



City of Tacoma

747 Market Street, Room 1200
Tacoma, WA 98402
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COUNCIL STANDING COMMITTEE PROCESS MANUAL

Council Standing Committees &
Policymaking (Revised ~~May 2013~~ January 2016)

COUNCIL STANDING COMMITTEE PROCESS MANUAL

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Note: After Resolution No. 39362 is adopted the manual will be reorganized in alphabetical order and the table of contents will be updated.

1

Legislative Process

The first step in the legislative process for staff requests is to determine whether the issue is policy-related or administrative. Administrative issues do not require Council deliberation and are not necessary to bring forward to committee or study session. Following is a table that delineates some policy and administrative matters. For counsel, please consult the appropriate standing committee liaison in the City Manager's Office.

Policy vs. Administration (Examples)

Policy	Administration
Enact a budget.	Propose budget. Spend within budgetary limits.
Define the powers, functions and duties of officers and employees.	Fill positions consistent with local ordinances, etc.
Fix the compensation of officers and employees.	Administer payroll consistent with budget and compensation plan adopted by council.
Establish retirement and pension systems.	Administer pension and retirement plan.
Adopt ordinances regulating local affairs.	Implement and enforce ordinances.
Set fines and penalties for violation of ordinances.	Collect fines and enforce penalties.
Enter into contracts above a certain dollar amount.	Propose, manage and enforce contracts. Enter into contracts below a certain dollar amount.
Regulate the acquisition, sale, ownership and other disposition of real property.	Negotiate terms of acquisition and sale of real property; carry out acquisitions and sales.
Decide which governmental services will be provided; adopt budgets for their provision.	Oversee the day-to-day operation of programs and services.
Establish public utilities.	Manage provision of utility services.
Grant franchise for the use of public rights-of-way.	Enforce terms of franchise agreements.
License for the purpose of revenue and regulation.	Collect taxes and user fees.
Set tax rates and user fees consistent with state laws.	Collect taxes and user fees.
Approve claims against the city above a certain dollar amount.	Settle claims below a certain monetary threshold; propose settlement of claims; pay claims.
Enter into agreements to accept grants and gifts.	Propose grant agreements and carry out terms.

Note: Adapted from Municipal Research and Services Center, <http://www.mrsc.org>.

2 Council Committees Overview

As reflected in the Council Rules of Procedure, the Council standing committees will consist of four members and an alternate. The Mayor shall annually appoint and the Council shall confirm the membership of each committee. Each standing committee elects a chair and vice-chair. The committees do not have power or authority to commit the City or to take any binding action on behalf of the whole Council. Committee reports are made on a rotating basis at the Council's regular business meetings on Tuesday evenings on a schedule set by the City Clerk's Office at the beginning of each year. Discussions of upcoming topics may also take place at the Committee of the Whole meetings or at study session as requested by Council and/or staff liaisons.

Functions and Purpose of Council Committees:

- ▷ The Council Committees shall provide a link between the Council and City departments and other bodies responsible for the implementation of Council policies and plans.
- ▷ The Council Committees shall serve as the primary mechanism of communication and support between the Council and other bodies, and thus inform the Council of pertinent information related to the function of these other bodies.
- ▷ The Council Committees shall provide a means for monitoring the implementation of Council policies and plans, and for identifying needs for new policies.
- ▷ The Council Committees shall provide a structure for communication among City departments and for the integration of services across departments.
- ▷ Council Committees express their actions as recommendations to the Council as a whole. No activity of a Council Committee may serve to limit information reaching the Council in a timely way, or to substitute its judgment for the actions of the Council as a whole.
- ▷ Council Committees shall review proposed ordinances and resolutions referred to them and make recommendations regarding their adoption to the City Council.
- ▷ Receive briefings from assigned citizen Committees, Boards and Commissions and ensure work plan alignment with that of City Council Strategic Goals and Priorities.
- ▷ Review and forward applications for citizen Committees, Boards, and Commission seat vacancies, as listed in Appendix D, to City Council for appointment.

