Council members will participate in this meeting remotely through an online web-based meeting platform. Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time.

Council meetings are streamed live via the City’s website at meetings.cob.org and on the City’s YouTube channel. Meetings are broadcast in high definition on BTV on Comcast channel 321, and in standard definition on Comcast channel 10. Members of the public who do not have cable or Internet access may contact the City Council office to receive phone numbers in order to listen to the meeting via telephone.

**Please note there will be no public comment taken at City Council meetings until further notice.** Instead, community members are respectfully asked to submit comments by e-mail to ccmail@cob.org or by phone to (360) 778-8200.

**Call to Order**

**Council Standing Committee Meetings:**
Open to the public to attend. Note: there is generally no public comment period for Committee sessions. Standing Committee Members receive reports and information, ask questions and, when appropriate, vote on a recommended action for consideration by the full Council at the Regular Meeting. The notice of Committee Meetings identified below also serves as notice of Special Meetings of the City Council at the times identified as Council Members who are not members of the committee routinely attend and participate in the Committee Meetings. Committee Chairs give a report of the Committee Meeting at the Regular Meeting in the evening prior to deliberation and formal vote in the order shown below:

**Committee Of The Whole**
Gene Knutson, Chair
Hannah Stone, Daniel Hammill, Pinky Vargas, Lisa Anderson, Michael Lilliquist, Hollie Huthman

Please be advised that if the City Council is ahead of schedule, they may start with old/new business before the official Committee of the Whole meeting time.

2. Priorities and Timeline for 2021-2022 Biennial Budget p. 20

3. Old/New Business

Adjournment

Agenda Information:
Council Committee and Regular Meeting agendas and agenda packets, which contain the supporting documentation for agenda items, are available to the public Wednesday afternoon prior to the meeting. They are posted at https://meetings.cob.org/. Meetings are streamed live on the internet as they occur.

Accessibility:
The Council Chambers is fully accessible. Elevator access to the second floor is available at City Hall’s west entrance. Hearing assistance is available and a receiver may be checked out through the clerk prior to the evening session. For additional accommodations, contact the Legislative Assistant at 778-8200 in advance of the meeting. Thank you.

Next City Council Committee Meetings
Monday, May 4, 2020

Deadline to submit material for any public hearing for inclusion in the published agenda packet is 8:00 a.m. on Wednesday prior to the meeting.
Subject: Draft Process for Review of Climate Policy Process and Development of a Climate Implementation Plan

Summary Statement: At the January 13th meeting Council directed staff to define a process to evaluate the Task Force recommendations and examine which recommendations should be adopted into the 2018 Climate Action Plan. The proposed process includes multiple opportunities for public input and review and approval by Council and includes a Triple Bottom Line Plus feasibility analysis, additional steps needed to create a Climate Implementation Plan, annual review of the Climate Implementation Plan and a 5-year review of the Climate Action Plan. Staff from several City Departments have participated in the development and refinement of the process through the City Climate Team and Mayor’s Climate Team.


Fiscal Impact: The fiscal impact of recommendations in the Task Force Report and measures in the 2018 Climate Action Plan ranges from a few thousand dollars to several hundred million.

Funding Source: All City Funds and the General Fund

Attachments:
1. STAFF MEMO
2. STAFF REPORT CLIMATE
3. CLIMATE POLICY PROCESS PRESENTATION

Meeting Activity | Meeting Date | Recommendation | Presented By | Time
--- | --- | --- | --- | ---
Committee Briefing - Direction Requested | 4/27/2020 | Information/Discussion | Eric Johnston, Interim Public Works Director | 10 minutes

Recommended Motion:

Council Committee: Committee Of The Whole

Agenda Bill Contact:
Seth Vidaña, Climate and Energy Manager, PW Natural Resources Division

Reviewed By | Department | Date
--- | --- | ---
Eric C. Johnston | Public Works | 4/21/2020

Council Action:

