



**Rules of Procedure
of the
Council of the
City of Tacoma**



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RULE 1 - MEETINGS

- A. **Regular Meeting.** The regular meeting of the City Council shall be held at 5:00 p.m. on Tuesday of each week, at least forty-six weeks each year, in the Council Chambers, Tacoma Municipal Building, except:

1. If Tuesday of any week is a legal holiday, the regular meeting of that week shall be held at 5:00 p.m. on the next business day.
2. If Tuesday of any week shall fall on Christmas Eve or New Year's Eve, the regular meeting of that week shall be held at 5:00 p.m. on the next business day.

The Council, by a majority vote, may by motion continue any regular or special meeting to a time specified in the motion.

- B. The study sessions of the City Council shall be held at 12:00 noon on Tuesday of each week, in Room 16, Tacoma Municipal Building North, subject to Rules A.1 and 2.
- C. **Special Meetings.** Special meetings, or any change in the time or location of a regular meeting, shall be called by the City Clerk on the written request of the Mayor or by a majority of the members of the Council by delivering personally or by mail, by fax, or by electronic mail written notice to each member of the Council; and to each local newspaper of general circulation and to each local radio or television station which has on file with the City Clerk a written request to be notified of such special meeting or of all special meetings. Such notice must be delivered personally or by mail, by fax, or by electronic mail at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the Council. Such written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the City Clerk a written waiver of notice. Such waiver may be given by mail, by fax, or by electronic mail. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. (REF. RCW 42.30.080)
- D. **Quorum.** Five Council Members shall be a quorum for the transaction of business, but in the absence of a quorum, the members present may adjourn the meeting to a later date. A member participating by telephone, in accordance with Rule 1.E, counts towards a quorum in a study session or committee meeting.
- E. **Telephonic Participation in Meetings.**
1. Council Members may attend regular meetings, special meetings, study sessions and committee meetings by telephone. Only one Council Member per meeting may

attend telephonically. Council Members may telephonically attend each type of meeting (plus each committee served upon) once per calendar quarter; provided, that this limitation shall not apply when a Council Member is absent for medical reasons.

2. Notice of telephonic attendance must be provided to the City Clerk's Office not less than forty-eight hours before the scheduled start time for the meeting. The City Clerk or designee shall immediately advise the presiding officer of the proposed telephonic participation. If more than one Council Member wishes to attend a meeting telephonically, the first Council Member to notify the City Clerk's Office shall be the one permitted to attend telephonically.
3. At any meeting where a Council Member is attending telephonically there shall be a telephone device that allows the voice of the Council Member on the telephone line to be heard by everyone present in the meeting room and that allows the Council Member shall identify himself or herself before speaking. The Council Member on the telephone line shall notify the others if he or she is about to disconnect from the call. A Council Member who is connected remotely to the telephone line in the meeting place shall be considered to be actually present at that meeting for the period of time he or she is so connected, and that presence shall count toward a quorum of the Council or committee for all purposes.

RULE 2 - PRESIDING OFFICER - DUTIES

- A. **Conduct of Meeting.** The presiding officer at all meetings of the Council shall be the Mayor, and, in the Mayor's absence, the Deputy Mayor, who shall conduct the business and deliberations of the Council under these rules. The Deputy Mayor shall be elected by a majority of the Council Members at the start of the first Council meeting following the new year. If both the Mayor and Deputy Mayor are absent and a quorum is present, the Council shall, by motion, appoint one of its members to serve as presiding officer of the Council until the return of the Mayor or Deputy Mayor.

The presiding officer shall:

1. Preserve order and decorum in the Council Chambers;
2. Observe and enforce all rules adopted by the Council for its government;
3. Decide all questions on order, in accordance with these rules, subject to appeal by any member to the Council; and
4. Recognize members of the Council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the Council have had an opportunity to be recognized and be heard.
5. Retain the authority, during Public Comment and Citizens' Forum, to determine whether a speaker's remarks fail to comply with these Rules or exceed the scope of

the designated forums, and the presiding officer shall have the authority to suspend such person's right to speak, subject to the Council's right to overrule such decision.

The presiding officer, as a member of the Council, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions, as other Council Members.

- B. **Questioning.** Any member of the Council shall have the right to question any individual, including members of the staff, on matters germane to the issue properly before the Council for discussion.
- C. **Related Agenda Items.** When matters on the Agenda are placed under more than one classification, as defined by "Order of Business," and are closely related to the same subject matter, the presiding officer may, without the necessity of any vote, call for the related agenda items out of the prescribed "Order of Business."

