



Mayor's Community Forum Proposal



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Purpose



- **Current Purpose:**
 - 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.
- **New Purpose:**
 - The purpose of this forum is to provide residents with an accessible and inclusive opportunity to engage with the City Council on policies, services, and matters within the City's jurisdiction. The forum serves as a space for community input that informs Council policy decisions, addresses service issues, supports civic education, and helps build trust, transparency, and stronger relationships between residents and their local government.

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Structure



- No Community Forums in the Council Chambers.
- They would now be in-district community meetings, potentially in partnership with Neighborhood Councils in large public spaces like school auditoriums.
- A total of five district meetings will be held annually, occurring every other month and rotating each year.
- Events will be fully staffed by City personnel to support engagement, logistics, and follow-up.
- There will be no virtual participation or live broadcasting during the community forum, but a recording will be released following it.
- Language translation services will be provided for the top languages in a district.
- Each event will feature catering from a local business, highlighted as part of the 3 gathering.

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Pre-Meeting Preparation



- Residents will be encouraged to submit issues through Council Comment Forms or the 311 system, ensuring requests are tracked and routed appropriately.
- Staff will be present to assist residents in submitting service requests on their behalf at the event, with language support for top languages.
- A GovDelivery newsletter specific to the forums will be established to provide reminders and after-action reports to residents.
- TV Tacoma will be scheduled for recording during the event.

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Meeting Format



- Community Gathering (30 minutes)
- District Issues Briefing (30 minutes)
 - Presentation by staff of 311 and constituent service data highlighting data trends, district concerns, updates on progress, timelines, and processes for addressing them.
- District Conversation (60–90 minutes)
 - Facilitated Town-hall style discussion led by the District Council Member focused on district needs, city services, Relevant policies impacting the community.
- Closing and Next Steps (10 minutes)
 - Staff summarize key themes and concerns raised, and residents are given ways to stay engaged, continue reporting issues, and when the City will report back.
 - A summary report of themes, service issues, and follow-up actions will be presented at a Study Session within the next month to ensure transparency and accountability. This may include case work, answers or next steps, or clear communication on why certain requests cannot be completed.

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Mayor's Community Forum Proposal



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City Council Rules

City of Tacoma | Operational Strategy and
Administration Committee

Operational Strategy & Administration Committee

March 13, 2026

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Process for Rule Changes

Rule Concept
Identified

Full Council
Framing
(Study
Session)

OSAC Working
Group
(w/ Staff
Support)

Full Council
Direction
(Study
Session)

Resolution
(Two
Readings)

