



### Meeting Notes

(These notes are not formal meeting minutes adopted by the Hilltop Engagement Committee. They are staff notes which capture the general topics and main points discussed during the meeting.)

**TIME:** Wednesday, December 7, 2016, 5:00 p.m.-6:30 pm

**LOCATION:** Clyde Hupp Board Room, Downtown Campus, Bates Technical College,  
1101 S. Yakima Ave Tacoma, WA

#### **A. Call to Order**

*Carol called the meeting to order at 5:05 pm.*

#### **B. Items of Business**

##### **1. Finalization of Outreach and Analysis Contracts Consultant Tasks and Evaluation Criteria (possible action)**

[Goal: HEC members provide final input and reach consensus about the consultant tasks and proposal evaluation criteria.]

*Ian opened up this section with an update of the streetscape conceptual design and engineering RFQ, which was advertised at the end of November 2016. He reiterated that the outreach and analysis contracts will go beyond the typical design and engineering project outreach.*

*He talked about the overarching plan which is to complete the conceptual design and engineering work before the next round of federal gas tax allocations (expected in Summer 2018). Having a well thought-out conceptual design and engineering plans completed would make Tacoma competitive to receive gas tax funds for construction of this project.*

*The HEC was also informed that a City staff committee would review submittals for the outreach contract work and make the final recommendation to the Community and Economic Development Director who would execute the final contracts with organizations selected to perform the work.*

*After Ian provided context and background, HEC members were asked to provide feedback on both the consultant tasks and evaluation criteria. Comments included:*

- *Revisit the suggested point allocation for fairness.*
- *Proposed consultant tasks should be achievable, firms should be left with enough time to carry out their work. For example, having to spend too much time meeting with City*



*staff or reviewing past reports and research could delay consultants from actually getting started on the work products.*

- *Firms should be asked about their experience working in diverse urban neighborhoods.*

**2. Presentation of Related City Initiatives (discussion only):**

**Hilltop Subarea Plan, *Brian Boudet, Planning and Development Services*  
Historic Preservation, *Reuben McKnight, Planning and Development Services*  
Workforce Development, *Christopher Wright, Neighborhood & Community  
Services Department***

**Economic Development, *Carol Wolf, Community and Economic Development***

[Goal: HEC members are better informed and knowledgeable about City run projects, plans, policies, and programs related to neighborhoods impacted by Link Light Rail Expansion.]

*Brian Boudet was unable to attend but HEC members were provided copies of part of the Subarea Plan.*

*Reuben McKnight provided some background on historic buildings in Hilltop and details about his work on historic preservation.*

*Christopher Wright provided a broad overview of the City's workforce development programs he talked about a variety of issues including training capacity; how to align training with employer needs; and the extensive outreach required to recruit participants into workforce development programs*

*Due to time constraints Carol Wolf postponed her presentation until the Jan 2017 meeting.*

**Presentation by HEC Members about related initiatives (discussion only)**

**Kevin Grossman, Hilltop Business Association**

**Josh Jorgensen and Brittani Flowers, Tacoma Housing Authority**

[Goal: To inform and educate HEC members, City staff and other stakeholders about community driven projects, programs and initiatives which are led by organizations represented on the HEC.]

*Pastor Anthony Steele presented about the Hilltop Business Association, its history and vision for the neighborhood. He talked about the need to increase private investment and, as it changes, the Hilltop should remain a neighborhood.*

*Brittani Flowers from Tacoma Housing Authority talked about the extensive public outreach and information gathering the THA conducted. Feedback from residents and businesses included the desire for more trees, street improvements (such as better lighting of streets at night) which would facilitate walkability, the desire to better connect anchor institutions with the neighborhood.*

**3. Election of Co-Chairs (possible action)**

[Goal: For HEC members to elect two of their colleagues to serve as co-chairs. Co-chairs will preside over HEC for the duration of committee meetings]

*Due to time constraints this agenda item was postponed until the Jan 2017 meeting.*

**4. Nomination of two HEC members to participate in streetscape design consultant selection process (possible action)**

[Goal: For HEC members to nominate two of their colleagues to participate in the Streetscape Design and Engineering consultant selection process]

*Anthony Steele, Marty Mattes and Hally Bert all expressed interest and the HEC recommended that all three of them participate in the consultant selection process.*

**5. Approval of Ground Rules (possible action)**

[Goal: For HEC members have a strong understanding of and standby the ground rules. HEC members adopt the Ground Rules for the committee.]

*Due to time constraints this agenda item was postponed until the Jan 2017 meeting.*

**C. Other Business**

January 4, 2017 meeting: Equity and Empowerment Solicitation; Scope and Criteria finalization; Project Labor Agreement,

*Allison Gregg provided information about the upcoming Link Light Rail Expansion open house on December 15, 2016.*

**D. Public Comments**

Comments must be pertaining to items on the agenda and limited to up to three minutes per speaker.

**E. Adjournment**