RULE 3 - REMARKS AND DEBATES

- A. **Speaking to Motion.** No member of the Council shall speak more than twice on the same motion except by consent of the majority of the Council Members present at the time the motion is before the Council. After the motion is put and before the next item is read, a member shall be able to speak briefly to the previous motion.
- B. **Interruption.** No member of the Council shall interrupt or argue with any other member while such member has the floor.
- C. **Courtesy.** Members of the Council, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and deportment and shall not engage in contemptuous or disorderly behavior, or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant, as determined by the presiding officer, to the question or matter under discussion.
- D. **Transgression.** The Council has power under state law to impose punishment on its members, short of removal of office, for violation of state law or Council rules.

If a member of the Council shall transgress these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the presiding officer shall transgress these rules or fail to call such member to order, any other member of the Council may, under a point of order, call the presiding officer or such other member to order, in which case the presiding officer or such member, as the case may be, shall be silent except to explain or continue in order. Additional consequences may include a verbal admonition, written reprimand, censure, expulsion from the meeting at which the conduct is occurring, removal of the Council member from the Council committee chair positions or committee memberships, or removal of intergovernmental duties. Expulsion for such behavior in the Council's presence shall

require the affirmative vote of a majority of the Council, specifying in the order of expulsion the cause thereof.

- E. **Challenge to Ruling.** Any member of the Council shall have the right to challenge any action or ruling of the presiding officer, or member, as the case may be, in which case the decision of the majority of the members of the Council present, including the presiding officer, shall govern.
- F. **City Manager.** The City Manager shall have the right to enter into a discussion of any matter coming before the City Council.

RULE 4 - ORDER OF BUSINESS

- A. **Order of Business.** The order of business shall be as follows:

1. Call to order.
2. Roll call.
3. Flag salute.
4. Moment of silence.
5. Items filed in the office of the City Clerk.

Consent Agenda:

6. Approval of the Consent Agenda, consisting generally of one or more of the following items:
 - a) Approval of minutes.
 - b) First reading of ordinances accepting gifts and donations.
 - c) Adoption of resolutions fixing dates for hearings and appeals, approving final plats, authorization of Community Development Block Grant program agreements with approved agencies, approving and accepting grants, and other such actions.
 - d) Ordinances and communications from the Hearing Examiner.
 - e) Interlocal Agreements, excepting those pertaining to cooperative purchasing.

Proclamations, Recognitions, Presentations, and Announcements.

Public Comment.

Regular Agenda:

7. Appointments.
8. Communications.
9. Resolutions.
10. Final reading of ordinances.
11. First reading of ordinances.
12. Appeals. See Rule 12.
13. Public hearings. See Rule 12.
14. Unfinished business.
15. Citizens' Forum. See Rule 9.C.
16. Reports by the City Manager.
17. Comments and committee reports of the City Council.
18. Adjournment.

- B. **Resolutions and Ordinances under Consent Agenda.** Any Council Member may have a resolution or ordinance removed from the Consent Agenda for separate consideration under Resolutions or Ordinances, as appropriate.
- C. **Recess.** The Council may recess during any regular or special meeting by a majority vote of Council Members present.
- D. **Executive Session.** The Council may hold an executive session, upon announcement by the presiding officer, for a stated time and purpose during any regular or special meeting.

RULE 5 - PRECEDENCE OF MOTIONS

- A. **Precedence of Motions.** When a question is under consideration, no motion shall be entertained except as follows, such motions having precedence in order as stated:
1. To adjourn. (Not debatable.)
 2. For a Call of the Council (to compel the attendance of unexcused absent members in order to obtain a quorum.) (Not debatable.)
 3. To Remove an Item from the Agenda.
 4. To Lay on the Table. (Not debatable.)

5. For the Previous Question. (The "previous question" shall be as follows: "Shall the main question be put?", and, until such motion has been put and decided, all amendments or debate shall be precluded. The "main question" shall be on the passage of an ordinance, resolution, or motion, but, when amendments are pending, the questions shall be taken first upon such amendments, in their order.) (Requires two-thirds vote.)
6. To Limit Debate. (Requires two-thirds vote.)
7. To Postpone to a Certain Time. (Shall be decided without debate only in those instances where the effect of said motion is to postpone or continue a matter for less than 30 days from the time it first appeared on the Council Agenda.)
8. To Amend.
9. To Substitute.
10. To Postpone Indefinitely.
11. Main Motion.
12. To Take from the Table. (Not debatable.) A motion to "take from the table" having been put and lost, shall not, during the same Council meeting, be renewed either by the mover or by any other member of the Council. No matter shall be taken from the table after a period of two years from the date that it was laid on the table.
13. Motion to Reconsider. No motion to reconsider a vote shall be in order except at the following meeting, and by a member who voted with the prevailing side. A motion to reconsider, having been put and lost, shall not be renewed either by the mover or by any other member of the Council. Any member of the Council, including the presiding officer, shall have the right to change his/her vote, in order to be on the prevailing side, at any time before final action is taken on the next ensuing item of business taken up by the Council.

