



## ORDINANCE NO. 28195

1 AN ORDINANCE relating to the City's Neighborhood Council Program; repealing  
2 and reenacting Chapter 1.45 of the Tacoma Municipal Code, "Neighborhood  
3 Councils," to update language and policies relating to the City's  
4 Neighborhood Council program.

5 WHEREAS, at the Neighborhoods and Housing Committee of February 4,  
6 2013, staff presented the approach for a comprehensive review of Chapter 1.45 of  
7 the Tacoma Municipal Code ("TMC"), "Neighborhood Councils," to include  
8 community outreach to existing Neighborhood Councils and the Community Council  
9 of Tacoma, stakeholder surveys, and focus groups, as well as Peer City review for  
10 Neighborhood Engagement best practices, and

11 WHEREAS, at three separate meetings during October 2013, a working  
12 group consisting of Chairs from each Neighborhood Council and the Community  
13 Council for Tacoma, along with members representing neighborhood groups  
14 Citywide, provided feedback to staff on the proposed revisions to TMC 1.45 for the  
15 purpose of removing language related to Neighborhood Council governance and  
16 administrative and procedural requirements in order for that language to be placed  
17 in a revised Standards and Guidelines document, and

18 WHEREAS the same working group provided feedback on the revised  
19 Neighborhood Council Program Standards and Guidelines ("Standards and  
20 Guidelines"), and

21 WHEREAS the Standards and Guidelines contain governance, administrative  
22 and procedural requirements for funding, as well as responsibilities and other  
23 direction for the Neighborhood Councils and for the Community Council, and  
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WHEREAS progress updates and summaries were presented to the  
Neighborhoods and Housing Committee on July 1, August 19, and November 4,  
2013, and

WHEREAS, at its meeting of November 18, 2013, the Neighborhoods and  
Housing Committee recommended for review and adoption by the City Council the  
proposed revisions to TMC 1.45 and the revised Standards and Guidelines, and

WHEREAS the revised Standards and Guidelines will be presented for  
consideration by the City Council at its meeting of December 17, 2013; Now,  
Therefore,

BE IT ORDAINED BY THE CITY OF TACOMA:

That Chapter 1.45 of the Tacoma Municipal Code is hereby repealed and  
reenacted as set forth in the attached Exhibit "A."

Passed \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:  
  
\_\_\_\_\_  
City Clerk

Approved as to form:  
  
*Martina A. Larty*  
\_\_\_\_\_  
Deputy City Attorney



**EXHIBIT "A"**  
**Chapter 1.45**  
**NEIGHBORHOOD COUNCILS**

Sections:

- 1.45.010 — Purpose.
- 1.45.020 — Intent.
- 1.45.030 — Creation of Neighborhood Council Program.
- 1.45.040 — Administrative provisions.
- 1.45.050 — Minimum standards for recognition as a Neighborhood Council.
- 1.45.060 — Community Council.
- 1.45.070 — Neighborhood Council functions and responsibilities.
- 1.45.080 — City responsibilities.
- 1.45.090 — Neighborhood Council and Community Council funding.
- 1.45.100 — Review and revision.

**1.45.010 — Purpose.**

The purpose of this chapter is to set forth the responsibilities and procedures relating to the Community Council and Neighborhood Councils. This chapter establishes Neighborhood Councils and the Community Council as a coalition of the Neighborhood Councils. This chapter assigns functions and responsibilities to the Neighborhood Councils, the Community Council, and the City to support and promote the Neighborhood Council program.

**1.45.020 — Intent.**

It is the intent of the City, through the creation of Neighborhood Councils and the Community Council, to foster a partnership of open communication between the City and its neighborhoods; to enhance the environment in which citizens are afforded an opportunity to participate in government decisions in an advisory role; to foster cooperation and consensus among diverse interests; to assist the City and neighborhoods in developing solutions to mutual problems; and to develop in the citizens a sense of personal pride and responsibility for their neighborhood.

With the creation of Neighborhood Councils, the City does not intend to limit the activities, role or importance of existing neighborhood organizations such as neighborhood improvement organizations, block watch groups, safe street groups, and advisory boards. While it is expected that these groups will take an active part in the Neighborhood Council program, it is intended that they remain independent.

