



# Neighborhood Council Program Standards & Guidelines/TMC 1.45 Review

Community Vitality & Safety Committee  
City of Tacoma | Neighborhood & Community Services  
Community Council of Tacoma

**December 12, 2024**



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## ● ● ● Timeline

Timeline	Action Items	
January-March 2024	Internal Preparation	Completed
April-June 2024	CVS Presentation: Overview of Plan/Timeline	In Progress
	Stakeholder Outreach & Engagement	Planned
July-September 2024	Continued Stakeholder Outreach & Engagement	
	CVS Presentation on Engagement & Feedback	
October-December 2024	Develop Recommendations with the NC Champions	
	CCOT Presentation on Recommendations	
	CVS Presentation on Recommendations	
2025	Code Amendment and Council Presentation	
	Update Section 2 of the Standards and Guidelines	<u>3</u>
	CVS & CCOT Presentation	

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## ● ● ● Recommendation Development

- NCS staff held four meetings in October and one meeting in November with the NC Champions to discuss their recommendations to update the NC Program Standards and Guidelines and TMC 1.45.
- The NC Champions strove for consensus; their fallback was to use a majority vote.
  - 15 of the 16 sections discussed were passed through consensus.
  - One section was passed through majority vote.

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# Tacoma Municipal Code (TMC) 1.45 Recommendations

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## TMC 1.45.020 Intent

Champions' Recommendation	Staff Recommendation
<p>Add language to emphasize the NCs as advisors to the City.</p>	<ul style="list-style-type: none"> <li>If this language is added, staff recommend that the NCs align with Committees, Boards and Commissions (CBC), which would include complying with Open Public Meetings Act (OPMA) and other CBC requirements.                             <ul style="list-style-type: none"> <li>This does not align with the intent of the program and would restrict the NCs independence, therefore, staff do not recommend adding the "advisory" language.</li> </ul> </li> <li>Staff added language describing NCs role of "providing feedback and recommendations to the City."</li> </ul>

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## TMC 1.45.030 Standards & Guidelines

Champions' Recommendation	Staff Recommendation
Move sentence regarding NC expectations and eligibility for funding to section, 1.45.040 "Neighborhood Council duties and expectations".	Staff agree with Champions' recommendation.
Include language that clarifies that the Standards and Guidelines also sets expectations and responsibilities for the Neighborhood Councils and Community Council.	Staff agree with Champions' recommendation.

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## 1.45.040 Neighborhood Council Duties & Expectations

Champions' Recommendation	Staff Recommendation
Add statement clarifying the role of the Neighborhood Councils to act in an advisory capacity.	Staff recommend maintaining the current language to avoid restructuring the NCs into CBCs.
Second sentence from Section 1.45.030 "Standards and Guidelines" added.	Staff agree with the Champions' recommendation, with edits that are consistent with the expectations of the Program (i.e., complying with the Tacoma Municipal Code and their funding contracts).

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## 1.45.070 City Responsibilities



Champions' Recommendation	Staff Recommendation
Reinstate language from TMC 1.45 prior to 2019 review regarding the City's responsibilities.	<ul style="list-style-type: none"> <li>• Include a high-level summary of the City's responsibilities and direct readers to the Standards and Guidelines for detailed duties and expectations.</li> <li>• Additional responsibilities have been added to the NC Program Support section of the Standards and Guidelines.</li> </ul>

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## 1.45.090 Review & Revision



Champions' Recommendation	Staff Recommendation
Extend the review period from "at least every five years" to "at least every five years and 180 days."	Staff agree with Champions' recommendation.

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# Standards & Guidelines Recommendations

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## Section 1: Neighborhood Council Program Overview

Champions' Recommendation	Staff Recommendation
Language added to align with TMC 1.45 recommendations, identifying the NCs as advisors to the City.	<ul style="list-style-type: none"> <li>Staff recommend maintaining the current language in the first and third paragraphs to avoid restructuring the NCs into CBCs.</li> <li>Staff recommend editing the second paragraph of the overview to align with text in the code.</li> </ul>

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## ● ● ● Section 3: Bylaw Requirements



Champions' Recommendation	Staff Recommendation
Remove the specific bylaw review timeline and state that bylaws must include a review period.	Staff agree with Champions' recommendation.
Remove language that states bylaws must not contain provisions which restrict board representation or participation based on "tenure of service to the Neighborhood Councils"	Keep language as stated in the current Standards and Guidelines and clarify what "based on tenure of service" and "board" means.
Term limits: remove restrictions and add "...bylaws must address term limits".	Staff agree with Champions' recommendation.