B. **Vote.** The procedural motions above enumerated shall be decided by a majority vote of Council Members present at the meetings, except as otherwise indicated. Ordinances and resolutions require the affirmative vote of at least five Council Members for passage; six for emergency. (Charter Section 2.12)

C. **Debate.** The motions above enumerated are debatable except where designated otherwise.

RULE 6 - SUSPENSION OF RULES

No rule shall be suspended except by a majority vote of Council Members present at the meeting, and a motion to suspend a rule is not debatable. Vote on the motion may be by voice vote of the Council, or by roll call if requested by a member of the Council.

RULE 7 - ORDINANCES - RESOLUTIONS

The name of a Council Member shall not appear as a sponsor on any ordinance or resolution considered by the Council except at the Council Member's request. Sponsorship on any ordinance or resolution shall be limited to four Council Members, except as expanded by request of any Council Member in open session.

No ordinance or resolution shall be read until reviewed as to form and legality by the City Attorney.

Reading of ordinances and resolutions at all Council meetings shall be deemed sufficient by the reading of a brief synopsis of the title of the ordinance or the purpose of the resolution, and the reading in full of the same shall not be required unless the full reading of any particular ordinance or resolution be requested by any member of the Council, in which event said request shall be complied with if a majority of the Council Members present concur in the request.

RULE 8 - MISCELLANEOUS

- A. **Agenda.** The City Clerk, under the direction of the City Manager, shall prepare the Agenda for each session of the Council in regular order in accordance with these rules, which order shall not be departed from for any purpose, except as provided for in these rules. Such Agenda shall include all resolutions, ordinances, and matters requested by any Council Member, including the Mayor, or by the City Manager. No item shall be deleted from the Agenda, except by motion approved by the Council.
- B. **Robert's Rules of Order.** On all questions of practice or procedure not provided for by these rules, the practice and procedure set forth in *Robert's Rules of Order Newly Revised* shall prevail.
- C. **Amendments to Rules.** Amendments to these rules shall be made by resolution and shall require two readings.
- D. **Public Requests for Proclamations.** It is the policy of the Council to consider requests to proclaim certain events or causes when such proclamations pertain to a Tacoma event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Tacoma's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations:

1. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed proclamation.
2. The request should be made at least two weeks in advance of the requested Council meeting.

3. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the City Council Committee of the Whole for its guidance.
4. The Council retains the right to limit the number of proclamations at a Council Meeting.
5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
6. The City retains the right to decide if the proclamation will or will not be issued.
7. Once approved, the proclamation will be included on the appropriate Council agenda.
8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

- E. Public Requests for Presentations.** It is the policy of the Council to consider requests for presentations of certain events or causes when such presentations pertain to a Tacoma event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Tacoma's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of presentations:

1. The person(s) or organization making the request to make the presentation must submit a completed Application to Make a City Council Presentation.
2. The request should be made at least two weeks in advance of the requested Council meeting.
3. The Mayor, City Manager and/or staff designee will determine if the proposed presentation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the City Council Committee of the Whole for its guidance.
4. The presentation shall not exceed five minutes in length and the Council will not entertain more than two presentations at one Council Meeting.
5. The City retains the right to decide if the presentation will or will not be permitted.
6. Once approved, the presentation will be included on the appropriate Council agenda.
7. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

RULE 9 - PUBLIC COMMENT/PUBLIC FORUM

- A. **Public Comment.** The City Council appreciates hearing from citizens about items on its agenda, and desires to set aside time at the start of each Council business meeting for Public Comment. All comments must be limited to items on the agenda. Speakers are asked to identify the specific agenda items they wish to address.

To ensure equal opportunity for the public to comment, a speaker's comments shall be limited to up to five minutes per person, per meeting. Where necessary, due to the number of persons who want to address the Council, the presiding officer shall retain authority to limit all persons' remarks to an equal period of less than five minutes. To further ensure equal opportunity for the public to comment, each person may address the Council only one time during the Public Comment portion of the meeting. Comments may be made on resolutions as well as first and final readings of ordinances. Comments shall not be accepted on ordinances forwarded to the Council by the Hearing Examiner for which a public hearing has been held. Written comments submitted prior to Council action shall be considered in the same manner as oral comments. When the Council suspends its rules to include a new resolution or ordinance on the agenda, public comment will be taken at the time the Council considers the resolution or ordinance. Where an ordinance has been substantially changed at its final reading, a person may speak to the changes. Public comment sign-up forms will be available at the back of the Council Chambers for use by those persons wishing to address the Council. All remarks will be addressed to the Council as a whole.

