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**TO:** Hyun Kim, Interim City Manager

**FROM:** Councilmember Kristina Walker, Committee Chair; Ramiro Chavez, Committee Executive Liaison; Anna Le, Committee Coordinator, Infrastructure, Planning, and Sustainability Committee

**COPY:** Infrastructure, Planning, and Sustainability Committee; Nicole Emery, City Clerk

**PRESENTERS:** Councilmember Kristina Walker, Committee Chair; Ramiro Chavez, Committee Executive Liaison; Anna Le, Committee Coordinator, Infrastructure, Planning, and Sustainability Committee

**SUBJECT:** 2026 Infrastructure, Planning, and Sustainability Committee Calendar Preview

**DATE:** December 10, 2025

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**PRESENTATION TYPE:**

Informational Briefing

**SUMMARY:**

The Tacoma City Council Infrastructure, Planning, and Sustainability (IPS) Standing Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of every month. The Committee met 14 times in 2025 (including the December 10<sup>th</sup> meeting) and never had to cancel a meeting due to a lack of agenda items. Indeed, the Committee consistently maintains a list of topics awaiting scheduling and limiting meeting agendas to two – and sometimes even three – items is a recurring challenge.

During the Committee's final meeting in 2025, members will have the opportunity to preview and provide feedback on the first draft of IPS' 2026 calendar. Intentional, strategic planning conducted transparently and collaboratively will enable IPS to align its work with broader Council and City priorities, avoid bottlenecks, and make the best use of staff and Committee time. The Committee is best positioned to make informed decisions that serve the people of Tacoma when it operates proactively, as opposed to reactively.

**BACKGROUND:**

IPS agenda topics have primarily been driven by three City Departments: Environmental Services, Planning and Development Services, and Public Works. In addition to its policy work, the Committee conducts annual interviews to fill seats on its assigned Committees, Boards, and Commissions (CBCs).

Scheduling and Presentation Protocols

The Committee Chair makes administrative and strategic decisions on behalf of members, with the support of the executive liaison and coordinator. In January 2025, the Committee Chair, executive liaison, coordinator, and Directors from IPS' primary Departments met to develop strategies focused on –

- prioritizing the Committee's most critical responsibilities and policy work;
- conducting Committee business in accordance with external timelines and deadlines;
- and



- improving and clarifying options for stakeholders to efficiently communicate with and update the Committee.

This meeting led to the creation of baseline protocols to guide intake, routing, and format of potential agenda topics submitted to the Committee (see Appendix: IPS Presentation Decision Tree).

#### Draft 2026 IPS Schedule Development

In October 2025, the IPS Committee Coordinator requested Environmental Services, Planning and Development Services, Public Works, and Tacoma Public Utilities staff submit their anticipated 2026 IPS topics and – when possible – recommendations for when topics should be scheduled. The Clerk’s Office also shared a proposed schedule for IPS’ 2026 CBC interviews.

The IPS Coordinator referenced recent Council and Committee calendars to estimate 2026 meeting cancellations:

- January 14: prior to Council adoption of Committee assignments
- November 11: Veterans Day
- November 25: Thanksgiving Holiday
- December 23: Winter Holiday

#### **ISSUE:**

After factoring in anticipated cancellations, IPS is currently scheduled to meet 20 times in 2026.

The draft 2026 IPS schedule consolidated agenda topics submitted by staff while balancing several additional considerations, including policy timelines, CBC interview dates, and subject area cohesion.

#### **ALTERNATIVES:**

This is an informational briefing only. No alternatives are being presented.

#### **FISCAL IMPACT:**

This is an informational briefing only. There is no fiscal impact.

#### **RECOMMENDATION:**

This is an informational briefing only. No recommendation is being made.

#### **ATTACHMENTS:**

- IPS Presentation Decision Tree
- Draft 2026 IPS Calendar