**1.45.030 — Creation of Neighborhood Council Program.**

A. Establishment. Eight Neighborhood Councils will be established. The eight Neighborhood Councils will correspond to the City's nine planning areas with minor adjustments to coincide with historic community ties or boundaries. The Central Business District and the Port Industrial planning areas will be combined as one Neighborhood Council, and in conjunction with the seven other planning areas, total the eight Neighborhood Councils. The City of Tacoma, through the Neighborhood Council Office of the Community and Economic Development Department, will work with existing neighborhood organizations to organize and establish the eight Neighborhood Councils. The Neighborhood Council Office will provide technical assistance on a variety of issues, including recruiting skills, organizational methods, rules and procedures, and conducting forums. After each Neighborhood Council is established, it will be recognized by the City Council.

B. Notification. The Neighborhood Council Office shall notify all neighborhood and community organizations and groups known to and recognized by the City of the adoption of Resolution No. 31888 and this chapter within 30 days of adoption.



1 C. Rules and Procedures. The Neighborhood Council Office shall solicit volunteers from existing  
2 neighborhood and community organizations to serve on a committee with City staff to develop rules and  
3 procedures for the operation of Neighborhood Councils. These rules and procedures shall be developed  
4 before the eight Neighborhood Councils are established, and shall not violate any provision of this  
5 chapter or other City regulation. The rules and procedures may be amended by a majority vote of any  
6 Neighborhood Council, provided they are not inconsistent with this chapter or other City regulation.

7 D. Neighborhood Council Boundaries. The City Council shall determine the boundaries of the  
8 Neighborhood Councils, and shall set those boundaries by resolution. The boundaries of any  
9 Neighborhood Council may be amended. Such amendment must be proposed by the involved  
10 Neighborhood Councils and reviewed and approved by the City Council. No amendments shall be  
11 considered within the first year following the establishment of the Neighborhood Council boundaries.

12 **1.45.040 — Administrative provisions.**

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

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

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

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

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

25 **1.45.050 — Minimum standards for recognition as a Neighborhood Council.**

26 A Neighborhood Council shall meet and continue to maintain conformity with the following minimum  
standards:

A. One or more well-publicized general neighborhood meetings have been held for the purpose of  
information and approval of organizational objectives and bylaws.

B. Neighborhood Councils shall be independent nonprofit corporations which are nonpartisan and self-  
governing. Each Neighborhood Council shall establish a democratic decision-making process through an  
elected board which shall be responsible for directing the business of the organization.

C. Membership. All residents, property owners, business owners and employees within the Neighborhood  
Council boundaries are members of the Neighborhood Council. All members of the Neighborhood  
Council may actively participate in its activities. However, members must be 16 years of age to vote.

D. Board Members and Officers.

1. Board Members. Each Neighborhood Council board shall be comprised of at least seven members  
elected by majority vote. Boards shall have an uneven number of members at least 18 years of age.  
Neighborhood residents shall be encouraged to take a leadership role in serving as board members and  
officers of the Neighborhood Council. A majority of the board members shall be neighborhood residents.  
Specific provisions for nonresident board members may be included in Neighborhood Council bylaws. In  
no case shall any person serve on more than one Neighborhood Council board at any one time.



1 2. Officers. The board shall elect, at a minimum, a chair, vice chair and secretary/treasurer. Additional  
officers may be elected. If a Neighborhood Council board member or officer is elected to any City  
political office, he or she must immediately resign from the Neighborhood Council board or office.

2 3. Terms of Office. The term of office for board members shall be two years and shall be staggered such  
that no more than 60 percent of the board is elected in any one year. The term of office for officers shall  
3 be one year. Individual Councils are encouraged to develop and implement policies to provide for Board  
officer rotations.

4 4. Board Vacancies. If a board member is appointed or elected to the City Council, or is convicted of a  
felony as defined by law, or moves out of his or her area of representation, the board position becomes  
5 vacant.

6 E. Meetings and Notification. All meetings of the Neighborhood Council or its board shall be open to the  
public. The Neighborhood Council or its board may hold as many meetings as desired, but the  
7 Neighborhood Council shall hold at least four meetings each year for which it gives adequate written  
notice to all residents, property owners, and business owners. Mail, delivered handbills or posting of a  
8 number of prominent signs are examples of adequate notice. Such notice is also required for any meeting  
at which an election is held.

9 F. Quorum and Voting. Board meetings shall require a quorum to act. A quorum requires the presence of  
10 a majority of the total number of Board members to which the board is entitled. A majority vote of the  
board members present is required to take any action or as defined by an individual Council's Bylaws.