- B. **Courtesy.** All speakers during Public Comment or Citizens' Forum, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant, as determined by the presiding officer, to the question or matter under discussion.
- C. **Citizens' Forum - Second Tuesday.** On the second Tuesday of each month, time shall be reserved for citizens' comments. The purpose of this forum is to assist the Council in making policy decisions; therefore, items of discussion shall be limited to matters over which the City Council has jurisdiction. A speaker's remarks shall be limited to up to three minutes per person, per Citizens' Forum. Where necessary, due to the number of persons who want to address the Council, the presiding officer shall retain authority to limit all persons' remarks to an equal period of less than three minutes. To further ensure equal opportunity for the public to comment, each person may address the Council only one time during the Citizens' Forum portion of any meeting. Comment shall not be made in support of or opposition to any matter on the Council Agenda for which the time for public comment has passed.
- D. **No Use of Public Comment or Citizens' Forum for Campaigns.** No person may use public comment or Citizens' Forum for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.

Further, any direct mention of a candidate's candidacy or a ballot proposition shall constitute grounds for immediate suspension of such person's right to speak at that Council meeting.

- E. **No Use of Public Comment or Citizens' Forum for Advertising.** No person addressing the Council may use Public Comment or Citizens' Forum for the purpose of advertising. Advertising is defined as "promoting by making known, proclaiming publicly, drawing attention to, or making conspicuous any item, product, service, or thing, for profit or otherwise." This does not prevent or preclude any person addressing the Council from expressing his or her views or opinions on matters over which the Council has jurisdiction. Also, this does not prohibit individuals or organizations from promoting public events or causes through public requests for proclamations and presentations as provided in Subsections 9 and 10 below.
- F. **Transgression.** The presiding officer shall retain authority to determine whether a speaker's remarks fail to comply with these Rules or exceed the scope of the designated forum, and the presiding officer shall have the right to suspend such person's right to speak, subject to the Council's right to overrule such decision.

RULE 10 - COUNCIL CONFERENCE ROOM

During any recess of a regular or special meeting of the Tacoma City Council, the Council Conference Room shall be reserved solely for the use of members of the City Council and selected staff personnel and employees of the City of Tacoma, and no other person or persons shall have access thereto, whether they be members of the press, radio, television, or members of the public at large.

RULE 11 - CITY CLERK - DUTIES

- A. **Record Votes.** As a part of said permanent proceedings, the Clerk shall record all votes taken. In those instances where a roll call vote is taken pursuant to a requirement or request, the Clerk shall call the name of each and every member of the Council present, including the Mayor, and shall duly record said member's vote as either an aye, nay, or abstention, whichever may be appropriate. Roll call votes of the Council shall be called alphabetically, except for the vote of the presiding officer, whose vote shall be called last, commencing with the first roll call vote of the Council, and in subsequent roll call votes member names shall be rotated, excluding the presiding officer, until the entire Council has been called, at which time the procedure will begin again.
- B. **Maintain Record.** The Clerk shall cause to be recorded electronically all of the regular and special meetings of the Tacoma City Council and each and every part thereof, and shall maintain the same for a period of six years consistent with state law, RCW 40.14.
- C. **Prepare Minutes.** At the conclusion of each special or regular meeting of the Tacoma City Council, the City Clerk shall prepare brief and concise minutes and submit the same to the City Council for its approval.

- D. **Verbatim Transcript.** No individual member of the Tacoma City Council, nor any member of the administrative staff of the City of Tacoma, shall be authorized or empowered to require the Clerk to insert in said official minutes any verbatim transcript of all or any part of the proceedings. Verbatim transcripts of any part or portion of the proceedings shall be made a part of the minutes only when authorized by a majority vote of the entire Council made at the meeting wherein such request for a verbatim report is made.

RULE 12 - PUBLIC HEARINGS AND APPEALS

- A. **Time of Hearings.** The time for commencing a public hearing or appeal shall be noted in the Council meeting Agenda. The presiding officer may modify the order of business under Rule 4 in order to conduct the hearing or appeal at or about the designated time.
- B. **Quasi-Judicial Body.** In hearing appeals, the Council sits as a quasi-judicial body. It shall conduct the hearing on an appeal in accordance with provisions of the Tacoma Municipal Code¹ and these rules, as applicable.
- C. **Time Limits for Oral Argument.** At the time an appeal is heard by the City Council, each side shall be afforded a maximum of ten minutes for oral argument. In the event there are multiple appellants or respondents, each side shall divide its ten-minute time limit between or among the appellants or respondents, or, if agreement cannot be reached, as directed by the Mayor. Request for additional time must be submitted in writing to the City Clerk at least seven days prior to the appeal hearing and such request shall be considered as the first issue of the hearing. (TMC 1.70.030)

RULE 13 - CONFIDENTIALITY

Council Members shall keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised, and to comply with RCW 42.23.070(4) and Tacoma Municipal Code 1.46.030(G), relating to disclosure of confidential information.

