

**THE CITY OF TACOMA'S
MINIMUM WAGE TASK FORCE**

APPROVED WORK PLAN

28 MAY 2015

As charged by the Mayor and City Council, the Minimum Wage Task Force's purpose is to review minimum wage alternatives for the City of Tacoma. The Task Force's report and recommendations must be submitted to the Mayor and Council by 30 June 2015.

PHASE	TIMELINE	OUTCOMES	ACTIVITIES
A. Structure Process; Assess the Situation	28 May– 1 June	<ol style="list-style-type: none"> 1. Consensus agreements on the work plan and ground rules. 2. Mutual interests of the Task Force members. 3. Understanding of how other jurisdictions are addressing the minimum wage. 4. Understanding of demographic, social, and economic conditions and trends in Tacoma. 	<ul style="list-style-type: none"> ▪ Task Force approves work plan and ground rules. ▪ Task Force briefed on the ordinances of other cities that have addressed raising the minimum wage. ▪ Task Force member and economist brief MWTF about current and future demographic conditions and trends.
B. Agree on Key Findings	1-9 June	<ol style="list-style-type: none"> 1. Consensus agreement on "The Key Findings of the Minimum Wage Task Force." 	<ul style="list-style-type: none"> ▪ MWTF agrees on a set of key findings to provide the factual basis for its recommendations. ▪ MWTF releases key findings to public through its website and media.
C. Agree on Alternatives	9-21 June	<ol style="list-style-type: none"> 1. Consensus agreement on criteria for evaluating alternatives. 2. Consensus agreement on a set of alternatives. 	<ul style="list-style-type: none"> ▪ MWTF briefs Mayor and Council on key findings. ▪ MWTF identifies, discusses, and agrees on the criteria by which it will assess the options for achieving mutual interests. ▪ MWTF identifies, discusses, and agrees on a set of alternatives. ▪ Economist and staff conduct additional research on and

			analysis of the alternatives, and report to MWTF on findings.
D. Reach Agreement on Recommendations	22-26 June	1. Consensus agreement on recommendations that achieve MWTF's mutual interests and meet criteria.	<ul style="list-style-type: none"> ▪ MWTF discusses options and chooses recommendations. ▪ MWTF asks the questions "How will these recommendations serve the community in 2, 5, or 10 years? What could go wrong if they were implemented? How would the City deal with that?" ▪ MWTF reaches agreement on recommendations addressing the minimum wage in Tacoma.
E. Reach Agreement on Report	27-30 June	1. Consensus agreement on MWTF's report to Mayor Strickland and City Council.	<ul style="list-style-type: none"> ▪ With assistance of facilitator and staff, MWTF writes and agrees on final report recommending how Tacoma should address the minimum wage in the future.
F. Present Report to Mayor, Council, Public	30 June	<ol style="list-style-type: none"> 1. Report presented to Tacoma's elected officials. 2. Report made public. 	<ul style="list-style-type: none"> ▪ MWTF presents its report with findings and recommendations to Mayor and City Council. ▪ MWTF briefs media on its report or supports Mayor in announcing report to media and citizenry.

