



CITY OF TACOMA

SUSTAINABLE TACOMA COMMISSION

VIRTUAL MEETING

DRAFT AGENDA
THURSDAY, JUNE 18, 2020
5:00 PM TO 7:00 PM

To comply with Governor Jay Inslee's Proclamation 20-28.4 in response to the COVID-19 pandemic, this meeting will not be conducted in-person. The meeting can be attended remotely using the following information:

Meeting phone line: US: +1 253 215 8782

Meeting hyperlink: <https://us02web.zoom.us/j/81108300089?pwd=L3B0cWtoRnZmZm1rL2ZJdEdkbTlzQT09>

Meeting ID: 811 0830 0089

Meeting password: 06182020

Microphones will be muted and cameras turned off for all participants during the meeting, except for the Commissioners and staff presenters. Public comments on discussion items will NOT be accepted at the meeting. The Commission encourages community members to submit comments in writing prior to the meeting by 4:00 p.m., on June 18th. Please e-mail your comments to PBabbitt@cityoftacoma.org, put in the subject line "STC Meeting 6/18/20", and clearly indicate which agenda item(s) you are addressing.

- I. CALL TO ORDER AND ROLL CALL**
- II. APPROVE FEBRUARY 2020 MEETING MINUTES & JUNE AGENDA**
- III. STAFF UPDATES & WELCOME NEW MEMBERS**
- IV. SUBCOMMITTEE UPDATES**
- V. DISCUSS EQUITY NORMS**
- VI. APPROVE COMMISSION RULES OF PROCEDURE**
- VII. REVIEW SUBCOMMITTEE ASSIGNMENTS**
- VIII. DISCUSS ENVIRONMENTAL ACTION PLAN STATUS**
- IX. DISCUSS COMMISSION WORK PLAN PRIORITIES FOR 2020**
- X. DISCUSS 2021-2022 CITY & OEPS BUDGET**
- XI. DRAFT LETTER: COMMISSION PRIORITIES FOR EQUITY AND CLIMATE**
- XII. PUBLIC COMMENTS (WRITTEN COMMENTS ONLY)**
- XIII. ADJOURNMENT**

STC Equity Norms - Overview

Purpose of discussion

- Acknowledge how processes can be a barrier to participation and responsive government
- Identify equity norms and process improvements for STC

Guiding questions: think of meetings & related practices

- As a group of people, what are norms we should consider for individual and group behavior?
- What processes can STC and staff adapt to improve equity?

Goal: incorporate lessons, consider next steps



STC Equity Norms - Context

What are norms?

- Agreed upon individual and group behaviors and practices

Example norms:

- Share speaker time
- Speak from your experience
- Experience discomfort
- Expect and accept non-closure
- Who does what by when?

Example Processes:

- Robert's Rules of Order: decision-making, agenda items
- Information-sharing with public: strategies, tools
- Commissioner preparation: on-boarding, pre-meeting info.



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STC Equity Norms - Discussion

Guiding questions: think of meetings & related practices

- As a group of people, what are norms we should consider for individual and group behavior?
 - NOTES:



STC Equity Norms - Discussion

Guiding questions: think of meetings & related practices

- What processes can STC and staff adapt to improve equity?
 - What could participation barriers for you or other Commissioners look like?
 - What could participation barriers to community members look like?
 - **NOTES:**



STC Equity Norms – Next Steps

- NOTES:



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Review Amended Rules of Procedure

- <https://drive.google.com/drive/u/1/folders/0B7lto7w-1ByOTU54RTQ2Vm1oZ1k>



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STC Subcommittees

- Environmental Action Plan
 - Elly, Lexi, Katin, Evlondo
- COVID-19
 - Emily, Gabe, Evlondo, Elly
- Infrastructure, Planning, and Sustainability Committee
 - None
- Outreach & Education (Climate Engagement?)
 - Tony, Ashley
- Transportation Commission
 - Matthew
- Planning Commission
 - Lexi, Elly
- Port Commission
 - Emily
- Tacoma Public Utilities
 - Todd
- Tacoma Public Schools
 - Phil, Ashley, Elly



