purpose of this memo is to provide a summary of topics and concerns discussed at the eight neighborhood councils and the Community Council of Tacoma during the month of August 2020. These items have been identified by the City Manager's Office liaison to each council as important or useful to bring to the City Council and City Manager's attention.

August Marked the first month that nearly all Neighborhood Councils and the Community Council met virtually. Neighborhood Councils have begun holding regular forums on topics ranging from litter and recycling, hearing from concerned residents, and working on their own governing documents as they plan how to operate in this new normal.

Questions regarding the Neighborhood Councils can be directed to the Program Coordinator at [NeighborhoodCouncils@cityoftacoma.org](mailto:NeighborhoodCouncils@cityoftacoma.org).

**TOPICS DISCUSSED:**

**Community Council of Tacoma**

CCOT has met after an extended hiatus to elect new officers after some resignations over the past few months. Charles Mann, Chair of Central Neighborhood Council, will serve as the Chair of CCOT. He can be contacted at [chair@cnc-tacoma.com](mailto:chair@cnc-tacoma.com).

**CONCERNS SHARED:**

**South End Neighborhood Council**

South End Neighborhood Council shared concerns about the developer who purchased land at 38<sup>th</sup> and G St. in the Lincoln area for new apartment development, and want to be sure they are notified of availability of public comment opportunities as the project progresses. Neighbors also shared concerns about the motorcycle club operating in the Lincoln District that has been a long standing nuisance, and the new owner of the Morgan Motel on Pacific Avenue and fears about returning issues at that property.

**South Tacoma Neighborhood Council**

South Tacoma discussed concerns about reaching out to residents who are unable to connect with the City digitally, referencing the recent budget surveys. Council Member Beale was in attendance and mentioned the possibility of adding future surveys and information into utility mailers. They also shared concerns regarding the Manitou annexation, the groundwater protection designation for the area, and how the City has been involved with wastewater testing for COVID. Staff and Council Member Beale were able to follow up with information on all topics.

**Northeast Tacoma Neighborhood Council**

Northeast Tacoma Neighborhood Council shared concerns about overgrown plants on the sidewalks on marine view drive, and a desire to clean up the "Welcome to Tacoma" sign. Public works staff will be following up with the Neighborhood Council. The Neighborhood also shared concerns about the recycling station location and shared their desire to have it at the Center at Norpoint.

**Purchase Contract Awards**  
**For Weekly Report to the City Manager**

**Week of August 31, 2020**

Specification	Description	Awardee	Amount
Direct Negotiation Waiver	Axon Enterprise Body Worn Cameras	Axon Enterprise, Inc.	Increase contract by \$891,655.97, plus any applicable taxes, for a cumulative total of \$1,031,655.97
Direct Negotiation Waiver	CARES Act Child Care Funding	Child Care Resources	\$799,999.84 plus applicable taxes
Direct Negotiation Waiver	Home Delivered Meal Services and Emergent Need Support.	Korean Women's Association (KWA)	Increase contract by \$156,370.40, plus any applicable taxes for a cumulative total of \$1,050,911.90,





City of Tacoma

City Manager Action Memorandum

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**TO:** Elizabeth Pauli, City Manager  
**FROM:** Don Ramsdell, Police Chief, Tacoma Police Department  
Chris Travis, Lieutenant, Tacoma Police Department  
**COPY:** City Manager, City Council, City Clerk, EIC Coordinator, LEAP Coordinator, and  
Ryan Foster, Finance/Purchasing  
**SUBJECT:** Axon Enterprise Body Worn Cameras Contract No. CW2233113  
**DATE:** 08/17/2020

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Pursuant to the City of Tacoma March 12, 2020, state of emergency proclamation in response to COVID-19, made in accordance with Tacoma Municipal Code Chapter 1.10., contract awards for purchases must be approved by the City Manager or designee.

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**RECOMMENDATION SUMMARY:**

Tacoma Police Department requests approval to increase CW2233113, Axon Enterprise, Inc. Scottsdale, Arizona by \$891,656.42, plus any applicable taxes, for the purchase of body worn cameras and supporting software. This increase will bring the contract to a cumulative total of \$969,611.60, plus any applicable taxes.

**STRATEGIC POLICY PRIORITY:**

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

**BACKGROUND:**

The City awarded a contract to Axon Enterprise, Inc. in the amount of \$77,955.18, for the purchase of evidence cloud storage in December, 2019. This contract increase will facilitate the purchase of body worn cameras and supporting software as requested by the City Council. This amendment adds \$ 891,656.42, for a revised contract total of \$ 969,611.60.

**ISSUE:** The purpose of this project is to bring transparency to the public by placing body worn cameras on officers who are interacting with the community.

**ALTERNATIVES:** The city could request staff to do a separate competitive bid process. However, the Axon products meet the City's requirements and through use of the NASPO contract the City can buy those products at national discount pricing.

**COMPETITIVE SOLICITATION:**

The Washington State Department of Enterprise Services (DES) National Association of State Procurement Officials (NASPO) Contract No. 06316 is a competitively solicited contract. The City uses it through an interlocal agreement. This contract meets Tacoma's competitive solicitation requirements. All purchases from the city are eligible for the contract pricing of the DES/NASPO contract.



City of Tacoma

**CONTRACT HISTORY:** This contract amendment for body worn cameras and associated software is based on the Washington State Department of Enterprise Services Contract No. 06316 participating addendum with NASPO Contract No. OK-MA-145. The contract was originally awarded in 2017. The current contract term ends January 31, 2021, with renewals available through February 2, 2022.

**SUSTAINABILITY:** Not Applicable

**EIC/LEAP COMPLIANCE:** Not Applicable

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Department of Justice JAG	837400	5330100	\$250,000.00
General Fund	TBD	TBD	\$641,656.42
<b>TOTAL</b>			<b>Up to \$</b>

\* General Fund:

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Department of Justice JAG	837400	TBD	\$250,000.00
General Fund	TBD	TBD	\$641,656.42
<b>TOTAL</b>			



City of Tacoma

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**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$161,540.57 (ESTIMATE)**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? YES**

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.**

N/A

APPROVED

DocuSigned by:  
  
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City Manager (or delegee)

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City of Tacoma

City Manager Action Memorandum

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**TO:** Elizabeth Pauli, City Manager & Tadd Wille, Deputy City Manager  
**FROM:** Jeff Robinson, Community and Economic Development  
Carol Wolfe, Division Manager, Community and Economic Development  
**COPY:** City Council, City Clerk, EIC Coordinator, LEAP Coordinator, and Ryan Foster  
Finance/Purchasing  
**SUBJECT:** COVID19-CARES Act Child Care Funding: Child Care Resources  
Direct Negotiation Contract No. SR2541845622  
**DATE:** August 10, 2020

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Pursuant to the City of Tacoma March 12, 2020, state of emergency proclamation in response to COVID-19, made in accordance with Tacoma Municipal Code Chapter 1.10., contract awards for purchases must be approved by the City Manager or designee.

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**RECOMMENDATION SUMMARY:**

Community and Economic Development recommends a contract be awarded to Child Care Resources, 1225 South Weller, Suite 300 Seattle WA 98144 in the amount of \$799,999.84 plus applicable taxes, for an initial contract term of July 1, 2020 through October 31, 2020.

Community and Economic Development requests a waiver of competitive procurement procedures and recommends that a contract be awarded to Child Care Resources, with offices located at 1501 Pacific Avenue Suite 305 Tacoma WA 98402 and 1225 South Weller, Suite 300 Seattle WA 98144 for administration of CARES Act funding for child care services that support families with child care expenses necessary to return to work and providers who are otherwise at risk of closure over COVID-related expenses within the City of Tacoma, in the amount of \$799,999.84 plus any applicable taxes.