3 Council Committees

As reflected in the Council Rules of Procedure, the Council standing committees will consist of the five committees listed below. The committees, as noted below, have specified legislative oversight responsibilities, but do not have power or authority to commit the City or to take any binding action on behalf of the whole Council.

- ▷ Economic Development Page 6
- ▷ Infrastructure, Planning, and Sustainability..... Page 8
- ▷ Government Performance and Finance Page 10
- ~~▷ Neighborhoods and Housing Page 12~~
- ▷ ~~Public Safety, Human Services, and Education~~ Community Vitality and Safety Page ~~14~~12

Economic Development Committee Purpose

The Committee shall provide oversight and guidance related to the following types of policies, programs, concepts and initiatives listed below.

Policies, issues, programs and services may include, but are not limited to:

- Business climate policies and processes
- Capital projects planning and development (not right of way)
- Disposition of City-owned properties
- Convention Center
- Development Services: permitting and process related matters
- Downtown parking
- Economic Development and Redevelopment issues and opportunities
- Events, Festivals and Special Events
- Foss Waterway
- Historic preservation (commercial, live/work, mixed-use)
- International affairs, trade and development
- Mixed use development
- Military and Veteran Affairs (related to economic development)
- [Multi-Family Housing Limited Property Tax Exemption Program](#)
- Neighborhood Business Districts
- Port of Tacoma issues
- Regional educational institution plans (related to economic development)
- Retail
- Tacoma Dome improvements
- Technology
- Tourism and Hospitality
- Utility policies and development coordination
- Workforce development

Council Membership: ~~Bee~~, Campbell, Mello, ~~Walker~~ [Strickland](#), [Thoms](#) (~~Thoms~~ [McCarthy](#), alternate)

Terms: One year

Meeting Time/Frequency: Second, fourth and fifth Tuesday of the month, 10:00 – 11:30 a.m.

Location: Tacoma Municipal Building, Room 248

Economic Development Committee Staffing

ROLE	RESPONSIBILITIES	ASSIGNMENT
Executive Liaison	<ul style="list-style-type: none"> • Council Liaison • Content and Process Coordination 	Nadia Chandler Hardy T.C. Broadnax
Administrative Coordination	<ul style="list-style-type: none"> • Committee Scheduling • Agenda Coordination • Provide Committee Advance and Follow-up Information 	Council Assistant or Management Fellow (as assigned)
Clerical Support	<ul style="list-style-type: none"> • Meeting Notes and Minutes • Meeting Notification 	City Clerk's Office

Infrastructure, Planning, and Sustainability Purpose

The Committee shall provide oversight and guidance related to the following types of policies, programs, concepts and initiatives listed below.

Policies, issues, programs and services may include, but are not limited to:

- Arterial streets
- Open space habitat management
- Infrastructure funding programs and plans
- Planning and Development Services: growth management, building codes, land use, planning and zoning
- [Historic preservation](#)
- [Parks and recreational facilities](#)
- [Neighborhood-based infrastructure issues \(includes traffic calming, sidewalks, streetlights, streets and grounds\)](#)
- Environmental Services: Wastewater, Storm Water and Solid Waste
- Environmental and sustainability issues and plans
- Local Improvement Districts (LIDs)
- Public Transit Systems
- Transportation related matters
- Urban Forestry and Critical Areas
- Public Utilities – environmental issues associated with:
 - Power
 - Water
 - Rail

Council Membership: ~~Bee,~~ Ibsen, [McCarthy](#), Mello, ~~Walker~~ [Thoms](#) (~~Campbell~~ [Blocker](#), alternate)

Terms: One year

Meeting Times/Frequency: Second and fourth Wednesday of the month, 4:30 - 6:00 p.m.

