

**DRAFT 2026 SUSTAINABILITY DIVISION WORK PLAN | LAST UPDATED 11/4/25**

Project	Sustainability Manager Hours	Urban Forester Hours	Civic Spark Fellow Hours	Project Origin	Project description/comments
<b>TCMP and Climate Element Implementation</b>					
Energize Thurston 2026	50	0	0	TCMP and Climate Element	Continuation of the Energize Thurston heat pump program utilizing WA Department of Commerce HEAR grant funding (pending funding).
Gap analysis of vehicle miles traveled	100	0	0	TCMP and Climate Element	2026 Thurston Climate Mitigation Collaborative (TCMC) regional initiative to conduct a regional gap analysis of existing plans, policies, and implementation practices related to vehicle miles traveled reduction goals in the Thurston Climate Mitigation Plan. City of Tumwater is serving as project lead for this regional work.
Home Energy Score model ordinance	40	0	0	TCMP and Climate Element	Consideration of adoption or alternatives for program delivery. If adopted, development of the supporting program regionally with other TCMC jurisdictions
Development code updates	90	0	0	TCMP and Climate Element	Working with CDD staff to include code updates suggested by the Climate Element into 2026 Development Regulation periodic update including but not limited to: resilience measures, solar ready/southern roof orientation incentives, and large scale energy storage.
Climate Change Vulnerability Assessment	100	0	40	Climate Element	Working with the Puget Sound Preparedness Collaborative Small Communities cohort to develop a vulnerability assessment and adaptation plan of community, built assets, natural assets, and city operations to climate change hazards.
Assess staffing need and cost to implement Climate Element	50	0	0	Climate Element	Estimate the number of staff, types of positions, funding, and potential funding opportunities to fully implement the Climate Element.

Investigate incentive and grant programs from Climate Element	100	0	50	Climate Element	Including but not limited to bike/e-bike rebate, technical assistance to existing rental housing providers for EV charging, neighborhood scale resilience grants, and portable cooling program or rebates.
Vulnerable population database	47	0	60	Climate Element	Working with community based organizations to develop a list of vulnerable community members who require aid and/or check in calls during or after emergencies.
PSE Pole EV Charging program	5	0	0	TCMP	Working with PSE to deploy pole EV charging in Tumwater
Train city staff on climate element	8	0	35	Climate Element	Develop training materials for Tumwater employees on the Climate Element and provide opportunities for instruction.
Tribal resources exposure analysis	40	0	0	Climate Element	In collaboration with the Tribes, identify consumptive and non-consumptive resources that would be adversely impacted by climate change
Tribal forage access	60	30	0	Climate Element	Collaborate with tribes to provide access to foraging opportunities including but not limited to camas, evergreen huckleberry, bog plant species, and cedar.
Equity Commission support	10	0	0	City Priorities	Assisting Executive Department as needed.
Community Resilience Hub support	10	0	100	Climate Element	Support the work of community based organizations and regional agencies creating and implementing resilience hubs
Post-Disaster mental health resource creation	10	0	50	Climate Element	Develop and share guidance for navigating post-disaster mental health and social resources, translated into multiple languages
Food equity partnerships	10	0	100	Climate Element	Identify relevant stakeholders who can further sustainable, climate-adapted, and equitable food distribution in Tumwater. Assist in Food System Plan implementation.
Thurston County Extreme Heat, Emergency Response, and Illness Prevention Plan.	15	15	100	Climate Element	Implement any Tumwater actions in the Thurston County Extreme Heat, Emergency Response, and Illness Prevention Plan. Placed on below the line projects because the date for completion of the plan is unknown.

