



# City of Tacoma

## City Council Study Session Minutes

747 Market Street, Tacoma WA 98402, Council Chambers  
Dial: 253-215-8782 Meeting ID: 894 9617 1192  
Webinar Link: [www.zoom.us/j/89496171192](https://www.zoom.us/j/89496171192) Passcode: 896569  
**May 24, 2022**  
**12:00 PM**

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### Call to Order

Mayor Woodards called the study session to order at 12:00 p.m.

### Roll Call

**Present:** 7 - Blocker, Bushnell, Hines, McCarthy, Rumbaugh, Ushka and Mayor Woodards

**Absent:** 2 - Daniels and Walker

Council Member Walker arrived at 12:02 p.m.

Council Member Daniels arrived at 12:05 p.m.

Council Member McCarthy participated virtually.

### Briefing Items

#### 1. [22-0591](#) 311 SeeClickFix Migration Update

At approximately 12:01 p.m., La'Toya Mason, Customer Support Center Manager, City Manager's Office (CMO), provided opening remarks and introduced Morgan Medley, Management Analyst, CMO.

Council Member Walker arrived here, at 12:02 p.m.

Mason presented an update on the TacomaFirst 311 (TF311) SeeClickFix migration, including an agenda, overview, and the top ten requests from January 2020 to May 2022.

Council Member Daniels arrived here, at 12:05 p.m.

Mason further presented the TF311 replacement project, and SeeClickFix system improvements. Medley provided a live demonstration of SeeClickFix. Mason further presented the implementation plan and next steps, including the tentative go-live date of June 20, 2022, internal training, and communication and outreach.

Discussion ensued regarding a request for a demonstration during a City Council meeting once the new system is launched, other cities and counties that use SeeClickFix, access in areas with poor cell phone reception, duplicate reports and options for multiple people to follow the same incident, reporting issues at locations outside the City limits, agency contacts, translation services, options to update the status of an issue, the existing web page at [cityoftacoma.org/311](http://cityoftacoma.org/311), phasing out the old application, monitoring or filtering comments, the Customer Support Center's role, service level agreements, expectations for how quickly staff respond to requests, testing, and appreciation for staff.

2. [22-0592](#) House Bill 1590 Spending Plan

At approximately 12:49 p.m., Felicia Medlen, Housing Division Manager, Community and Economic Development, presented the Washington House Bill (HB) 1590 draft spending plan, including background, noting the City's one-tenth of 1 percent sales tax for affordable housing, fund collection starting July 2021, spending plan, eligible activities for HB 1590 funding, target populations, and limitation on eligible activities; issues, noting projects in the development pipeline, existing allocations, administration, and oversight; and next steps.

Discussion ensued regarding previous review by the Community Vitality and Safety Committee, project funding sources, how projects are added to the development pipeline, partnership with Pierce County, supportive services for housing, the requirement for funding to be allocated to new projects, housing goals, long-term and permanent affordable housing requirements, target populations and definitions, assistance for those on a fixed income, adjusting criteria over time, the difference between affordable and supportive housing, funding limitations and allowed uses, working with nonprofit developers, other funding sources, the Multi-Family Property Tax Exemption Program, and ways to leverage various funding sources.

## Other Items of Interest

3. [22-0593](#) Council Rules of Procedures

City Attorney Bill Fosbre presented proposed updates to the Rules of Procedure of the Council of the City of Tacoma (Council Rules of Procedure), which are on tonight's meeting agenda for first reading as Resolution No. 40980, including required updates, noting recent

changes to the Washington State Open Public Meetings Act (OPMA), and emergency rules related to the COVID-19 pandemic at both the state and local levels; and the proposed revisions, noting special meetings, physical meeting locations, hybrid and remote meeting options, emergency declarations, accepting public comment, and accessibility. He concluded by stating that while the Council Rules of Procedure do not apply to the City's volunteer committees, boards, and commissions (CBCs), the changes to the OPMA and emergency rules require CBCs to update their procedures as well.

Discussion ensued regarding changes requiring public comment to be accepted at any meeting where action is taken, including motions; and whether materials must be distributed in paper or electronic format.

## Committee Reports

Council Member Walker stated that she is working with community organizations on ways to address the shortage of infant formula, noting impacts on the national and local levels, and that she plans to bring forward a Council Consideration Request regarding this topic within the next two weeks.

## Agenda Review and City Manager's Weekly Report

4. [22-0594](#) Weekly Report to the Mayor and City Council, May 19, 2022

City Manager Elizabeth Pauli stated there are no ceremonials on tonight's meeting agenda, no changes are expected to tonight's agenda, and Virtual Forum will be held after tonight's meeting.

## Adjournment

On proper motion, the study session was adjourned at 1:45 p.m.



Victoria R. Woodards, Mayor



Doris Sorum, City Clerk