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EAP Update: Status

- **Update process timeline**
 - Delayed start: August 2020
 - Approximately a year-long process
- **Two-track update process**
 - Technical plan development
 - Community engagement
- **Current activities**
 - Adjusting budgets and scopes of work
 - Selecting consultants for each track



EAP Update: STC Role

- **Track One: Technical input for plan (7 sectors)**

- Buildings and energy
- Mobility and land use
- Consumption and material management
- Natural systems and local food
- Climate adaptation/resilience
- Green economy
- Municipal operations: carbon neutrality strategy



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EAP Update: STC Role

- **Track Two: Guidance & support for engagement**
 - Engagement activities and practices
 - Recruitment
 - Fostering participation
- **Initial engagement strategies**
 - Pop-Ups
 - EJ Leaders Workgroup
 - Plan Ambassadors
 - Community Conversations
 - Online Surveys
 - Staff Training



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EAP Update: STC Role

- **Support STC can give right now:**

- Recruit EJ Leaders Workgroup, Plan Ambassadors: 6/29 – 7/17
- Advise: creative remote and non-remote engagement activities
- Advise: stakeholders and connectors
- Advise: tone for communicating about plan and participation
- Activate STC education/outreach subcommittee for EAP engagement process?



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EAP Update: Next Steps thru Mid-July

- Explore funding and resources to support budget
- On-board technical and engagement consultants
- Recruit for EJ Leaders Workgroup, Plan Ambassadors
- Build-out engagement plans and resources
- Staff update on process to STC at July 16 meeting



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2020 STC Work Plan Priorities

- https://docs.google.com/document/d/1j_Mv0FIRza_eURsGhWW1AFMh2ZWWU7nAOAgtrBYCklk/edit



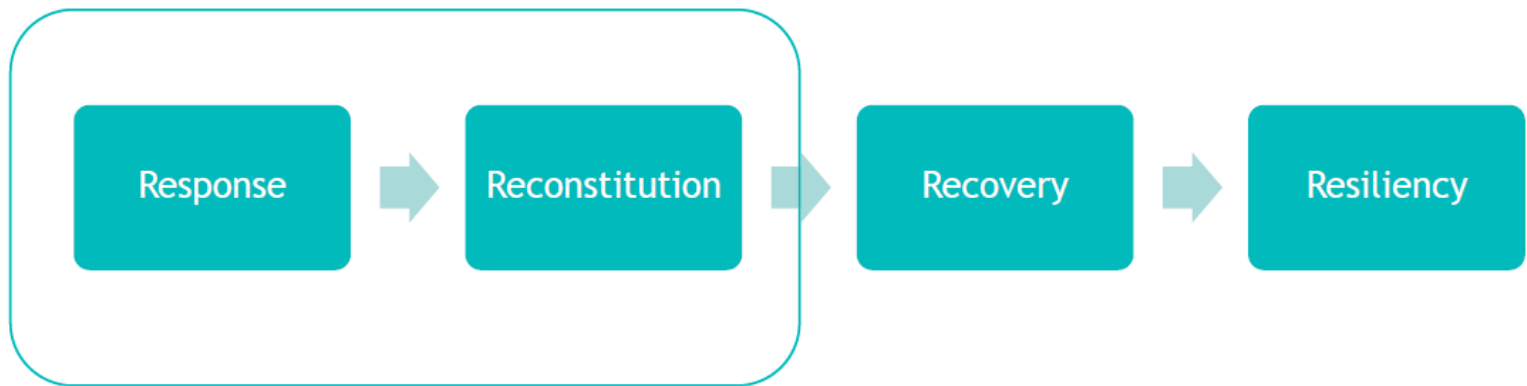
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2021-2022 DIRECTION

