



## RESOLUTION NO. U-11496

1 A RESOLUTION related to the Department of Public Utilities, Water Division,  
2 approving an extension of the Community Outreach Workforce Planning  
3 Project, as a special project of limited duration, for Tacoma Water, to  
4 continue hiring individuals through the Tacoma Training and Employment  
5 Program through 2028.

6 WHEREAS the City of Tacoma, Department of Public Utilities, Water  
7 Division ( "Tacoma Water"), requests approval to extend the Community  
8 Outreach Workforce Planning Project ("Program"), a special project of limited  
9 duration, to continue hiring individuals through the Tacoma Training &  
10 Employment Program ("TTEP") through 2028, and

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

15 WHEREAS this effort has been in place for years with positive results,  
16 and a number of successful TTEP/YBT candidates have been hired over the  
17 years, taken the Civil Service test and received scores sufficient to be hired  
18 permanently, and

19 WHEREAS Tacoma Water requests the extension to create  
20 opportunities for workers to acquire the skills, experience, and education they  
21 need to secure increasingly complex and better compensated jobs and careers,  
22 and  
23  
24  
25  
26



1 WHEREAS the program will have a particular focus on disadvantaged  
2 youth, justice impacted individuals, immigrants and refugees, veterans, women  
3 and BIPOC communities, and

4 WHEREAS a new resolution will allow Tacoma Water to fulfill this  
5 purpose by hiring three TTEP graduates in project status Water Utility Worker  
6 positions, and

7 WHEREAS these graduates are trained and encouraged to get on the  
8 Civil Service list for permanent status positions, and

9 WHEREAS Tacoma Water has used Water Utility Worker project  
10 positions for this purpose since 1999 and have had 34 total program  
11 participants, 16 have resulted in permanent placement, and

12 WHEREAS the current resolution has been in place since January of  
13 2021, and since then, 7 project employees were hired during this time, four of  
14 whom have moved into permanent positions, and

15 WHEREAS there are currently 2 project graduates of TTEP, and for  
16 them to continue employment, approval of an extension is needed, and

17 WHEREAS, pursuant to the provisions of Sections 1.12.155 and  
18 1.24.187 of the Tacoma Municipal Code, and Section 6.1(h) of the Tacoma City  
19 Charter, employees who are not regular employees, and are hired as special  
20 project employees, are paid as provided for by ordinance or resolution of the  
21 City Council, and

22 WHEREAS it is in the best interest of the City of Tacoma to extend the  
23 Program as a special project of limited duration; Now, Therefore,  
24  
25  
26



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

1           Section 1. That the Community Outreach Workforce Planning Project  
2 Program is hereby approved and reestablished as a special project of limited  
3 duration from December 31, 2024, through December 31, 2028, and the  
4 appropriate officers of the City are authorized to take such action as necessary  
5 to allows Tacoma Water to utilize three project positions for hiring TTEP  
6 graduates.  
7

8           Section 2. That in accordance with the applicable provisions of  
9 TMC 1.12.140 and 1.12.155, the salaries and classes set forth in the  
10 Compensation Plan for regular City employees shall be applied, contingent  
11 upon funding, to similar project positions of the Program.  
12

13           Section 3. That in accordance with TMC 1.24.187 and 1.30.300,  
14 employees who have been hired or may be hired for positions expected to be of  
15 limited duration shall be designated unclassified special project employees as  
16 of the date of hire.  
17

18           Section 4. That those special project employees who have been hired or  
19 may be hired to work on the special project, as identified in this resolution, shall  
20 receive benefits, all in accordance with and pursuant to the provisions of the  
21 compensation plan of the City of Tacoma. They shall be given a one-time  
22 binding and irrevocable election to participate in the City's Retirement System,  
23 pursuant to the retirement provisions of TMC 1.30.300.  
24

25           Section 5. That because the positions to be filled pursuant to this  
26 resolution are of a temporary nature and are unique in that they pertain only to



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

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 and confirmed.

Section 7. That the term of this special project shall not exceed the expiration of December 31, 2028, unless extended by appropriate action.

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



## Board Action Memorandum

**TO:** Jackie Flowers, Director of Utilities  
**COPY:** Charleen Jacobs, Director and Board Offices  
**FROM:** Valerie Sowell, Workforce Development Programs Manager  
**MEETING DATE:** November 13, 2024  
**DATE:** October 24, 2024

---

### **GUIDING PRINCIPLE ALIGNMENT (select as many that apply):**

Please indicate which of the Public Utility Board's Guiding Principle(s) is supported by this action.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> GP1 – Diversity, Equity, Inclusion, Belonging | <input type="checkbox"/> GP8 – Telecom               |
| <input type="checkbox"/> GP2 – Financial Sustainability                           | <input type="checkbox"/> GP9 – Economic Development  |
| <input type="checkbox"/> GP3 – Rates  | <input type="checkbox"/> GP10 – Government Relations |
| <input type="checkbox"/> GP4 – Stakeholder Engagement                             | <input type="checkbox"/> GP12 – Employee Relations   |
| <input type="checkbox"/> GP5 – Environmental Sustainability                       | <input type="checkbox"/> GP13 – Customer Service     |
| <input type="checkbox"/> GP6 – Innovation   | <input type="checkbox"/> GP14 – Resource Planning    |
| <input type="checkbox"/> GP7 – Reliability & Resiliency                           |  |

**SUMMARY:** Provide a brief description of the action to be taken. Summarize the reason for the resolution and your recommendation.

Request for a new resolution, extending from 2025 through 2028, that allows Water to utilize three project positions for hire of TTEP graduates.

**BACKGROUND:** The purpose of the TTEP Request for Proposal is: Creating opportunities for workers to acquire the skills, experience, and education they need to secure increasingly complex and better compensated jobs and careers. The program will have a particular focus on disengaged youth, justice impacted individuals, immigrants and refugees, veterans, women and BIPOC communities.

A new resolution will allow Water to fulfil this purpose by hiring three TTEP graduates in project status Water Utility Worker positions. They are trained and encouraged to get on the Civil City list for permanent status positions.

Water has been utilizing project positions for this purpose since 1999 and have had 34 total program participants, 16 of which have resulted in permanent placement.

Our current resolution, # U-11230, has been in place since January of 2021. We've hired seven project employees during this time, four of whom have moved into permanent positions. There are currently two project graduates of TTEP in our employment, and for them to continue employment with Water we will need this updated resolution.



## Board Action Memorandum

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

**IF THE EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW IT IS TO BE COVERED.**

N/A

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

**CONTACT:**

Primary Contact: Shantel Broussard, Apprenticeship Manager, 253-820-0657

Supervisor's Name: Valerie Sowell, Workforce Development Program Manager, 253-318-5714



## 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  
25  
26



1 WHEREAS, pursuant to the provisions of Sections 1.12.155 and  
2 1.24.187 of the Tacoma Municipal Code, and Section 6.1(h) of the Tacoma City  
3 Charter, employees who are not regular employees, and are hired as special  
4 project employees, are paid as provided for by ordinance or resolution of the  
5 City Council, and

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

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

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

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

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

22 Section 4. That those special project employees who have been hired or  
23 may be hired to work on the special project, as identified in this resolution, shall  
24