Solar plus storage construction, assisting Parks & Facilities (pending grant funding)	45	0	0	TCMP and Climate Element	If funding is awarded, assist with Parks & Facilities and coordinate with the Fire Department and Library to install solar and battery storage systems at both buildings.
Increase access to 24 hour cooling centers	10	0	250	Climate Element	Coordinate with other agencies and jurisdictions to provide more cooling centers with 24-hour capacity
<b>Urban Forestry</b>					
Tree Board	25	25	0	TMC 2.66	Preparation for and holding Tree Board meetings
TMC 16.08 Tree & Vegetation Protection Code Amendments	25	75	0	UFMP	Working with CDD to update code
TMC 18.47 Landscape Code Amendments	25	75	0	UFMP	Working with CDD to update code
TMC 12.24 Street Tree Code Amendments	25	75	0	UFMP	Working with CDD to update code
Tree City USA	0	15	0	UFMP	Maintaining the City Tree City USA accreditation
Arbor Day celebration	2	15	0	UFMP	Supporting Tree Board in their annual Arbor Day celebration
Tree Inventory	0	350	0	UFMP	Mapping Tumwater maintained trees.
Invasive Pest Management (EAB/MOB/Emergent pests)	0	360	0	UFMP	Managing City response on invasive pests to the area.
Development Review	0	260	0	UFMP	
Tree Planting & Distribution programs	0	75	0	UFMP	Per River Network Grant
Code Enforcement	0	25	0	UFMP	
Tree Assessments	0	100	0	UFMP	

### General Administration

TCMC Meetings	110	0	0	TCMC ILA	Staff Team, Community Advisory Workgroup, and Executive Committee meetings and associated meeting preparation
Green Team	35	0	0	Council Strategic Priorities	Interdepartmental team focused on city operations sustainability
Commute Trip Reduction	50	0	0	WA Commute Trip Reduction Law	Serving as the City Employee Transportation Coordinator of the Commute Trip Reduction program. Includes promoting the program, processing enrollments, and required reporting.
WRS Team Meetings	78	25	10		Regular departmental staff meetings
Grant writing and management	50	25	15	Opportunities	Aggressively seeking funding opportunities to support planned work
Employee Management	300	25	0	TCMP and Climate Element	Including staff, temporary staff, and interns. Internship projects could include but are not limited to behavior change campaign, deconstruction standards, pre-event recovery ordinance, access to green space, urban forest inventory updates, and reviewing adaptation plans from communities with similar risks.
Developing 27/28 budget	30	10	0	Biennium Budget Process	Developing the Sustainability Division's biennium budget request.
Onboarding	20	0	50		Onboarding the Civic Spark Fellow
Green Business Committee	25	0	0	ILA with Chamber of Commerce	Participation in the Thurston Chamber of Commerce Green Business Committee, inclusive of meetings, review of applications, and planning award luncheon.

### Other

Community outreach & relationships	100	50	100		Including but not limited to relationship building with community based organizations, attending city events, attending events organized by frontline community members and organizations, community based organizations, providing education and outreach on topics outlined in Climate Element, TCMP, and UFMP
Professional Development	50	50	30		Civic Spark fellowship determines the number of hours for professional development training

Ecosystem Services Assessment	10	20	0		Initially completing an inventory of natural assets in Tumwater, per stormwater SMAP.
Civic Spark Requirements	0	0	210		Requirements of the Civic Spark program.
Yet to be determined	40	100	0		Hours available for projects/programs yet to be determined.
<b>Total Hours</b>	<b>1800</b>	<b>1800</b>	<b>1200</b>		
<b>Total Available Staff (FTE)</b>	<b>1</b>	<b>1</b>	<b>1</b>		
<b>Total available staff time (hours X FTE)</b>	<b>1800</b>	<b>1800</b>	<b>1200</b>		Civic Spark is a 8 month fellowship from January to September.
<b>Staff Time Difference (hours x FTE)</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**Below the line projects (to be considered as projects above are completed and staff time is available)**

