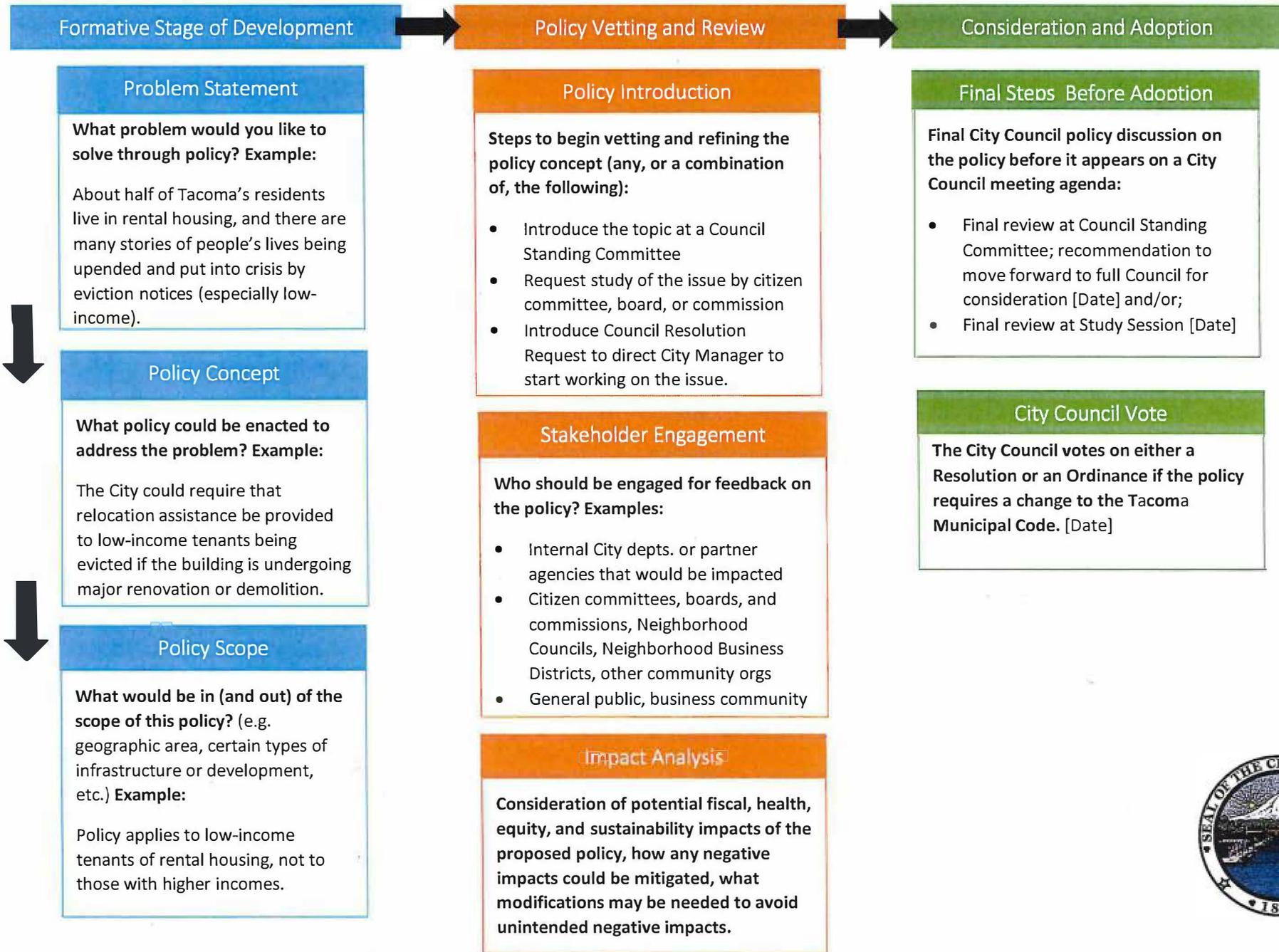


City Council Policy Development Flowchart Worksheet





**CITY OF TACOMA
OFFICE OF THE CITY COUNCIL
POLICY DEVELOPMENT WORKSHEET**

TO: Mayor & City Council
FROM: Council Member _____ and Council Assistant _____
COPIES TO: Elizabeth Pauli, City Manager; Tadd Wille, Deputy City Manager; Bill Fosbre, City Attorney; Executive Leadership Team; File
SUBJECT: _____
DATE: _____