February 13

➤

February 24

➤

February 27

➤

March 24 or April 14

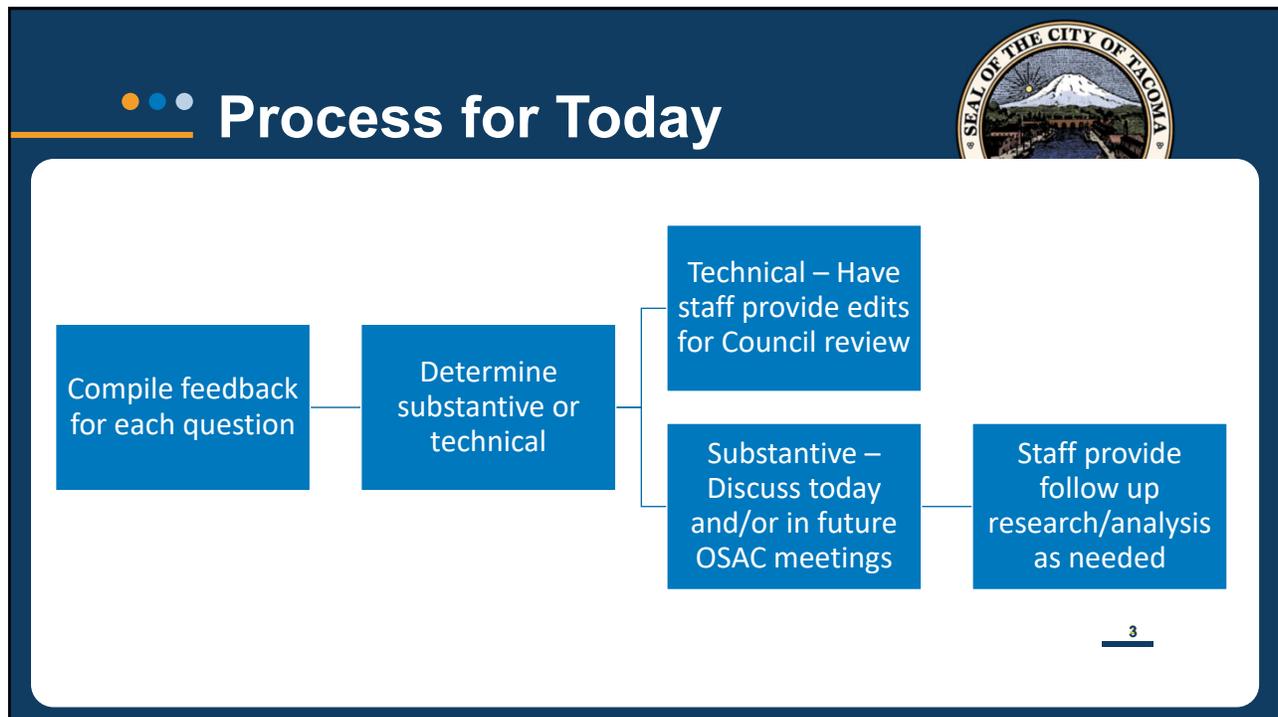
➤

March 31 & April 14 or
April 21 & 28

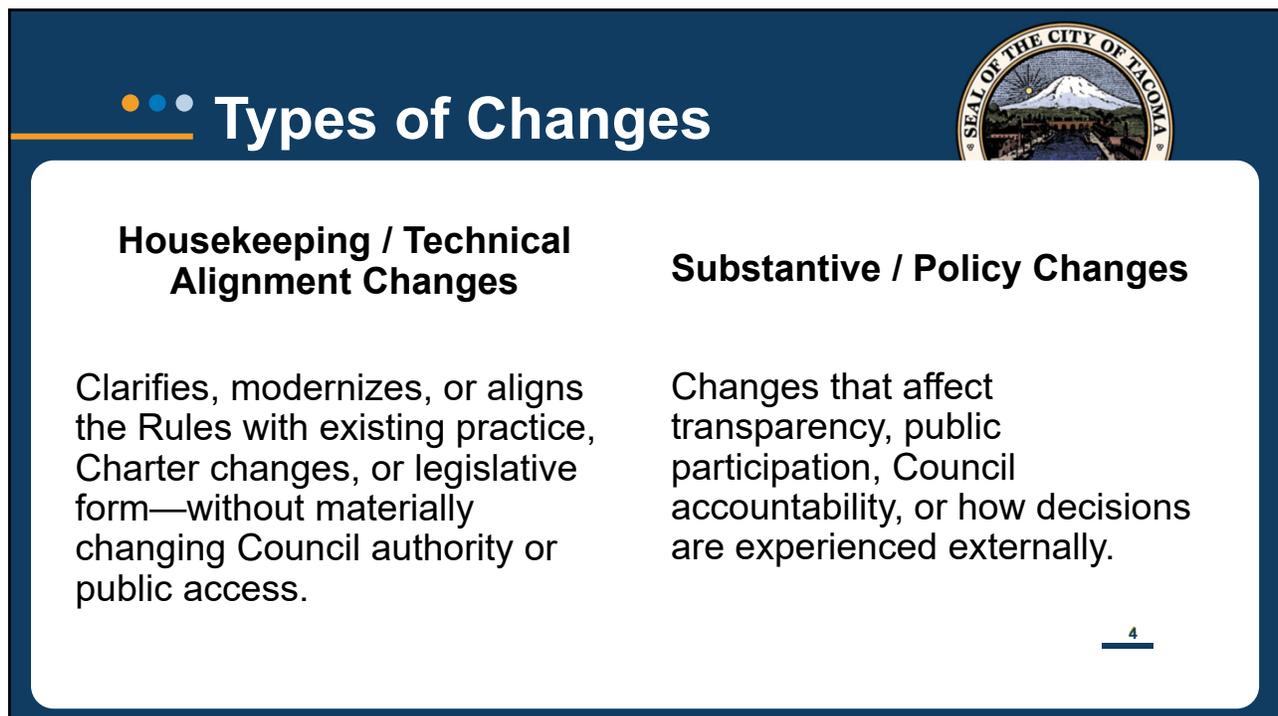
*April 7th Cancelled

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Rule 1 – Meetings
Rule 2 – Duties
Rule 3 – Remarks and Debates
Rule 4 – Order of Business
Rule 5 – Parliamentary Procedure and Motions
Rule 6 – Suspension of Rules
Rule 7 – Ordinances and Resolutions
Rule 8 – Miscellaneous