Project	Sustainability Manager Hours	Urban Forester Hours	Civic Spark Fellow Hours	Project Origin	Project description/comments
Existing building technical assistance	45	20	0	Climate Element	Provide educational resources and/or technical assistance to industry professionals and building owners and managers on energy-efficient building design, retrofits, and operations for new and existing buildings
Boost PSE Energy programs locally	25	0	0	Climate Element	Collaborate with PSE and/or other energy providers to promote and/or deploy energy efficiency programs, local funds, and customer enrollment in clean energy projects and programs
Public-Private Partnerships for renewable projects	60	0	60	Climate Element	Pursue private-public partnerships to accelerate clean energy projects
Public-Private partnerships for Level 3 EV chargers	60	0	60	Climate Element	Develop public-private partnerships to install two or more Level 3 EV chargers at commercial centers
First and last mile improvements	250	0	250	Climate Element	Work with Intercity Transit or other agencies/consultants on first and last mile improvements

Traditional Ecological Knowledge	Unknown	10	0	Climate Element	In collaboration with the Tribes, develop guidelines and standards for incorporating Traditional Ecological Knowledge into Tumwater programs and planning efforts to adapt to climate change impacts
Proactive historic and cultural site protection	Unknown	10	0	Climate Element	Request recommendations from the Tribes for actions Tumwater can take to preserve historic sites and cultural properties.
Workforce development for climate impacted workers	150	50	0	Climate Element	Form partnerships with workforce development organizations to provide services and resources to Tumwater community members that support workers and local businesses affected by climate change.
Sustainable food production and consumption	50	20	20	Climate Element	Explore opportunities for the community to provide and engage in local and sustainable food production and consumption, such as farmers markets and community gardens.
Increase food bank access	50	0	0	Climate Element	Coordinate with the Food Bank to expand access to food assistance services.
Nutritious food access gap analysis	75	15	0	Climate Element	Conduct community outreach to find gaps and barriers in consistent access to nutritious food.
Food Forest Implementation	20	100	0	UFMP	Identify locations in Tumwater and begin scope of work to grow an equitable food forest
Stormwater Design Implementation	0	250	0	UFMP	Working with stormwater utility engineers to identify alternatives to stormwater hardscapes
Additional Tree Plantings	0	20	0	UFMP	Sapling planting in undevelopable parcels throughout the City of Tumwater
Hazard Tree Mitigation	0	60	0	UFMP	Removal and abatement of Hazard trees in City owned properties
Sidewalk Repair	0	100	0		Working with TED to find alternative solutions to sidewalk upheaval

Thurston County Municipal Tree Group	0	40	0	UFMP	Coordinate with the other municipalities to share resources and information to combat issues regards trees in the urban environment.
HOA Engagement	100	100	0	UFMP	Meeting with HOA's to educate them on tree care and mitigation options
Pruning	0	30	0	UFMP	Either assist with or supervise tree pruning in the ROW and Parks
Wood Recycling Program	50	150	0	UFMP	Create, manage, and partner with local industry to recycle all our urban wood waste.
Low Carbon Freight	50	0	0	Climate Element	Collaborate with local businesses and industries to explore low-carbon options for deliveries and the movement of goods into, out of, and through Tumwater
Pre-Event Recovery Ordinance	100	20	25	Climate Element	Explore developing a pre-event recovery ordinance using American Planning Association's guidance that will allow Tumwater to facilitate a Local Recovery Management Organization charged with planning for long-term resident disaster recovery.
Green Space Access Gaps	25	25	25	Climate Element	Utilize data from the Trust for Public Land and from community outreach efforts to find any gaps in equitable access to public green spaces
Native Plant Nursery	10	200	0	Climate Element	Work with local partners, especially representatives of the Tribes, to facilitate a native plant nursery and seed bank to support long-term ecological restoration and foster continued access to culturally significant plants
Historical and Cultural Sites	30	10	0	Climate Element	Request recommendations from the Tribes for actions Tumwater can take to preserve historic sites and cultural properties
<b>Total hours</b>	<b>1150</b>	<b>1230</b>	<b>440</b>		
<b>Number of FTEs to complete work</b>	<b>0.64</b>	<b>0.68</b>	<b>0.24</b>		