**STRATEGIC POLICY PRIORITY:**

Supporting child care expenses for families and additional expenses to providers to adapt to the impacts of COVID-19, is crucial to achieve the following strategic priorities:

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Foster a vibrant and diverse economy with good jobs for all Tacoma residents.
- Encourage thriving residents with abundant opportunities for life-long learning.

**BACKGROUND:**

CARES Act Coronavirus Relief Funds are being provided by Washington State Department of Commerce to local governments to address unbudgeted expenses related to the impacts of Covid-19. Approximately \$6 Million is available to the City of Tacoma on a reimbursement basis for expenses related to COVID19 impacts. Child care was identified as a key element of COVID19 Recovery and Resiliency by a cross departmental team from Neighborhood and Community Services, Office of Equity and Human Rights, Community and Economic Development, Tacoma Public Utilities and the City Manager's Office along with Food Security and other areas. It was decided that \$1.6M would be prioritized for Food Security impacts. Childcare Resources (CCR) will administer \$1.5 million in a voucher system for Pierce County families to provide access for 0-12 year olds in licensed child care programs or any school aged



City of Tacoma

only program. CCR will also administer \$500,000 towards provider relief grants located within Pierce County.

**ISSUE:** On July 2<sup>nd</sup> CED Staff was informed that \$800,000 of CARES Act Coronavirus Relief Funds would be made available for child care support as Tacoma Public Schools would not be able to utilize the funds for Food Security in the required timeframe. The deadline for cities to make eligible expenditures is October 31st, and the deadline for submitting invoices is November 15th. After considerable investigation, CED identified Child Care Resources (CCR) as the most appropriate organization to act as a subrecipient of the funds to successfully get the money into the community for its intended purpose and impact.

CCR, a member of the Child Care Aware system of WA, has been a resource & referral organization for 30 years with a focus on child care and early learning. As part of this system, CCR worked closely with Child Care Aware of Pierce County, then a department of the City of Tacoma. When the Child Care Aware of Pierce County, in agreement with the City of Tacoma, sought a new 501 c(3) home, Child Care Resources was their choice. The merger was finalized in August 2015.

**ALTERNATIVES:** Staff may decide to not utilize the \$800,000 for childcare support and to identify another public health and/or community impact area in need of CARES Act Coronavirus Relief Funds.

#### **COMPETITIVE ANALYSIS:**

The CARES ACT funding must be spent by 10/31/2020 with invoices submitted by November 15, 2020 to the Department of Commerce for reimbursement. On 7/2/20 it was determined that the full allocated amount of \$1,600,000 could not be expended on Food Security and \$800,000 was allocated to child care services, both in support of families and child care providers. This timeframe does not allow for a full RFP/Competitive bid process and it is crucial that our funding partner have the expertise, experience and infrastructure to provide full program and funding services to distribute the \$800,000 within a 4-month period.

Staff researched existing childcare service currently working on childcare solutions in Tacoma Pierce County. Child Care Resources, formally Child Care Aware, was identified as the only comprehensive childcare service provider addressing families, providers, advocacy, funding and capacity building. Child Care Resources was also involved in current childcare strategy networks operating to address inadequate childcare services in Tacoma Pierce County, adopted Racial Equity Strategic plans and Mission Statement and was familiar with acting as a subrecipient of Federal funds.

**CONTRACT HISTORY:** New Contract

**SUSTAINABILITY:** This contract addresses sustainability by utilizing an existing contractor within Pierce County that is acting as a subrecipient of CARES Act Coronavirus Relief Funds.





City of Tacoma

EIC/LEAP COMPLIANCE: Not Applicable

**FISCAL IMPACT:****EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1195 - CEDD			\$799,999.84
<b>TOTAL</b>			<b>Up to \$799,999.84</b>

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
COVID19-CARES ACT			\$799,999.84
<b>TOTAL</b>			<b>\$799,999.84</b>

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 799,999.84

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? No

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.

COVID-19 CARES Act Funding.

APPROVED

DocuSigned by:  
  
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City Manager (or designee)

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City of Tacoma

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**Date:** August 8, 2020

**To:** Patsy Best, Procurement and Payables Division Manager

**From:** Carol Wolfe, Community and Economic Development Division Manager

**Subject:** Authorization of Direct Negotiation for Professional Services and Personal Services over \$25,000

For your review and recommendation.

In accordance with TMC 1.06.256 (B), Community and Economic Development requests a waiver of the competitive solicitation process and authorization to directly negotiate with Child Care Resources, 1225 South Weller, Seattle WA 98144, for a grant program to help support local child care providers who are otherwise at risk of closure over COVID-related expenses, for an amount of 800,000 plus applicable sales tax.

Direct negotiation approval constitutes a waiver of further competitive solicitation for amendments to the subject contract provided that any such amendment(s) shall be signed by personnel as authorized in the Delegation of Procurement Signature and Approval Authority memorandum. Contract totals shall not exceed \$200,000 without City Council or Public Utility Board approval as appropriate.

**EXPLANATION:** In response to the City of Tacoma Child Care Relief funding from the CARES Act, the Subrecipient shall serve as the administrator of the childcare/FFN subsidy program and the childcare provider grant program. The subsidy program is meant to support and assist families who meet eligibility criteria with covering the costs of childcare services and seeking referrals for services through culturally competent organizations within Tacoma. The grant program will support local child care providers who are otherwise at risk of closure cover COVID-related expenses. This is a one time grant fund.

**JUSTIFICATION FOR DIRECT NEGOTIATION:**

1. Explain why it's in the best interest of the city to waive the competitive solicitation process.

The CARES ACT funding must be spent by 10/31/2020 with invoices submitted by November 15, 2020 to the Department of Commerce for reimbursement. On 7/2/20 it was determined that the full allocated amount of \$1,600,000 could not be expended on Food Security and \$800,000 was allocated to Childcare services, both in support of families and child care providers. This timeframe does not allow for a full RFP/Competitive bid process and it is crucial that our funding partner have the existing expertise and infrastructure to provide full program and funding services to distribute the \$800,000 within a 4 month period.



City of Tacoma

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2. Is this purchase based on a previous competitive solicitation conducted by the City or other agency? If yes, provide the contract information, specification number, etc., and explain the relationship of this request to the previous contract.

No.

3. Describe the screening efforts made to identify potential service providers.

Staff researched existing childcare service currently working on childcare solutions in Tacoma Pierce County. Child Care Resources, formally Child Care Aware, was identified as the only comprehensive childcare service provider addressing families, providers, advocacy, funding and capacity building. Child Care Resources was also involved in current child care strategy networks operating to address inadequate childcare services in Tacoma Pierce County, adopted Racial Equity Strategic plans and Mission Statement and was familiar with acting as a subrecipient of Federal funds.

4. Describe the efforts made to assure that the City is receiving the lowest or best price possible.

Subsidy amounts to families are based on existing Federal income guidelines and based on county wide data of costs to provide childcare for in home licensed childcares as well as licensed child care centers. Indirect costs – personnel, payroll tax, fringe benefits are capped at 13.5%.

**FUNDING:** Funds for this purchase are available in Department of Commerce Covid19 CARES Act funding and are on a reimbursement basis.

**SBE COMPLIANCE:** The Department/Division has checked the [City of Tacoma Small Business Enterprise \(SBE\) website](#) for opportunities to contract with SBE firms on August 4, 2015. The recommended vendor is not a registered SBE.

**PROJECT COORDINATOR:** Carol Wolfe, Community and Economic Development / Business Services & Workforce Development Division, 253-591-5384



TSK2569714754 Get Direct Negotiation Approval

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**Summary**  
This task will send the waiver for approval. Approvers are automatically populated based on the department and dollar amount.