Section A. Formative Stage of Development

1. Problem Statement

What problem would you like to solve through policy? The problem statement describes an undesirable gap between the current state and desired future state. It should include some measure of the problem that helps quantify the gap, but should not include possible causes or solutions.

2. Policy Concept

What policy could be enacted to address the problem? How does the policy align with the Tacoma 2025 key focus areas?

Economy/Workforce: *Equity Index Score:* Select Index Score.

Select an indicator.

Select an indicator

Education: *Equity Index Score:* Select Index Score

Select an indicator.

Select an indicator.

Civic Engagement: *Equity Index Score:* Select an Index Score.

Select an indicator.

Select an indicator.

Livability: *Equity Index Score:* Select Index Score.

Select an indicator.

Select an indicator.



City Manager's Office
City of Tacoma, Washington

Council Support Staff Lead
Contact information

3. Policy Scope

What is the scope of the policy? What is out of the scope of this policy (e.g. geographical area, certain types of infrastructure or development, certain types of businesses, etc.)? Is the desired policy within the City's legal authority?

Section B. Policy Vetting and Review

4. Policy Introduction

Steps to begin vetting and refining the policy concept:

- Introduce the item at a Council Standing Committee (if the Council Member serves on that Committee)
- Bring forward at Study Session a formal request to have the topic explored at a Council Standing Committee (if the Council Member does not serve on that Committee)
- Bring forward a Council Resolution Request at Study Session directing the City Manager to begin work on the issue
- Bring forward a Council Resolution Request at Study Session to request study of the issue by a citizen committee, board, or commission

5. Stakeholder Engagement

Who might the policy affect? Who should be engaged for feedback on the proposed policy (e.g. community members, businesses, internal City departments, partner agencies, etc.)? What methods will be used?

6. Impact Analysis

What are the potential impacts of the policy proposal (e.g. health, equity, sustainability, fiscal, economic, etc.)? How can any negative impacts be mitigated? What, if any, modifications to the proposed policy need to be made to avoid undesired impacts?

Section C. Consideration and Adoption

7. Final Steps Before Adoption

Final City Council policy discussion on the proposed policy before it appears on a City Council meeting agenda for consideration:

- Final review at Council Standing Committee, recommendation to move forward to the full Council for consideration
- Final review at Study Session

8. City Council Vote

If the proposed policy requires a change to the Tacoma Municipal Code, the item will be presented as an Ordinance with a First and Final Reading. If no change to the Tacoma Municipal Code is required, a Resolution will be prepared for Council consideration.

Process Timeline Table (to be completed by staff)

A. Formative Stage

Time period (From- To)

Tasks

- Problem Statement drafted by DATE
- Policy Concept defined by DATE
- Scope defined by DATE

B. Policy Vetting and Review

Time period (From- To)

Tasks

- Committee Scheduling Request drafted by DATE
 - Bring forward at Study Session on DATE
- Council Resolution Request drafted by DATE
 - Bring forward at Study Session on DATE
- Stakeholders to be engaged:
 - LIST
- Impact research and analysis completed by DATE

C. Consideration and Adoption

Time period (From- To)

Tasks

- Final review at Council Standing Committee DATE
- Final review at Council Study Session DATE
- Item scheduled for City Council meeting agenda DATE



**CITY OF TACOMA
OFFICE OF THE CITY COUNCIL
COUNCIL RESOLUTION REQUEST**

TO: Mayor & City Council
FROM: Council Member _____ and Council Assistant _____
COPIES TO: Elizabeth Pauli, City Manager; Tadd Wille, Deputy City Manager; Bill Fosbre, City Attorney; Executive Leadership Team; File
SUBJECT: _____
DATE: _____

ISSUE PROPOSED FOR COUNCIL CONSIDERATION:

I ask for your support for the inclusion of a Resolution on the following policy item to be added to the earliest available City Council meeting agenda.