Office of Management & Budget

COVID & 2020, 2021, 2022 Budget Implications

CURRENT EFFORTS



Operational Impacts

Return to Work

Immediate Community Support Need

Financial Impacts



STRATEGIES - 2020

1. Limit Hiring
2. Reduce Administrative Costs & General Maintenance and Operations
3. Cancel Projects
4. Use Reserves
5. Reduce Personnel Costs

**2019-2020 BUDGET:
\$40 M REDUCTIONS TARGET**

Taken actions on all of these for 2020

Office of Environmental Policy and Sustainability – 2020 Budget Reductions

- Eliminate Electric Vehicle Siting Study
- Not filling two retirements
- Cancel General Fund portion of Sustainability Small Grant program
- Reduced funding for Environmental Action Plan Update
 - Technical consulting
 - Equitable Engagement

2021-2022 BUDGETING GOALS



Establishes Alignment with Organizational Goals



Focuses on Results & Outcomes Given Available Resources



Involves & Promotes Effective Communication with Community



Reflects Equity Principles

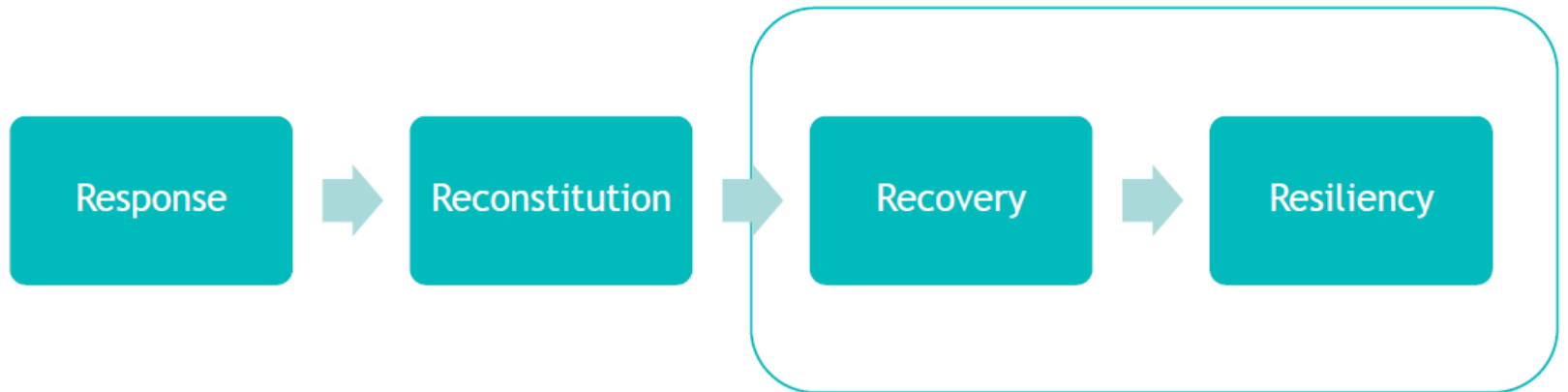


Incorporates Long Term Perspective



Supports Fiscally Responsible Actions by Management and Employees

RECOVERY & RESILIENCY EFFORTS