11 G. Bylaws. The Neighborhood Council shall adopt bylaws for the conduct of business which provide for  
12 full participation, democratic decision making, and open meetings. Such bylaws shall be filed with the  
Neighborhood Council Office.

13 H. Reports. The Neighborhood Council shall prepare a written report of its activities annually based on  
the contract Scope of Work. Such report shall be filed with the Neighborhood Council Office with copies  
14 forwarded to the City Council. Additional periodic reports regarding issues concerning the Neighborhood  
Council's purpose and responsibilities may be filed with the Neighborhood Council Office with copies  
15 forwarded to the City Council. Annual Reports must be current and on file with the City before additional  
funding is disbursed.

16 I. The Neighborhood Council shall provide the Neighborhood Council Office with the names and  
17 addresses of the officers of each Neighborhood Council who will receive all notices and other mailings  
from the City. The Neighborhood Council shall notify the Neighborhood Council Office of any change.

18 **1.45.060 — Community Council.**

19 The Community Council is a coalition of the independent Neighborhood Councils and serves as a forum  
for discussion of issues of broad interest. The Community Council shall be an independent nonprofit  
20 corporation. Each Neighborhood Council shall select three representatives to serve on the Community  
Council. The responsibilities of the Community Council include:

21 A. Support and promote citizen participation and neighborhood enhancement.

22 B. Promote and facilitate open communication between the City and Neighborhood Councils and provide  
the primary means of communication between individual Neighborhood Councils.

23 C. Support and assist, as requested, individual Neighborhood Councils in performing their functions and  
24 responsibilities.

25 D. Serve as an information resource to Neighborhood Councils.

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**1.45.070 — Neighborhood Council functions and responsibilities.**

1 Neighborhood Councils will directly advise City government on matters concerning the general health,  
2 safety and welfare of their neighborhoods. Their actions should reflect the needs and wants of the  
3 neighborhood. The responsibilities of Neighborhood Councils include:

4 A. Develop an organization that will maintain itself, further the purpose and intent of this chapter, and  
5 meet the minimum standards set forth in Section 1.45.050.

6 B. Make a good faith effort to recruit a diverse and representative group of residents, property owners,  
7 business owners, and employees to participate in the Neighborhood Council program.

8 C. Take the initiative in selecting their activities and establishing priorities among them.

9 D. Set goals and objectives which reflect the growth needs of the neighborhood and state its priorities.

10 E. Provide effective citizen participation in government by articulating, defining, and addressing  
11 neighborhood problems; by advising, consulting with, and cooperating with the various offices,  
12 departments, commissions, boards, committees, and council on local matters affecting their respective  
13 neighborhoods, and by notifying and relaying information to residents, property owners, business owners,  
14 and employees.

15 F. Provide citizen input on the efficiency and effectiveness of the government's delivery of services.

16 G. Make recommendations concerning particular actions, policies, plans, programs, projects, and other  
17 matters affecting the quality of life to the various offices, departments, commissions, boards, committees  
18 and council. Matters affecting the quality of life include, but are not limited to, land use, housing,  
19 community facilities, human resources, social and recreational programs, traffic and transportation,  
20 environmental quality, and public safety. The Neighborhood Council should be encouraged to review and  
21 make recommendations on changes occurring City wide which may affect the quality of life within its  
22 area.

23 H. Make recommendations through the process of budget development and adoption which reflect the  
24 needs of the neighborhood, and state the priorities thereof.

25 I. Advocate members' interests to all departments of City government.

26 J. Make every effort to communicate with diverse groups of people.

K. Sponsor studies, hold informational meetings, and conduct public forums and educational programs.

L. Provide a forum for consideration of the conservation, improvement or development of property  
within the Neighborhood Council area.

M. Conduct educational programs for the general public regarding the aspect of government's decision-  
making processes important to Neighborhood Council activities and functions.