Location: Tacoma Municipal Building North, Room 16

Infrastructure, Planning, and Sustainability Staffing

ROLE	RESPONSIBILITIES	ASSIGNMENT
Executive Liaison	<ul style="list-style-type: none"> • Council Liaison • Content and Process Coordination 	Nadia Chandler Hardy Mark Lauzier
Administrative Coordination	<ul style="list-style-type: none"> • Committee Scheduling • Agenda Coordination • Provide Committee Advance and Follow-up Information 	Council Assistant or Management Fellow (as assigned)
Clerical Support	<ul style="list-style-type: none"> • Meeting Notes and Minutes • Meeting Notification 	City Clerk's Office

Government Performance and Finance Purpose

The Committee shall provide oversight and guidance related to the following types of policies, programs, concepts and initiatives listed below.

Policies, issues, programs and services may include, but are not limited to:

- Customer Service
- Government performance and accountability
- Financial management and policies
- City workforce development and diversity
- Process improvements
- Inter-governmental relations
- City facilities
- Compensation and benefits
- Risk management
- Municipal integrity, transparency and values
- Strategic planning
- Performance management
- Information technologies
- Media and constituent communications

Council Membership:	Campbell, Ibsen , Lonergan, Strickland , Thoms (Ibsen Strickland , alternate)
Terms:	One year
Meeting Times/Frequency:	First and Third Wednesday of the month, 4:30 - 6:00 p.m.
Location:	Tacoma Municipal Building, Room 248

Government Performance and Finance Staffing

ROLE	RESPONSIBILITIES	ASSIGNMENT
Executive Liaison	<ul style="list-style-type: none"> • Council Liaison • Content and Process Coordination 	T.C. Broadnax Andy Cherullo
Administrative Coordination	<ul style="list-style-type: none"> • Committee Scheduling • Agenda Coordination • Provide Committee Advance and Follow-up Information 	Council Assistant or Management Fellow (as assigned)
Clerical Support	<ul style="list-style-type: none"> • Meeting Notes and Minutes • Meeting Notification 	City Clerk's Office

Neighborhoods and Housing Purpose

The Committee shall provide oversight and guidance related to the following types of policies, programs, concepts and initiatives listed below.

Policies, issues, programs and services may include, but are not limited to:

- Affordable housing policies (including the consolidated housing plan)
- Code Compliance and Community Based Services
- Crime free housing initiatives
- Neighborhood improvement initiatives
- Neighborhood Councils
- Historic preservation (residential/single family)
- Residential land use and zoning issues
- Parks and recreational facilities
- Library services (related to branch services, awareness and neighborhood issues and impacts)
- Neighborhood-based infrastructure issues (includes traffic calming, sidewalks, streetlights, streets and grounds)

~~**Council Membership:** Boe, Ibsen, Lonergan, Walker (Woodards, alternate)~~

~~**Terms:** One year~~

~~**Meeting Times/Frequency:** First and third Monday of the month,
4:30 - 6:00 p.m.~~

~~**Location:** Tacoma Municipal Building, Room 248~~

Neighborhoods and Housing Staffing

ROLE	RESPONSIBILITIES	ASSIGNMENT
Executive Liaison	<ul style="list-style-type: none"> • Council Liaison • Content and Process Coordination 	Tansy Hayward
Administrative Coordination	<ul style="list-style-type: none"> • Committee Scheduling • Agenda Coordination • Provide Committee Advance and Follow-up Information 	Council Assistant or Management Fellow (as assigned)
Clerical Support	<ul style="list-style-type: none"> • Meeting Notes and Minutes • Meeting Notification 	City Clerk's Office

~~Public Safety, Human Services, and Education~~ Community Vitality and Safety Purpose

The Committee shall provide oversight and guidance related to the following types of policies, programs, concepts and initiatives listed below.