STRATEGIES - 2021-2022

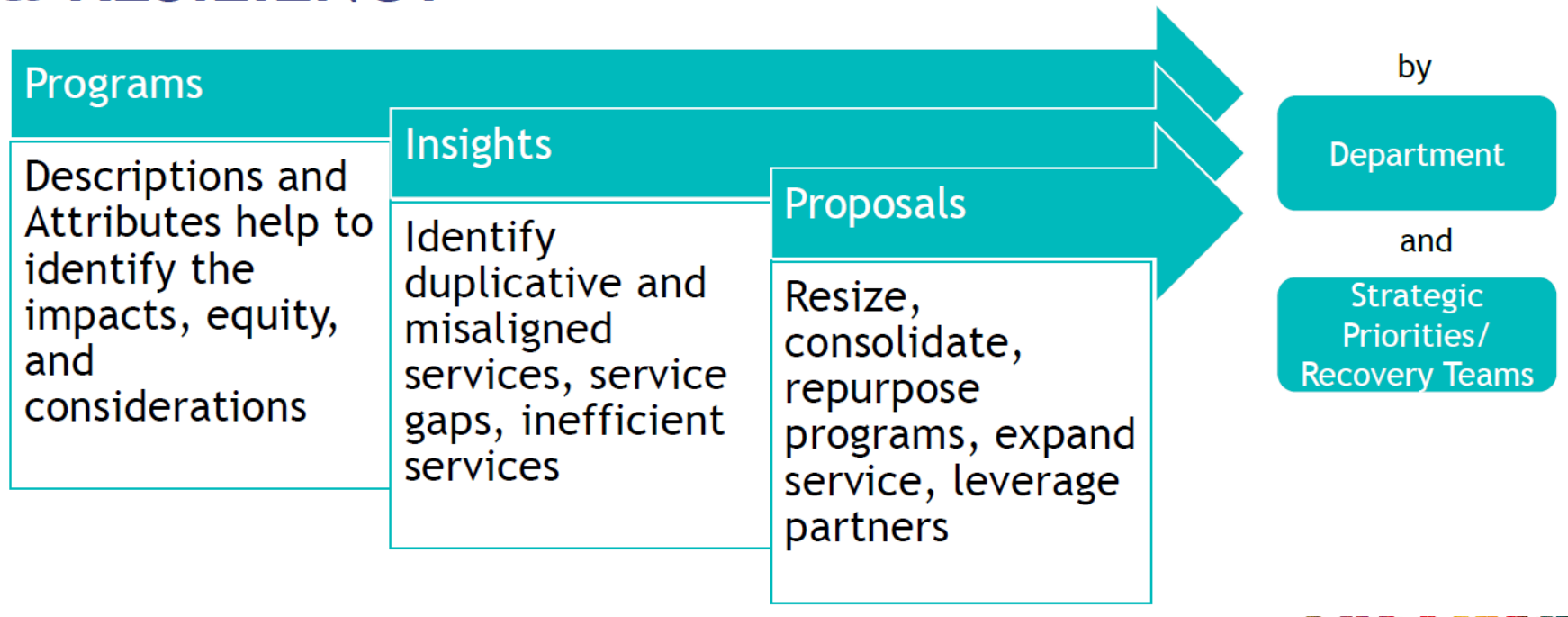
1. Review all services and programs (stop doing things, reduce service, efficiencies, maintain, expand)
2. Restructure operations

3. Defer maintenance and capital projects
4. Reduce costs (personnel, contracts, office expenses, etc.)
 - Bargain reductions/freeze in wages - Led by CM and Labor Negotiations
 - Across the board cuts (travel, training, maintenance and operations)
5. Revenue alternatives
6. Further Use of Reserves

Each Dept needs to
propose 15%
reduction

Focus on ongoing and sustainable

FINANCIAL “RESET” - FOCUSED ON RECOVERY & RESILIENCY

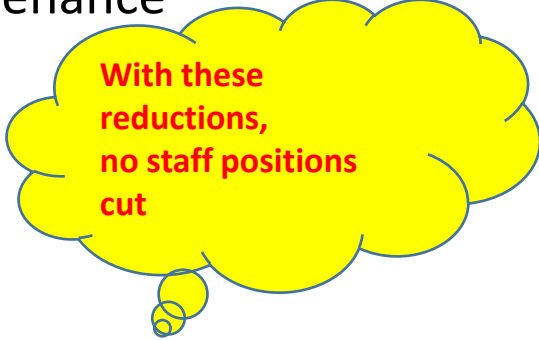


PRIORITY QUESTIONS/ATTRIBUTES

- Program Description → • What is it we do?
- Program Mandate → • Do we have to do this?
- Program Demand → • Do we have customers?
- Program impact on priorities → • Does the program's outcomes impact priorities?
 - Health and Social Services
 - Community Safety
 - Economic Recovery
 - Housing
 - Access to Facilities, Infrastructure
 - Community Engagement
 - Organizational Culture and Effectiveness
- Program Equity Impact → • Does program advance equity goals?

