



City of Tacoma

City Council Action Memorandum

TO: Hyun Kim, Interim City Manager
FROM: Council Member Sarah Rumbaugh and Senior Council Policy Analyst Lynda Foster
COPY: City Clerk and City Council
SUBJECT: **Ordinance – Amending Title 1 of the Municipal Code, relating to Committees, Boards, and Commissions to repurpose existing seats to Emerging Leader seats, and to repurpose youth seats on three other Committees, Boards, and Commissions to Emerging Leader seats – September 30, 2025**
DATE: September 12, 2025

SUMMARY AND PURPOSE:

An ordinance amending Title 1 of the Municipal Code, relating to Committees, Boards, and Commissions, by amending Chapter 1.06 relating to the Community's Police Advisory Committee, Subchapter 1.28A relating to the Tacoma Arts Commission, Chapter 1.29 relating to the Human Rights Commission, Chapter 1.41 relating to the Climate and Sustainability Commission, and Chapter 1.55 relating to the Tacoma Creates Advisory Board, to repurpose existing seats to Emerging Leader seats, and to repurpose youth seats on three other Committees, Boards, and Commissions to Emerging Leader seats.

[Council Member Sarah Rumbaugh]

COUNCIL SPONSORS:

Council Members Olgý Diaz, Sarah Rumbaugh, and Sandesh Sadalge.

BACKGROUND:

The Sponsors' Recommendation is Based On:

On July 24, 2025, the Community, Vitality and Safety Committee unanimously recommended the Committee, Board, and Commission (CBC) Emerging Leader seat proposal to the full Council. The purpose of CBC Emerging Leader seats is to engage youth and young adults early in life to encourage life-long community service, create opportunities for youth professional development and leadership opportunities, and value youth-specific feedback in City Council policy development.

There are eight Committees, Boards, and Commissions (CBCs) with specified youth seats or past legislative direction to create a youth seat. Specifications and appointment processes for these positions vary. This proposal aligns appointment processes and requirements for all CBC youth seats to reduce confusion in the application process, increase recruitment and retention for youth seat positions, and streamline work. This proposal will require code updates to the CBCs that are currently codified, but does not propose to add additional CBCs to the TMC.

The CBC Emerging Leader seat proposal will apply to the following CBCs:

- Climate and Sustainability Commission (TMC 1.41)
- Commission on Immigrant and Refugee Affairs
- Community's Police Advisory Committee (TMC 1.06.75)
- Human Rights Commission (TMC 1.29)
- Human Services Commission
- Tacoma Area Commission on Disabilities
- Tacoma Arts Commission (TMC 1.28A.050) will convert an at-large position to an Emerging Leader Seat
- Tacoma Creates Advisory Board (TMC 1.55.090)

This proposal will:

- Rename "Youth Seats" to "Emerging Leader" seats.
- Align recruitment of Emerging Leader seats to the regular recruitment timeline for each CBC.



- Use standard appointment process for Emerging Leader applications – including interview by a Council Committee, which recommends appointment to full Council.
- Emerging Leaders are appointed to a one-year term. They may apply for subsequent terms.
- Set 16 – 24 age range. Volunteers may complete their term if they age out during the term.
- Implementation of the Emerging Leader seat should occur with during the standard 2026 recruitment timelines.

To successfully recruit and support Emerging Leaders, the City Manager should also explore how to leverage existing partnerships and resources to support these positions. For example, the Mayor’s Youth Commission might arrange Emerging Leader Cohort events and activities and CBC Chairs or Leadership teams could act as mentors to Emerging Leader volunteers. Existing CBC coordination efforts could include creation of youth-focused recruitment tools and strategies to reach 16 – 24-year-olds, and review of onboarding process to welcome Emerging Leaders to the role.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

Council Member Rumbaugh attended a Mayor’s Youth Commission leadership team meeting to discuss this proposal. The proposal was shared with staff and volunteers from the eight impacted CBCs. Two listening sessions were scheduled for CBC members on Monday, June 23 over the lunch hour and Wednesday, June 25 in the evening. At the September 8, 2025, Tacoma Arts Commission (TAC) meeting, TAC voted to recommend converting an At-Large seat to an Emerging Leader seat, with the comment that recruitment & onboarding should be consistent with justice, equity, diversity, and inclusion values of the TAC.

2025 STRATEGIC PRIORITIES:

Equity and Accessibility: *(Mandatory)*

While the majority of Tacoma residents are white, younger populations in Tacoma are more diverse. According to OSPI data, Approximately 64% of Tacoma School District’s enrolled students are BIPOC or two or more races.

Education: *Equity Index Score: Moderate Opportunity*

Increase the number of quality out of school time learning opportunities distributed equitably across the city.
Increase the number of college students that find employment and remain in Tacoma after post-secondary completion.

Civic Engagement: *Equity Index Score: Moderate Opportunity*

Increase the percentage of residents who believe they are able to have a positive impact on the community and express trust in the public institutions in Tacoma.
Increase the number of residents who participate civically through volunteering and voting.

Explain how your legislation will affect the selected indicator(s).

Engagement of the youth demographic has been historically challenging for all CBCs. Enhancing youth participation in advisory CBCs will incorporate more voices into the City Council’s decision making, reduce barriers to youth participation, and provide professional and educational opportunities to Tacoma’s youth. Identifying the goal of professional and leadership development, and assisting Emerging Leaders in building local connections to Tacoma leaders will youth grow their professions within Tacoma. Engaging youth early in life will instill values of community service and increase civic engagement.

ALTERNATIVES:

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1. All Emerging Leaders be recruited on the same timeline	Create a cohort that can support each other and offer shared learning	Potentially “other” Emerging Leaders from other CBC members, increase administrative costs, recruit Emerging Leaders outside of key timelines for committee work



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2. 16–18-year-old age range	Prioritize younger engagement, provide opportunities to high school students who may be less competitive against older youth	This narrow age range makes it difficult to recruit and retain youth for CBC positions
3. Alternative name for Emerging Leader, such as “Youth and Young Adult”, or “Youth Leader Seat”	Provides clarity on age range by incorporating the word “youth”	A less appealing name that does not support enhanced recruitment, resume building, or highlight the professional development goals of the position

EVALUATION AND FOLLOW UP:

The City Manager should report back on how the Emerging Leader seats were implemented and provide an update on recruitment, onboarding, and peer support efforts to enhance participation with CBC Emerging Leader seats.

SPONSOR RECOMMENDATION:

Sponsors recommend the City Council adopt this policy proposal to align youth seats into the CBC Emerging Leader seat policy to engage youth and young adults early in life to encourage life-long community service, create opportunities for youth professional development and leadership opportunities, and value youth-specific feedback in City Council policy development.

FISCAL IMPACT:

This policy would require staff support and coordination from various City staff who support CBC recruitment and onboarding. Impacts associated with CBC Emerging Lead seats will be incorporated into ongoing workload within staff's standard working hours.

Fund Number & Name	COST OBJECT (CC/WBS/ORDER)	Cost Element	Total Amount
1. N/A			
TOTAL			

What Funding is being used to support the expense?

N/A

Are the expenditures and revenues planned and budgeted in this biennium's current budget?

N/A

Are there financial costs or other impacts of not implementing the legislation?

YES

Significant staff time is required for recruitment and onboarding of CBC volunteers. Streamlining recruitment and processes for Emerging Leader seats will reduce the overall capacity needed to support CBCs.

Will the legislation have an ongoing/recurring fiscal impact?

NO

Will the legislation change the City's FTE/personnel counts?

NO

ATTACHMENTS:

- N/A