



RESOLUTION NO. U-11230

1 A RESOLUTION related to approving re-establishment of the Community
2 Outreach Workforce Planning Project, as a special project of limited
3 duration, for Tacoma Water, and designating general salary
4 classifications and benefits for persons employed on the project,
5 pursuant to Tacoma Municipal Code Sections 1.12.155, 1.24.187,
6 1.30.300, and Section 6.1 (h) of the Tacoma City Charter.

7 WHEREAS the City of Tacoma, Department of Public Utilities ("TPU"),
8 Water Division (dba "Tacoma Water"), requests approval to re-establish the
9 Community Outreach Workforce Planning Project ("Program"), as a special
10 project of limited duration from 2021 through 2024, to include hiring individuals
11 through the Tacoma Training & Employment Program ("TTEP") to fill up to three
12 Water Utility Worker special project positions, and

13 WHEREAS the goal of TTEP (formerly YBT/Outreach Program "YBT") is
14 to assist residents of Tacoma, ages 18 and older, to gain skills and learn
15 applicable trades, promote local employment and skill development, and create
16 a workforce that reflects the community served by TPU, and

17 WHEREAS this effort has been in place for years with positive results,
18 and a number of successful YBT candidates have been hired over the years,
19 taken the Utility Worker test, and received scores sufficient to be hired
20 permanently, and

21 WHEREAS Tacoma Water requests approval to reestablish the Program
22 and hire up to three special project Water Utility Workers for the 2021/2022 and
23 2023/2024 biennia at an estimated two-year cost (including benefits) of
24 \$556,376, and an estimated cost of \$1,112,752, for all four years, and
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WHEREAS, pursuant to the provisions of Sections 1.12.155 and 1.24.187 of the Tacoma Municipal Code, and Section 6.1(h) of the Tacoma City Charter, employees who are not regular employees, and are hired as special project employees, are paid as provided for by ordinance or resolution of the City Council, and

WHEREAS, it is in the best interest of the City of Tacoma to re-establish the Program as a special project of limited duration; Now, Therefore,

BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF TACOMA:

Section 1. That the Community Outreach Workforce Planning Project Program is hereby approved and reestablished as a special project of limited duration for the 2021/2022 and 2023/2024 biennia, and the appropriate officers of the City are authorized to take such action as necessary to implement this Program, including hiring up to three special project positions.

Section 2. That in accordance with the applicable provisions of TMC 1.12.140 and 1.12.155, the salaries and classes set forth in the Compensation Plan for regular City employees shall be applied, contingent upon funding, to similar project positions of the Program.

Section 3. That in accordance with TMC 1.24.187 and 1.30.300, employees who have been hired or may be hired for positions expected to be of limited duration shall be designated unclassified special project employees as of the date of hire.

Section 4. That those special project employees who have been hired or may be hired to work on the special project, as identified in this resolution, shall



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receive benefits, all in accordance with and pursuant to the provisions of the compensation plan of the City of Tacoma. They shall be given a one-time binding and irrevocable election to participate in the City's Retirement System, pursuant to the retirement provisions of TMC 1.30.300.

Section 5. That because the positions to be filled pursuant to this resolution are of a temporary nature and are unique in that they pertain only to the aforementioned special project, they are deemed temporary positions, and persons so employed in such positions shall have no claim to further or continued employment with the City after cessation of such special project or after cessation of activities funded by said programs, except pursuant to their obtaining status as regular City employees under the provisions of the Tacoma Municipal Code or pursuant to further action of the City Council relating to this special project.

Section 6. That all acts by agents or employees of the City consistent with the intent of this resolution taken prior to the effective date of this resolution are hereby ratified.

Section 7. That the term of this special project shall not exceed the expiration of December 31, 2024, unless extended by appropriate action,

Approved as to form: _____
Chair
_____/s/_____
Chief Deputy City Attorney Secretary

Clerk Adopted _____



Board Action Memorandum

TO: Jackie Flowers, Director of Utilities
COPY: Charleen Jacobs, Director and Board Offices
FROM: **Seth Doull, Assistant Division Manager – Tacoma Water**
MEETING DATE: December 9, 2020
DATE: 11/24/2020

SUMMARY: Tacoma Water is seeking a resolution approving re-establishment of the Community Outreach Workforce Planning Project, as a special project of limited duration, for Tacoma Water, and designating general salary classifications and benefits for person employed on the project, pursuant to Tacoma Municipal Cost Sections 1.12.155, 1.24.187, 1.30.300, and Section 6.1(h) of the Tacoma City Charter.

Presentation on this project was provided to the Public Utility Board on Wednesday, November 18, 2020.

We request this project be approved for the 2021-2022 and 2023-2024 biennia.

