



City of Tacoma

Committee of the Whole Minutes

733 Market Street Tacoma, WA 98402

Conference Room 16

January 23, 2018

3:15 PM

Special Meeting

Call To Order

Mayor Woodards called the special meeting to order at 3:18 p.m.

Present: 8 - Beale, Blocker, Hunter, Ibsen, McCarthy, Mello, Ushka and Woodards

Absent: 1 - Thoms

Briefing Items

1. [18-0059](#) Scope of Work for the Center for Dialog and Resolution's Professional Services Agreement

Mayor Woodards and City Manager Elizabeth Pauli provided background information on Amended Substitute Resolution No. 39882, adopted on December 12, 2017, which authorized the use of \$25,000 for an agreement with the Center for Dialog and Resolution to assist in evaluating and developing the format for a revised Citizens' Forum. City Manager Pauli stated that the Resolution also cancelled the Citizens' Forum in January, and that the City Council needs to decide what they would like to do for the month of February.

Maralise Hood Quan, Center for Dialog and Resolution Executive Director, introduced Jennifer Norlund Unger, Associate Director, who will be capturing what the City Council would like to see happen with the Citizens' Forum process. Ms. Hood Quan reviewed the handouts provided that included the four tasks to be completed, the proposed schedule, and a questionnaire for the City Council to fill out. She then reviewed why citizens come to speak at Citizens' Forum and the goal of the previous City Council to develop a forum with the capacity to disagree with civility and respect; and that in February the City Council will conduct a regular Citizens' Forum that the Center for Dialog and Resolution will be present as facilitators.

Ms. Hood Quan then reviewed the four tasks which include facilitating Citizens' Forums and explore creative engagement options; facilitating community focus groups and explore suggestions from citizens and ways the City Council and citizens can engage in productive dialog; design an online survey, analyze, and explore themes and methodologies; and create an agreement on Citizens' Forum principles of interaction and expectations of behavior.

Discussion ensued regarding how the process will work with facilitators, how long the comment period will be for an individual, creating change, length of comment period and placement on the agenda, engaging citizens who no longer attend meetings, what is contained in the graphic summary, ways to provide feedback on the process, evaluation process and citizen feedback, allowing the facilitator time to explain the process at the City Council meetings, voices that may be represented in the graphic summary, improving the forum structure, meeting conduct, providing rules on the walls of Council Chambers, survey controls, what is meant to be heard, decision making for the whole community, reporting back to the citizens on what the City has worked on since the last Citizens' Forum, setting expectations for all, expressing shared values, having staff available to answer citizen questions at meetings or follow up after the meetings, creating smaller group settings, creating a system that will withstand the test of time, effectively delivering a message, and stronger communication follow up with citizens.

Ms. Hood Quan concluded by reviewing grouping topics by theme, proposing that ideas can be addressed one time during a forum, providing a brief wrap up at the end of Citizens' Forum, clarification on if town hall meetings are desired, and removing the term "focus group" from the proposal.

Discussion ensued regarding creating better opportunities for public engagement, working as a body and not putting all of the responsibility on the chair, sharing values and rules of a forum, humanizing individuals, and providing a pledge to all.

2. [18-0060](#) City Council Committee Reports

This item was not discussed.

Adjournment

On proper motion, the special meeting was adjourned at 4:17 p.m.

Victoria R. Woodards, Mayor

Doris Sorum, City Clerk