Office of Environmental Policy and Sustainability – 2021/22 Budget Reduction Proposals

- Not filling two retirements
- Cancel Sustainability Small Grant program
- Reduce Food Access & Equity Community Support
- Reduce Hazardous Tree Assistance Program for Low Income residents
- Reduce City Responsible Tree Maintenance
- Eliminate 2 vacant intern positions



**With these
reductions,
no staff positions
cut**

OVERALL APPROACH



Draft Letter: Priorities for 2021/22 Budget

- <https://drive.google.com/drive/u/1/folders/0B7lto7w-1ByOTUNnOWVUemRlbG8>



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**City of Tacoma
Sustainable Tacoma Commission
Meeting Minutes**

Date: June 18, 2020

Commission Members Present:

Grace Hope (leaves 7:10pm), Lexi Brewer, Gabe Moalii (leaves 7:10pm), Matthew Benedict, Emily Pinckney (until 6:00pm), Evlondo Cooper, Tony Ivey, David Thompson, Phil Coughlan (joins 6:18pm), Katin Kendrena (leaves 7:10pm), Elly Claus-McGahan

Commission Members Excused: None

Commission Members Absent: Ashley Sloan

Others Present:

Patrick Babbitt (City of Tacoma), Kristin Lynett (City), James Parvey (City), Tanisha Jumper (City)

Call to Order

This meeting was called to order by Lexi Brewer at 5:02p.m.

Approval of February 20, 2020 Meeting Minutes

Motion: Grace Hope

Seconded by: Tony Ivey

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Phil Coughlan

Approval of June 18, 2020 Meeting Agenda

Motion: Grace Hope

Seconded by: Tony Ivey

Action: Voice vote was taken and carried to amend the agenda to move review/approval of Commission Rules of Procedure to next regular meeting. The motion we declared adopted.

Ayes: All

Nays: All

Abstained: All

Absent: Phil Coughlan

Staff Updates

Notes on Virtual Meeting

- Conducted in compliance with Governor Jay Inslee’s Proclamation 20-28.4 in response to the COVID-19 pandemic.
 - Not conducted in-person
 - Microphones will be muted and cameras turned off for all participants during the meeting, except for the Commissioners and staff presenters.
 - Public comments on discussion items will NOT be accepted at the meeting. The Commission encouraged community members to submit comments in writing prior to the meeting by 4:00 p.m., on June 18th. Public comments were asked to be delivered by e-mail to PBabbitt@cityoftacoma.org, putting in the subject line “STC Meeting 6/18/20”, and clearly indicating which agenda item(s) were addressed.

Review of February Meeting

Discussed February meeting agenda and notes to refresh on recent Commission activities.

Acknowledgment of This Moment in Our Community, Nation, and World: COVID-19 Pandemic, Social Distress, Movement for Racial Justice

Staff recognized the challenges and demands of this moment to continue to make progress in providing relief to Tacomans, including extra support for members of the Commission, as well as recognize government’s historical role in institutional and systemic racism. The Commission and its staff are committed to anti-racism, which seeks to correct for racist policies and practices affecting our community. The Commission will discuss anti-racist practices and norms that seek to increase accessibility in this Commission this meeting.