Policies, issues, programs and services may include but are not limited to:

- Code Compliance and Community Based Services
- Crime free housing initiatives
- Neighborhood improvement initiatives
- Neighborhood Councils
- Police Services, crime prevention and traffic safety and enforcement
- Community-oriented policing
- Education programs, services and initiatives
- Community health services and initiatives (Tacoma-Pierce County Health Department)
- ~~Crime Prevention~~
- Homeland Security
- ~~Traffic safety and enforcement~~
- South Sound 911
- Fire services (safety and suppression)
- Emergency Medical Services
- Emergency Preparedness and Management
- Gang prevention and intervention programs and services
- ~~Human Services Strategic Plan~~
- Homelessness prevention services
- Civil and Human Rights compliance
- Domestic violence
- Municipal Court
- Public libraries (delivery systems, technology, capital improvements, partnerships and planning)
- Mental health services and delivery systems
- Regional university and college partnership(s) and planning
- Adult and youth s Social service program delivery systems and facilities issues
- Tacoma public/private school(s) partnership(s) and planning
- ~~Youth services deliver systems and facilities issues~~

Council Membership: Blocker, Campbell, Lonergan, ~~Strickland~~, Woodards (Mello, alternate)
Terms: One year
Meeting Time/Frequency: Second and fourth Thursday of the month,
4:30 - 6:00 p.m.
Location: Tacoma Municipal Building, Room 248

~~Public Safety, Human Services, and Education~~ Community Vitality and Safety Staffing

ROLE	RESPONSIBILITIES	ASSIGNMENT
Executive Liaison	<ul style="list-style-type: none"> • Council Liaison • Content and Process Coordination 	Tansy Hayward Nadia Chandler Hardy
Administrative Coordination	<ul style="list-style-type: none"> • Committee Scheduling • Agenda Coordination • Provide Committee Advance and Follow-up Information 	Council Assistant or Management Fellow (as assigned)
Clerical Support	<ul style="list-style-type: none"> • Meeting Notes and Minutes • Meeting Notification 	City Clerk's Office

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Other Meetings/Forums

Committee of the Whole Purpose

The purpose of the City Council Committee of the Whole is to serve as an opportunity for Council to discuss systemic, City-wide issues in a less formal setting, as well as to share activities of the Council standing committees. The Committee of the Whole will meet ~~on the first and third Tuesdays of the month in the Visibility Center on the 9th floor of the Tacoma Municipal Building at 3:00 p.m. as a Special Meeting of the Committee as necessary and publically noticed.~~ [as a Special Meeting of the Committee as necessary and publically noticed.](#) The Committee of the Whole will not hear staff reports except as requested by Council Members as part of a standing committee report.

Citywide issues assigned to Committee of the Whole include but are not limited to:

Budget and Finance <ul style="list-style-type: none">• Biennial Budget• Financial & Budget Policies• Tax Policies	Planning <ul style="list-style-type: none">• Strategic Plan• Comprehensive Plan (regional planning, Growth Management Act)	Labor Negotiations, Contracts, Benefits & Compensation and Retirement Benefits	Utility Rates and System Wide Issues
Policy Review	Policy Issue Assignments	Federal and State Legislative Policy	City Charter Issues
Rules of Procedures of the City Council	Legislative Acts of the Council		

Study Session Purpose

The purpose of the City Council study session is to provide a forum for information sharing and discussion. Issues appropriate for study session include but are not limited to initial introduction of the system-wide topics above, which may then be followed by a Committee of the Whole discussion, assignment of the topic for policy analysis to a standing committee, or request by Council for a workshop. Issues may be scheduled for study session by staff request to the City Manager's Office (subject to approval) or by Council request. Presenters may include staff members and other organizations. Once an issue is assigned to a standing committee, it can only be moved to study session for consideration by the whole body upon request of a Council Member. A study session worksheet (Appendix A) needs to be completed by staff members at least 16 working days prior to the scheduled date, or similar information provided to the City Manager's Office for the Weekly Report and study session calendar.

Weekly Report Purpose

The Weekly Report to the City Council from the City Manager is distributed each Thursday unless suspended for a holiday. The City Manager's Executive Assistant prepares the report or "weekly letter" as some call it. In the report, staff provides information on ongoing agenda issues—such as substitute ordinances or continued items; responds to council inquiries; provides a "heads up" and opportunity for input on non-Council committee issues; notifies council of various meetings and other communiqué. The report also includes weekly updates to the study session and public policy calendar.

