

**COUNCIL REQUEST FORM (CRF)**

**Tracking Number (Executive Asst. to assign):** Click here to enter

Revision Date 2/12/24 LKE

Section 1: Councilmember to complete.

**If this item is on the list of automatically referred topics (exhibit B of the Council Administrative Policies and Procedures):** <https://www.seatacwa.gov/home/showpublisheddocument/34911/638181157487800000> **please enter the corresponding Council Committee or Council Study Session**: Click here to enter text.

***Please click on the “Click here to enter text”. This opens the text boxes which expand as you type.***

# **Date of Request:** Click here to enter text.

**Desired Response Date:** Click here to enter text.

Is this issue time sensitive; are there other timing factors to consider? Click here to enter text.

# **Requestor:** Click here to enter text.

# **Title of Request:** Click here to enter text.

**Click on one:**

[ ]  **Policy** [ ]  **Operations**

**Click one:**

[ ] **Proclamation** – In accordance with section 6. (L) of the Council Administrative Policies and Procedures: Attach a copy of the proposed proclamation and desired Council Meeting date.

[ ] Proposed proclamation attached (Councilmember to provide)

[ ]  Desired RCM date: Click here to enter text.

[ ]  Executive Assistant forwarded CRF and attachment to City Clerk for processing.

**STOP** (the City Clerk will take it from here)

[ ]  **Action (click one):** [ ] Motion [ ] Resolution[ ] Ordinance

[ ]  **Research**

[ ]  **Information**

[ ]  **Other** *(describe)*

**Desired Outcome**

Click here to enter text.

**Issue**

A clear concise description of the issue(s) that need/s) to be addressed.

Click here to enter text.

**Background**

Please detail all necessary information essential to the understanding of the problem statement and request.

Click here to enter text.

**Request**

What is being requested to assist in addressing the issue described? What specific scope of work would you like the City staff to address?

Click here to enter text.

# **Connection**

How is the work connected to a current or upcoming decision before the City Council?

Click here to enter text.

# **Relationship to City Business or Proposed City Business/Services**

Describe how this will enhance what is already offered and/or what it will provide that is not currently available.

Click here to enter text.

Why is this the City’s issue to address?

Click here to enter text.

**Connection to Comprehensive Plan**

Choose all that apply.

[ ]  Introduction/Framework (community engagement)

[ ]  Land Use

[ ]  Housing & Human Services

[ ]  Transportation

[ ]  Capital Facilities

[ ]  Utilities

[ ]  Community Design

[ ]  Economic Vitality

[ ]  Environment

[ ]  Parks, Recreation & Open Space

[ ]  None Applicable

**Describe specifically how this request is connected to the Comprehensive Plan categories you checked above.**

Click here to enter text.

**Connection to Citywide Goals**

Choose one or more below

[ ]  **Promote Our Neighborhoods**

Develop Urban Villages around light rail stations that promote programs and activities and maintain single-family neighborhoods to create a sense of place.

[ ]  **Build Effective & Accountable Government**

Increase community trust through better community engagement, collaboration, and transparency.

[ ]  **Create & Preserve Housing**

Ensure access for all to adequate, safe, and affordable housing, and basic human services.

[ ]  **Expand Green & Public Spaces**

Enhance the community by maintaining and improving parks and community spaces.

[ ]  **Increase Connectivity & Safety**

Create a more cohesive city by investing in infrastructure and leveraging partnerships to promote pedestrian mobility, public safety, and access to public transit.

[ ]  **None Applicable**

**Explain how this request fits the City Goals checked above.**

Click here to enter text.

**Options** - describe proposed options for moving the idea or issue forward for the body to consider.

Click here to enter text.

**Supporting Documentation** *- are there documents that support your request or that should be considered?*

Click here to enter text.

# **Email this form to the Executive Assistant**

# The Executive Assistant will email an acknowledgement of receipt and begin the process with the City Manager who is responsible for assigning the Council Request to the appropriate staff.

# **The following sections will be completed by staff. CRF’s will be managed in Teams.**

Section 2: Executive Assistant – Acknowledgement

**ACTION: Executive Assistant**

[ ]  Enter CRF on the status report

[ ]  Assign a tracking number

[ ]  Save the CRF in the **Leadership Team on Teams**

[ ]  Email receipt of CRF to Council requestor with the CRF tracking number

[ ]  Share the CRF from Teams to the City Manager for department head(s) assignment.

