

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 Joe Franco, jfranco@cityoftacoma.org
 - Executive Liaison Andy Cherullo, ACHerullo@cityoftacoma.org
- **Community Vitality and Safety –**
 - Staff Liaison Joe Franco, jfranco@cityoftacoma.org
 - Executive Liaison Jacques Colon, jcolon@cityoftacoma.org
- **Economic Development –**
 - Staff Liaison Cathy Sims, csims1@cityoftacoma.org
 - Executive Liaison Jeff Robinson, jrobinson@cityoftacoma.org
- **Infrastructure, Planning, and Sustainability –**
 - Staff Liaison Cathy Sims, csims1@cityoftacoma.org
 - Executive Liaison Mike Slevin, mslevin@cityoftacoma.org

COMMITTEE MEMO GUIDELINES

The standing committee memo template is located on [Tacoma Hub](#). 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 GUIDLINES

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.