



TO: Elizabeth Pauli, City Manager
FROM: Rebecca Boydston, Council Assistant, City Manager’s Office; City Manager Elizabeth Pauli, on behalf of Council Member Walker Lee
COPY: City Council and City Clerk
SUBJECT: **Resolution to Amend the Rules of Procedure of the Council of the City of Tacoma – December 5, 2017**
DATE: November 30, 2017

SUMMARY:

A Resolution amending the *Rules of Procedure of the Council of the City of Tacoma*: Rule 9-Public Comment/Public Forum, Section C, by suspending Citizens’ Forum on the Second Tuesday for one year to allow for a revised citizens’ forum pilot program. The one-year pilot program shall consist of the following:

1. Five council district-based citizens’ forums, hosted by the District’s Councilmember, and focusing on an issue of interest to the district
2. Four city-wide citizens’ forums, hosted by the Mayor and Council Members At-Large, and focusing on city-wide issues

Further, authorizing the use of City Council Contingency Funds up to \$25,000 for a contract to assist in evaluating and developing the format for the revised citizens’ forums and facilitating forums as necessary; and directing the City Manager to negotiate an agreement with the Center for Dialog and Resolution outlining the scope of work and deliverables.

COUNCIL SPONSORS:

Council Member Walker Lee

STRATEGIC POLICY PRIORITY:

This resolution best aligns with the following strategic priorities by making Citizens’ Forums more accessible to all residents:

- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Cultivate a vibrant cultural sector that fosters a creative, cohesive community.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

At the November 28, 2017 Study Session, Council Member Walker Lee shared a Council Consideration Request to consider changes to the *Rules of Procedure of the Council of the City of Tacoma* and Citizens’ Forums as follows:

- Each Council position shall host a citizen’s forum in their district. The Mayor and Councilmembers elected at large, shall host their forums across the city to tackle the broad issues facing the City as a whole
- The purpose of these citizen’s forums shall be to ensure the residents of the City have direct access to their councilmembers. The forums for each district shall focus on issues of concern to members’ of that geographic area.



- The format of this forum shall allow for more back and forth dialogue between residents and Councilmembers. The City will work with the Center for Dialog and Resolution to develop and implement a strategy to give structure to the dialogue and facilitate conversation
- The same rules shall be in force preventing those speaking at citizen's forum from: advertising, commenting on campaigns or anyone currently elected to or running for office, or directing remarks at a particular Council or staff member. The same rules regarding courtesy and procedure shall be maintained.
- The forums will not be televised, but may include audio recordings and minutes
- Attempts will be made to use public facilities with limited costs to the City. All facilities must be accessible to persons with disabilities
- Attempts will be made in collaboration with the Office of Equity and Human Rights to market these forums to diverse communities and ensure improved language access
- One forum will be held each month with the exception of January and December
- Up to 4 councilmembers are encouraged to attend each meeting because of public meeting notification requirements, but will pay deference to the hosting councilmember

ISSUE:

For changes to be made to conduct a pilot for Citizens' Forum, the *Rules of Procedure for the Council of the City of Tacoma* must be amended through a resolution and have two readings. In addition, in order to authorize use of the City Council's Contingency Funds for this purpose, a resolution must be adopted.

ALTERNATIVES:

The City Council can chose to adopt, modify or reject the resolution.

RECOMMENDATION:

Council Member Walker Lee is recommending adoption of the resolution to ensure residents of each district have the opportunity to share their views on a variety of topics without having to come down to the Municipal Building.



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1030 Council Contingency Fund	660000	5310100	\$25,000
TOTAL			

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1030 Council Contingency Fund	660000	6311010	\$25,000
TOTAL			

POTENTIAL POSITION IMPACT:

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
TOTAL			

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$25,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.