N. Undertake projects to benefit their neighborhood as may be deemed appropriate by the Neighborhood  
Council.

**1.45.080 — City responsibilities.**

A. Responsibilities of Neighborhood Council Office. To further the neighborhood enhancement  
partnership between the City and its citizens, the Neighborhood Council Office 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 Neighborhood Council Office, as the main contact and  
support for the Neighborhood Councils and Community Council, shall have the following  
responsibilities:

1. Support and promote citizen participation within the Neighborhood Council program.



1 ~~2. Promote and facilitate open communication between the City and the Neighborhood Councils and~~  
2 ~~Community Council.~~

3 ~~3. Act as an information clearinghouse and resource to the Neighborhood Councils and Community~~  
4 ~~Council.~~

5 ~~4. Notify the Neighborhood Councils, the Community Council, and other interested persons of meetings~~  
6 ~~and hearings of citizen participation events.~~

7 ~~5. Assist the Neighborhood Councils and the Community Council in planning and developing programs~~  
8 ~~for citizen participation.~~

9 ~~6. Receive and file Neighborhood Council bylaws and annual reports, review the bylaws and annual~~  
10 ~~reports, and submit them to the Neighborhood Council Office.~~

11 ~~7. Maintain a current name and address list of all Neighborhood Council board members, officers,~~  
12 ~~representatives to the Community Council, and individuals designated to receive all notices and other~~  
13 ~~mailings.~~

14 ~~8. Provide the names and addresses of individuals designated to receive all notices and other mailings to~~  
15 ~~all City departments, and notify the departments of any changes.~~

16 ~~9. Maintain a current map of all Neighborhood Council boundaries.~~

17 ~~10. Maintain a directory of City services, including department names, phone numbers, and functions,~~  
18 ~~and provide such directory to each Neighborhood Council.~~

19 ~~11. Conduct an annual review of each Neighborhood Council to determine whether the minimum~~  
20 ~~standards for recognition in Section 1.45.050 are met, and notify a Neighborhood Council of any~~  
21 ~~deficiency.~~

22 ~~12. Where possible and appropriate, arrange the use of City or special district facilities within the~~  
23 ~~neighborhood areas for meeting sites.~~

24 ~~**B. Responsibilities of Other City Departments. All City departments shall:**~~

25 ~~1. Make a good faith effort to notify affected Neighborhood Councils of any significant policy matter~~  
26 ~~which requires the exercise of discretion and directly impacts the neighborhood. Notice should be~~  
27 ~~provided as early in the planning or review process as possible. In no case shall notice be provided later~~  
28 ~~than at the time required by established notification procedures. Notice of City wide matters shall be~~  
29 ~~provided to all the Neighborhood Councils, and notice of matters affecting a specific locale of the City~~  
30 ~~shall be forwarded only to the affected Neighborhood Council(s). Notice shall be mailed to the officers of~~  
31 ~~each Neighborhood Council. This shall include, but not be limited to, the following:~~

32 ~~a. Notice of pending land use/environmental cases and decisions shall be provided to the affected~~  
33 ~~Neighborhood Council(s).~~

34 ~~b. Notice of threshold determinations under the State Environmental Policy Act shall be provided to the~~  
35 ~~affected Neighborhood Council(s).~~

36 ~~c. Notice of all public hearings shall be provided to the Neighborhood Councils as requested by each~~  
37 ~~individual council.~~

38 ~~d. Copies of agendas for all citizen commissions, boards, and committees and the City Council shall be~~  
39 ~~provided to the Neighborhood Councils as requested by each individual council.~~

40 ~~e. Copies of City newsletters, as requested by each individual Council.~~

41 ~~2. Make a good faith effort to solicit the position and reasoning of affected Neighborhood Councils on~~  
42 ~~any significant policy matter which requires the exercise of discretion.~~



1 3. Provide a list of the Neighborhood Councils and their contacts to the proponents of development and  
2 encourage the proponents to discuss their proposal with the affected Neighborhood Council(s).

3 4. Share information with the Neighborhood Councils and Community Council to assist them in  
4 performing their functions and responsibilities.

5 **1.45.090 — Neighborhood Council and Community Council funding.**

6 A. Each Neighborhood Council and the Community Council shall develop and submit to the City, a  
7 biennial plan and supporting budget. The plan and budget shall describe how the Council intends to  
8 support training and capacity building for Councils and Board Members, promote citizen participation,  
9 develop consensus among diverse interests, and promote pride and responsibility in their neighborhood.  
10 Each Neighborhood Council and the Community Council shall enter into an agreement with the City of  
11 proposed services, in appropriate form.

12 B. The Neighborhood Councils and Community Council shall maintain all records for funding and shall  
13 review each disbursement of funds to assure the expenditures are consistent with requirements of law and  
14 any guidelines set forth by the City Council. The Neighborhood Councils and Community Council shall  
15 submit to the City annual reports on the disbursement of City funds.

16 C. The books and financial records of the Neighborhood Councils and Community Council shall be open  
17 for inspection, subject to audit by the Director of Finance and the State Auditor, and maintained in such a  
18 fashion that they can be audited.

