



RESOLUTION NO. 39882

1 BY REQUEST OF COUNCIL MEMBER WALKER LEE

2 A RESOLUTION relating to the *Rules of Procedure of the Council of the City of*
3 *Tacoma*; amending Rule 9, relating to Public Comment/Public Forum, by
4 ~~striking-revising~~ existing Section C, "Citizens' Forum – Second Tuesday,"
5 and ~~replacing it with~~ including a one-year Pilot Project; authorizing the one-
6 time use of an amount up to \$25,000, budgeted from the City Council
7 Contingency Fund, for the purpose of funding a contract to assist in
8 evaluating and developing the format for the revised Citizens' Forums and
9 facilitating the Forums and other meetings as necessary; and directing the
10 City Manager to negotiate an agreement with the Center for Dialog and
11 Resolution, outlining the scope of work and deliverables.

12 WHEREAS there are concerns that the current Citizens' Forum process
13 does not adequately allow residents to engage with their Council members, and

14 WHEREAS the existing process does not adequately address the variety of
15 concerns across the City, nor does it always address the concerns of diverse
16 communities, and

17 WHEREAS, at the November 28, 2017, Study Session, a Council
18 Consideration Request was shared to amend the *Rules of Procedure of the*
19 *Council of the City of Tacoma* as follows: amend Rule 9, relating to Public
20 Comment/Public Forum, by striking existing Section C, "Citizens' Forum – Second
21 Tuesday," and replacing it with a one-year Pilot Project, as follows:

- 22 • A Citizens' Forum shall be hosted at least once in each of the five Council
23 districts. Each Council position shall host a Citizens' Forum in their
24 respective district. The Mayor and Council Members elected At-Large shall
25 host their Forums across the City to tackle broad issues facing the City as a
26 whole. The Mayor and Council Members will each host their Forums once
during the calendar year.
- The purpose of these Forums shall be to ensure the residents of the City
have direct access to their Council Members. The Forums for each district
shall focus on issues of concern to residents of that geographic area.



- 1 • The format of these Forums shall allow for more back-and-forth dialogue
2 between residents and Council Members. The City will work with the Center
3 for Dialog and Resolution to develop and implement a strategy to give
4 structure to the dialogue and facilitate conversation.
- 5 • The same rules shall be in force, preventing those speaking at Citizens'
6 Forum from advertising, commenting on campaigns or anyone currently
7 elected to or running for office, or directing remarks at a particular Council or
8 staff member. The same rules regarding courtesy and procedure shall be
9 maintained.
- 10 • The Forums will not be televised, but may include audio recordings and
11 minutes.
- 12 • Attempts will be made to use public facilities with limited costs to the City.
13 All facilities must be accessible to persons with disabilities.
- 14 • Attempts will be made, in collaboration with the Office of Equity and Human
15 Rights, to market these Forums to diverse communities and ensure
16 improved language access.
- 17 • Only one Forum will be held each month; no Forums will be held in January
18 or December. Additional Citizens' Forums can be held in Council Chambers
19 or alternate venues in months when district Forums are not held.
- 20 • Citizens' Forum will be suspended for the first three months of the year of
21 the pilot project period. For the remainder of the project period, at least one
22 Forum will be held in each of the five Council districts, the schedule for
23 which shall be determined by the City Council. The remaining four Citizens'
24 Forums can be held in Council Chambers or alternate venues, as
25 determined by the City Council.
- 26 • Up to four Council Members are encouraged to attend each meeting
because of public meeting notification requirements, but will pay deference
to the hosting Council Member, and

WHEREAS this Pilot Project will allow for a broader range of voices to be
heard, thereby helping the City Council make thoughtful policy decisions, and
further, will ensure that residents of each district have the opportunity to share their
views on a variety of topics without having to come to the Municipal Building, and

WHEREAS the City Council desires to retain the services of the Center for
Dialog and Resolution to assist in evaluating and developing the format for the



revised Citizens' Forums, and facilitating said Forums and other meetings as
1 necessary, and

2 WHEREAS the City Council finds that it is in the public interest to use
3 one-time funding, in an amount up to \$25,000, budgeted from the City Council
4 Contingency Funds, for this purpose, and
5

6 WHEREAS RCW 35.33.145 and 35.34.250 authorize a withdrawal from the
7 City Council Contingency Fund for any municipal expense, the necessity or extent
8 of which could not have been foreseen or reasonably evaluated at the time of
9 adopting the budget, and
10

11 WHEREAS the need for the consultant services contract could not have
12 been foreseen or reasonably evaluated at the time the City adopted its biennial
13 budget, and
14

15 WHEREAS Ordinance No. 22569 requires an affirmative vote of not less
16 than six members of the Council in order to withdraw moneys from this fund; Now,
17 Therefore,

18 BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:

19 Section 1. That the *Rules of Procedure of the Council of the City of Tacoma*
20 is hereby amended as follows: amending Rule 9, relating to Public
21 Comment/Public Forum, by striking revising existing Section C, Citizens' Forum –
22 Second Tuesday, and replacing it with including a one-year Pilot Project, all as
23 more specifically set forth in the attached Exhibit "A."
24

25 Section 2. That one-time funding, in an amount up to \$25,000, budgeted
26 from the City Council Contingency Fund, is hereby approved for the purpose of



1 funding a contract with the Center for Dialog and Resolution to assist in evaluating
2 and developing the format for the revised Citizens' Forums and facilitating Forums
3 and other meetings as necessary.

4 Section 3. That the City Manager is hereby directed to negotiate an
5 agreement with the Center for Dialog and Resolution, outlining the scope of work
6 and deliverables.

7
8 Adopted _____

9
10 _____
Mayor

11 Attest:

12
13 _____
City Clerk

14 Approved as to form:

15
16 _____
City Attorney



EXHIBIT "A"

RULES OF PROCEDURE OF THE COUNCIL OF THE CITY OF TACOMA

RULE 9 – PUBLIC COMMENT/PUBLIC FORUM

* * *

C. **Citizens' Forum – Second Tuesday.** On the second Tuesday of each month when a Citizens' forum is not held in a Council district as described in Section C.1, 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.

1. A Citizens' Forum shall be hosted at least once in each of the five Council districts at a date and time to be determined by the Council. Council position shall host a Citizens' Forum in their respective district. The Mayor and Council Members elected At-Large shall host their Forums across the City to tackle broad issues facing the City as a whole. The Mayor and Council Members will each host their Forums once during the calendar year.

2. The purpose of these Forums shall be to ensure the residents of the City have direct access to their Council Members. The Forums for each district shall focus on issues of concern to residents of that geographic area.

3. The format of these Forums shall allow for more back-and-forth dialogue between residents and Council Members. 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.

4. The same rules shall be in force, preventing those speaking at Citizens' 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.

5. The Forums will not be televised, but may include audio recordings and minutes.



6. Attempts will be made to use public facilities with limited costs to the City. All facilities must be accessible to persons with disabilities.

7. 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.

8. Only one Forum will be held each month; no Forums will be held in January or December.

98. Additional Citizen Forums can be held in Council Chambers or alternate venues in months when district forums are not held.

9. Citizens' Forum will be suspended for the first three months of the year of the pilot project period. For the remainder of the project period, at least one Forum will be held in each of the five Council districts, the schedule for which shall be determined by the City Council. The remaining four Citizens' Forums can be held in Council Chambers or alternate venues, as determined by the City Council.

910. Up to four Council Members are encouraged to attend each meeting because of public meeting notification requirements, but will pay deference to the hosting Council Member.

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