Matthew T. Stamps | Legal | 4/21/2020
Seth M. Fleetwood | Executive | 4/21/2020
MEMORANDUM

TO: BELLINGHAM CITY COUNCIL
FROM: ERIC JOHNSTON, INTERIM PUBLIC WORKS DIRECTOR
CC: MAYOR SETH FLEETWOOD
SUBJECT: DETERMINATION OF NECESSARY AND ROUTINE
DATE: 4/22/2020

This agenda item has been determined to be both “necessary and routine” and, therefore, appropriate for consideration during the COVID-19 health crisis. It is necessary due to the time-sensitive need to establish the process that will direct the ongoing expenditure of staff resources. This agenda item is routine because it does not implicate a change in policy, but is instead focused on the process for the ongoing work of staff.
In 2007, the City adopted as official policy the City of Bellingham Climate Protection Action Plan in response to the growing awareness of the global climate crisis. In May 2018 City Council adopted the updated 2018 Climate Protection Action Plan (CAP) policy with new emissions reductions targets. Council also passed Resolution 2018-06 establishing a Climate Action Task Force with the direction to determine the feasibility of achieving accelerated greenhouse gas reduction and renewable energy ambitions. At the December 9th, 2019 City Council meeting the Climate Action Task Force presented their recommendations to City Council. Council then directed staff to provide a comparison of the adopted 2018 CAP policy and the recommendations in the Task Force report at the January 9th Council meeting. At the January 9th meeting Council directed staff to define a process to evaluate the Task Force recommendations and examine which recommendations should be adopted into the 2018 Climate Action Plan.

The proposed process includes multiple opportunities for public input and review and approval by Council. The process includes a Triple Bottom Line Plus feasibility analysis, additional steps needed to create a Climate Implementation Plan, annual review of the Climate Implementation Plan and a 5-year review of the Climate Action. Recommendations from the Climate Task Force and measures from the updated Climate Action Plan will be considered in the evaluation process and brought forward for Council action appropriate to their origin and current policy authorization.

The proposed process considers multiple factors, including anticipated emission reductions, social impacts and benefits, availability of the technology needed to implement the measure, and funding needs and projected costs for all impacted parties. Additionally, it will include sequencing of measures, departmental staffing and funding needs, and timeframe required to implement each measure to realize results.

Recommended Action: Staff requests Council feedback on proposed process.
CAP-CTF Vetting Process Goals:

• Build on recommendations of CAC and adopted plan
• Facilitate technical review to ensure that issues are fully vetted
• Allow for fair consideration of issues
• Allow for meaningful public involvement
• Result in informed choices
City of Bellingham
Climate Policy Approval Process Overview

- Complete List of CAP measures
- Complete List of CTF recommendations

Apply staff filters, discuss results with City Council

Council amends CAP, staff develops Climate Implementation Plan

Council Annual & 5-year Review

Ongoing City Climate Team Review

3-4 months

6 months

Annually & every 5 years
Climate Policy Approval Process

- Staff Filter #1: Quantitative ranking: sorted into three tiers
  - Tier 0: Complete, ongoing, eliminated.
  - Tier 1: Ready for TBL+ analysis. Ranked high with minimal unknowns.
  - Tier 2: Additional research necessary. Moderate ranking and/or level of unknowns.
  - Tier 3: Table until annual update. Low ranking and/or high level of unknowns.

- Staff Filter #2 TBL+
  - Conduct research on feasibility

- Public & Council review & direction

- Council Adopts Addenda to CAP

- Develop Implementation Plan
  - Transport
  - Buildings
  - Land Use
  - Waste
  - Energy Eff.
  - Renewables

- Includes explanatory summary of all vetted CAP measures and CTF recommendations

- Public & Council review & direction

- Update Climate Imp. Plan annually + vet new projects 2021 2022

- Formal CAP Update Review CAP Goals 2023

- Reassess

- Ongoing City Climate Team Review
  - 3-4 months
  - 6 months
  - Annually
  - 5 yrs.