RULE 14 - COMMITTEE OF THE WHOLE

All Council Members are members of the Committee of the Whole. The Council shall sit as a Committee of the Whole primarily for the purpose of considering current problems of the City and coordinating the work of the standing committees of the Council.

RULE 15 - STANDING COMMITTEES

- A. **Standing Committees.** There are established the following standing committees of the Council that shall consist of four voting members and one alternate each. The Mayor shall annually appoint and the Council shall confirm the membership of each committee. Each standing committee shall elect a chair and vice-chair.

¹ See TMC Chapter 1.23.

1. Community Vitality and Safety.
 2. Economic Development.
 3. Government Performance and Finance.
 4. Infrastructure, Planning, and Sustainability.
- B. **Function and Purpose.** The identification of the scope of work of the individual committees, meeting schedules, and meeting locations shall be accomplished by a process of discussion and consensus among the committee members. Committee action on any proposed resolution or ordinance is strictly advisory to the Council. The standing committees shall have no power or authority to commit the City or to take any binding action on behalf of the whole Council.
- C. **Quorum and voting.** Three voting members shall constitute a quorum. The alternate member shall become a voting member in the absence of any regular voting member. If, during the meeting, all the regular voting members are present, the alternate shall not vote on any matter before the Committee. A member participating telephonically shall count towards a quorum.
- D. **Reports.** A report from the standing committees shall be submitted by the committee chair or vice-chair orally or in writing. Recommendations to the Council on proposed resolutions or ordinances shall indicate one of the following:
- Recommended for Adoption
 - Forward Without Recommendation
 - Not Recommended
- Minority reports may be shown on committee reports with the dissenting votes reflected.
- E. **Removing of Matters from Committee.** Any Council Member, during a regular Council meeting, may make a motion to remove a matter from a committee. Said motion, if seconded, shall require a majority vote of the Council. Alternatively, any four Council Members may cause any matter to be removed from a committee by signing an "Ordinance or Resolution Removal" form. When the four signatures are obtained, the proposal shall be released from the committee and shall be placed on the next available Council agenda for appropriate action.
- F. **Public Comment.** Standing committees shall allow public comment at committee meetings. The committee chair may invite persons to the committee table for the purpose of providing information necessary to committee business, and explain to those in attendance the reasons for inviting people to the committee table.

- G. **Staff Assignments to Committee.** The City Manager shall designate staff for each standing committee, who shall prepare the agenda, provide proper notice, prepare minutes, and prepare a record of attendance for every meeting.

Adopted

Resolution No. 24877 03/14/78

Amended

Resolution No. 25171 07/25/78
Resolution No. 25226 08/29/78
Resolution No. 25300 09/26/78
Resolution No. 26209 01/22/80
Resolution No. 26387 05/06/80
Resolution No. 26591 08/26/80
Resolution No. 26998 06/02/81
Resolution No. 27594 10/05/82
Resolution No. 27847 05/03/83
Resolution No. 28108 11/22/83
Resolution No. 28315 04/24/84
Resolution No. 28527 10/30/84
Resolution No. 32400 11/23/93
Resolution No. 32554 03/29/94
Resolution No. 33129 (Substitute No. 2) 09/19/95
Resolution No. 33345 04/09/96
Resolution No. 33398 (Substitute) 06/11/96
Resolution No. 35482 04/09/02
Resolution No. 35568 07/16/02
Resolution No. 35664 10/22/02
Resolution No. 35951 09/30/03
Resolution No. 36083 02/10/04
Resolution No. 36273 (Substitute) 08/10/04
Resolution No. 36686 11/01/05
Resolution No. 36796 03/21/06
Resolution No. 37346 12/18/07
Resolution No. 37500 06/17/08
Resolution No. 37509 06/24/08
Resolution No. 38174 01/11/11
Amended Resolution No. 38672 05/07/13
Resolution No. 39362 01/26/16

**Tacoma City Council
Work Session
March 2, 2013**

Objectives

- Acknowledge events and accomplishments of 2012
- Strengthen joint capacity to distinguish between policy-setting and implementation
- Identify potential strategic priorities for 2013-2014
- Provide clear sense of direction to city staff
- Engage in authentic conversation and build shared ownership of priorities

Additional objectives

- Engage in a good, robust conversation
- Reflect on how Council works together and processes
- Grow capacity at committee level
- Spend time in a relaxed setting
- Learning how to be a better partner in policy-administration chain
- Set benchmarks/standard for Council and operations
- Set priorities and ensure people trust government
- Getting real: policy and policy decisions that reflect today's reality and aspirations of where we want to be
- Looking forward to see how implementation takes place