Section 3: City Manager – Review and Staff Assignment

**ACTION: City Manager**

Enter date received: Click here to enter text.

Enter Department Head(s) assigned and due date: Click here to enter text.

Share CRF to assigned Department Head(s); copy Executive Assistant; copy Deputy City Manager for PW, PCPS, and CED

Section 4: Preliminary Response

Department Head - answer each question

Enter estimated time needed to complete the request (in hours): Click here to enter text.

Enter estimated completion date based on current workload: Click here to enter text.

What is the estimated budget impact/cost? Click here to enter text.

Department Head(s) Comments (*optional*):

When complete, send an email to the City Manager by the due date; copy Executive Assistant, and copy Deputy City Manager for PW, PCPS, and CED

Section 5: Determination and Action

**ACTION: City Manager**

 Review Department Head preliminary response/estimates and select a box below in accordance with the Council Administrative Procedures:

 [ ]  Minor Less than one hour

 [ ]  Minor but Council referral/approval requested due to nature of request.

 [ ]  Significant More than one hour, but less than three hours

 [ ]  Significant but Council referral/approval requested due to nature of request.

 [ ]  Major More than three hours. Council referral to Council Committee Click here to enter text.

[ ]  Major More than three hours. Approval to proceed. Council Committee not applicable

[ ]  Item is on the automatic referral list (exhibit B of the Council Administrative Policies and Procedures). Select Council Committee or CSS: Click here to enter text.

[ ]  No Action Required – Work already in progress or in workplan.

**Notify/share with Executive Assistant.**

Section 6: Routing based on Category Determination

**ACTION: Executive Assistant**

Choose one of the four below based on category assigned in Section 5 above:

**1. No Council Referral/Approval Required - Minor and Significant**

[ ]  Share CRF with Department Head(s) to complete the final response in Step 8. Copy the City Council, City Manager and DCM for PW, PCPS, and CED.

**2. Council Referral/Approval Required - Major or Minor/Significant**

[ ]  Add referral to City Manager’s Council Meeting Notes for next Regular Council Meeting

[ ] Send the updated CRF to City Council

**3. Automatic Referral**

[ ]  Send the CRF to the City Council.

[ ]  Update the status report.

[ ]  Notify the appropriate council committee coordinator.

**4. No Action Required-Work already in progress or in workplan**

[ ]  Send the CRF to the City Council noting response in section 4.

[ ]  Update the status report.

[ ]  Notify appropriate staff to track progress on the status report.

Section 7: Following the Council Action at the RCM

**ACTION: Executive Assistant**

**Check the Council Actions posted by the City Clerk following the RCM.**

Choose an option below:

**Council Referral**

[ ] RCM date:Click here to enter text.

[ ] Enter Council Committee: Click here to enter text.

[ ] Update the CRF and status report

[ ] Notify responding Department Head(s); copy Deputy City Manager for PW, PCPS, and CED

[ ] Email updated CRF to City Council

[ ] Coordinator will track milestones to resolution on the status report in Teams.

**OR**

**Approval to proceed when Council Committee referral is not applicable.**

[ ] Enter RCM Meeting approval date: Click here to enter text.

[ ] Update the CRF and status report.

[ ] Email responding Department Head(s); copy Deputy City Manager for PW, PCPS, and CED

[ ] Email updated CRF to City Council

[ ] Coordinator will track milestones to resolution on the status report in Teams.

**If Council did NOT approve referral to Committee or Approval to Proceed**:

[ ] Mark as closed on CRF and status report.

[ ] Email the Department Head(s) assigned; copy Deputy City Manager for PW, PCPS, and CED

[ ] Email updated CRF to City Council

SECTION 8 Final response

This section is **only** used for: Minor and Significant, or Major Approval to Proceed without referral to Council Committee – reference step 6 above.

**ACTION: Department Head**

Response date: Click here to enter text.

Actual time spent: Click here to enter text.

Insert response here:

When final response completed, notify City Manager, Executive Assistant and copy Deputy City Manager for PW, PCPS, and CED.

**ACTION: City Manager**

[ ] If response is satisfactory, notify Executive Assistant by email.

**OR**

[ ] If response requires editing, notify Department Head(s) for edits, copy Executive Assistant, copy Deputy City Manager for PW, PCPS, and CED. Once the response is edited satisfactorily, notify Executive Assistant.

**ACTION: Executive Assistant**

[ ] Email updated CRF to City Council

[ ] Update the status report.