



CITY OF TACOMA SUSTAINABLE TACOMA COMMISSION MEETING NOTES

Date: November 18, 2014

Commission Members Present: Ken Campbell, Chrissy Cooley, Phil Coughlan, Nick Cutting, Felicity Devlin, Karen Hamilton, Alyssa Illich

Commission Members Excused: Sarah Chessman, Ellen Moore, Agnes Pate, Holly Williams

Others Present: Kristin Lynett, Jim Parvey, Emily Campbell, Lowell Wyse

▪ **Approval of the October 21, 2014 Special Meeting Notes**

The approval of October special meeting notes were tabled until next month.

▪ **Review of the November Agenda**

The November agenda was reviewed and amended to include the Office of Environmental Policy 2015 work plan (along with the re-organization), the 2015 Sustainability Expo and subcommittee updates.

▪ **Environmental Master Plan (EMP)—Jim Parvey and Kristin Lynett**

- Overview from IPS
- Other Relevant City Plans - Discussing overlap of Climate Action Plan, ES strategic plan, etc., with the new EMP
- Existing environmental goals. Some lack performance measures.
- Existing environmental measures.
 - STAR: Includes about 50 measures tied to environmental outcomes (out of over 500 total outcomes vs. approximately 170 actions)
 - 24/7 (City Manager's Office): 18 measures, with biennium targets & quarterly reporting.
 - Tacoma 2025 (Vision Strategic plan): Should include 4-6 environmental measures.
 - ESMS (Environmental Sustainability Management System)
- Currently you can't go to one place and find all of our environmental goals and how we're doing on them.
- The document's purpose, tone, and relationships to other city plans (especially CAP) must be determined. Importance of measuring actions, now and in the future.
- Councilman Mello says (via Kristi) not just to measure things we're doing well in. He also wants to see this plan cover Tacoma as a geographical area, not just as a city.
- Environmental Planning and Goal Setting. Emphasis on prioritizing these actions, not just a laundry list of everything that could be done. Identify the most important things to do to meet environmental goals.
- Lacking some clarity from council on who "owns" the plan. STC recommends, Council owns, OEPS/ES implements it.

- Climate Action Plan might not have spurred the kind of interagency collaboration that was hoped for (e.g., Sound Transit, MetroParks...)
- Review of CAP 2008.
- Peer city overview
 - Seattle's "Moving the Needle Report"
 - Portland's Climate Action Plan (2009)
 - Vancouver's Greenest City Plan
 - Chicago's Sustainable Chicago (2012)
- Because the City thinks of sustainability in broad terms, this EMP will be focused more exclusively on environmental issues.
- Next Steps:
 - Form steering committee
 - Hire consultant
 - Engage STC and other commissions
 - Coordinate with ongoing planning efforts.
- There was a question about the scope of this plan and who will be taking the lead on forming it. Jim sees it as a communication tool between STC and Council, City manager. STC will help set policy. EMP will be standing agenda item for future STC meetings.
- There was another question on how plan development reconciles with budget processes. Prioritizing actions will be very important in presenting proposals to IPS and Council. Beware of creating goals that won't be funded; but at the same time, if we measure things, perhaps funding will follow.
- There was a question about "plan overload" and whether this is a replacement of the CAP. Kristi: Looking at this as an update of CAP, a replacement. Perhaps calling this an action plan instead of another master plan. This will have goals and prioritized actions with timeframes, etc. This will set it apart from comprehensive plan and others.
- There is a need to name this plan correctly. There was a suggestion to use the word "resiliency" in the naming.
- There was a question about how the steering committee's role will differ from STC role. This may involve STC members sitting on steering committee.
- There was a question about the consultant's role. Jim: Developing items, supporting meetings (not necessarily running them), production elements, preparing drafts for review, outside expertise on subject matter, technical writing skills. This will depend on the scope of the document.
- TPU's IRP (Integrative Resource Plan). Is the Commission providing a representative? TPU has also expressed interest in participating on EMP.
- T.C. Broadnax has expressed interest in attending a STC meeting.
- It was also suggested that Ricardo should present to STC on economics, jobs, sustainable development.
- Consultant to be hired in January. Steering committee will meet before RFP goes out.
- There was a comment that the STAR effort should inform the planning process. This will be part of the "art" of writing this document, not letting the STAR best practices and measures go to waste.
- There was a call for volunteers on steering committee; Chrissy and Nick volunteered.
- Identify important community partners to invite onto steering committee (TPU, health dept., MetroParks, school district, universities, technical colleges, etc.)
- There was a question about whether Tacoma2025 will be the guiding document for the EMP. To what extent should the EMP be tailored to this strategic plan? Any goals or metrics from Tacoma2025 should appear in the EMP also.
- The Expo may be good timing for raising awareness about the EMP planning process, community outreach. Perhaps have some interaction at the STC booth.