Working agreement for the day

1. Manage the clock well—be succinct
2. See follow-up in regular agendas
3. Acknowledge differing ways we process and think
4. Be frank, honest, open; share your thinking
5. Ok not to agree
6. Vote with green-yellow-red cards
 - a. Pass=majority green or yellow
 - b. Hear from all reds

2012 Big Events

1. Passing the budget [noted by three Council members]
2. Funding for Human Services included in the budget
3. Mental health funding and the competitive process
4. Change in budget expectations and gathering community input in a very real way
5. Community health care building program
6. Process of budget passing and depth of thoughtfulness

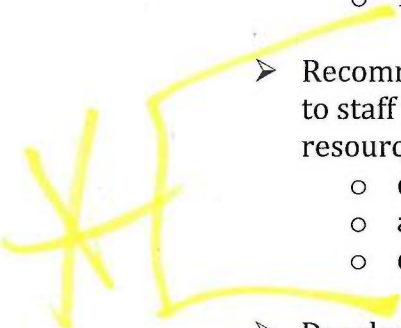
7. Completion of gang assessment
8. Made Commander in 2005 in the Navy and the growth
9. Son started school
10. Oldest son graduated college
11. WA passing Freedom to Marry Act
12. Hired City Manager and new executive leadership
13. Community cleanup program
14. Murray Morgan bridge opening and port access
15. Establishing the transportation benefit district and allocation of more resources to transportation
16. Implementation of affordable housing policies
17. Moving forward on policies related to nuisance housing, metal theft and pawn shops
18. Implemented significant policies of every other week garbage collection
19. Selected as Urban Land Institute participant
20. Preached my first Sermon
21. 1,000's of construction hours spent at former Elks Site
22. Wife joined military as JAG in Army National Guard
23. Clear performance based budget and measures tied to the budget
24. Re-election of President Obama; with the focus on what's important to cities; women's rights; COPS and SAFER
25. Achieved 40% of work commutes on bicycle
26. Pacific Avenue Streetscape project and look to this project as we do more outreach on transportation projects
27. Support of Arts programs as part of the budget and its connection to economic development
28. Closing of personal businesses
29. Biking to work during bike to work month and owning a bike
30. Transportation projects on Portland other positive development in Port

Policy vs. Implementation Discussion

Council concerns and considerations when developing policy and the differences between policy and implementation:

- Expectations/Immediacy
- When are Council Members personal experience used
- Council Member point of connection in policy crafting
- Policy when there is no implementation to it (pandering)
- Respecting the expertise of staff; Respectful balance
- Where does the Council Member become useful

Staff ideas for supporting Council in policy focus

- 
- Leverage the Council Assistants and create better communication channels between Council and staff
 - Strengthen staff collaboration across and within departments given limited resources
 - Empower staff, particularly given limited resources
 - Recommend a formal process/system that provides clear guidance/direction to staff to “initiate” policy development and utilize “significant” staff resources
 - document request
 - articulation of general support
 - clear understanding of policy statement and/or intent
 - Develop a professional, comprehensive and consistent policy development system and process.
 - research, best practices, appropriate levels of vetting
 - stakeholder identification and engagement (external/internal)
 - thorough and detailed analysis
 - presentation and communication
 - Clarify and get consensus on implementation expectations, timelines and be more pro-active with more frequent updates to City Council.
 - in the context of Council setting “broad priorities”
 - Work with Council to establish a clearer understanding and process to add items and “release” to the committees work plans
 - clarify roles, intent and purpose
 - “do pass”
 - Need to get clarity from Council as to how do we get to “true consensus” that an item or matter is “done” - closure

Draft Strategic Priorities

Blue: Proposed Strategic Priorities

- Bulleted items were grouped under a major heading

Develop and Implement a Marketing / Communication Campaign

- Position Tacoma as a great place to be
- Make Tacoma more physically attractive

Continued investment in Human and Social Capital

Comprehensive Transportation Master Plan

- Choose Link extension routes and secure leverage funds
- Develop and implement a comprehensive transportation plan
- Complete transportation master plan
- Approve a plan and funding mechanism to address missing links in Dome to Defiance trail
- Dome District infrastructure alignment—ensuring density and growth—Tacoma's Door

Fiscal sustainability

- Move forward with fiscal sustainability task force
- Secure new sustainable funding for basic infrastructure
- Comprehensive tax/fee discussion
- City health care cost curve bending by incenting wellness

Strengthen regional partnerships

Economic development

- Support growth for manufacturing industrial centers
- Launch Main Street project
- Tacoma Culinary Arts
- Made in Tacoma
 - Existing
 - New
 - Startup
- Maximize U.S. Open opportunity
 - Foot ferry
 - Transportation
 - Plan early. Don't wait until the last minute
- Significantly improve the market for development (institutional developer)

Increase capacity for business and neighborhoods (mixed use) development for further growth—mixed use and core

Embrace life cycle

Next Steps

1. Clarify priorities
 - a. Typed up
 - b. Discussed at March 5 Committee of the Whole meeting

2. Proposal from staff on policy support/procedure changes, within a month of the March 5 Committee of the Whole meeting.