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Agenda Process

City Council Agenda Process Introduction

The business conducted by the City Council at its regular meetings is the formal process by which policies and procedures are enacted. Therefore, the material contained in the agenda must be accurate, complete, understandable, and timely.

The following information is intended to assist staff with the preparation of the items to be included on the agenda which are considered by the City Council at City Council meetings. As staff prepares a significant number of items for the City Council's consideration, it is imperative that there be a thorough understanding of the significance of this process.

The City Council meets Tuesday at 5:00 p.m. The City Charter requires that the City Council hold regular meetings at least 46 times each year; therefore, a total of 6 meetings per year may be canceled by the City Council (Section 2.8). Special meetings may also be held by the City Council (Section 2.8).

Note: The most up-to-date agenda process, form, instructions and timelines can be found on the City's intranet at <http://cityweb>, Documents, Policies and Procedures or under Standard Documents.

Agenda Definitions

Agenda Coordinator(s): Individuals designated and supported by the Department Director to prepare City Council Agenda materials in coordination with other departmental staff, track department's items through the process as necessary, see that draft material is reviewed in a timely manner, and be the initial contact for any questions that may develop prior to the item being placed on the Agenda. These individuals must work closely with their Department Director and departmental staff, as well as staff from the Finance Department, the City Clerk's Office, the City Attorney's Office, and the City Manager's Office.

Consent Agenda: The Consent Agenda contains routine items which are not controversial in nature and which do not need further discussion. The Consent Agenda may include: approval of City Council meeting minutes; Resolutions setting dates for hearings, approving final plats, and other similar actions. See Rules of Procedure of the City Council.

Executive and Closed Session: That portion of a City Council meeting from which the public may be excluded so that the City Council may discuss certain areas specifically excepted from the Open Public Meetings Act relating to litigation, property, or personnel matters.

Ordinance: A legislative enactment of a municipality that has general application within the community. An Ordinance may impose a tax or fees, amend the Code, appropriate budget, or enact a citywide regulatory requirement. An Ordinance becomes effective 10 days* following publication by the City Clerk.

***Emergency Ordinance:** An Ordinance in which the City Council declares that an emergency exists, requiring that the Ordinance takes effect immediately upon publication, and needing at least six City Council Member votes for passage.

Public Hearings: Public hearing dates are set by Resolution. A brief description of the hearing, outlining the purpose and specific information relative to the hearing, must be submitted to the City Clerk's Office by the Thursday, 8 working days preceding the hearing. This description will appear in the Agenda.

Quasi-Judicial Action: A matter which determines the legal rights, duties, or privileges of a specific party in a hearing or other contested case proceeding, as opposed to a legislative or policy-making action. These actions generally involve land use matters. Council Members are not allowed to discuss quasi-judicial actions with the parties outside a City Council meeting, as they are serving as judges in these matters.

Resolution: A Resolution is an expression of the will of the City Council or an authorization to engage in certain conduct, such as authorizing the City Manager to sign a contract. It does not directly affect or impose a requirement on the entire community. The City Council must approve all contracts over \$200,000, or any amendment that causes a contract to exceed \$200,000. Resolutions become effective immediately upon passage. If there is a question as to whether an Ordinance or Resolution is necessary, please contact the City Attorney's Office before assembling Agenda materials.

Standing Committees: The Council created standing committees to explore new policy recommendations for consideration by the full City Council. Each Council Committee is composed of four Council Members and one alternate as confirmed by a resolution of the Council.

Study Sessions: The City Council Study Sessions are held every Tuesday at noon. During Study Sessions, the City Council hears reports by staff and other invited guests and provides an opportunity for the City Council to ask questions and discuss the issue presented. A study session request form should be completed when requesting a date to make a staff presentation (see Appendix A). Read Appendix C, Staff Presentation Guidelines, for presentation tips.