- Complete List of CAP measures
- Complete List of CTF recommendations
Climate Policy Approval Process

Public & Council review & direction

Complete List of CAP measures

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Formal CAP Update Review CAP Goals 2023

Reassess

Ongoing City Climate Team Review

3-4 months

6 months

Annually

5 yrs.

Why

What

How

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Staff filter #2 TBL+

Etc.

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Climate Policy Approval Process

Public & Council review & direction

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Climate Policy Approval Process

Public & Council review & direction

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Staff filter #2
TBL+

Conduct research on feasibility

Public & Council review & direction
### Staff Filter #2: TBL+

<table>
<thead>
<tr>
<th>[TBL(+)] ELEMENT</th>
<th>PRIMARY CRITERIA</th>
<th>CONSIDER AND RANK ACCORDINGLY.</th>
<th>RANK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>High (statement is true/criteria are met) Identify a threshold for each ranking, provide a separate column to help establish the threshold for each criteria</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Medium</td>
<td></td>
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<tr>
<td></td>
<td>Social acceptability</td>
<td>Low (statement is not true/criteria are not met) n/a = Not applicable</td>
<td></td>
</tr>
<tr>
<td>Social</td>
<td>Social acceptability</td>
<td>• Outreach, education or incentives are available or can be created to increase acceptability of this measure. (Provide a bulleted list of said outreach, education and incentives with successes, challenges and opportunities)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Local, regional, or national trends support this measure. List trends</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social acceptability</td>
<td>• Organizational structures or programs and community champions needed to support this measure are in place or can be identified. Provide info community surveys, public hearings or town halls that gathered information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social acceptability</td>
<td>• Current policies or regulations are in place or can be created to support this measure. Bullet list those policies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social acceptability</td>
<td>• There are examples of this measure being successfully implemented elsewhere. Bullet list those areas where it is being implemented</td>
<td></td>
</tr>
<tr>
<td>Social Benefit</td>
<td></td>
<td>• The measure improves the overall health and welfare of our community. This statement is very broad and hard to quantify.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Benefit</td>
<td>• The measure creates broad benefits for the community (e.g. economic development, job creation). Bullet list those benefits</td>
<td></td>
</tr>
<tr>
<td>Social</td>
<td>Social equity/affordability</td>
<td>• The measure has an equitable distribution of costs and benefits for all impacted community members. Bullet list the data that shows the cost benefit analysis to quantify a high, mid or low score</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social equity/affordability</td>
<td>• The measure does not unduly burden low income households. This is a broad statement, how do we quantify this?</td>
<td></td>
</tr>
<tr>
<td>Financial</td>
<td></td>
<td>• Funding is available to implement the measure. Bullet list of funding</td>
<td></td>
</tr>
</tbody>
</table>
Develop Climate Implementation Plan
• Transport.
• Buildings
• Land Use
• Waste
• Energy Eff.
• Renewables

Includes explanatory summary of all vetted CAP measures and CTF recommendations

Council Adopts Addenda to CAP

Public & Council review & direction

Measure 1
Measure 2
Measure 3
Etc.