- Child Care Resources Cost Analysis
- Child Care Resources Direct Negotiation Waiver SR2541845022
- Strip It, Child Care Resources, Department
- COVID-19 Child Care Funding (1)
- Reference Documents
- Bypass Doc

- This task has been completed. You can do any of the following:
- Review the comments or document changes made by the reviewer on the Task History tab
  - New Round** Initiate a New Round if necessary. Examples of when you might need a New Round include the previous round was denied, or if the document has changed since the previous round.
  - Replace** Replace the document(s) on the left.

PropertiesTask HistoryApproval Flow

Submitted

Approved

✓ Ellen A. Walkowiak (Assistant Director/Division Manager)

Approved

✓ Jeffrey Robinson (Department Director)

Approved

✓ Todd Gregory Wille (Assistant City Manager)

Approved



City of Tacoma

City Manager Action Memorandum

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**TO:** Elizabeth Pauli, City Manager  
**FROM:** Linda Stewart, Director, Neighborhood and Community Services  
Vicky McLaurin, Program Manager, Neighborhood and Community Services  
**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator,  
Finance/Purchasing, Ryan Foster, Senior Buyer.  
**SUBJECT:** Authority to increase contract over \$500k - Response to COVID-19, Home  
Delivered Meal Services and Emergent Need Support. Korean Women's  
Association, Contract No CW2227288  
**DATE:** August 20, 2020

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Pursuant to the City of Tacoma March 12, 2020, state of emergency proclamation in response to COVID-19, made in accordance with Tacoma Municipal Code Chapter 1.10., contract awards for purchases must be approved by the City Manager or designee.

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**RECOMMENDATION SUMMARY:**

Neighborhood and Community Services Department requests approval to increase [CW2227288], to Korean Women's Association (KWA) in Tacoma, by \$156,370.40, plus any applicable taxes. This request will increase the contract over \$500k. Department of Commerce Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") funding will be utilized for one time use to expand KWA's Immigrant Home Delivered Meal Services, and implement Emergent Need Support for 232 clients enrolled in KWA's Community Behavioral Health Program during the COVID-19 pandemic. This increase will bring the contract to a cumulative total of \$1,050,911.90, plus any applicable taxes.

**STRATEGIC POLICY PRIORITY:**

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.

**BACKGROUND:**

As a result of COVID-19, communities of color are experiencing disparities at alarming rates. Black/African Americans include 6% of COVID 19 cases, even though they only make up 4% of the Washington State population. Additionally, Native Americans, Pacific Islanders, and other communities of color are experiencing equally pronounced disparities. KWA has seen a 100% increase in Korean, Cambodian, and Vietnamese clients seeking hot catered food delivery. Additionally, clients enrolled in KWA's Community and Behavioral Health (CBH) program are seeking support with emergent needs.

Using the one-time Department of Commerce CARES Act Funding KWA will:

Expand Home Delivered Meal Service:

- For Korean, Cambodian and Vietnamese clients
- Hire one driver for meal delivery
- Hire two assistant cooks



## City of Tacoma

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- Make 500 meal care packages
- Purchase to-go boxes
- Cover Catering, Administrative and indirect cost

### Support Client Emerging Needs through Comprehensive Care Coordination:

- Provide safety mask
- Care packages
- Provide preventative health education materials
- Sustain funding for the care coordinator salary

CARES Act Funds must be spent by October 31, 2020

**ISSUE:** As a result of the COVID 19 Pandemic, an unprecedented number of families and seniors are experiencing financial and food insecurity. KWA has seen an increase across all of its program areas and CARES Act funding will allow them to deliver more food to seniors and support clients with emerging needs.

**ALTERNATIVES:** If this request is not approved, available CARES Act Funding will need to be allocated elsewhere. (Due to the expedited timeline for spend-down of the CARES Act Funding, analyzing other priority needs and contracting with an organization capable of expending the funding within the timeline will likely mean that all of most of the funds will go unspent.)

### **COMPETITIVE SOLICITATION:**

The contract was negotiated with KWA and is in alignment with the CDC's recommendation of social distancing, virtual communication during the pandemic, and the City's approach to providing equitable services and senior wellness.

### **CONTRACT HISTORY:**

This contract was originally awarded to KWA as a result of Direct Negotiation Waiver in December 2018 for the 2019-2020 Biennium. CARES Act Funding was offered to KWA based on their culturally relevant approach dealing with various marginalized communities of color, specifically those from the Korean, Cambodian, and Vietnamese immigrant groups.

**SUSTAINABILITY:** Not applicable

**EIC/LEAP COMPLIANCE:** Not applicable



City of Tacoma

**FISCAL IMPACT:****EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 General Fund-NCS (Senior Wellness)	95100/90017141	5330100	\$71,370.40
0010 General Fund-NCS (Health & Health Care)	91200/90017141	5330100	\$85,000.00
<b>TOTAL</b>			<b>\$156,370.40</b>

\* General Fund:

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 General Fund-NCS (Senior Wellness) CARES Act Funding	95100/90017141	4341000	\$71,370.40
0010 General Fund-NCS (Health & Health Care) CARES Act Funding	91200/90017141	4341000	\$85,000.00
<b>TOTAL</b>			<b>\$156,370.40</b>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$156,370.40****ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? No****IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.**Department of Commerce, Coronavirus Aid, Relief, and Economic Security Act ("CARES Act")  
Funding**APPROVED**

DocuSigned by:

Tadd Wille

32F840585F1B401...

City Manager (or delegee)



City of Tacoma

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**Date:** November 13, 2018

**To:** Elizabeth Pauli, City Manager

**From:** Linda Stewart, Director  
Neighborhood and Community Services

**Subject:** Authorization of Direct Negotiation for Professional Services and Personal Services over \$25,000

For your review and recommendation.

In accordance with TMC 1.06.256 (B), Neighborhood and Community Services (NCS) requests a waiver of the competitive solicitation process and authorization to directly negotiate with **the vendors listed in Exhibit A**, for various human and community services, for an amount of \$15,571,125.97, plus applicable sales tax.

Direct negotiation approval constitutes a waiver of further competitive solicitation for contracts to the subject contract provided that any such amendment(s) shall be signed by personnel as authorized in the Delegation of Procurement Signature and Approval Authority memorandum. Contract totals shall not exceed \$200,000 without City Council or Public Utility Board approval as appropriate.

**EXPLANATION:** NCS contracts with local providers who align with Tacoma 2025, Council Priorities, and the Department Goals through a competitive process or direct negotiation to provide resources to various populations in the community. NCS recommends a direct negotiation waiver for Homelessness & Household Stability contracts, Community Mobilization contracts, and Social Wellness/Opportunity & Achievement programs tied to inter-local agreements and previous competitive funding processes. All other programs participated in the current competitive process for funding in the 2019 - 2020.

The Department manages four main portfolios for contracted investment:

- Homelessness & Household Stability
- Community Mobilization
- Social Wellness
- Opportunity & Achievement

**JUSTIFICATION FOR DIRECT NEGOTIATION:**

1. Explain why it's in the best interest of the city to waive the competitive solicitation process.

Historically, NCS had an internal competitive process and did not follow the Purchasing guidelines. Contracts included in the Direct Negotiation Waiver Appendix A were subject to NCS competitive solicitation in 2017-2018, have gone through a performance review process and/or are the result of an interlocal agreement. All contracts recommended to sustain were presented to the Community Vitality and Safety Committee on October 11, 2018, and recommended for forwarding to the full Council. Staff will present the 2019-2020 funding recommendations to Council during Study Session on November 20, 2018.



City of Tacoma

2. Is this purchase based on a previous competitive solicitation conducted by the City or other agency? If yes, provide the contract information, specification number, etc., and explain the relationship of this request to the previous contract.

No. In 2016, the NCS procurement process did not follow Purchasing guidelines for advertisement and contracts were subject to Direct Negotiation Waivers.

Programs included in Exhibit A also include Interlocal Agreements with other jurisdictions, programs that participated in a competitive process for unique services, and direct source agreements.