Staff Recommendations:
Managing the Policy & Implementation Periphery
March 2013 City Council Work session

Objective:

Recommendations to support City Council and staff in managing the “policy vs. implementation” boundary and building trust.

Staff will:

1. **Recommend a formal process that provides clear guidance and direction to staff to “initiate” policy development and utilize “significant” staff resources.**
 - Staff will recommend implementation of the Council Consideration Request (CCR) form
 - i. A documented request for research and recommendations related to policy
 - ii. Requires articulation of general support by 3 council member signatures
 - iii. Requires a clear understanding of policy statement and/or intent
2. **Develop a professional, comprehensive and consistent policy development process.**
 - Staff will implement a policy development process with standard briefing requirements included in the agenda memorandum format
 - i. Staff will conduct policy development utilizing the revised agenda memorandum format
 - ii. City Council & Committee Agenda Memorandum Format will include the following:
 1. Summary (with request for action if appropriate)
 2. Background & Issue
 3. Best practices research/ analysis
 4. Outreach /Areas of interest & concern/ consensus building process (if applicable)
 5. Fiscal Impacts
 6. Next Steps
 7. Staff Recommendation
3. **Build consensus on implementation expectations, timelines, etc. and be more proactive with quarterly updates to City Council.**
 - Staff will schedule bi-monthly or quarterly briefings to City Council and/or Council Committee (as appropriate and within the “broad priorities” context) on the following:
 - i. Significant programs/partnerships
 - ii. Noteworthy department initiatives/projects and;
 - iii. High-profile RFPs/ contractual agreements
4. **Establish clear understanding and process to add/release items to City Council Committees’ work plans**
 - Staff will review and revise the City Council Standing Committees’ Process Manual to clarify the roles and responsibilities of the Committees

5. Receive clarity from City Council on reaching consensus that an item or issue is done (closure).

- Staff will include as part of their research and analysis, a recommendation of “No Further Action” should findings indicate that the City should not invest or divest from a particular service area.
- Staff will seek Council concurrence on items that warrant no further action.

6. Strengthen staff collaboration across and within departments given limited resources

- Staff will empower city employees at all levels to collaborate and share information on all city projects and inter-agency initiatives.
- Staff will leverage the Council Assistants within the City Manager’s Office to create better communication channels between Council and Staff.
 - i. Council Assistants will work with staff on Council requests for information;
 - ii. Council Assistants will compile and present staff information to Council as an initial contact and will update staff on any additional requests and/or schedule briefings with staff on behalf of Council;
 - iii. Council Assistants will alert staff of any preliminary findings stemming from resident complaints, requests for service or investigation of issues;
 - iv. Council Assistants will assist staff with coordination of projects, events, or initiatives related to core service areas occurring within their Council Members districts or city-wide projects;



Committee of the Whole Meeting Minutes

<http://www.cityoftacoma.org/COW>

Tacoma Municipal Building, 9th Floor Visibility Center, 747 Market Street, Tacoma, Washington 98402

April 16, 2013

Mayor Strickland called the meeting to order at 3:05 p.m.

Council Members Present: 9 – Boe, Campbell, Ibsen, Lonergan, Mello, Thoms, Walker, Woodards, and Mayor Strickland.

Council Members Absent: 0

Discussion and Staff Recommendations for Policy Development Process Improvements

City Manager T.C. Broadnax provided a handout outlining recommendations to support City Council and staff in managing policy versus implementation boundaries and building trust. He noted these recommendations stem from the Council's special work session in March where staff was asked to brainstorm ways to improve processes. He then reviewed the following proposed recommendations in the following order:

1. Implementation of the proposed Council Consideration Request form.
2. Implementation of a policy development process with standard briefing requirements included in the agenda memorandum format.
3. Bi-monthly or quarterly briefings to the City Council and/or standing committees as appropriate, on significant programs and partnerships; noteworthy department initiatives and projects; and high-profile Request for Proposals and contractual agreements.
4. Review and revision of the City Council Standing Committee Process Manual to clarify the roles and responsibilities of the committees.
5. A recommendation of "No Further Action" from staff should research findings indicate that the City should not invest or divest from a particular service area.
6. Strengthened staff collaboration by empowering employees at all levels to collaborate and share information on all City projects and interagency initiatives, and by leveraging the Council assistants within the City Manager's Office to create better communication channels between Council and staff.

