



Charter Review

Administrative Subcommittee

Special Meeting Minutes

Tacoma Municipal Building, 747 Market Street, Conference Room 138

www.cityoftacoma.org/charterreview

March 5, 2014 – 5:30 p.m.

Convener Ushka called the meeting to order at 6:06 p.m.

Committee Members Present: 4 – Edmonds, Hahn, Miller, and Ushka.

Committee Members Absent: 3 – Baarsma, Leighton, and Van Dyk.

Selection of Committee Chair

Committee Member Miller nominated Committee Member Ushka as Chair. Committee Member Ushka declined.

Committee Member Ushka moved to nominate Committee Member Hahn as Chair. Seconded by Committee Member Miller. Voice vote was taken and carried. The motion was adopted.

Set Regular Meeting Time

At approximately 6:07 p.m., Committee Member Ushka stated while waiting for the presence of a quorum informal discussion was held regarding setting the regular meeting time of the subcommittee. Discussion followed regarding Committee Members' schedules and other Charter Review-related meetings.

Review List of Recommendations

At approximately 6:09 p.m., Committee Member Ushka stated while waiting for the presence of a quorum, Committee Members held informal discussion regarding the work of the subcommittee. Chair Hahn concurred that it would be best to review each section of the City Charter individually. Discussion ensued regarding the work occurring in the Form of Government Subcommittee and how best to proceed in the this Subcommittee.

Committee Members reviewed each section of Article III, The Administrative Branch, in the City Charter, and discussed the recommendations previously provided to Committee Members that relate to Article III. Chair Hahn stated the list will be divided into three main areas and assigned as follows: items relating to the City Manager and the powers thereof – Committee Members Edmonds and Miller; items relating to the City Attorney and the powers thereof – Chair Hahn and Committee Member Ushka; and housekeeping items.

The recommendations and related sections for review are as follows:

City Manager and the powers thereof

- Section 3.1 – Annual review; two-year confirmation; and residency requirement for the City Manager.
- Section 3.2 – How the City Council interacts with staff (inquire/order)
- Section 3.4 – Should the City Council approve department heads appointed by the City Manager?
- Section 3.7 – Language relating to serving as registrar of voters, one Deputy Clerk?, and how the City Clerk is appointed.

City Attorney and the powers thereof

- Section 3.5 – Whether the City Attorney should be appointed, elected, and whether there should be two City Attorneys: one for Council and one for the City.
- Section 3.6 – The relationship between the City Attorney and the City Council.

Housekeeping items

- Section 3.3 – Committee Members recommended reconsidering the language in this section, particularly “...as he may deem desirable...”
- Section 3.8 – Committee Members stated this section is part of a larger question relating to which commissions, boards, etc. should be called out in the City Charter.
- Section 3.9 – Does law require the library be separate from the City?
- Section 3.10 – Does current practice align with other City Charter language? Does law require this language be in the City Charter?
- Section 3.11 – Committee Members stated this section may need clarification.
- Section 3.12 – Committee Members requested a legal opinion regarding whether due process is being met.

Discussion ensued throughout the review regarding how the Tacoma School District operates, whether the City Manager’s contract should appear in the City Charter, the relationship between the City Council and staff, moving items incorrectly identified on the list of recommendations to the appropriate Subcommittee, and staffing for the City Council.

Committee Member Ushka requested Committee Member provide a list of pros and cons, best practices, and identify whether further research is needed, stating preliminary recommendations are due to the Charter Review Committee on March 24, 2014. Committee Member Edmonds reminded the Subcommittee that interns from the University of Puget Sound are available to assist with research.

Determine a Work Plan

This item was discussed earlier in the meeting under the review of recommendations.

Discuss, Schedule, Prioritize, and Assign Committee Criteria

This item was discussed earlier in the meeting under the review of recommendations.

Public Comment

None.

Committee Comments

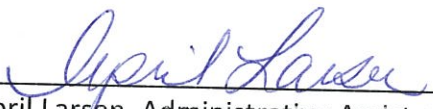
Chair Hahn proposed that the Administrative Subcommittee meet at 7:00 p.m. on Tuesdays, immediately following the Human Resources Subcommittee meeting. He also requested an intern be assigned to assist this Subcommittee with their work.

Adjournment

On proper motion, the meeting was adjourned at 7:07 p.m.



Eric Hahn, Chair



April Larsen, Administrative Assistant, Environmental Services