
Work Plan Proposal

Date: May 27, 2026

To: Equity Commission

From: Kelly Adams, Assistant City Administrator



At the April 27 meeting, the Commission expressed support for the development of an annual work plan. Staff sent a draft outline with an [interactive presentation](#) to collect feedback. This document captures the outline elements with feedback from those who participated.

Proposed Chapters

1. About the Commission
2. Annual Goals
3. Planned Actions
4. Community Engagement
5. Working with Council
6. Measuring Progress

Appendices

Outline (with feedback)

Q1. What questions or chapters are we missing?

- *About the Commission: Who are you? Why are you here? Not the relevant questions in my mind. The relevant questions are: What does the City of Tumwater leadership consider as issues in inclusiveness in our community? What does the leadership most want accomplished by this new Commission?*
 - *Budget & Resources?*
 - *Who is holding us accountable?*
 - *What the commission is NOT.*
 - *We must take care for the actual impact of our words can have on each other and the community. A commitment to equity of voice with in our commission, create a space for our quiet members.*
 - *Commitment to the process not forced 100% agreement because disagreement is a healthy part of equity work. Ensure process of reaching discission ..transparent, inclusive, fair of all dissenting views.*
 - *Procedural ground rules...listen to understand, not to reply. Commit to giving a speaker our full focus.*
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1. About the Commission (Who are you? Why are you here?)

This chapter can set the tone and establish who you are as a Commission.

- Welcome letter
- Contact information for Commissioners and Staff
- Mission, Vision, and Values
- About Tumwater - demographics and history
- Authority and Purpose TMC 2.60
- Duties and Responsibilities TMC 2.60

Q2. Do the proposed contents meet your needs? What else would you like to see in the Work Plan introduction?

- *Okay but it needs City of Tumwater leadership inputs.*
- *Add the 7 commissioner names, liaison Kelly Adams, and our Monday hybrid meeting schedule to maximize community transparency.*
- *Yes*
- *Yes*
- *How often the commission provides updates on goals.*
- *Detail the exact legal origin of TMC 2.60 and Ordinance No. 02025-017*
- *Re: Tumwater demographic & history custom structured around actual Tumwater Census metrics highlighting the historical significant of founding pioneer Bush/ Bush Prairie and First Nation People.*
- *Establish a First Nation liaison for the Tumwater Historical Society.*

2. Annual Goals (What are you doing?)

This chapter outlines your goals for the year.

- SMARTIE Goal Framework
- Goal A: *Awareness and feedback on inequity**
- Goal B: *Identification of gaps and barriers**
- Goal C: *Increased participation from underrepresented community members**
**refers to the duties listed in Tumwater Municipal Code 2.60*

Q3. Should we develop at least one goal per duty? Or would you prefer to focus on one duty?

- *I don't know what you consider a duty? I would think one goal per duty.*
- *A single, focused goal per duty is the best approach.*
- *Focus on one duty*
- *At least one goal per duty. I feel like this will help make faster progress on our mission.*
- *We need to provide some type of visual grid ranking all option on legal compliance, feasibility and impact. We need to see all options*

Q4. What would you like to see related to annual goals? Does the SMARTIE framework feel right?

- *It is an okay framework. I don't know that we have all the inputs ready yet.*
- *The SMARTIE framework is absolutely the right choice. Adding the "I" and "E" ensures our goals don't just track numbers, but actually shift power to underrepresented residents.*
- *Yes*
- *The SMARTIE framework is familiar to me, I use it professionally, and it makes measuring goal progress easy.*
- *The SMARTIE framework feels great.*

3. Planned Actions (How will you accomplish your goals?)

This chapter outlines the actions you will take to accomplish your goals.

- Goal A planned actions
 - Goal B planned actions
 - Goal C planned actions
- Planned actions are tasks that relate directly to goals.*

Q5. Is it better to have a separate chapter for planned actions, or should we combine planned actions with the Annual Goals chapter?

- *It is much better to combine Planned Actions directly with the Annual Goals chapter.*
- *Separate*
- *I think it is ok to have it combined as long as there aren't a large amount of actions. But I am open to having them separate as well.*
- *I think we should think about a combined planned action with the annual goal chpt because separate seems a bit fragmented to me. But it should be discussed.*

4. Community Engagement (How and when will you engage with the community?)

This chapter helps the community how you accept input and what you will do with the information.

- Public comment
- Communication options
- City hosted events
- Externally hosted events
- Regional opportunities

Q6. What else should we include in the Community Engagement chapter? How do you imagine yourself collecting public feedback in the next year?

- *Include a Partner Map of trusted local groups (schools, nonprofits) to help us share information for free.*
- *not sure*
- *I like all of the options. I attend a lot of community events (city and externally hosted) so that is a great way to get feedback.*
- *I also think that getting feedback via a survey can be useful, but sometimes getting responses is difficult.*
- *Starting out with engaging and collaborating with existing neighborhood leaders to establish trust.*

5. Working with Council (How will you report back and request support?)

This chapter outlines how you will work with Council to provide feedback and request support.

- Joint Worksession plan
- Council partner assignments

Q7. When is the right time to meet? What other ways would you like to contact Council?

- *Meet in Jan/Feb to align priorities for the year and right before the city budget cycle begins.*
- *Also, send quarterly updates to keep all council informed. Do 1on1 coffee chats with council and share urgent updates during public comment at regular council meetings.*
- *Quarterly?*
- *Joint work sessions are great. I also like the council partner assignments too. What do other commissions do?*
- *I not sure when the right time to meet that must be worked out with all parties involved. But the best way to contact the council is through the protocol through our designated Assistant City Admin.*

6. Measuring Progress (How will you know you succeeded? When is “done”?)

This chapter explains how you will measure progress and what information you will collect to do so.

- How we measure progress
- Goal A metrics
- Goal B metrics
- Goal C metrics

Q8. What measurements or information can we consider as we develop this plan?

- *Measure success by tracking how many people take the city/ our surveys over time, how many policies the commission audits, and how many new people attend the monthly council meetings.*
- *Goal setting with intentional metrics of measures (surveys, %'s, polls, outcomes, etc)*
- *Community feedback (are we getting good feedback)? Are we getting feedback from all community member groups? Who is left out? Quarterly?*
- *Things we can actually see and count.*
 - *1. Are we doing the work? (quantity)*
 - *2. is the work making a difference (quality) GB where/what programs/facilities/services are leaving people out.*

Appendices (What information will you share to help your readers understand the plan?)

This section provides all the background information you used to produce this plan.

- Ordinance
- Municipal Code
- Bylaws
- SMARTIE Goal Matrix (fillable) to describe how we arrived at the goals
- Annual calendar
- Contact Information for Other Local Groups
- Glossary of terms

Q9. What references would help others to better understand our work plan?

- *Include Tumwater Resolution R2024-015 and Washington State Office of Equity definitions to keep everyone aligned.*
- *Not sure*
- *I am unsure.*
- *That its already a Tumwater plan. Our goals for housing, human services and community wellness target are in the City's Comprehensive Plan.*

Q10. Once we decide on a structure, how would you like to approach content? If assigned, all content would come back to the group for approval.

Votes	
2	Assign chapters to subcommittees
0	Assign chapters to individuals
3	Approach all content development as a full group