



City Council Policy Development Tools

City of Tacoma | City Manager's Office
Special Committee of the Whole
July 9, 2019



OVERVIEW



- New tools for charting policy development pathways
- New templates for Council Contingency Fund, Resolutions, and Budget item Requests
- New templates for communicative memoranda to boost policy discussion

BACKGROUND



- Interviews with City Council Members and Department Directors
 - Assessment of policy development process issues
 - Role of staff in assisting Council in policy development



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ISSUES



- Primary themes
 - Uncertainty about how to navigate the City's legislative process
 - Lack of clarity around the role of the City Council Standing Committees in developing policy
 - Difficulty introducing a policy topic when the Council Member does not serve on the Committee that would develop that policy
 - Uncertainty of how/when to use the Council Consideration Request (CCR) form



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POTENTIAL SOLUTIONS



- Policy Development Flowchart Worksheet
- Policy Development Pathway Worksheet
- Council Resolution Request Template
- Council Contingency Fund Request Template
- Council Funding Request Template
- Committee Scheduling Request Memorandum Template
- Policy Development Progress Memorandum Template

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