



Charter Review Committee Minutes

Tacoma Municipal Building, 747 Market Street, Room 248
www.cityoftacoma.org/charterreview

January 13, 2014

Chair Baarsma called the meeting to order at 6:05 p.m.

Committee Members Present: 15 – Baker, Brackett, Edmonds, Hahn, Horne, Leighton, Martinez, Merritt, Messina (participated telephonically) Miller, Talton, Farell, Ushka, Van Dyk and Chair Baarsma.

Committee Members Absent: 0

Chair Baarsma welcomed everyone to the first 2014 Charter Review Committee meeting.

INTRODUCTIONS OF CITY STAFF

Chair Baarsma called on Mayor Strickland for introductory remarks and discussion of the Resolution that brought this committee together. She thanked the committee for their willingness to step forward and work on this committee. Her remarks included making Tacoma the best possible city, looking at our processes, how are we using our assets and whether our governance model serves our city in the best possible way. Mayor Strickland concluded by saying “forward thinking will make Tacoma a great city.”

City Manager T.C. Broadnax provided a few welcoming remarks and introduced the Charter Review Liaison, Jeanne Harris.

City Attorney Elizabeth Pauli introduced herself and announced Martha Lantz, Deputy City Attorney, will be the committee’s legal support person.

Gwen Schuler, Media Communications Manager talked about support from her department and said Maria Lee will be the staff contact.

OPEN PUBLIC MEETING ACT, E-MAIL RETENTION AND PUBLIC DISCLOSURE

Ms. Lantz reviewed the Open Public Meetings Act, e-mail retention, public disclosure and Code of Ethics. Ms. Lantz then reviewed the use of electronic media and reminded the committee that a quorum cannot be present in an online discussion, including the use of e-mails as a discussion tool. She also reviewed which e-mails and electronic media should be retained, public disclosure laws, social networks, the use of Facebook and what constitutes a quorum electronically, and using a loose version of Roberts Rules of Order.

INTRODUCTIONS OF COMMITTEE MEMBERS

Each member introduced themselves, gave background information and stated their interests in reviewing the City Charter.

Chair Baarsma announced a quick break at 7:16 p.m. while Representative Laurie Jinkins, 2004 Chair of the Charter Review Committee, joined the meeting telephonically.

Representative Jinkins thanked the members for serving on the Charter Review Committee provided background information regarding the process in 2004, and provided tips for the committee.

HISTORY OF THE CHARTER PROCESS

Chair Baarsma reviewed the history of the Charter review process, including his perspectives from having served on previous Charter review committees and as Mayor during the 2004 Charter Review.

GROUND RULES AND PROCEDURES FOR OPERATIONS

Chair Baarsma asked the committee to review and provide feedback on the 2004 ground rules for the committee. He requested feedback on the ground rules. Discussion ensued regarding the use Robert's Rules of Order regarding email. Chair Baarsma stated any email to a committee member should be sent to Ms. Harris, Charter review staff. Information for the record should be forwarded to Ms. Harris. Chair Baarsma requested volunteers for the agenda sub-committee to develop an agenda to bring back to the group for approval at the next meeting. He appointed Terri Baker, Ken Miller, Jim Merritt and Justin Leighton to meet before the next meeting.

Chair Baarsma then discussed the structure for the Charter Review which consisted of utilizing subcommittees, presentations, public comment; subcommittee meetings; public hearings and the use of email, how to collect topics for review and how to engage the public. Chair Baarsma informed the Committee that he had access to college students to provide researching assistance.

FUTURE MEETING DATES

Chair Baarsma suggested regular weekly meetings. Discussion ensued regarding the availability of committee members to meet regularly and the topic was assigned to the agenda sub-committee. Discussion ensued regarding television coverage, audio broadcast of the committee meetings and the involvement of the Neighborhood Councils.

WEBSITE UPDATE

Chair Baarsma stated there is a Charter Review website and can be accessed at www.cityoftacoma.org/charterreview.

OTHER BUSINESS/UNFINISHED BUSINESS

Chair Baarsma stated the next meeting of the committee will be on Wednesday, January 22, 2014 at 6:00 p.m. in the Tacoma Municipal Building, 747 Market Street, in Room 248.

PUBLIC COMMENT

Chair Baarsma asked for public comment.

Public comment began at 8:16 p.m.

Name	Address/Affiliation
Robert Mack	Tacoma Public Utilities

Public comment ended at 8:21 p.m.

COMMITTEE COMMENTS

Discussion ensued regarding the election of Vice-Chair and Secretary for the committee resulting in sending nominations or requests to be considered to staff to bring back to the next meeting.

Chair Baarsma announced former Mayor Ebersole would like to give a presentation to the committee at the January 22, 2014 meeting.

ADJOURNMENT

On proper motion the Charter Review Committee adjourned at 8:25 p.m.

BILL BAARSMA, CHAIR

ATTEST: _____

JEANNE HARRIS, CHARTER REVIEW LIAISON