



ORDINANCE NO. 29029

1 AN ORDINANCE amending Chapter 1.45 of the Municipal Code, relating to
2 Neighborhood Councils, by amending various sections to clarify the
3 roles and expectations of the Neighborhood Councils, Community
4 Council of Tacoma, and the City, and to extend the review period
5 by 180 days.

6 WHEREAS a seven-month review process of Tacoma Municipal Code
7 ("TMC") Chapter 1.45 and the Neighborhood Council Standards and Guidelines
8 was conducted in 2024, consistent with the requirement that the Neighborhood
9 Council Program be reviewed every five years, and

10 WHEREAS the Neighborhood and Community Services ("NCS") staff
11 completed the review in partnership with the Community Council of Tacoma
12 ("CCOT") Chair and representatives from each of the Neighborhood Councils,
13 and

14 WHEREAS recommendations to amend TMC Chapter 1.45 were
15 presented to the Community Vitality and Safety Committee ("CVS") on
16 December 12, 2024, including some differences between staff and
17 Neighborhood Council recommendations, and

18 WHEREAS CVS forwarded a set of recommendations, including staff
19 recommendations, to the full City Council, and

20 WHEREAS the recommendations clarify duties and expectations of the City,
21 Neighborhood Councils, and CCOT; Now, Therefore,

22 BE IT ORDAINED BY THE CITY OF TACOMA:

23 Section 1. That the City Council hereby adopts the Recitals of this
24 Ordinance as its formal legislative findings.
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Section 2. That the City Council authorizes the amendments to Chapter 1.45 of the Tacoma Municipal Code, relating to Neighborhood Councils, by amending various sections to clarify the roles and expectations of the Neighborhood Councils, Community Council of Tacoma, and the City, and to extend the review period by 180 days.

Section 3. That the City Clerk, in consultation with the City Attorney, is authorized to make necessary corrections to this ordinance, including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Passed _____

Mayor

Attest:

City Clerk

Approved as to form:

Deputy City Attorney



EXHIBIT "A"

CHAPTER 1.45 NEIGHBORHOOD COUNCILS

Sections:

1.45.010 Purpose.

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1.45.070 *Repealed.*

1.45.071 City assigned department.

1.45.080 Administrative provisions.

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1.45.010 Purpose.

The purpose of this chapter is to establish the Neighborhood Council Program and establish a Standards and Guidelines document that defines administrative responsibilities and the City's expectations of the Neighborhood Councils and the Community Council of Tacoma ("Community Council" or "CCOT").

1.45.020 Intent.

It is the intent of the City Council to support, ~~and~~ promote, ~~a~~ and utilize the Neighborhood Council Program to foster a partnership of open communication between the City and its neighborhoods to create an environment in which residents are afforded an opportunity to participate in government decisions by providing feedback and recommendations to the City, meaningfully discuss City programs and policies that affect the neighborhood, bring neighborhood concerns, priorities, and goals to the attention of the City, to foster cooperation and consensus, to assist the City and its neighborhoods in developing solutions to mutual problems, and encourage diverse relationships, representative participation, and the inclusion of differing viewpoints and perspectives that allow all residents to feel included and empowered to contribute to improving the livability of their communities.

The City will support the Neighborhood Council Program in recruiting and developing diverse Neighborhood Council representation among participants that creates an inclusive and accessible atmosphere where neighbors from low-income communities, communities of color, and other historically underrepresented populations are represented in a way that reflects the neighborhood.

1.45.030 Standards and ~~g~~Guidelines.

A Neighborhood Council Program Standards and Guidelines document ("Standards and Guidelines") will be created by the City Manager, or designee. ~~In order to be eligible for funding or support from the City, the Neighborhood Councils and Community Council must meet the expectations and requirements contained in the Standards and Guidelines.~~ The Standards and Guidelines ~~document~~ will outline the administrative responsibilities of the City, the City's expectations and requirements for the Neighborhood Councils and Community Council. The Community Council of Tacoma will be notified of any changes to the Standards and Guidelines and be given opportunity to provide input on changes.

1.45.040 Neighborhood Council duties and expectations.

Neighborhood Councils will serve independent of the City as the primary forum for discussions on City programs, policies, and neighborhood concerns for residents and participants within the Neighborhood Council boundaries. ~~The expectations of the Neighborhood Councils are contained in the Standards and~~



~~Guidelines document.~~ In order to be eligible for funding or support from the City, the Neighborhood Councils and Community Council must comply with the Tacoma Municipal Code, the Standards and Guidelines, and funding contracts.

1.45.050 Neighborhood Council boundaries and participation.

A. Neighborhood Council boundaries.

The City Council shall determine the boundaries of the Neighborhood Councils and shall set those boundaries by resolution. The Community Council may propose boundary adjustments for consideration by the City Council, so long as there is written agreement by any affected existing Neighborhood Councils prior to request for consideration by the City Council, and no boundaries overlap. Individual Neighborhood Councils shall not submit proposed boundary changes to the City Council directly. The Community Council shall not reject any proposals by Neighborhood Councils to adjust boundaries as long as the proposal meets the above requirements, but may note its support or opposition to a proposal.