3. Describe the screening efforts made to identify potential service providers.

Notification for a competitive process is sent to non-profit organizations funded, unfunded and those who expressed an interest in City funding. A competitive process was held in 2016 to determined the programs that aligned with Tacoma 2025.

4. Describe the efforts made to assure that the City is receiving the lowest or best price possible.

NCS staff engages in contract monitorings and performance tracking throughout the period of the contract to ensure deliverables are met and pricing is reasonable.

**FUNDING:** Funds for this purchase are available in the General Fund 91010, 91100, 91130 91140, 91150, 91200,91300, 405700 Mental Health and Sustance Use Disorder, 859100, 859110, 859120, 859130, 859200, 859220, 859300, 859310.

**SBE COMPLIANCE:** The Department/Division has checked the [City of Tacoma Small Business Enterprise \(SBE\) website](#) for opportunities to contract with SBE firms on October 23, 2018. There are no SBE firms registered for this category of work at this time.

**PROJECT COORDINATOR:** Erica Azcueta 253 591 5015, Vicky McLaurin 253 591 5058, and Allyson Griffith 253 591 5119.

City of Tacoma

A handwritten signature in blue ink, appearing to read "Elizabeth Pauli", written over a horizontal line.

Elizabeth Pauli, City Manager



City of Tacoma

**Exhibit A**

2019-2020 HHS Sustained Contracts		
Agency	Program	2019-2020 Funding
Associated Ministries	Family Permanent Housing	\$ 163,249.00
AHAT Home Care	Linkages	\$ 45,000.00
Catholic Community Services	Nativity Shelter/COD Treatment	\$ 836,940.00
Catholic Community Services SW	HAS Supportive Services	\$ 204,233.00
Catholic Community Services SW	Family Housing Network	\$ 61,200.00
Community Youth Services	Crisis Residential Center	\$ 250,670.00
Comprehensive Life Resources	Making Connections	\$ 97,720.00
Comprehensive Life Resources	Positive Interactions	\$ 631,187.00
Comprehensive Life Resources	Encampment Resource Housing Navigator	\$ 198,000.00
Comprehensive Life Resources	Youth & Young Adult Drop in Center & Young Adult Overnight Shelter	\$ 600,000.00
Consejo Counseling	Behavioral Health	\$ 207,972.00
Emergency Food Network	Food Distribution	\$ 60,000.00
Greater Lakes Mental Health	Housing First	\$ 228,420.00
Greater Lakes Mental Health	Forensic Programs	\$ 449,160.00





## City of Tacoma

Korean Woman's Association	Case Management	\$ 40,000.00
Korean Woman's Association	We are Family DV	\$ 100,000.0 0
LASA	Housing for Homeless Families	\$ 40,000.00
LASA	Prevention Services	\$ 52,398.00
Making a Difference Foundation	ECP Home Delivery Program	\$ 40,000.00
Mercy Housing	Services Enriched Housing	\$ 40,000.00
Metropolitan Development Council	Young Adult Permanent Supportive Housing	\$ 421,659.0 0
Metropolitan Development Council	Shelter COD Treatment Program	\$ 654,160.0 0
New Phoebe House Association	Mental Health Assessment & Treatment Program	\$ 43,552.00
New Phoebe House Association	Phoebe Family Reunification, Recovery & Resiliency	\$ 124,278.0 0
Nourish Pierce County	Food Bank Program	\$ 40,000.00
NW Furniture Bank	Furnishing Homes	\$ 50,186.00
Point Defiance AIDS Projects	Needle Exchange	\$ 40,000.00
Shared Housing Services	Housing for Unaccompanied Youth	\$ 118,126.0 0
St. Leo's	Children's Feeding Program/Backpack	\$ 40,000.00
St. Leo's	Food Bank	\$ 40,000.00
Tacoma Community House/REACH	Housing 4 Success	\$ 156,859.0 0





## City of Tacoma

Tacoma Housing Authority	Elementary School Special Housing Program (McCarver Program)	\$ 221,703.0 0
TeamChild	Legal Services	\$ 112,192.0 0
The Rescue Mission	Emergency Services	\$ 300,000.0 0
The Rescue Mission	Family shelter	\$ 300,000.0 0
The Salvation Army	Jarvie Family Emergency Housing	\$ 43,200.00
VADIS	FLASH	\$ 106,000.0 0
YWCA Pierce County	DV Shelter	\$ 117,000.0 0
Total		<u>\$7,275.06</u> <u>4</u>

## 2019-2020 Social Wellness Sustained Contracts

Agency	Program	2019-2020 Funding
Castele, Williams & Associates	Windows of Change	\$60,000.00
Comprehensive Life Resources	New Beginnings/Park Place Diversion	\$590,421.73
Comprehensive Live Resources	Tacoma Gang Reduction Project	\$743,334.00
Consejo Counseling & Referral Services	Youth COD Treatment Program	\$239,177.00
Crystal Judson Family Justice Center	Interlocal Agreement	\$880,000.00
Korean Women's Association of WA	Senior Wellness Services - Beacon & Lighthouse	\$840,000.00



## City of Tacoma

Metropolitan Development Council	MDC Behavioral Health & Recovery	\$216,450.00
Multicare/Good Samaritan Behavioral Health	TPD Co-Responder	\$689,325.48
South Sound Outreach	Financial Empowerment	\$151,720.00
Tacoma Area Coalition of Individuals with Disabilities	Peer Support/Independent Living Services	\$40,220.00
Tacoma Fire Department	TFD Cares	\$300,000.00
Tacoma PC Health Department	Interagency Agreement	\$2,261,580.00
Tacoma Public Schools	Tacoma Whole Child Initiative	\$291,833.76
Tacoma Urban League	Male Involvement Program	\$176,000.00
	Total	<u>\$7,480,061.97</u>

## 2019-2020 Opportunity &amp; Achievement Sustained Contracts

Agency	Program	2019-2020 Funding
United Way of Pierce County	Center for Strong Families	\$290,000.00
	Total	<u>\$290,000.00</u>

## 2019-2020 Neighborhood Enhancement Contracts

Agency	Program	2019-2020 Funding
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City of Tacoma

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Asia Pacific Cultural Center	Community Mobilization	\$50,000.00
Hilltop Action Coalition	Community Mobilization	\$25,000.00
Tacoma Community House/REACH Center	Community Mobilization	\$100,000.00
Tacoma Housing Authority	Community Mobilization	\$75,000.00
Safe Streets	Community Mobilization	\$276,000.00
	<b>Total</b>	<b><u>\$526,000.00</u></b>