Discussion ensued regarding the proposed recommendations.

Possible Amendments to the Council Standing Committee Process Manual

Mr. Broadnax briefed Council Members on the revisions to the Council Standing Committee Process Manual requested at the April 2, 2013 Committee of the Whole meeting. He stated some of the suggested revisions include adding City-permitted and other special events under the oversight of the Economic Development Committee,

adding transportation under the Environment and Public Works Committee; and removing "drug house elimination" from the list of topics under the oversight of the Public Safety, Human Services, and Education Committee. He noted there was an inquiry regarding protocol for joint standing committee meetings, noting those are going to be discouraged from being held and larger topics such as transportation and parking may be brought to Committee of the Whole or study session instead of the standing committees. He noted another suggested change is to dissolve the Appointments Committee and transfer the Committees, Boards, and Commissions (CBC) appointment process to the five standing committees and implement 10-year term limits and youth participation for the CBCs.

Mr. Broadnax stated further recommendations include the establishment of a Transportation Commission to advise on transportation policy matters; and establishment of a City Events and Recognitions Committee to consolidate the MLK, Jr Committee and the Citizens' Recognition Committee, and plan for other City-hosted recognitions/observances. He noted other recommendations effective April 1, 2013 include the transition to action-oriented minutes, the transition of staff support for CBC appointments to the City Clerk's Office, reprioritization of Media and Communications Office support, and training support program planning for CBCs and staff. He noted one item that is not moving forward is the recommendation to reduce the size of large CBCs over 11 seats. Discussion ensued regarding the proposed CBC term limits and how they will be applied to members already serving on CBCs, and the proposed Transportation Commission and if its establishment should be postponed until the transportation master plan is developed. Council Member Mello inquired about possibly re-naming the Environment and Public Works Committee to the Planning, Sustainability, and Transportation Committee of the Council. Mayor Strickland stated she would like to table the idea at this time. Council Members then discussed their thoughts regarding dissolving the Appointments Committee and moving forward with transferring CBC appointments to the standing committees.

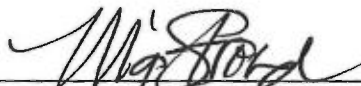
Boards and Commission Reports/Updates

Due to time constraints, this item was not discussed.

Other Items of Interest

None.

There being no further business, the meeting was adjourned at 4:40 p.m.



MARILYN STRICKLAND, MAYOR



DORIS SORUM, CITY CLERK



City of Tacoma

747 Market Street, Room 1200
Tacoma, WA 98402
(253) 591-5130

COUNCIL STANDING COMMITTEE PROCESS MANUAL

Council Standing Committees & Policymaking (Revised January 2016)

COUNCIL STANDING COMMITTEE PROCESS MANUAL

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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.

▷ Community Vitality and Safety	Page 6
▷ Economic Development.....	Page 8
▷ Government Performance and Finance	Page 10
▷ Infrastructure, Planning and Sustainability	Page 12

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)
- Homeland Security
- South Sound 911
- Fire services (safety and suppression)
- Emergency Medical Services
- Emergency Preparedness and Management
- Gang prevention and intervention programs and services
- 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 social service program delivery systems and facilities issues
- Tacoma public/private school(s) partnership(s) and planning

Council Membership:	Blocker, Campbell, Lonergan, 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

Community Vitality and Safety Staffing

ROLE	RESPONSIBILITIES	ASSIGNMENT
Executive Liaison	<ul style="list-style-type: none"> • Council Liaison • Content and Process Coordination 	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

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:	Campbell, Mello, Strickland, 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	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

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, Thoms (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 	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

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:	Ibsen, McCarthy, Mello, Thoms (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	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

4

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 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.

5

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>
- 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.
- Enter the City Council Action Memorandum and all backup material into Legistar.

Appendix A: 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?

Appendix B: Presentation Guidelines

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, and options before Council, etc.

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

Community Vitality and Safety

- Citizen Police Advisory Committee
- Human Rights Commission
- Human Services Commission
- Tacoma Area Commission on Disabilities
- Tacoma Community Redevelopment Authority
- Tacoma Housing Authority* (Mayoral appointment)
- Tacoma Public Library Board* (Mayoral appointment)

Economic Development

- Arts Commission
- City Events and Recognitions Committee
- Foss Waterway Development Authority
- Greater Tacoma Regional Convention Center Public Facilities District * (Mayoral appointment)

Government Performance & Finance

- Audit Advisory
- Board of Ethics
- Civil Service Board
- Public Utility Board

Infrastructure, Planning, and Sustainability

- Board of Building Appeals
- Landmarks Preservation Commission
- Planning Commission
- Sustainable Tacoma Commission
- Transportation Commission