



Presenting to Council Standing Committees Updated May 2025

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 must do the following:

1. Provide the staff liaison of the committee at which you wish to present a presentation date request, a title for the presentation, presenter name(s), their job title(s), and a 1-2 sentence description of the presentation. A request for a presentation 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 slides to the committee staff liaison one week before the presentation.

Failure to submit the presentation memo and materials by their deadlines 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 D'Angelo Baker, dbaker@tacoma.gov
 - Executive Liaison Andy Cherullo, acherullo@tacoma.gov
- **Community Vitality and Safety –**
 - Staff Liaison D'Angelo Baker, dbaker@tacoma.gov
 - Executive Liaison Katie Johnston, kjohnston2@tacoma.gov
- **Economic Development –**
 - Staff Liaison Anna Le, ale@tacoma.gov
 - Executive Liaison Tanja Carter, tcarter@tacoma.gov
- **Infrastructure, Planning, and Sustainability –**
 - Staff Liaison Anna Le, ale@tacoma.gov
 - Executive Liaison Ramiro Chavez, rchavez@tacoma.gov

COMMITTEE MEMO GUIDELINES

The standing committee memo template is located on [Tacoma Hub](#) and the [Standing Committee web page](#). 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 included in the template.

PRESENTATION GUIDELINES

Presentations should be no more than 20 minutes long – including Committee Q&A. 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 Tacoma Hub and City website unless another format is approved by the executive liaison.