Agenda Preparation

Upon approval of the Department Director, the process to submit an item for the Agenda is begun. Agenda Coordinator shall:

- Work with departmental staff to begin the process with the preparation of a [City Council Action Memorandum](http://cityweb/Gnet/EmployeeTools/commondocuments/Pages/default.aspx) ~~Request for Ordinance or Resolution form~~ <http://cityweb/Gnet/EmployeeTools/commondocuments/Pages/default.aspx> ~~<http://cityweb/documents/Standocs/Documents/Request%20for%20Ordinance-11-03.doc>~~. ~~Two forms are available, one with and one without Council sponsors, on the City's intranet site. Both forms include sections for fiscal notes and standing committee recommendations.~~
- Include all backup material relative to the request. This information assists the Legal Department in preparing the appropriate Resolution/Ordinance. In addition, some of the material may be printed in the Agenda with the Resolution/Ordinance (i.e., maps, exhibits, Weekly Report item).
- Obtain a signature from the Department Director once the request and backup materials are complete and ready to leave the department.
- ~~Hand carry the request~~ [Enter the City Council Action Memorandum](#) and all backup material ~~to the City Clerk's Office~~ [into Legistar](#).

Agenda Steps and Tips

~~All Requests for Resolution must be submitted to the City Clerk's Office **16 working days** prior to the requested agenda date to be accepted. Any late requests require an e-mail from the department director to the City Manager and Assistant to the City Manager requesting consideration. No late items will be accepted without City Manager's approval.~~

~~The City Clerk's Office e-mails copies of all Requests to City Manager's Office and Executive Leadership Team members each Friday. The pending agendas are created for the meetings 11 and 18 days from the e-mail date to ensure appropriate review. Pending agendas do not include items that are continued or that are second reading of ordinances. They only include new items.~~

~~The City Manager's Office reviews the complete agenda package on Monday. The complete, signed package will go to the City Clerk's Office by Tuesday. Council agendas are assembled in the City Manager's Office on Thursday.~~

Appendix A: Study Session Worksheet

GUIDELINES FOR COMPLETION:

This form is to be used for all study session topics, including "other items of interest." The Council Study Session and Workshop Calendar Worksheet Form should be transmitted or delivered to the Department Director for final review and approval at the bottom of this form. When completed, transmit to the City Manager's Office. The request will then be reviewed and a date for a Study Session/Workshop, if appropriate, will be provided to the Department Director and contact person (if different). An attempt will be made to comply with any critical deadlines. **The completed worksheet should be received 20 days prior to the requested study session to allow for appropriate review, etc. No items will appear on the calendar before receipt of the worksheet.**

Council Study Session and Workshop Calendar Worksheet

Requested Date: _____

Length of Time for Presentation: _____

Department Contact: _____

Contact Phone: _____

Topic:

Provide a brief (paragraph of 3-5 sentences) description for the City Manager's Weekly Report to Council (may include process up to this point, names of presenters and titles, how topic relates to upcoming Council actions):

Any additional information for the Council may be included in the City Manager's Weekly Report. Please provide the original and 25 copies, 3-hole punched, by noon Wednesday the week prior to scheduled Study Session to the City Manager's Office.

Explain how the topic relates to the Strategic Plan, Council Request or upcoming Council actions (note appropriate dates for Council actions under "Next Step" below):

Purpose of Study Session/Desired Result:

- Council Direction/Input
- Report/Update to Council
- Other

Next Step/Including Dates:

- Resolution
- Ordinance
- Action *(Please describe):*

Critical Deadline? Yes _____ *(Date)* _____ No

If Yes, explain *(i.e., Federal mandate):* _____

Has the Department Director made arrangements to brief City Manager?

_____ Yes _____ *(Date)* _____ No

If No, explain: _____

Study Session Agenda In Presentation Order

Presenter Name	Department/Organization	Portion of Discussion <i>(Intro., Main Presentation, Wrap-up, etc.)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

If a Board, Committee, Commission, Neighborhood Council, etc., has been part of the process, please identify those members you know will be in attendance at Study Session:

Include the Council Committee that has reviewed this topic, including the date of the presentation:

~~Identify staff who will provide a briefing at Executive Forum 8 days prior to the study session (begins at 8:30 a.m. in Room 16 of the Tacoma Municipal Building North):~~