From Tier 0: Complete, ongoing, eliminated

From Staff Filter #2

Why
What
How
When
Who

Workplan Development
## Example Workplan

<table>
<thead>
<tr>
<th>Recommendations (R) and Measures (M) (What)</th>
<th>Selection notes (Why)</th>
<th>Activities Needed (How)</th>
<th>When</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Buildings: Energy Efficiency Upgrades:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X R B1: Efficiency requirements for Owner-Occupied Residences (pre-1990)</td>
<td>EE measures will reduce the demand for clean energy thus reducing the amount of new renewable energy generation needed to meet city goals. EE measures will reduce energy bills. Implementation will support and enhance local programs to provide EE upgrades to existing buildings. Status: 2020 Work Plan</td>
<td>• Assess adequacy of existing low income weatherization support and CEC programs, and expansion capability. • Identify incentives and rebates • Identify what type of technical barriers may be present and design appropriate exemptions • Estimate project costs after rebates; calculate payback period and utility bill savings • Identify available private financing (e.g. PSCCU) • Examine total costs to households of varying incomes and identify mitigations where needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X B2: Rental Efficiency Requirements (pre-1990)</td>
<td>Owners have an incentive to invest in the quality of their buildings, and rents provide a funding stream to pay for it. Need study to assess costs — calibrate requirements to reduce pressure to pass on cost to tenant.</td>
<td>• Same as above – plus: ○ Further research Boulder’s and similar programs ○ Identify coordination with City’s rental registration program, including enforcement ○ Examine need for Performance Path option ○ Identify design criteria to prevent increased costs to tenants ○ Identify design elements needed for multi-unit buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Building Electrification</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X B5: Electrify New Buildings</td>
<td>Can work with Seattle and other cities to explore this.</td>
<td>• Conduct additional research on existing measures in other cities • Quantify development cost differential between gas and all electric • Identify optimal regulatory pathway (e.g. building codes or general prohibition) • Examine possible need for exemptions for certain functions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Update Climate Imp. Plan annually + vet new projects 2021 2022
Formal CAP Update Review CAP Goals 2023
Reassess
Public & Council review & direction

Annual and 5-year review
Climate Policy Approval Process Example: Promote EVs

1. **Staff Filter #1:** Quantitative ranking; sorted into three tiers
   - **Tier 0:** Complete, ongoing, eliminated.
   - **Tier 1:** Ready for TBL+ analysis. Ranked high with minimal unknowns.
   - **Tier 2:** Additional research necessary. Moderate ranking and/or level of unknowns.
   - **Tier 3:** Table until annual update. Low ranking and/or high level of unknowns.

2. **Public & Council review and direction**
   - Conduct research on feasibility

3. **Council Adopts Addenda to CAP**

4. **Develop Implementation Plan**
   - Transport.
   - Buildings
   - Land Use
   - Waste
   - Energy Eff.
   - Renewables
   - Includes explanatory summary of all vetted CAP measures and CTF recommendations

5. **Public & Council review & direction**
   - Why
   - What
   - How
   - When
   - Who
   - Update Climate Imp. Plan annually + vet new projects

6. **Formal CAP Update Review CAP Goals**

7. **Reassess**
Climate Policy Approval Process Example: Evaluate Green Direct

Evaluate Green Direct

Complete List of CAP measures

Complete List of CTF recommendations

Public & Council review and direction

Staff Filter #1: Quantitative ranking; sorted into three tiers

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Public & Council review & direction

Conduct research on feasibility

Staff filter #2 TBL+

Council Adopts Addenda to CAP

Public & Council review & direction

Develop Implementation Plan
- Transport.
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- Land Use
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- Energy Eff.
- Renewables

Includes explanatory summary of all vetted CAP measures and CTF recommendations

Measure 1
Measure 2
Measure 3
Etc.

Public & Council review & direction

Update Climate Imp. Plan annually + vet new projects 2021 2022

Formal CAP Update Review CAP Goals 2023

Reassess

Climate Policy Approval Process Example: Evaluate Green Direct
Climate Policy Approval Process Example: EV Group Buy

Complete List of CAP measures

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Public & Council review & direction

Staff filter #2 TBL+

Conduct research on feasibility

Measure 1
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Etc.

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Update Climate Imp. Plan annually + vet new projects 2021 2022

Formal CAP Update Review CAP Goals 2023

Reassess

Public & Council review & direction

Council Adopts Addenda to CAP

Develop Implementation Plan
- Transport.
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- Renewables

Includes explanatory summary of all vetted CAP measures and CTF recommendations
Subject: Priorities and Timeline for 2021-2022 Biennial Budget

Summary Statement: The Biennial Budget process will begin when budget instructions are sent to departments in mid-May. The Mayor will discuss the high-level priorities and guidelines he is planning to include in the budget instructions and will solicit feedback from Council. The major themes of the priorities are ensuring financial stability of the City through this time of uncertainty. This agenda item has been determined to be "necessary and routine" and necessary to respond to the COVID-19 health crisis. Discussion of the budget process is both necessary and routine in order to provide for ongoing government operations and critical for the future response to the health crisis.