Upcoming Items and Meetings of Potential Interest to the Commission

Staff reviewed canceled and upcoming items and meetings of potential interest to the Commission:

- Infrastructure, Planning, and Sustainability
 - 7/8 meeting: canceled
 - Transportation Improvement Plan (7/22 special meeting)
- Transportation Commission
 - Destination 2040 Pierce Transit Long Range Plan (6/17) recommendation letter, 6-Year Transportation Improvement Plan Program draft final recommendation
 - Next meeting: 7/15 (agenda items to be announced)
- Planning Commission
 - Capital Facilities Program, Pierce Transit Long Range Plan letter (6/3)
 - 6/17 meeting: canceled
 - Capital Facilities Program 2021-2026 public hearing, debrief, and recommendations (7/1)
- Environmental Services Commission
 - Rate Model: high level projections (7/9)
 - Initial budget and rate revenue projection (8/13)
 - Final budget and individual rate projections, draft recommendation letter (9/10)

Staff will re-share these items in a follow-up email to Commissioners.

Commission Membership

Commissioner Todd Hay resigned for personal reasons. A new Commissioner will be drawn from the remaining short list of candidates approved by Tacoma City Council's Infrastructure, Planning, and Sustainability committee.

Sub-Committee Updates

Chair Lexi Brewer provided a brief overview of three Commission subcommittees that met between late May and early June to prepare for this and upcoming meetings:

- **Tideflats Subarea Plan:** review of Public Engagement Plan draft
- **COVID-19 response, recovery, and resilience:** discussion of concepts, potential impacts to Tacoma community, how anticipated impacts or opportunities to recover could inform future STC activities and recommendations
- **Environmental Action Plan (EAP):** reviewed 2019 progress report and climate planning update process (2020-2021), discussed EAP progress during 2019 and areas for improvement which may inform future STC activities and recommendations

Notes from Commission subcommittees were shared to the Commission by email and are available online.

Commission Business Items

Discussion of Commission Equity Norms

The Commission discussed norms and practices to conduct Commission interactions and business by in order to increase equity and accessibility. Commissioners expressed a desire for equity to be a regular agenda item. Potential norms and changes to Commission practices will be discussed further at the next regular meeting; these include:

- **Norms:**
 - Use "norms" – enforce equity
 - Explaining Robert's Rules to STC and visitors, incorporate into Commissioner on-boarding and each meeting
 - Anti-racism training/conversation follow-up with JHFS? Resources? Emily has a list. Resource bank?
 - Presume positive intentions; impact vs. intent, consider intent but accountability for impact
 - In meetings -- practice flagging processes we can improve ("bike rack") with more staff/STC work at future meeting
 - Public comment at end of meeting; norm to take comment earlier if possible; next step: consider if/where to move PC in agendas (start/end? By item? Ask PC needs of visitors?)
 - Make space/time to be community with each other; be careful with transactional, productive, extractive perspective; intentionally welcoming
 - How to handle visitors/Commissioners who provide harmful/inflammatory public comment?
 - Break rooms: how to handle if virtual/in-person
- **Processes:**
 - Meeting timing: re-examine for participation
 - Simply challenging to participate/go to STC meetings – STC must make effort to do outreach/education to take content to community and get input
 - Non-virtual meetings: childcare barrier; hybrid virtual option in future
 - Space to listen, learn, reflect in all meetings; must keep spirit of this discussion and moment in society and community

- **Next steps**
 - Review Rules of Procedure with equity context
 - Bring equity conversation into next STC meeting
 - Acknowledge lands we live+ on

Commission Rules of Procedure

Moved to next regular meeting.

Subcommittee Assignments

Subcommittee assignments can be fluid and adjusted as needed. The Commission briefly reviewed subcommittee participation and rosters:

- Environmental Action Plan
 - Elly, Lexi, Katin, Evlondo
- COVID-19
 - Emily, Gabe, Evlondo, Elly
- Infrastructure, Planning, and Sustainability Committee
 - None
- Outreach & Education (Climate Engagement?)
 - Tony, Ashley, Evlondo, Grace
- Transportation Commission
 - Matthew
- Planning Commission
 - Lexi, Elly
- Port Commission
 - Emily
- Tacoma Public Utilities
 - Phil
- Tacoma Public Schools
 - Phil, Ashley, Elly
- Environmental Justice (Human Rights Commission?)