B. Formation of New Neighborhood Councils.

The Community Council of Tacoma must consult with City staff prior to approval in order to create new Neighborhood Councils. New Neighborhood Councils may be considered to better represent diverse interests, provide fair and equitable representation, and better advocate for the needs of the neighborhood, but must meet the following requirements.

1. No more than two Neighborhood Councils will be created by the City Council in a calendar year.

2. There may be no more than five Neighborhood Councils per City Council District.

3. Neighborhood Council boundaries must have a population of at least three percent of the total population of Tacoma.

In order to create a new Neighborhood Council, both the affected Neighborhood Councils and the new proposed Neighborhood Council must affirm, in writing, their consent to changing their boundaries so that no Neighborhood Council boundaries overlap. The proposed Neighborhood Council must hold a public meeting in the proposed boundary area to get public input on whether to form a new Neighborhood Council, and what form of governance the new body will take prior to submitting their proposal to the Community Council. The public meeting must be announced and advertised at a minimum two weeks in advance, and have at least 30 attendees signed in and/or have a petition with 80 unique signatures, including addresses from the proposed boundary area supporting the proposed Neighborhood Council. After the public meeting, the Community Council of Tacoma must submit the public meeting notes, proposed boundaries of affected Neighborhood Councils, proposed leadership and governance of the new Neighborhood Council, and their recommendation to City staff for review. Following City staff review, the proposal will be submitted and go to the City Council for consideration. The City Council must adopt by resolution the new Neighborhood Council and adjusted boundaries before they can operate. Following adoption, the Neighborhood Council will be in a one-year probationary period where they must operate in compliance with the City Code and Standards and Guidelines. Should the Neighborhood Council fail to comply or fail to establish a governing board and regular meetings within this period, staff will propose a resolution to the City Council, revoking the Neighborhood Council's status and reinstating the boundaries that existed prior to the New Neighborhood Council forming.

C. Neighborhood Council participation.

Any resident, renter, or owner of property, business, or nonprofit and their employees, who live or work within a Neighborhood Council Boundary, may participate fully in that Neighborhood Council without conditions. Participation means attending meetings and events, voting, engaging in the creation of annual reports, budgets, and plans, and utilizing Neighborhood Council resources. Individual Neighborhood Councils may choose to adopt bylaws that limit members of the governing board to residents that live within the Neighborhood Council boundaries. No Neighborhood Council may discriminate against any individual nor limit participation based on race, ethnicity, religion, color, national origin or ancestry, sex,



gender identity, sexual orientation, age, marital status, familial status, the presence or perceived presence of any sensory, mental or physical disability, or “pregnancy outcomes” under TMC 1.29.040.

1.45.060 Community Council of Tacoma duties and expectations.

The Community Council of Tacoma shall act as a coalition of the individual Neighborhood Councils. The Community Council shall serve as a forum ~~for discussion of issues of broad interest or Citywide impact, and the advocacy of the needs~~ to discuss, share information, and support the needs of individual Neighborhood Councils. The Community Council of Tacoma will consist of representatives from each of the Neighborhood Councils selected by the means identified in the bylaws of the Community Council. The responsibilities and functions of the Community Council are contained in the Standards and Guidelines document.

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1.45.071 City assigned department.

To further the neighborhood enhancement partnership between the City and its residents, an assigned department shall be responsible for the support of the Neighborhood Councils and Community Council and shall coordinate assistance and support from other departments as necessary. The expectations of the City are contained in the Standards and Guidelines.

1.45.080 Administrative provisions.

A. This chapter does not limit the right of any person or group to participate directly in the decision-making process of the City Council or any City department.

B. Compliance with the Neighborhood Council program is not jurisdictional. Failure of the City or any City department to comply with any provision of this chapter will not invalidate any later action taken by any officer of the City; any City commission, committee, or board; or the City Council.

C. It is not the intent of this chapter to provide for new procedures or processes for legislative enactment, policy formulation, quasi-judicial decision-making or administrative practices.

D. It is not the intent of the City to delegate any portion of its authority to the Neighborhood Councils or the Community Council.

E. Residents of the City of Tacoma retain all duties and obligations to participate in existing processes for legislative enactment, policy formulation, and quasi-judicial decision-making or administrative practices. Participation in the Neighborhood Council program does not limit such duties and obligations.

1.45.090 Review and revision.

The Neighborhood Council Program shall be reviewed by the City Council at least every five years and 180 days. The City Manager, or designee, will provide a presentation to the City Council on the state of the Program and recommendations, if any, for revisions to the Tacoma Municipal Code.

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