~~Department Director's Initials (Typed): _____ Date: _____~~

~~Note: Please bring 40 copies of any handouts for study session. You may provide color copies for the Council (9) and black-and-white copies for others.~~

Appendix B: Request for Resolution/Ordinance

REQUEST (CONT)

CITY CLERK USE ONLY

Request #:	
Ord/Res #:	

10. IF THIS CONTRACT IS FOR AN AMOUNT OF \$200,000 OR LESS, EXPLAIN WHY IT NEEDS LEGISLATIVE APPROVAL:

[Click Here and Type or Press Delete to Clear]

11. FINANCIAL IMPACT: EXPENDITURE REVENUE

A. NO IMPACT (NO FISCAL NOTE)

B. YES, OVER \$100,000, Fiscal Note Attached

C. YES, UNDER \$100,000, (NO FISCAL NOTE)

Provide funding source information below:

FUNDING SOURCE: (Enter amount of funding from each source)

Fund Number & Name:	State \$	City \$	Other \$	Total Amount
---------------------	----------	---------	----------	--------------

If an expenditure, is it budgeted? Yes No Where? Cost Center:

Acct #:

CITY CLERK USE ONLY

Request #:

Ord/Res #:

FISCAL NOTE

Each piece of legislation that has a financial impact or creates positions authority requires a fiscal note. After preparation by departmental staff, the Management and Budget Office will review the fiscal note and make any necessary revisions before transmittal to the City Attorney's Office for legislation preparation.

DEPARTMENT: **CONTACT PERSON/PHONE:** **BUDGET CONSULTANT/PHONE:**

Is it currently budgeted? Yes No
 Is this a grant? Yes No If Yes, Operating Capital

EXPENDITURES:

FUND NAME & NUMBER *	COST CENTER	WBS	ACCOUNT	2013-2014 EXPENDITURES
TOTAL				

* General Fund: Include Department

Purpose: [\[Click Here and Type or Press Delete to Clear\]](#)

REVENUES:

FUND NAME & NUMBER	COST CENTER	WBS	ACCOUNT	2013-2014 REVENUES
TOTAL				

Notes: [\[Click Here and Type or Press Delete to Clear\]](#)

POSITION IMPACT:

POSITION TITLE	PERMANENT/PROJECT/ TEMPORARY POSITION	POSITION END DATE	2013-2014 FTE	FUTURE FTE

Total positions created or abrogated through this legislation, including FTE impact. FTE impact for temporary employees is estimated.

LONG-TERM FINANCIAL IMPACT OF LEGISLATION:

SPENDING PLAN & BUDGET	2013	2014	2015	2016	2017	TOTAL
Salaries/Benefits						
Start-up						
On-going						
Maintenance & Operations						
Capital						
TOTAL						

FISCAL NOTE (CONT)

CITY CLERK USE ONLY

Request #:

Ord/Res #:

FUNDING SOURCE	2013	2014	2015	2016	2017	TOTAL
TOTAL						

The financial cost of not implementing the legislation:

[Click Here and Type or Press Delete to Clear]

Estimate the cost to the City if the legislation is not implemented, including the potential conflicts with regulatory requirements, cost avoidance, or other potential costs.

OTHER ISSUES:

[Click Here and Type or Press Delete to Clear]

Appendix **GA**: Presentation Guidelines

City Council Meeting

Give a frank, honest and concise presentation.

- Focus on the facts.
- Keep sentences to about 12 to 15 words long whenever possible.
- Keep the entire presentation to approximately 2 - 4 minutes long.
- Avoid jargon and acronyms. Since you're speaking in a sense to the television viewing audience, which may not know anything about your topic, try to speak at a 6th to 9th grade level.
- Read out full names instead of relying on acronyms that aren't in common language.

Use a simple three-part format.

- Greet the Council and state your name and department.
- Briefly summarize the action (see below for tips on possible items to cover).
- End with an offer to answer questions.

Briefly summarize the action.