Previous Council Action: None

Fiscal Impact: TBD

Funding Source: Citywide Funds

Attachments: 1. STAFF MEMO

Meeting Activity | Meeting Date | Recommendation | Presented By | Time
---|---|---|---|---
Committee Briefing - Information Only | 4/27/2020 | Information/Discussion | Mayor Seth Fleetwood | 10 minutes

Recommended Motion:

Council Committee:
Committee Of The Whole

Agenda Bill Contact:
Brian Heinrich, Exec, x8117

Reviewed By | Department | Date
---|---|---
Brian M. Heinrich | Executive | 4/21/2020
Andrew D. Asbjornsen | Finance Department | 4/21/2020
Andrew D. Asbjornsen | Finance | 4/21/2020
Peter M. Ruffatto | Legal | 4/21/2020
Seth M. Fleetwood | Executive | 4/22/2020
MEMORANDUM

TO: BELLINGHAM CITY COUNCIL
FROM: MAYOR SETH FLEETWOOD
CC: DEPARTMENT HEAD TEAM
SUBJECT: 2021-2022 BUDGET INSTRUCTIONS
DATE: APRIL 27, 2020

Overall Finances and Priorities

We begin this budget process in a time of significant economic uncertainty. Our efforts since March 2020 have focused on taking actions to slow the spread of COVID-19 and making wise decisions that position our community for recovery.

Our approach going forward parallels state and region-wide efforts to resume economic and community activity in phases, or as others have said, “more like the slow turn of a dial than the flip of a switch.” We must continue efforts we started this spring to ‘flatten the curve.’ We expect to increase business and community activity in well-planned phases in the weeks and months ahead, with measures in place that protect public health.

City revenues will be increasingly threatened by recession. There will not be funding to support expansions in levels of service or new programming without meaningful offsetting reductions or new revenues. Moreover, budget reductions may be required.

These declines likely will be felt most acutely in the 2021-2022 budget. We hope it will be short-lived, but we must plan for it regardless. I am proposing the following overarching goals for this budget cycle:

- Ensure long-term financial stability for the City;
- Continue implementation of the Climate Action Plan;
- Maintain City assets; and
- Find opportunities to improve operational efficiency.

More specifically, I propose to prioritize budget decisions by looking for opportunities to maintain the following priorities:
- Public health and safety,
- Climate action,
- Affordable housing and homelessness,
- Economic development, and
- Environmental remediation.

As a precautionary step, Departments will be asked to provide options for reducing expenses in the next biennium. The need to implement these options will be assessed as budget review progresses and more economic information is available.

**Process and Instructions**

Policy review will follow several steps. Departments will have approximately four weeks to complete those steps that require department action.

1. **Initial development of budget requests (May – Early June):** Departments develop budget proposals for operating and capital budgets.

2. **Initial Budget Review (Mid-June – July):** The Mayor and budget staff review requests and Mayor makes initial decisions on which proposals will move forward.

3. **Budget Entry Period (August):** Departments are notified of initial decisions. These decisions may then be added into budget software and make technical adjustments (moving funds between non-salary budget lines).

4. **Final Budget Review and Financial Balancing (September):** The budget software is closed to departments and the Mayor makes final budget decisions.

5. **Council Process (October – December):** The proposed budget is transmitted to Council on October 1st. The administration provides budget work sessions for the Council through October and November.

6. **Budget Adoption:** Council adopts the budget during the last two Council meetings of the year.

I look forward to working with my department teams and the City Council to make decisions that support our community’s most important and long-term needs and that result in long-term financial stability for the City of Bellingham.