



City of Tacoma

City Council Action Memorandum

TO: Hyun Kim, City Manager
FROM: Council Member Sarah Rumbaugh and Senior Council Policy Analyst Lynda Foster
COPY: City Clerk and City Council
SUBJECT: Resolution – Amending the City Council Rules of Procedure Rule 8 Subsection E – July 28, 2026
DATE: July 15, 2026

SUMMARY AND PURPOSE:

A Resolution amending the City Council Rules of Procedure Rule 8 – Miscellaneous, E. Public Requests for Presentations to limit this subsection to Public Requests for Presentations at regular meetings of the Council and change the process to make and review presentation requests.
[Council Member Rumbaugh]

COUNCIL SPONSORS:

Council Members Latasha Palmer, Sarah Rumbaugh, and Kristina Walker

BACKGROUND:

This resolution makes the following changes to the Council Rules and Procedures Rule 8 – Miscellaneous E. Public Requests for Presentations:

- Specifies Rule 8 subsection E. applies to presentations at regular council meetings, as defined in the Rules of procedure Rule 1.
- Removes presentations pertaining to an individual person, but retains presentation requests pertaining to events, organizations, or causes with local implications.
- Removes guidance that presentation requests should be made two weeks in advance of the requested Council meeting, and specifies the City Council will select the date of a presentation.
- Directs the City Manager and/or staff designee shall share all presentation requests with the full City Council.
- Removes the direction that the City Manager and/or staff designee or the Mayor will determine if the proposed presentation meets the intent of the policy. Instead, any member of the City Council can bring forward any individual request for discussion. The full City Council will determine if it meets the intent of the policy at a Study Session or Committee of the Whole meeting.
- Provides that the Council will prioritize presentations by groups and organizations that have not presented in the last year to Council to maximize the ability for groups to share their issues or concerns with Council.
- Increases the maximum presentation length from 5 to 15 minutes.
- Decreases the maximum number of presentations from two in one meeting to one presentation per month.
- Clarifies that Council may ask questions or make comments following presentations.

In addition to the changes to the Council Rules of Procedure, the resolution directs the City Manager to create and post an application to request to present at a Council meeting publicly on the City Council meeting webpage.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

This proposal will allow several groups and sections of our community and opportunity to share presentations on issues or concerns that benefit the wider community. After speaking with council members and others in the community while Council discussed the community forum update, a way for community groups or organizations a chance to have more time to speak was not addressed. There was a desire to find a way for the council to provide a



more formal ways for groups and organizations to present to council. Council has heard from many in the community that their voices are underrepresented in council meetings. Our community forum is not set up for groups to present where they can share issues, concerns, or asks of the community.

2025 STRATEGIC PRIORITIES:

Equity and Accessibility: *(Mandatory)*

Council will have the opportunity to provide accessible opportunities to hear from all parts of the community.

Civic Engagement: *Equity Index Score: Moderate Opportunity*

Increase the percentage of residents who believe they are able to have a positive impact on the community and express trust in the public institutions in Tacoma.

Increase the number of residents who participate civically through volunteering and voting.

Explain how your legislation will affect the selected indicator(s).

The opportunity for various organizations and groups to speak at council meetings provides more voices and opinions in a larger public setting. This sends a message to community that the Tacoma City Council wants to hear from those who are working hard on sharing their concerns and asks with both council and Tacoma residents. This proposal allows groups up to 15 minutes to share their presentation. During community forum, there is no way to provide a presentation, as it is set up to meet the needs of individuals with three minutes each.

ALTERNATIVES:

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1. Reformat community forum	Community forum is a set up in place people know about. The Council has received feedback on the desire to have conversations or be better heard and presentations could provide more opportunities.	Other community members have expressed support for community forum in its current form and would not want to reconfigure it to limit individual comment.
2.		
3.		

EVALUATION AND FOLLOW UP:

The City Manager will create and post an application to request to present at a Council meeting publicly on the City Council meeting webpage. Applications should be shared with the full Council for consideration. Any member of the City Council can bring forward an application to the full Council for consideration at a Study Session or Committee of the Whole meeting.

STAFF/SPONSOR RECOMMENDATION:

The sponsor recommends adopting this change to the Council Rules of procedures.



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FISCAL IMPACT:

Staff time will be required to create and post the presentation application on the City Council meeting webpage, monitor and disseminate applications, and prepare materials for conversations to come to Study Session or Committee of the Whole meetings. This can be incorporated into current staff work processes.

Fund Number & Name	COST OBJECT (CC/WBS/ORDER)	Cost Element	Total Amount
1. N/A			
2.			
TOTAL			

What Funding is being used to support the expense?

N/A

Are the expenditures and revenues planned and budgeted in this biennium's current budget?

N/A

Are there financial costs or other impacts of not implementing the legislation?

No

Will the legislation have an ongoing/recurring fiscal impact?

No

Will the legislation change the City's FTE/personnel counts?

No

ATTACHMENTS:

N/A