- **State the purpose of the legislation in simple terms.** Explain what the resolution or ordinance would do. Describe its practical effects. **Do not re-read the resolution or ordinance title**, which would repeat what the city clerk has already read.
- **Describe prior Council reviews.** Recap what information the Council has received—the City Manager's Report to the Council, study session presentations or other reports that show that the Council has been studying the issue at length.
- **Provide context/purpose.** What is driving the need for the legislation? Is it state-mandated? Part of a larger project? A continuation of an initiative started years ago? An improvement to an existing program or a new one? Were other options explored? If so, why did you choose this option/approach?
- **Explain budget impacts, if any.** Where does the money come from—which funds? Is this within previously allocated costs?
- **Describe changes, if any.** Briefly share any changes made to the resolution or ordinance during the process and the purpose of those changes.
- **Predict the end results.** What outcomes do you expect as a result of this legislation? How will it affect citizens or businesses? If it's an improved or new service, how many people will be served? If it's a building or other project, when will it start and conclude?

Study Session

- Keep presentations to **30 minutes** per issue if you're sharing a study session with one other topic or an hour on a longer topic to allow sufficient time for Council discussion.
- Begin by stating **why you are presenting**. There are four primary possibilities—upcoming Council action on the issue/project, Council request for information, need for Council direction and staff-generated general informational update.
 - ⇒ Is there a Council **action** pending? When will that come before the Council?
 - ⇒ Did a specific Council Member **request** the study session topic? Does it relate to a specific issue of interest the Council is exploring?
 - ⇒ Is it primarily an **informational update** for the staff to keep the Council posted on the status of an issue or project?
 - ⇒ Will you request Council **guidance or action** on a staff recommendation(s)?
- Cover the essentials in your presentation including, as appropriate:
 - ⇒ **Context/purpose**. What is driving the need for the legislation? Is it state-mandated? Part of a larger project? A continuation of an initiative started years ago? An improvement to an existing program or a new one? If so, why did you choose this option/approach?
 - ⇒ **Alternatives**. Were other options explored? What are the pros and cons of the option(s) being presented?
 - ⇒ **Community interest**. What has the community shared about its concerns or support? How did you capture public input? Are there community partners?
 - ⇒ **Budget impacts**. Where does the money come from? Is this within previously allocated costs?
 - ⇒ **Policy impacts**. Were other options considered? What are the impacts of any policy changes on other programs? Are there intergovernmental issues or ramifications?
 - ⇒ **End results**. What outcomes do you expect? If it's an improved or new service, how many people will be served? If it's a building or other project, when will it start and conclude?
- **Elaborate on** PowerPoint text slides. You should not simply read off what the audience members can read themselves.
- **Keep number of lines on slides** to seven. Overburdened slides are harder to read. You can use short, three- to four-word phrases and lists instead of full sentences.
- **Provide handouts**. If possible, provide a cover sheet that summarizes main points: Summary of the topic, timeline, next steps, **options and options** before Council, etc.

APPENDIX DC: List of Citizen Committees, Boards, and Commissions by Recommended Standing Committees

<p>Government Performance & Finance</p>	<ul style="list-style-type: none"> •Public Utility Board •Board of Ethics •Audit Advisory •Civil Service Board
<p>Economic Development</p>	<ul style="list-style-type: none"> •Tacoma Arts Commission •Foss Waterway Development Authority •Greater Tacoma Regional Convention Center Public Facilities District •City Events and Recognitions Committee
<p>Infrastructure, Planning, and Sustainability</p>	<ul style="list-style-type: none"> •Sustainable Tacoma Commission •Planning Commission •Board of Building Appeals •Transportation Commission •Landmarks Preservation Commission
<p>Neighborhoods & Housing</p>	<ul style="list-style-type: none"> •Tacoma Community Redevelopment Authority •Landmarks Preservation Commission •Tacoma Housing Authority
<p>Public Safety, Human Services, and Education Community Vitality and Safety</p>	<ul style="list-style-type: none"> •Citizen Review Panel •Human Services Commission •Human Rights Commission •Commission on Disabilities •Library Board •Tacoma Community Redevelopment Authority •Tacoma Housing Authority