LEGISLATIVE INTENT:

Provide context for the proposed policy. This may include details as to the problem that the proposed policy seeks to address, how the policy addresses the problem, the scope of the policy, a high level summary of available data supporting the policy, connection to other City strategic plans or priorities, etc.

ALIGNMENT WITH TACOMA 2025 KEY FOCUS AREAS

This program, project, or event is best aligned with the following (Check all that apply):

Economy/Workforce: *Equity Index Score:* Select Index Score.
Select an indicator.
Select an indicator

Education: *Equity Index Score:* Select Index Score
Select an indicator.
Select an indicator.

Civic Engagement: *Equity Index Score:* Select an Index Score.
Select an indicator.
Select an indicator.

Livability: *Equity Index Score:* Select Index Score.
Select an indicator.
Select an indicator.

In you have a question related to the Council Resolution Request, please contact _____ (Council support staff) at _____ (phone) or _____ (email).

SUBMITTED FOR COUNCIL CONSIDERATION BY: _____
Council Member

SUPPORTING COUNCILMEMBERS SIGNATURES (2 SIGNATURES ONLY)

(Signatures demonstrate support to initiate discussion and consideration of the subject matter by City Council for potential policy development and staff guidance/direction.)

1. _____

POS # _____

2. _____

POS# _____



CITY OF TACOMA, WASHINGTON
OFFICE OF THE CITY COUNCIL
COUNCIL CONTINGENCY FUND REQUEST

TO: Mayor & City Council
FROM: Council Member _____ and Council Assistant _____
COPIES TO: Elizabeth Pauli, City Manager; Tadd Wille, Deputy City Manager; Bill Fosbre, City Attorney; Executive Leadership Team; File
SUBJECT: _____
DATE: _____

I ask for your support for a Resolution authorizing the following expenditure from the City Council Contingency Fund to be included on the earliest possible City Council meeting agenda.

LEGISLATIVE INTENT:

Provide context for the funding request, including the problem or particular need to be addressed by the expenditure, including the desired impact. Provide information about the program, project, or event for which you are seeking Council Contingency Fund support. Details should include: other partner organizations, timeline for completion of the program or project, or event date, and whether or not it is dependent on this expenditure.

ALIGNMENT WITH TACOMA 2025 KEY FOCUS AREAS

This program, project, or event is best aligned with the following (Check all that apply):

Economy/Workforce: *Equity Index Score:* Select Index Score.

Select an indicator.

Select an indicator

Education: *Equity Index Score:* Select Index Score

Select an indicator.

Select an indicator.

Civic Engagement: *Equity Index Score:* Select an Index Score.

Select an indicator.

Select an indicator.

Livability: *Equity Index Score:* Select Index Score.

Select an indicator.

Select an indicator.

FUNDING REQUESTED:

\$ _____
(Attach Council Contingency Fund Biennial Budget document.)

In you have a question related to the Council Contingency Fund Request, please contact _____ (Council support staff) at _____(phone) or _____(email).

SUBMITTED FOR COUNCIL CONSIDERATION BY: _____
Council Member

SUPPORTING COUNCILMEMBERS SIGNATURES (2 SIGNATURES ONLY)

(Signatures demonstrate support to initiate discussion and consideration of the subject matter by City Council for potential policy development and staff guidance/direction.)