## Citywide Weekly Briefing for 31 August 2020 to 06 September 2020

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Offense Breakdown	7 Days		28 Days		Year to Date		7 Days	28 Days	YTD
	02-Sep-2019	31-Aug-2020	12-Aug-2019	10-Aug-2020	01-Jan-2019	01-Jan-2020			
	08-Sep-2019	06-Sep-2020	08-Sep-2019	06-Sep-2020	08-Sep-2019	06-Sep-2020			
<b>Persons</b>	<b>68</b>	<b>87</b>	<b>316</b>	<b>295</b>	<b>2930</b>	<b>2537</b>	<b>27.9%▲</b>	<b>6.6%▼</b>	<b>13.4%▼</b>
Assault	61	81	281	270	2586	2305	32.8%▲	3.9%▼	10.9%▼
Homicide	1	0	3	3	16	19	100.0%▼	0.0%	18.8%▲
Kidnapping/Abduction	1	1	2	4	38	36	0.0%	100.0%▲	5.3%▼
Sex Offenses, Forcible	5	5	30	18	279	175	0.0%	40.0%▼	37.3%▼
<b>Property</b>	<b>494</b>	<b>341</b>	<b>1752</b>	<b>1457</b>	<b>14574</b>	<b>13494</b>	<b>31.0%▼</b>	<b>16.8%▼</b>	<b>7.4%▼</b>
Arson	0	2	6	10	66	93	NC	66.7%▲	40.9%▲
Burglary/Breaking and Entering	42	25	167	146	1310	1297	40.5%▼	12.6%▼	1.0%▼
Counterfeiting/Forgery	9	1	21	10	151	105	88.9%▼	52.4%▼	30.5%▼
Destruction/Damage/Vandalism of Property	160	101	541	418	4456	3920	36.9%▼	22.7%▼	12.0%▼
Fraud	40	15	144	46	1286	575	62.5%▼	68.1%▼	55.3%▼
Larceny/Theft	197	138	681	610	5712	5684	29.9%▼	10.4%▼	0.5%▼
Motor Vehicle Theft	28	42	127	161	1044	1297	50.0%▲	26.8%▲	24.2%▲
Robbery	8	8	28	30	302	284	0.0%	7.1%▲	6.0%▼
Stolen Property	5	8	31	24	216	196	60.0%▲	22.6%▼	9.3%▼
<b>Society</b>	<b>27</b>	<b>20</b>	<b>106</b>	<b>49</b>	<b>834</b>	<b>545</b>	<b>25.9%▼</b>	<b>53.8%▼</b>	<b>34.7%▼</b>
Drug/Narcotic	19	7	67	25	584	336	63.2%▼	62.7%▼	42.5%▼
Pornography/Obscene Material	1	2	1	2	33	26	100.0%▲	100.0%▲	21.2%▼
Prostitution	1	0	7	0	23	5	100.0%▼	100.0%▼	78.3%▼
Weapon Law Violations	6	11	31	22	194	178	83.3%▲	29.0%▼	8.2%▼
<b>Citywide Totals</b>	<b>589</b>	<b>448</b>	<b>2174</b>	<b>1801</b>	<b>18338</b>	<b>16576</b>	<b>23.9%▼</b>	<b>17.2%▼</b>	<b>9.6%▼</b>

### Last 7 Days

#### Notes:

- There was no Homicide offense during the last 7 days.
- 66.7% (54/81) of the Assaults were coded Simple Assault.
- There were 44 DV-related offenses.
- 75.0% (33/44) of the DV-related offenses were Persons.
- 38.3% (31/81) of the Assaults were DV-related.
- DV-related Offenses: 50 ▾ 44
- There were 3 Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 99 ▾ 72

#### Top 5 Locations - Compared to last year

- 8820 S Hosmer St: 0 ▴ 5
- 2112 S 90th St: 0 ▴ 4
- 16 Locations with 3

#### Top 5 Offense Locations - Compared to last year

- Street/Right Of Way: 100 ▾ 85
- Parking Lot: 104 ▾ 75
- Single Family Residence: 72 ▾ 54
- Apartment: 25 ▴ 32
- Private Vehicle: 12 ▴ 22





## Sector 1 Weekly Briefing for 31 August 2020 to 06 September 2020

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Offense Breakdown	7 Days		28 Days		Year to Date		7 Days	28 Days	YTD
	02-Sep-2019	31-Aug-2020	12-Aug-2019	10-Aug-2020	01-Jan-2019	01-Jan-2020			
	08-Sep-2019	06-Sep-2020	08-Sep-2019	06-Sep-2020	08-Sep-2019	06-Sep-2020			
<b>Persons</b>	19	31	81	77	721	663	63.2%▲	4.9%▼	8.0%▼
Assault	17	28	75	73	651	609	64.7%▲	2.7%▼	6.5%▼
Homicide	1	0	1	0	4	5	100.0%▼	100.0%▼	25.0%▲
Kidnapping/Abduction	1	1	1	1	6	9	0.0%	0.0%	50.0%▲
Sex Offenses, Forcible	0	2	4	3	57	40	NC	25.0%▼	29.8%▼
<b>Property</b>	123	79	429	346	3142	3058	35.8%▼	19.3%▼	2.7%▼
Arson	0	0	2	2	29	31	0.0%	0.0%	6.9%▲
Burglary/Breaking and Entering	7	5	27	32	285	285	28.6%▼	18.5%▲	0.0%
Counterfeiting/Forgery	1	1	1	3	29	20	0.0%	200.0%▲	31.0%▼
Destruction/Damage/Vandalism of Property	49	22	169	103	1099	952	55.1%▼	39.1%▼	13.4%▼
Fraud	9	1	25	4	217	96	88.9%▼	84.0%▼	55.8%▼
Larceny/Theft	48	36	168	157	1175	1331	25.0%▼	6.5%▼	13.3%▲
Motor Vehicle Theft	5	8	22	32	207	242	60.0%▲	45.5%▲	16.9%▲
Robbery	1	4	4	8	65	60	300.0%▲	100.0%▲	7.7%▼
Stolen Property	1	2	9	4	31	33	100.0%▲	55.6%▼	6.5%▲
<b>Society</b>	9	2	29	6	193	102	77.8%▼	79.3%▼	47.2%▼
Drug/Narcotic	6	1	22	2	157	68	83.3%▼	90.9%▼	56.7%▼
Pornography/Obscene Material	0	1	0	1	2	4	NC	NC	100.0%▲
Prostitution	0	0	0	0	3	0	0.0%	0.0%	100.0%▼
Weapon Law Violations	3	0	7	3	31	30	100.0%▼	57.1%▼	3.2%▼
<b>Sector Totals</b>	151	112	539	429	4056	3823	25.8%▼	20.4%▼	5.7%▼

### Last 7 Days

#### Notes:

- There was no Homicide offense during the last 7 days.
- 64.3% (18/28) of the Assaults were coded Simple Assault.
- There were 14 DV-related offenses.
- 78.6% (11/14) of the DV-related offenses were Persons.
- 32.1% (9/28) of the Assaults were DV-related.
- DV-related Offenses: 12 ↗ 14
- There was 1 Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 31 ↘ 16

#### Top 5 Locations - Compared to last year

- 2505 Court G: 2 ↗ 3
- 6010 Bayview Dr Ne: 0 ↗ 3
- 1111 Commerce St: 0 ↗ 3
- 1717 S J St: 1 ↗ 3
- 1901 S Trafton St: 2 ↗ 3
- 610 Puyallup Ave: 1 ↗ 3

#### Top 5 Offense Locations - Compared to last year

- Street/Right Of Way: 37 ↘ 27
- Parking Lot: 33 ↘ 18
- Single Family Residence: 10 ↗ 15
- Sidewalk: 10 ↘ 9
- Apartment: 4 ↗ 8



## Sector 2 Weekly Briefing for 31 August 2020 to 06 September 2020

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Offense Breakdown	7 Days		28 Days		Year to Date		7 Days	28 Days	YTD
	02-Sep-2019	31-Aug-2020	12-Aug-2019	10-Aug-2020	01-Jan-2019	01-Jan-2020			
	08-Sep-2019	06-Sep-2020	08-Sep-2019	06-Sep-2020	08-Sep-2019	06-Sep-2020			
<b>Persons</b>	15	4	59	43	644	437	73.3%▼	27.1%▼	32.1%▼
Assault	13	4	52	37	554	382	69.2%▼	28.8%▼	31.0%▼
Homicide	0	0	0	0	3	5	0.0%	0.0%	66.7%▲
Kidnapping/Abduction	0	0	0	1	8	5	0.0%	NC	37.5%▼
Sex Offenses, Forcible	2	0	7	5	76	45	100.0%▼	28.6%▼	40.8%▼
<b>Property</b>	168	104	559	419	4203	3852	38.1%▼	25.0%▼	8.4%▼
Arson	0	0	1	1	12	9	0.0%	0.0%	25.0%▼
Burglary/Breaking and Entering	13	8	60	33	413	334	38.5%▼	45.0%▼	19.1%▼
Counterfeiting/Forgery	2	0	5	3	39	30	100.0%▼	40.0%▼	23.1%▼
Destruction/Damage/Vandalism of Property	53	28	158	115	1302	1090	47.2%▼	27.2%▼	16.3%▼
Fraud	14	3	65	15	371	175	78.6%▼	76.9%▼	52.8%▼
Larceny/Theft	74	50	228	199	1765	1816	32.4%▼	12.7%▼	2.9%▲
Motor Vehicle Theft	7	10	28	40	208	294	42.9%▲	42.9%▲	41.3%▲
Robbery	3	3	9	8	51	70	0.0%	11.1%▼	37.3%▲
Stolen Property	0	1	3	4	29	24	NC	33.3%▲	17.2%▼
<b>Society</b>	1	3	7	8	88	74	200.0%▲	14.3%▲	15.9%▼
Drug/Narcotic	0	0	3	5	61	50	0.0%	66.7%▲	18.0%▼
Pornography/Obscene Material	1	1	1	1	6	3	0.0%	0.0%	50.0%▼
Prostitution	0	0	0	0	1	0	0.0%	0.0%	100.0%▼
Weapon Law Violations	0	2	3	2	20	21	NC	33.3%▼	5.0%▲
<b>Sector Totals</b>	184	111	625	470	4935	4363	39.7%▼	24.8%▼	11.6%▼

