



City of Tacoma

Committee of the Whole Minutes

733 Market Street Tacoma, WA 98402

Conference Room 16

July 09, 2019

3:00 PM

SPECIAL MEETING

Call To Order

Mayor Woodards called the special meeting to order at 3:08 p.m.

Present: 6 - Beale, Blocker, McCarthy, Mello, Ushka and Woodards

Absent: 3 - Hunter, Ibsen and Thoms

Council Member Ibsen arrived at 3:11 p.m.

Briefing Items

1. [19-0706](#) Policy Development Tools Introduction

At approximately 3:09 p.m., Elizabeth Pauli, City Manager, made opening remarks and introduced Anita Gallagher, Assistant to the City Manager, City Manager's Office. Ms. Gallagher presented an overview of City Council policy development tools, including new tools for charting policy development pathways; and new templates for Council contingency funds, resolutions, budget item requests, and communicative memoranda to boost policy discussion. She further presented background information, noting interviews with City Council Members and department directors, an assessment of the policy development process issues, and the role staff has in assisting the City Council in policy development.

Council Member Ibsen arrived here, at 3:11 p.m.

Ms. Gallagher outlined issues regarding policy development, including the uncertainty of navigating the City's legislative process, lack of clarity around the role of the City Council Standing Committees, difficulty in introducing a policy topic when the Council Member does not serve on the corresponding Committee, and uncertainty of when to use the Council Consideration Request (CCR) form. Ms. Gallagher presented potential solutions, noting the Policy Development Flowchart Worksheet and Policy Development Pathway Worksheet are tools to help develop policies and chart a sequence for

different activities; the Council Resolution Request, Council Contingency Fund Request, and Council Funding Request templates are used to formalize requests; and the Committee Scheduling Request Memorandum and Policy Development Progress Memorandum templates aid in communication regarding policy. Ms. Gallagher further reviewed the Policy Development Flowchart Worksheet, including the formative stage of development, the policy vetting and review, and consideration and adoption. She concluded by reviewing each worksheet and template presented as potential solutions.

Discussion ensued regarding the reduction of forms to one, using the drop down menus to allow Council Members to choose what action they would like to move forward, the Equity Index Score and how it would populate, how tools daylight trade-offs, where the central electronic portal will be, the measurement of each policy and improving equity, the Legislative Intent statement, number of signatures on a Council Contingency Request, timelines and schedule of implementation, process for amendments, substitutes and emergency ordinances, and an expedited process for a Council Member to get legislation on an agenda.

Adjournment

On proper motion, the special meeting was adjourned at 3:54 p.m.



Victoria R. Woodards, Mayor



Doris Sorum, City Clerk