Environmental Action Plan Update Status – Staff Presentation, Patrick Babbitt and Kristin Lynett, Office of Environmental Policy and Sustainability (OEPS)

- **Update process timeline**
 - Delayed start: August 2020
 - Approximately a year-long process
- **Two-track update process**
 - Technical plan development
 - Community engagement
- **Current activities**
 - Adjusting budgets and scopes of work
 - Selecting consultants for each track
 - **Support STC can give:**
 - Recruit EJ Leaders Workgroup, Plan Ambassadors
 - Advise: creative remote and non-remote engagement activities
 - Advise: stakeholders and connectors
 - Advise: tone for communicating about plan and participation
 - Activate STC education/outreach subcommittee for EAP engagement process?
- **EAP update process next steps**
 - Explore funding and resources to support budget
 - On-board technical and engagement consultants
 - Recruit for EJ Leaders Workgroup, Plan Ambassadors

- Build-out engagement plans and resources
- Staff update on process to STC at July 16 meeting

2020 Commission Work Plan Priorities

Commission briefly reflected on work plan priorities it developed in past months. 2020 Draft work plan priorities are in the Commission's online file folder. They were kept as written and will be used to continue to prepare Commission meeting and other activities or items, such as recommendation letters.

2021-2022 City & OEPS Budget Update – Staff Presentation, Kristin Lynett, OEPS

City Manager has communicated to Departments and Divisions to prepare for 15% budget cuts due to expected biennial 2021-2022 budget shortfalls of approximately \$67 million. The biennial budget will be prepared between roughly May – November 2020, but potential Commission and public recommendations will be most timely for decision makers if prepared and delivered by the first week of July. Future engagement opportunities for recommendations will exist. The Commission will prepare a recommendation letter regarding the biennial budget this meeting for City Council. Commissioners pushed back on a 15% cut to sustainability initiatives, noting the Climate Emergency declared by Tacoma City Council resolution in December 2019. Commissioners emphasized the need to frame budget decisions in terms of equity/justice and climate. Staff let the Commission know that the City was preparing seven budget surveys, aligned with the City Council and City Managers biennial budget prioritization framework; the surveys should be active in late June through at least mid-July. Staff will provide updates on these surveys to Commissioners. Commissioners noted climate, sustainability, or environmental protection were missing from the 2021-2022 “budgeting goals”, or prioritization framework. OEPS noted how it has prepared to reduce its budget by 15% in line with City Manager direction, including not filling two retirements and eliminating two intern positions; canceling the Sustainability Small Grant program; reducing Food Access/Equity program budget; reducing Hazardous Tree Assistance program budget; reducing City-led tree maintenance. Commissioners communicated their concern that Tacoma's damaged urban tree canopy would lose support and that food security programs needed more funding during this period of crisis.

Draft Letter: Commission Priorities for Equity and Climate for 2021-2022 Budget

Commissioners began developing a letter based on their discussions of City and OEPS biennial budgeting for 2021-2022. This letter would need to be finished in a special meeting (to-be-scheduled) to be delivered in a timely manner to Tacoma City Council.

Public Comment

No public comments were given.

Objectives for or before the Next Meeting

- Review and adopt Commission's Rules of Procedure at next regular meeting
- Complete letter regarding Commission 2021-2022 budget priorities for equity and climate in to-be-scheduled special meeting
- Request staff updates regarding the Recycle Reset, waste prevention, and the status of the Sustainable Materials Management Plan

Adjournment

There being no further business, the meeting adjourned at 7:20p.m.

Adjournment of June 18, 2020 Meeting

Motion: Matthew **Benedict**

Seconded by: Phil Coughlan

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Elly Claus-McGahan, Emily Pinckney, Gabe Moaalii, Grace Hope, Katin Kendrena

The next regular meeting of the Sustainable Tacoma Commission will be Thursday, July 16, 2020 from 5:00 to 7:00p.m., Tacoma Municipal Building, 747 Market Street, Room 248.

Lexi Brewer, Chair

Patrick Babbitt, Staff / Note Taker