### Last 7 Days

#### Notes:

- There was no Homicide offense during the last 7 days.
- 75.0% (3/4) of the Assaults were coded Simple Assault.
- There were 2 DV-related offenses.
- 50.0% (1/2) of the DV-related offenses were Persons.
- 25.0% (1/4) of the Assaults were DV-related.
- DV-related Offenses: 11 ↘ 2
- There were no Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 37 ↘ 26

#### Top 5 Locations - Compared to last year

- 511 S G St: 0 ↗ 3
- 22 Locations with 2

#### Top 5 Offense Locations - Compared to last year

- Street/Right Of Way: 27 ↘ 21
- Single Family Residence: 19 ↘ 13
- Sporting Goods Store: 12 ↔ 12
- Parking Lot: 33 ↘ 11
- Drug Store: 7 ↗ 10





## Sector 3 Weekly Briefing for 31 August 2020 to 06 September 2020

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Offense Breakdown	7 Days		28 Days		Year to Date		7 Days	28 Days	YTD
	02-Sep-2019	31-Aug-2020	12-Aug-2019	10-Aug-2020	01-Jan-2019	01-Jan-2020			
	08-Sep-2019	06-Sep-2020	08-Sep-2019	06-Sep-2020	08-Sep-2019	06-Sep-2020			
<b>Persons</b>	<b>11</b>	<b>24</b>	<b>72</b>	<b>78</b>	<b>668</b>	<b>652</b>	<b>118.2%▲</b>	<b>8.3%▲</b>	<b>2.4%▼</b>
Assault	10	23	61	69	584	597	130.0%▲	13.1%▲	2.2%▲
Homicide	0	0	0	1	1	6	0.0%	NC	500.0%▲
Kidnapping/Abduction	0	0	1	2	11	13	0.0%	100.0%▲	18.2%▲
Sex Offenses, Forcible	1	1	10	5	69	35	0.0%	50.0%▼	49.3%▼
<b>Property</b>	<b>75</b>	<b>68</b>	<b>349</b>	<b>336</b>	<b>3435</b>	<b>3177</b>	<b>9.3%▼</b>	<b>3.7%▼</b>	<b>7.5%▼</b>
Arson	0	2	0	6	4	21	NC	NC	425.0%▲
Burglary/Breaking and Entering	9	5	32	47	301	358	44.4%▼	46.9%▲	18.9%▲
Counterfeiting/Forgery	3	0	7	2	36	37	100.0%▼	71.4%▼	2.8%▲
Destruction/Damage/Vandalism of Property	23	21	101	95	966	883	8.7%▼	5.9%▼	8.6%▼
Fraud	9	6	31	18	340	150	33.3%▼	41.9%▼	55.9%▼
Larceny/Theft	24	24	142	123	1376	1273	0.0%	13.4%▼	7.5%▼
Motor Vehicle Theft	3	9	23	37	268	315	200.0%▲	60.9%▲	17.5%▲
Robbery	1	0	4	4	71	74	100.0%▼	0.0%	4.2%▲
Stolen Property	2	1	7	4	67	52	50.0%▼	42.9%▼	22.4%▼
<b>Society</b>	<b>5</b>	<b>8</b>	<b>21</b>	<b>18</b>	<b>216</b>	<b>186</b>	<b>60.0%▲</b>	<b>14.3%▼</b>	<b>13.9%▼</b>
Drug/Narcotic	4	3	17	9	146	114	25.0%▼	47.1%▼	21.9%▼
Pornography/Obscene Material	0	0	0	0	18	16	0.0%	0.0%	11.1%▼
Prostitution	0	0	1	0	4	3	0.0%	100.0%▼	25.0%▼
Weapon Law Violations	1	5	3	9	48	53	400.0%▲	200.0%▲	10.4%▲
<b>Sector Totals</b>	<b>91</b>	<b>100</b>	<b>442</b>	<b>432</b>	<b>4319</b>	<b>4015</b>	<b>9.9%▲</b>	<b>2.3%▼</b>	<b>7.0%▼</b>

### Last 7 Days

#### Notes:

- There was no Homicide offense during the last 7 days.
- 69.6% (16/23) of the Assaults were coded Simple Assault.
- There were 14 DV-related offenses.
- 71.4% (10/14) of the DV-related offenses were Persons.
- 43.5% (10/23) of the Assaults were DV-related.
- DV-related Offenses: 7 ↗ 14
- There was 2 Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 11 ↘ 9

#### Top 5 Locations - Compared to last year

- 7241 South Tacoma Way: 0 ↗ 3
- 4502 S Steele St: 6 ↘ 3
- 2330 S 37th St: 0 ↗ 3
- 8300 S Ainsworth Ave: 0 ↗ 3
- 18 Locations with 2

#### Top 5 Offense Locations - Compared to last year

- Parking Lot: 18 ↗ 25
- Street/Right Of Way: 11 ↗ 15
- Apartment: 7 ↗ 9
- Other Business: 8 ↗ 9
- Private Vehicle: 2 ↗ 8



## Sector 4 Weekly Briefing for 31 August 2020 to 06 September 2020

The data is not National Incident Based Reporting System (NIBRS) compliant. Do not compare the results with any report using that standard. The data is dynamic and is subject to change and/or revision. The number of distinct offenses listed on a report are counted. This does not represent reports or individuals. All data is compared to last year for the same number of days. Small numbers may cause large percent increases and decreases.