1. _____ **POS#** _____

2. _____ **POS#** _____

Mayor's initials _____



**CITY OF TACOMA, WASHINGTON
OFFICE OF THE CITY COUNCIL
FUNDING REQUEST**

TO: Mayor & City Council
FROM: Council Member _____ and Council Assistant _____
COPIES TO: Elizabeth Pauli, City Manager; Tadd Wille, Deputy City Manager; Bill Fosbre, City Attorney; Executive Leadership Team; File
SUBJECT: _____
DATE: _____

I ask the City Manager to coordinate with the Office of Management and Budget to develop a budget proposal for the following item.

LEGISLATIVE INTENT:

Provide context for the funding request, including the problem or particular need to be addressed by the expenditure, including the desired impact. Provide information about the program, project, or initiative for which you are seeking funding support. Details should include: anticipated timeline of the expenditure, if known (when the funding would be needed), any partner organizations involved in the effort, and whether or not the item is dependent on the requested expenditure.

ALIGNMENT WITH TACOMA 2025 KEY FOCUS AREAS

This program, project, or event is best aligned with the following (Check all that apply):

Economy/Workforce: *Equity Index Score:* Select Index Score.

Select an indicator.

Select an indicator

Education: *Equity Index Score:* Select Index Score

Select an indicator.

Select an indicator.

Civic Engagement: *Equity Index Score:* Select an Index Score.

Select an indicator.

Select an indicator.

Livability: *Equity Index Score:* Select Index Score.

Select an indicator.

Select an indicator.

FUNDING ESTIMATE:

Amount: \$ _____ (exact or a range, if known and source for estimate)

One Time or Ongoing: _____

TIMELINE FOR CONSIDERATION:

Biennial budget

Mid-biennium budget adjustment

Timeline details: _____

In you have a question related to this funding request, please contact _____ (Council support staff) at _____ (phone) or _____ (email).



**CITY OF TACOMA, WASHINGTON
OFFICE OF THE CITY COUNCIL
COMMITTEE REQUEST**

TO: Chair [Chair's Name], [Name of Council Standing Committee]
FROM: [City Council Member] and [Staff]
COPIES TO: Elizabeth Pauli, City Manager; Tadd Wille, Deputy City Manager; [Executive Liaison]
and [Staff Support]
SUBJECT: [Policy Topic]
DATE: _____

Dear Chair [Chair's Name],

I respectfully request you add a discussion on [topic] to the [Committee Name] calendar [at your earliest convenience/on specific date]. This would be an [initiation discussion for policy development/informational briefing]. The discussion would be led by [name of external individual, organization/City Department].

This topic aligns with [Tacoma 2025 Key Focus Area]. [brief background explaining need for this discussion/presentation, including problem statement].

I appreciate your consideration. If you have any questions, please don't hesitate to contact [name of assistant and contact information].

Sincerely,



**CITY OF TACOMA
OFFICE OF THE CITY COUNCIL
POLICY UPDATE MEMORANDUM**

TO: Mayor and City Council

FROM: [City Council Member] and [Staff]

COPIES TO: [Committee members]; Elizabeth Pauli, City Manager; Tadd Wille, Deputy City Manager; [Committee Executive Liaison]

SUBJECT: [Policy Topic]

DATE: _____

INTRODUCTION:

On [date] I presented a policy development pathway proposal for [topic] under Other Items of Interest at Study Session and shared [details of how the policy pathway would be brought forward].

[Brief background recapping the purpose of developing policy on this topic, including problem statement.]

PROGRESS IN POLICY DEVELOPMENT:

[Policy topic] came to the [Committee Name] on [date or dates].

[Outline of each Committee discussion on the topic, the presenter, and a brief overview of what was discussed. For example, was it a discussion facilitated by the Committee Chair, informational presentation where staff took questions, a return briefing to committee to present answers to past questions, or a request for Resolution based on past discussions of the committee, etc.].

INCORPORATING COUNCIL FEEDBACK ON POLICY DEVELOPMENT:

[Overview of policy development progress to date, reference and attach any staff prepared memos, and clearly state what item the committee is currently seeking feedback on].

This topic will return to committee for [further discussion or final review] on [date]. Please share any feedback with your Council Assistant by [date].