- **Office of Environmental Policy and Sustainability Re-Organization and Work Plan**
 - Environmental Services is relocating to 15th floor with Sustainability, perhaps eventually to be moved together to Urban Waters. Being in the same location will enable collaboration, and being in the municipal building enables cross-departmental work.
 - There is a need to pull together a work plan for the newly restructured office. This may function as a mini-version of the eventual EMP. Document the things we've committed to do, what needs to be done and by whom, identify staffing and resource needs. STC is invited to participate in work plan prioritization.
 - Part of prioritizing will be recognizing what kinds of projects will be funded.
 - At the mid-biennium budget moment, the goal is to have a grasp on the departmental budget.
 - For example, a disposable plastic bag ban is being researched. Emily will present next month on what would go into making this happen.
 - One goal is to tie the departmental work plan to the STC goals and plans. Kristi will re-send the list of STC objectives.
 - There was a comment that the EMP may be the main priority of the commission, an opportunity to be aspirational in terms of what the City can accomplish. This could transcend a work plan to reset, recalibrate, advance items from the CAP for the long term.

- **2015 Sustainability Expo Planning**
 - The Expo will take place March 7, 2015, from 10am to 3pm.
 - Emily Campbell reported on updates to the Expo website. The website is live! The domain name was secured (southsoundsustainability.org.), even though the website moved over to Wordpress. The Facebook event page is also live. Promotions will begin in December.
 - We'll be applying for sponsorships for the Expo at different donation levels, as low as \$25.
 - The OEPS would welcome further input on potential sponsors.
 - There will be some extra costs this year, potentially including expanded space for other vendors and the book and media swap.
 - The local nonprofit Fair Trading may help coordinate the swap event.
 - There was a request last year for some food (light lunch), which would have to be acquired through Aramark at the Convention Center; would need to guarantee \$600 of sales and pay \$150 fee.
 - There may be overlap with the Green Infrastructure Challenge award announcement happening later the same day.
 - There is a sign-up page for volunteers on the website. Volunteers are needed between 8:00 and 4:00.
 - There was discussion about whether to give volunteers T-shirts or food vouchers. Vouchers are nice, but T-shirts are visible at the event. To be decided.
 - This will also be a "Green Event" so compostables or durables will be used, etc.
 - Another new cost: \$1000-1500 for utility bill insert.
 - Vendor and sponsor criteria need to be added to the website (e.g., no political groups, no disposable giveaways).
 - There was a suggestion to add a "plan your visit" link to PDF about where to park, how to bus there, map of convention center.

- **Subcommittee Updates**
 - Electric Vehicles
 - The goal is to increase awareness of EVs, installing infrastructure.
 - One possibility is a day-long workshop or a panel, possibly in conjunction with the Expo.
 - Another possibility is a "ride-and-drive" event for council members and others.
 - Alyssa is reaching out to Tesla and Nissan about this.
 - Chrissy suggests a workshop format similar to Vision-to-Action Symposium.
 - The event would take place in June at the earliest.

- Kristi: There isn't much clarity yet on what local and state governments are doing on the issue, who the players are, what initiatives are working or in place. The City may have interest in sponsoring this but we'd need to determine the audience for such a workshop.

- **Staff Updates**

- Everyone is impressed with the RFQ; four or five companies are involved.
- The Climate Risk Assessment RFP is going out on Friday.

- **Sub-Committee Report-Outs**

- Plastic Bag Ban

- Ken expressed his hope for a timeline on the plastic bag ban. This was brought up as long ago as January. Two council members have been asking where the action is on the issue.
- Emily will be reporting to the STC in greater detail next month.
- STC is lacking clarity on what Council wants in lieu of a specific policy recommendation. There is potential to adopt the Bellingham model for a bag ban policy. There was a motion to send a letter to Council along these lines. Council would then direct the OEPS to draft a work and implementation plan before developing an ordinance. The letter may not need to account for all these steps in the process. STC should consider attaching a copy of the Bellingham model to the letter.
- Chrissy made a motion to send a version of this letter to Council. The motion was seconded by Ken and carried unanimously.

- **Objectives for Next Meeting**

- No objectives for the next meeting were discussed.

- **Adjournment**

- The meeting adjourned at 5:45 p.m.

The next meeting of the Sustainable Tacoma Commission will be Tuesday, December 9, 2014, 3:30 to 5:30 p.m., Tacoma Municipal Building North, 733 Market Street, Room 16.