BACKGROUND: This project is one of the ways in which Water works to actively advance equity and diversity in our workforce; and is one of the most meaningful outreach efforts that Water engages in. It aids our organization in building a workforce that reflects the community it serves. Water has been successful with this project since our first partnership with Youth Building Tacoma (now TTEP) since 1999.

Tacoma Water has, under the direction of Public Utility Board resolution #U-10903, been successful with the current Community Outreach Workforce Planning Project and would like to replicate this resolution to continue with the project into the next two biennia. The request includes the ability to fill 3 budgeted, full time Water Utility Worker positions in a project status, of limited duration. Tacoma Water utilizes the TTEP (Tacoma Training Employment Program) and its community partnership to find qualified candidates for employment into the project.

History of the project can be referenced in resolution #U-10903, from 2017, context of which is provided here:

“ WHEREAS the City of Tacoma, Department of Public Utilities (“TPU”), Water Division (dba “Tacoma Water”), requests the approval to reestablish the Community Outreach Workforce Planning Project (“Program”), as a special project of limited duration from 2017 through 2020, to include hiring individuals through the Tacoma Training & Employment Program (“TTEP”) to fill up to three Water Utility Worker special project positions, and

WHEREAS the goal of TTEP (formerly YBT/Outreach Program “YBT”) is to assist residents of Tacoma between the ages of 18 and 24 to gain skills and learn applicable trades, promote local employment and skill development, and create a workforce that reflects the community served by TPU, and

WHEREAS this effort has been in place for 16 years with positive results, and a number of successful YBT candidates have been hired over the years, taken the Utility Worker test, and received scores sufficient to be hired permanently, and



Board Action Memorandum

WHEREAS Tacoma Water requests approval to reestablish the Program and hire up to three special project Water Utility Workers for the 2017/2018 and 2019/2020 biennia at an estimated two-year cost (including benefits) of \$499,851, and

WHEREAS, pursuant to the provisions of Sections 1.12.155 and 1.24.187 of the Tacoma Municipal Code, and Section 6.1(h) of the Tacoma City Charter, employees who are not regular employees, and are hired as special project employees, are paid as provided for by ordinance or resolution of the City Council, and

WHEREAS, it is in the best interest of the City of Tacoma to reestablish the Program as a special project of limited duration; Now, Therefore, BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF TACOMA:

Section 1. That the Community Outreach Workforce Planning Project Program is hereby approved and reestablished as a special project of limited duration for the 2017/2018 and 2019/2020 biennia, and the appropriate officers of the City are authorized to take such action as necessary to implement this Program, including hiring up to three special project Water Utility Workers.

Section 2. That in accordance with the applicable provisions of TMC 1.12.140 and 1.12.155, the salaries and classes set forth in the Compensation Plan for regular City employees shall be applied, contingent upon funding, to similar project positions of the Program.

Section 3. That in accordance with TMC 1.24.187 and 1.30.300, employees who have been hired or may be hired for positions expected to be of limited duration shall be designated unclassified special project employees as of the date of hire.

Section 4. That those special project employees who have been hired or may be hired to work on the special project, as identified in this resolution, shall receive benefits, all in accordance with and pursuant to the provisions of the compensation plan of the City of Tacoma. They shall be given a one-time binding and irrevocable election to participate in the City's Retirement System, pursuant to the retirement provisions of TMC 1.30.300.

Section 5. That because the positions to be filled pursuant to this resolution are of a temporary nature and are unique in that they pertain only to the aforementioned special project, they are deemed temporary positions, and persons so employed in such positions shall have no claim to further or continued employment with the City after cessation of such special project or after cessation of activities funded by said programs, except pursuant to their obtaining status as regular City employees under the provisions of the Tacoma Municipal Code or pursuant to further action of the City Council relating to this special project.

Section 6. That all acts by agents or employees of the City consistent with the intent of this resolution taken prior to the effective date of this resolution are hereby ratified.

Section 7. That the term of this special project shall not exceed the expiration of December 31, 2020, unless extended by appropriate action."



Board Action Memorandum

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?

Yes (3) Special Project Positions (50115112, 50071476 and 50115111) are in the budget for 2021/22

Expenditures are estimated at \$278,188 per year, \$556,376 per biennium, \$1,112,752 total for all 4 years.

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

Explain how expenditures are to be covered and if budget modifications are required.

IF THE ACTION REQUESTED IS APPROVAL OF A CONTRACT, INCLUDE LANGUAGE IN RESOLUTION AUTHORIZING \$200,000 INCREASE IN ADMINISTRATIVE AUTHORITY TO DIRECTOR? No.

ATTACHMENTS: List any attachments (contracts, policies, agreements, etc.).

CONTACT:

Seth Doull

Assistant Division Manager – Tacoma Water Maintenance & Construction Division
(253) 405-5947

Stuart Vaughan – Division Manager – Tacoma Water Maintenance & Construction Division