Rule 9 – Public Comment/Public Forum
Rule 10 – Council Conference Room
Rule 11 – City Clerk – Duties
Rule 12 – Public Hearings and Appeals
Rule 13 – Confidentiality
Rule 14 – Committee of the Whole
Rule 15 – Standing Committees
Rule 16 – Filling Council Vacancies and Approved Extended Leave of Absence

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Rule 1 – Meetings

- New count of meetings for Study Session and Business Meetings (Charter)
- Process for excusing members and what excuses an absence to address concerns that under the charter missing just one day might mean two unexcused absences.
- Day of week for Council Study Sessions and evening meetings
- Time of day of Study Session

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Rule 2 – Duties



- Clarify travel related to City Business
- Non-motion recess
 - Once per meeting
 - Limited to 15 minutes
- Definition of the word 'decorum'
- Purchasing resolutions – spend more time or move to consent agenda

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Rule 4 – Order of Business



- Move gifts and donations and interlocal agreements under the Resolutions header within the Consent Agenda.
- Move multi-family housing limited property tax exemption agreements from the Regular Agenda to the Consent Agenda
- Add "Land Acknowledgement" after Flag Salute.
- Add "Appointments" to the consent agenda.

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Rule 8 – Miscellaneous



- Under section B, point 6: add “When possible, distribute the amendment to the City Clerk’s Office on the Thursday prior....”
- Section D, Item 7: Should the Council move the proclamations and recognitions to the consent agenda with broader, more meaningful celebration and recognition happening outside of the Council meeting?
- Section E, item 6. Should community presentations be moved to the consent agenda, with a broader announcement of event or cause through channels with more views?

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Rule 9 – Public Comment



- Community Forum
 - Allot time for Council to respond after public comments/community forum
 - Short term versus long term reimagining
 - Return to once per month
 - Legislative Town Hall Model
 - Rotating through council districts (once or twice per district per year)
 - Every month? Time off in busier months? (Budget)
 - Council Member town halls separate from full Council Town Halls
 - Be more thorough even if it means slowing down
 - Budget impact of increased events (number or complexity of delivery)
 - Length of community forum – could it be extended?
- Definition of ‘courteous’

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Rule 15 – Standing Committees



- Add OSAC
- Guidance for alignment of Council committees w/topics
- Appointments Committee to conduct CBC Interviews
 - Council Members rotate through committee quarterly
- Identifying the scope of work of individual committees by consensus among the Committee of the Whole
- Should OSAC continue? What is its scope of work?

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Rule 16 – Vacancies



- Remove references to RCW, relying on City Charter and local procedural authority where applicable.

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What topics do the rules cover?



Council Governance, Roles, and Organization	Meetings, Agenda, and Legislative Process	Deliberation, Debate, and Decision-Making	Public Engagement, Transparency, and Records
<ul style="list-style-type: none"> • Duties and expectations of the Mayor and Council Members • Committees (Committee of the Whole and standing committees) • Filling Council vacancies and extended leaves of absence • Rules 2, 14, 15, 16 	<ul style="list-style-type: none"> • Meetings, quorum, location, and remote participation • Agenda preparation and order of business • Ordinances, resolutions, and legislative procedures • Rules 1, 4, 7, 8, 10 	<ul style="list-style-type: none"> • Remarks, debate, and decorum • Parliamentary procedure, motions, voting, and suspension of rules • Rules 3, 5, 6 	<ul style="list-style-type: none"> • Public comment, Community Forum, hearings, and appeals • City Clerk duties and official records • Confidentiality requirements • Rules 9, 11, 12, 13

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City Council Rules

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