Offense Breakdown	7 Days		28 Days		Year to Date		7 Days	28 Days	YTD
	02-Sep-2019	31-Aug-2020	12-Aug-2019	10-Aug-2020	01-Jan-2019	01-Jan-2020			
	08-Sep-2019	06-Sep-2020	08-Sep-2019	06-Sep-2020	08-Sep-2019	06-Sep-2020			
<b>Persons</b>	<b>23</b>	<b>28</b>	<b>104</b>	<b>97</b>	<b>897</b>	<b>785</b>	<b>21.7%▲</b>	<b>6.7%▼</b>	<b>12.5%▼</b>
Assault	21	26	93	91	797	717	23.8%▲	2.2%▼	10.0%▼
Homicide	0	0	2	2	8	3	0.0%	0.0%	62.5%▼
Kidnapping/Abduction	0	0	0	0	13	9	0.0%	0.0%	30.8%▼
Sex Offenses, Forcible	2	2	9	5	77	55	0.0%	44.4%▼	28.6%▼
<b>Property</b>	<b>128</b>	<b>90</b>	<b>415</b>	<b>356</b>	<b>3794</b>	<b>3407</b>	<b>29.7%▼</b>	<b>14.2%▼</b>	<b>10.2%▼</b>
Arson	0	0	3	1	21	32	0.0%	66.7%▼	52.4%▲
Burglary/Breaking and Entering	13	7	48	34	311	320	46.2%▼	29.2%▼	2.9%▲
Counterfeiting/Forgery	3	0	8	2	47	18	100.0%▼	75.0%▼	61.7%▼
Destruction/Damage/Vandalism of Property	35	30	113	105	1089	995	14.3%▼	7.1%▼	8.6%▼
Fraud	8	5	23	9	358	154	37.5%▼	60.9%▼	57.0%▼
Larceny/Theft	51	28	143	131	1396	1264	45.1%▼	8.4%▼	9.5%▼
Motor Vehicle Theft	13	15	54	52	361	446	15.4%▲	3.7%▼	23.5%▲
Robbery	3	1	11	10	115	80	66.7%▼	9.1%▼	30.4%▼
Stolen Property	2	4	12	12	89	87	100.0%▲	0.0%	2.2%▼
<b>Society</b>	<b>12</b>	<b>7</b>	<b>49</b>	<b>17</b>	<b>337</b>	<b>183</b>	<b>41.7%▼</b>	<b>65.3%▼</b>	<b>45.7%▼</b>
Drug/Narcotic	9	3	25	9	220	104	66.7%▼	64.0%▼	52.7%▼
Pornography/Obscene Material	0	0	0	0	7	3	0.0%	0.0%	57.1%▼
Prostitution	1	0	6	0	15	2	100.0%▼	100.0%▼	86.7%▼
Weapon Law Violations	2	4	18	8	95	74	100.0%▲	55.6%▼	22.1%▼
<b>Sector Totals</b>	<b>163</b>	<b>125</b>	<b>568</b>	<b>470</b>	<b>5028</b>	<b>4375</b>	<b>23.3%▼</b>	<b>17.3%▼</b>	<b>13.0%▼</b>

### Last 7 Days

#### Notes:

- There was no Homicide offense during the last 7 days.
- 65.4% (17/26) of the Assaults were coded Simple Assault.
- There were 14 DV-related offenses.
- 78.6% (11/14) of the DV-related offenses were Persons.
- 42.3% (11/26) of the Assaults were DV-related.
- DV-related Offenses: 20 ↘ 14
- There were no Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 20 ↗ 21

#### Top 5 Locations - Compared to last year

- 8820 S Hosmer St: 0 ↗ 5
- 2112 S 90th St: 0 ↗ 4
- 1402 E 69th St: 0 ↗ 3
- 8601 S Hosmer St: 0 ↗ 3
- 9820 Pacific Ave: 3 ↔ 3
- 5605 Pacific Ave: 0 ↗ 3
- E 31st St & E N St: 0 ↗ 3

#### Top 5 Offense Locations - Compared to last year

- Street/Right Of Way: 25 ↘ 22
- Parking Lot: 20 ↗ 21
- Single Family Residence: 32 ↘ 19
- Apartment: 11 ↔ 11
- Private Vehicle: 3 ↗ 9





## MEETINGS FOR THE WEEK OF SEPTEMBER 14, 2020 THROUGH SEPTEMBER 19, 2020

TIME	MEETING	LOCATION
<b>MONDAY, SEPTEMBER 14, 2020</b>		
5:00 PM	Local Improvement District Meeting *	Please visit <a href="https://cityoftacoma.org/hearingexaminer">https://cityoftacoma.org/hearingexaminer</a>
5:00 PM	Tacoma Arts Commission	Join Zoom Meeting at: <a href="https://zoom.us/j/87911388859">https://zoom.us/j/87911388859</a> Telephonic: Dial 253-215-8782 Meeting ID: 879 1138 8859 Passcode: 082933
6:00 PM	Community's Police Advisory Committee	Join Zoom Meeting at: <a href="https://zoom.us/j/85076233615">https://zoom.us/j/85076233615</a> Telephonic: Dial 253-215-8782 Meeting ID: 850 7623 3615 Passcode: 889454
6:00 PM	Metro Parks Tacoma Board of Commissioners	Please visit <a href="https://metroparkstacoma.org">https://metroparkstacoma.org</a>
<b>TUESDAY, SEPTEMBER 15, 2020</b>		
9:00 AM	Hearing Examiner's Hearing *	Please visit <a href="https://cityoftacoma.org/hearingexaminer">https://cityoftacoma.org/hearingexaminer</a>
10:00 AM	Government Performance and Finance Committee - CANCELLED	
11:00 AM	Bid Opening	Please visit <a href="http://www.tacomapurchasing.org">http://www.tacomapurchasing.org</a>
NOON	City Council Study Session	Join Zoom Meeting at: <a href="https://zoom.us/j/84809438889">https://zoom.us/j/84809438889</a> Telephonic: Dial 253-215-8782 Meeting ID: 848 0943 8889
5:00 PM	City Council Meeting	Join Zoom Meeting at: <a href="https://zoom.us/j/89027150863">https://zoom.us/j/89027150863</a> Telephonic: Dial 253-215-8782 Meeting ID: 890 2715 0863
<b>WEDNESDAY, SEPTEMBER 16, 2020</b>		
9:00 AM	Unfit Building Hearings ****	Please contact Keith Williams at <a href="mailto:KWilliams2@cityoftacoma.org">KWilliams2@cityoftacoma.org</a>
9:00 AM	WorkForce Central Executive Board	Please visit <a href="https://workforce-central.org/events/">https://workforce-central.org/events/</a>
3:00 PM	Tacoma-Pierce County Board of Health Study Session	Please visit <a href="https://www.tpchd.org/i-want-to-/about-us/board-of-health/board-of-health-meetings">https://www.tpchd.org/i-want-to-/about-us/board-of-health/board-of-health-meetings</a>
4:00 PM	City Events and Recognitions Committee	Join Zoom Meeting at: <a href="https://zoom.us/j/87320156844">https://zoom.us/j/87320156844</a> Telephonic: Dial 253-215-8782 Meeting ID: 873 2015 6844
5:00 PM	Planning Commission - CANCELLED	
5:30 PM	Tacoma Public Library Board of Trustees Meeting	Join Zoom Meeting at: <a href="https://zoom.us/j/88311780199">https://zoom.us/j/88311780199</a> Telephonic: Dial 253-215-8782 Meeting ID: 883 1178 0199
5:30 PM	Transportation Commission	Join Zoom Meeting at: <a href="https://zoom.us/j/98722456000">https://zoom.us/j/98722456000</a> Telephonic: Dial 253-215-8782 Meeting ID: 987 2245 6000 Passcode: 969 420
<b>THURSDAY, SEPTEMBER 17, 2020</b>		
9:00 AM	Hearing Examiner's Hearing *	Please visit <a href="https://cityoftacoma.org/hearingexaminer">https://cityoftacoma.org/hearingexaminer</a>
5:00 PM	Sustainable Tacoma Commission	Please contact Patrick Babbitt at <a href="mailto:PBabbitt@cityoftacoma.org">PBabbitt@cityoftacoma.org</a>
5:30 PM	Human Rights Commission Study Session	Please contact Andreta Armstrong at <a href="mailto:andreta.armstrong@cityoftacoma.org">andreta.armstrong@cityoftacoma.org</a>
6:30 PM	Human Rights Commission	Please contact Andreta Armstrong at <a href="mailto:andreta.armstrong@cityoftacoma.org">andreta.armstrong@cityoftacoma.org</a>
<b>FRIDAY, SEPTEMBER 18, 2020</b>		
NO MEETINGS SCHEDULED		
<b>SATURDAY, SEPTEMBER 19, 2020</b>		
3:00 PM	Mayor's Youth Commission – General Assembly	Join Zoom Meeting at: <a href="https://zoom.us/j/88329860633">https://zoom.us/j/88329860633</a> Telephonic: Dial 253-215-8782 Meeting ID: 883 2986 0633 Passcode: 614650



Meeting sites are accessible to people with disabilities. People with disabilities requiring special accommodations should contact the appropriate department(s) 48 hours prior to the meeting time.