19 **1.45.100 — Review and revision.**

20 One year after creation of the Community Council and Neighborhood Councils, a comprehensive review  
21 of the Neighborhood Council program shall be conducted by the Community Council. This review shall  
22 cover the boundaries of the Neighborhood Councils; the organization of the Neighborhood Councils and  
23 Community Council; the function and responsibilities of the Neighborhood Councils, Community  
24 Council, and the City; and the types of matters which the Neighborhood Councils received notification of  
25 to determine whether the notification is sufficient or whether the Councils are being notified of matters  
26 which are not relevant to their interests. This review shall be provided to the City Council. Additional  
reviews shall be conducted at least every five years thereafter. After each review, any needed revisions  
will be made.





**Chapter 1.45**  
**NEIGHBORHOOD COUNCIL PROGRAM**

1 Sections:

2 1.45.010 Purpose.

3 1.45.020 Intent.

4 1.45.030 Standards and guidelines.

5 1.45.040 Neighborhood Council functions and responsibilities.

6 1.45.050 Neighborhood Council boundaries and membership.

7 1.45.060 Community Council of Tacoma functions and responsibilities.

8 1.45.070 City responsibilities.

9 1.45.080 Administrative provisions.

10 1.45.090 Review and revision.

11 **1.45.010 Purpose.**

12 The purpose of this chapter is to establish policies in support of neighborhood involvement in the deliberations and actions of City government through a Neighborhood Council Program, and to establish a Standards and Guidelines document that defines administrative responsibilities and procedures for the recognition and funding of Neighborhood Councils and the Community Council of Tacoma.

13 **1.45.020 Intent.**

14 It is the intent of the City to engage its neighborhoods as broadly as possible in the issues and concerns that directly affect them. The City will support and promote a Neighborhood Council Program to foster open communication between the City and its neighborhoods and to create an environment in which residents are afforded an opportunity to participate in City government decisions in an advisory role.

15 The City's Neighborhood Council Program will support cooperation and consensus among residents and other diverse interests to craft solutions to mutual problems and to build a sense of personal pride in and responsibility for their neighborhoods. The City will support the Neighborhood Council Program in developing Neighborhood Council representation that is equitable in its community engagement and seeks to create an inclusive and accessible process including by the engagement of community members from low-income communities, communities of color, and other historically underrepresented populations.

16 Involvement with the Neighborhood Councils is not intended to limit the activities, role, or importance of existing neighborhood organizations, neighborhood business districts, and block watch groups or other similar neighborhood advisory or advocacy groups. While it is expected that these groups will take an active part in the Neighborhood Council Program, it is intended that they, like the Neighborhood Councils, remain independent entities.

17 **1.45.030 Standards and guidelines.**

18 A Neighborhood Council Program Standards and Guidelines document will be adopted by resolution of the City Council. In order to be eligible for funding or to act in an advisory capacity to the City to advance neighborhood priorities, the Neighborhood Councils and Community Council must comply with administrative and procedural requirements contained in the Standards and Guidelines. The Neighborhood Council Program Coordinator will review the Standards and Guidelines document and provide recommendations for changes to the City Council at least every five years. Sixty (60) days' notice will be provided to the Community Council of Tacoma and the Neighborhood Councils in advance of any changes recommended to the City Council.

19 The Community Council of Tacoma may request a formal review of the Standards and Guidelines document every two years for the purpose of determining whether changes should be proposed to the City Council.

20 **1.45.040 Neighborhood Council functions and responsibilities.**

21 Neighborhood Councils will serve in an advisory capacity to City government on matters concerning the general health, safety, and welfare of their neighborhoods. Neighborhood Council actions shall reflect the



needs and wants of the neighborhoods within their boundaries. The responsibilities and functions of the Neighborhood Councils are contained in the Standards and Guidelines document.

**1.45.050 Neighborhood Council boundaries and membership.**

A. Neighborhood Council boundaries. The City Council shall determine the boundaries of the Neighborhood Councils with the intention of recognizing existing neighborhood groups, and shall set those boundaries by resolution. A Neighborhood Council may propose boundary adjustments for consideration by the City Council, so long as there is agreement by any impacted Neighborhood Councils prior to request for consideration by the City Council.