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## ● ● ● Section 4: Neighborhood Council Essential Duties & Expectations



Champions' Recommendation	Staff Recommendation
Remove expectation to notify participants at least 3 days in advance when decisions are voted on.	Change expectation to notify participants in advance when decisions are voted on, with a preference for at least 24-hour advance notice.
Add duties reflecting the expected role of the NCs.	Staff agree with Champions' recommendation.
Edit to language: "submit an approved annual report, annual action plan..." and "upon request, NCs will also provide minutes to include votes adopting..."	Staff agree with Champions' recommendation.
Clarify that annual reports are submitted via a template provided by the City, remove expectation for Annual Reports to include leadership development strategy documents, and edit language to be more concise.	Staff agree with Champions' recommendation.
Edit to language: "NCs should consider...and shall review"	Staff agree with Champions' recommendation.
Remove specific duties/expectations for the NC representative that liaises with the CCOT.	Staff agree with Champions' recommendation.
Add expectation for NCs to collaborate with City in the NC Program Review.	Staff agree with Champions' recommendation.
Add expectation to review proposals for new NCs/boundary adjustments to make recommendations to staff/City Council.	Staff agree with Champions' recommendation.

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## Section 5: Community Council of Tacoma Essential Duties & Expectations

Champions' Recommendation	Staff Recommendation
<p>Align language:</p> <ul style="list-style-type: none"> <li>Between this section and Section 4: Neighborhood Council Essential Duties &amp; Expectations of the Standards and Guidelines.</li> <li>With code updates in Section 1.45.090 Review and revision.</li> <li>With CCOT role to distribute information to the NCs and community.</li> </ul>	<p>Staff agree with Champions' recommendation.</p>

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## Section 6: Neighborhood Council Program Support

Champions' Recommendation	Staff Recommendation
<p>Include an expectation of timely responses.</p>	<p>Staff agree with Champions' recommendation.</p>
<p>Removing staff duty to publicize dates, times, locations, bylaws, events and elections of NCs— instead, publicize NC contacts, websites and/or social media.</p>	<p>Staff agree with Champions' recommendation.</p>
<p>Changing Complaint System to Feedback System.</p>	<p>Staff agree with Champions' recommendation.</p>
<p>Include language that states NCs are not precluded from working with City leadership or staff in an advisory capacity.</p>	<ul style="list-style-type: none"> <li>Staff recommend maintaining the current language to avoid restructuring the NCs into CBCs.</li> <li>Staff agree with Champions' recommendation to address partnership with other City departments through the addition of number 7 in section 4 of the Standards and Guidelines.</li> </ul>
<p>n/a</p>	<p>Staff included additional duties and expectations in alignment with the Champions' recommendations for the "City responsibilities" section of code.</p>

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## Section 7: Funding Opportunities

Champions' Recommendation	Staff Recommendation
Clarify funding process by including language that refers to the contracting requirement to receive operational funding.	Staff agree with Champions' recommendation.

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## Considerations for Ordinance

Section of TMC	Champions' Recommendation	Staff Recommendation
1.45.010 Purpose	No changes.	Clarify- no content changes.
1.45.020 Intent	Add language regarding NCs' role. Add advisor capacity for NCs.	n/a Maintain current language.
1.45.030 Standards & guidelines	Clarify language. Move one sentence to TMC 1.45.040.	n/a n/a
1.45.040 NC duties & expectations	Add one sentence from TMC 1.45.030. Identify NCs as advisors.	n/a Maintain current language. Clarify NC expectations.
1.45.050 NC boundaries & participation	No changes.	n/a
1.45.060 CCOT duties & expectations	No changes.	n/a
1.45.070 City responsibilities ( <i>Repealed</i> )	Reinstate language (removed in 2019).	Add overview of City responsibilities. Add duties in "NC Program Support".
1.45.080 Administrative provisions	No changes.	n/a
1.45.090 Review & revision	Extend review period by 180 days.	n/a

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