\* Hearing Examiner's Hearings and Local Improvement District Meetings meet on an as-needed basis. Please contact the Hearing Examiner's Office at (253) 591-5195 to confirm whether a meeting will be held this week. Hearings may be held at various times throughout the day.

\*\*\*\* Hearings may be held at various times throughout the day.

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

Date	Meeting	Subject	Department	Background
<b>September 15, 2020</b>	City Council Study Session (dial-in, Noon)	"At Home In Tacoma Project"	Elliott Barnett / Jacques Colon	PDS will provide an update on the AT Home in Tacoma Project
		Homelessness update	Linda Stewart, Heather Moss, Erica Azcuta	Neighborhood and Community Services Department will be updating the Mayor and City Council on the City's approach to homelessness including a discussion of recent Point in Time Count Information and emergency sheltering
		Systems Transformation	Elizabeth Pauli	
		Letter discussion for CACC	Anita Gallagher	Mayor and City Council will be briefed on a letter to the Commercial Airport Coordination Commission.
		Executive session after study session		Council Will Prepare draft City Manager Review
	City Council Meeting (dial-in, 5:00 PM)			
<b>September 22, 2020</b>	City Council Study Session (dial-in, Noon)	Tideflats Interim Regulations Renewal-Prep for Public Hearing	PDS	
		CPAC Bodyworn Cameras Policy Recommendations	Tanisha Jumper & Bucoda Warren	
		Systems Transformation	Elizabeth Pauli	
		Executive session after study session		Council will review final document of City Manager Performance review
	City Council Meeting (dial-in, 5:00 PM)			
<b>September 29, 2020</b>	City Council Study Session (dial-in, Noon)	State Legislative Priorities	Anita Gallagher	
		Executive Session	HR	Conduct Final Review with the City Manager-voting will take place during Council meeting
	City Council Meeting (dial-in, 5:00 PM)			
<b>October 6, 2020</b>	Joint Utility Board Study Session (dia-in, Noon)	Proposed Budget Workshop & Utility Budget Rates Workshop	Office of Management & Budget	
		Infill Piolet Program-Prep for Public Hearing	Mesa Sheriff & Brian Boudet	
	Committee of the Whole (dial-in 3-4pm)	Federal Level Policy Advocacy	Anita Gallagher	
	City Council Meeting (dial-in 5:00 PM)			

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

Date	Meeting	Subject	Department	Background
October 13, 2020	City Council Study Session (dial-in, Noon)	Community Safety	Office of Management & Budget	
		Tideflats Interim Regulations Renewal-Debrief Public Hearing	PDS	
	City Council Meeting (dial-in, 5:00 PM)			



Community Vitality and Safety			
<b>Committee Members: Blocker (Chair), Beale, Hines, Ushka, Alternate-Hunter</b> <b>Executive Liaison: Linda Stewart; Staff Support - Bucoda Warren</b>		<b>2nd and 4th Thursdays</b> <b>4:30 p.m.</b> <b>Room 248</b>	CBC Assignments: • Citizen Police Advisory Committee • Human Services Commission • Human Rights Commission • Housing Authority • Commission on Disabilities • Library Board • Tacoma Community Redevelopment Authority
	Topic	Presenters	Description
<b>September 24, 2020</b>	South Sound Housing Affordability Partners	Cedar River Group Consultants	Mayor Woodards, Executive Dammeier, and County Councilmember Ladenburg have been collaborating with a Countywide group of elected leaders on how a regional approach to keeping housing attainable. This Pierce County group has come to be known as SSHAP (pronounced Shape).
	Community Trauma Response Team Update	Linda Stewart, Director, Neighborhood and Community Services; Tanisha Jumper, Director, Media and Communications	An update on the creation of a Community Trauma Response Team
<b>Future</b>			
<b>October 8, 2020</b>	Domestic Violence Strategic Alliance Project Update	Linda Stewart, Director, Neighborhood and Community Services; Vicky McLaurin, Social Wellness Program Manager, Neighborhood and Community Services	
<b>October 22, 2020</b>	Interviews for the Tacoma Area Commission on Disabilities	Doris Sorum, City Clerk	

<b>Economic Development Committee</b>			
<b>Committee Members:</b> Thoms (chair), Blocker, McCarthy, Ushka, Alternate-Beale <b>Executive Liaison:</b> Tadd Wille; <b>Staff Support -</b> 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 •Tacoma Creates Advisory Board
	Topic	Presenters	Description
<b>September 22, 2020</b>	Port of Tacoma Strategic Plan	Anita Gallagher, Assistant to the City Manager for Policy Development and Government Relations	Presentation on the Port of Tacoma's development of their strategic plan.
<b>Future</b>			
<b>September 29, 2020</b>			
<b>October 13, 2020</b>	City Events and Recognition Committee Interviews	Doris Sorum, City Clerk	
<b>October 27, 2020</b>			

Government Performance and Finance Committee			
Committee Members: Hines, Hunter (chair), Thoms (vice chair), and Walker Alternate - Blocker Executive Liaison: Andy Cherullo; Staff Support - Bucoda Warren		1st and 3rd Tuesday 10 a.m. Room 248	CBC Assignments: •Public Utility Board •Board of Ethics •Audit Advisory Board •Civil Service Board
	Topic	Presenters	Description
September 15, 2020	Cancelled		
Future			
September 30, 2020 (Special Meeting)	TPU Rate Changes	Ebony Pebbles	
October 6, 2020	TBD		
October 20, 2020	TBD		

Infrastructure, Planning and Sustainability Committee			
<b>Committee Members:</b> McCarthy (Chair), Beale (Vice Chair), Hunter, & Walker; Alternate-Ushka <b>Executive Liaison:</b> Mike Slevin; <b>Coordinator:</b> Claire Goodwin & Lynda Foster (July 20-November 22)		<b>1st and 3rd Wednesdays; Beginning in June 2020,</b> <b>2nd and 4th Wednesdays</b> <b>4:30pm</b> <b>Room 248</b>	<b>CBC Assignments:</b> •Sustainable Tacoma Commission •Planning Commission •Landmarks Preservation Commission •Board of Building Appeals •Transportation Commission
	Topic	Presenters	Description
September 23, 2020	Environmental Action Plan Progress Report	Jim Parvey, Environmental Services Division Manager, Office of Environmental Policy and Sustainability; Kristi Lynett, Sustainability Officer, Office of Environmental Policy and Sustainability	OEPS will present the results of the 2019 Environmental Progress Report.
	Building/Development Code and Community Engagement Enhancement	Corey Newton, Division Manager, Planning and Development Services	Staff will present proposals related to Building and Development Code updates, and also a recommendation for an ordinance to provide additional administrative community engagement tools. This responds to Resolution No. 40443 passed in 2019.
Future			
October 14, 2020	(Tentative) Water Quality and Fish Habitat Preservation	Jim Parvey, Office of Environmental Policy and Sustainability; Angela Gallardo, Office of Environmental Policy and Sustainability; Jason Jordan and Tony Warfield, Port of Tacoma; Andrew Strobel, Puyallup Tribe; Joel Baker, UW Puget Sound Institute	Each agency will discuss their programs and projects targeted to ecological restoration, fishery habitat, and water quality as it relates to the vitality of local fisheries. The discussion will include past projects, lessons learned, future projects and opportunities for collaboration
October 28, 2020	Planning Commission interviews	Doris Sorum, City Clerk	Candidates will be interviewed to fill vacant positions on the Planning Commission
	Planning Commission's Annual Report and Work Program	Brian Boudet, Planning Division Manager, Planning and Development Services	Planning & Development Services staff will present the Planning Commission's Annual Report and Work Program, which summarizes their accomplishments over the past year and outlines the focus of their anticipated work program for the next couple of years.