

**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 ResolutionOrdinance

**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.