B. Neighborhood Council membership. Although the primary purpose of the Neighborhood Council Program is to foster open communication in which residents are afforded an opportunity to participate in government decisions in an advisory role, the ability to participate on a Neighborhood Council Board and/or to vote at general meetings shall not be restricted to neighborhood residents only. It is the objective of the City Council for neighborhood residents, property owners, and business owners to have the opportunity to participate in the Neighborhood Council Program.

**1.45.060 Community Council of Tacoma functions and responsibilities.**

The Community Council shall act as a coalition of the independent Neighborhood Councils and serve as a forum for discussion of issues of broad interests. The Community Council of Tacoma will consist of three representatives from each of the Neighborhood Councils. The responsibilities and functions of the Community Council are contained in the Standards and Guidelines document.

**1.45.070 City responsibilities.**

A. The Neighborhood Council Program Coordinator. To further the neighborhood partnership between the City and its citizens, the Neighborhood Council Program Coordinator shall be the main contact and support for the Neighborhood Councils and Community Council, shall be responsible for coordinating assistance to the Neighborhood Councils and Community Council, and shall request support from other City departments as necessary. The Neighborhood Council Program Coordinator shall have the following specific responsibilities:

1. Support and promote property owner, business, and neighborhood participation within the Neighborhood Council program.

2. Promote and facilitate open communication between the City and the Neighborhood Councils and Community Council.

3. Act as an information clearinghouse and resource to the Neighborhood Councils and Community Council.

4. Notify the Neighborhood Councils, the Community Council, and other interested persons of meetings and hearings of citizen participation events.

5. Assist the Neighborhood Councils and the Community Council in planning and developing programs for citizen participation.

6. Receive and file Neighborhood Council bylaws and annual reports, review the bylaws and annual reports, and disburse them to the City Council and other City departments and make them available to the public.

7. Maintain contact information for all Neighborhood Council board members, officers, representatives to the Community Council, and individuals designated to receive all notices and other mailings on behalf of the Neighborhood and Community Councils.

8. Provide the contact information of those designated to receive all notices and other mailings on behalf of the Neighborhood and Community Councils to all City departments, and notify the departments of any changes.

9. Maintain a current map of all Neighborhood Council boundaries.

10. Maintain a City Resource Guide of key services and contacts for disbursement to the Neighborhood Councils and other stakeholders.

11. Conduct reviews of the Neighborhood Council Program for recommendations to the City Council.



B. Responsibilities of Other City Departments. All City departments shall:

1 1. Make a good faith effort to notify affected Neighborhood Councils of any significant policy matter which  
2 requires the exercise of City discretion and directly impacts the neighborhood. Notice should be provided as  
3 early in the planning or review process as possible. In no case shall notice be provided later than at the time  
4 required by established notification procedures. Notice of Citywide matters shall be provided to all the  
5 Neighborhood Councils and notice of matters affecting a specific locale of the City shall be forwarded only to  
6 the affected Neighborhood Councils. Notice shall be mailed to the officers of each Neighborhood Council.  
7 This shall include, but not be limited to, the following:

8 a. Notice of pending land use/environmental cases, decisions, and threshold determinations under the State  
9 Environmental Policy Act shall be provided to the affected Neighborhood Councils.

10 c. Notice of all public hearings shall be provided to the Neighborhood Councils as requested by each  
11 individual council.

12 d. Copies of agendas for all citizen commissions, boards, committees, and the City Council shall be provided  
13 to the Neighborhood Councils as requested by each individual council.

14 e. Copies of City newsletters or other general communication mediums, as requested by each individual  
15 Neighborhood Council.

16 2. Make a good faith effort to solicit the position and reasoning of affected Neighborhood Councils on any  
17 significant policy matter which requires the exercise of City discretion.

18 3. Provide a list of the Neighborhood Councils and their contacts to the proponents of development and  
19 encourage the proponents to discuss their proposal with the affected Neighborhood Council(s).

20 4. Share information with the Neighborhood Councils and Community Council to assist them in performing  
21 their functions and responsibilities.

22 **1.45.080 Administrative provisions.**

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

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

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

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

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

35 **1.45.090 Review and revision.**

36 The Neighborhood Council Program shall be reviewed and revised, if necessary, by the City Council at least  
37 every five years, with a corresponding presentation to the City Council by Neighborhood Council Program  
38 Coordinator or other staff regarding the Program overall.

39 It is suggested that the Community Council of Tacoma conduct a review of the Neighborhood Council  
40 Program every five years and provide recommendations for updates to the City Council.