

## PRESENTING TO COUNCIL STANDING COMMITTEES

Council Standing Committees develop policy before it can be forwarded to the full Council for consideration. To present before a Standing Committee staff will need to do the following:

1. Provide the staff liaison of the committee in which you wish to present with a presentation date request, a title for the presentation, a presenter's name along with his or her job title, and a 1-2 sentence description of the presentation. A request for a date does not guarantee availability.
2. Submit a standing committee memo to the committee staff liaison two weeks in advance of the presentation.
3. Submit presentation materials to the committee staff liaison one week before the presentation.

You must complete the standing committee memo and any presentation materials by the dates and times listed in the standing committee submittal schedule file. Failure to do so will result in your presentation being pulled from the agenda unless you have prior authorization from the Standing Committee executive liaison.

## STANDING COMMITTEE LIAISONS

- **Government Performance and Finance –**
  - Staff Liaison Latasha Ware, [lware@cityoftacoma.org](mailto:lware@cityoftacoma.org)
  - Executive Liaison Andy Cherullo, [ACHerullo@cityoftacoma.org](mailto:ACHerullo@cityoftacoma.org)
- **Community Vitality and Safety –**
  - Staff Liaison Bucoda Warren, [bwarren@cityoftacoma.org](mailto:bwarren@cityoftacoma.org)
  - Executive Liaison Linda Stewart, [lstewart@cityoftacoma.org](mailto:lstewart@cityoftacoma.org)
- **Economic Development –**
  - Staff Liaison Lynda Foster, [lfoster@cityoftacoma.org](mailto:lfoster@cityoftacoma.org)
  - Executive Liaison Tadd Wille, [twille@cityoftacoma.org](mailto:twille@cityoftacoma.org)
- **Infrastructure, Planning, and Sustainability –**
  - Staff Liaison Claire Goodwin, [cgoodwin@cityoftacoma.org](mailto:cgoodwin@cityoftacoma.org)
  - Executive Liaison Kurtis Kingsolver, [KKingsolver@cityoftacoma.org](mailto:KKingsolver@cityoftacoma.org)

## COMMITTEE MEMO GUIDELINES

The standing committee memo template is located on Gnet and a link is provided at the bottom of this document to access it. Please fill out the sections to the best of your knowledge to give staff and Council the background on your presentation. Guidelines for each section are given in the template.

## PRESENTATION GUIDELINES

Presentations should be no more than 20 minutes long and PowerPoints should not exceed 13 slides (This includes the opening and closing slides, and the “type of presentation” slide). Your presentation should also use the template found on the link at the bottom of this document unless another format is approved by the executive liaison.

### **Timelines for Council Presentations and Council Committees are as follows:**

*All PowerPoint Presentations for Tuesday's study sessions (including committee of the whole & closed sessions) are due to the management fellow ([management.fellow@cityoftacoma.org](mailto:management.fellow@cityoftacoma.org)) by COB Thursday the week prior to your scheduled presentation. If you want to include a memo or other background*

*materials prior to the Study Session in the Thursday City Manager's Weekly Report, items are due to the Executive Assistant (Celia Holderman and Rosheida Myers) by Wednesday, Noon.*

**Council Meetings:**

All PowerPoint presentations for Tuesday's 5:00 PM council meetings are due to the management fellow ( [management.fellow@cityoftacoma.org](mailto:management.fellow@cityoftacoma.org) ) by **Monday at 9:00 am.**

**Council Standing Committees (IPS, GPFC, EDC, and CVS):**

- Your required presentation memo is due to the committee's staff liaison via email two weeks prior to the date of your scheduled presentation.
- Your required presentation visuals are due to the committee's staff liaison via email one week prior to the date of your scheduled presentation.

*\*In the spirit of standardization and process efficiency, standing committee submittal schedules will no longer be drafted nor distributed. It is the individual responsibility of presenters to ensure that their presentation materials are submitted to the proper staff person in a timely manner. **Timely submission of your standing committee materials ensure that the City remains in compliance with the open public meetings act.***