



# Charter Review Agenda Subcommittee Minutes

February 3, 2014

Chair Baarsma called the meeting to order at 5:30 p.m.

Committee Members Present: 6 Baker, Leighton, Merritt (arrived at 5:41 p.m.), Miller (arrived at 5:40 p.m.), Ushka, and Chair Baarsma.

Committee Members Excused Absence: 0

## Approval of the January 16, 2014 Minutes

Committee Member Leighton moved for the minutes of the January 16, 2014 meeting be approved. Seconded by Committee Member Ushka. Voice vote was taken and carried. The minutes for the meeting of January 30, 2014 were not presented.

## Topics for Up-Coming Meeting

At approximately 5:40 p.m. topics for up-coming meetings were reviewed from the planning calendar including housekeeping amendments, technical changes and amendments considered and rejected in 2004 as well as recommendations by City of Tacoma staff.

It was decided that the Charter Review Agenda Subcommittee would only meet on Mondays and that as a regular scheduled meeting it would be noticed. It was agreed to re-cast the public hearing as a special meeting that would be a regular meeting of the CRC with public hearing.

Committee member Baker suggested adding starting to form the Legislative subcommittee at the Feb 12<sup>th</sup> meeting. Committee member Ushka asked that a standing item on the agenda would be reports from the subcommittees. Discussion ensued regarding other possible guests for the 19<sup>th</sup> and 24<sup>th</sup>. Subcommittee are administrative, legislative and form of government and public utilities. Discussion ensued regarding subcommittee's research and fact gathering with positive and negative attributes and making recommendations based on fact-based findings. Discussion ensued regarding which issues subcommittees would be responsible for handling and the difference between strong mayor and city manager. Guidelines and clear scope of the work for the committees would be the job of the Agenda Subcommittee. Internal staff should get any issues they have turned in by February 26<sup>th</sup>. Catherine and I will work on generic questions. Discussion ensued regarding ideas for speakers for public utilities from Seattle, superintendent from Seattle Power. Here's what works and here's what doesn't work. Questions should help them formulate point and counter-point. The whole committee should be offering the questions.

Next step tell the subcommittees what is expected of them. Committee guidelines are to be developed and what happens after March 5, 2014. Next meeting of the Agenda Subcommittee will be February 19<sup>th</sup>.

## Communications Plan

Justin met with Maria Lee regarding changes that were requested of the communications department. Committee needs to determine what the actions will be and staff will use the framework to develop support materials. It was decided to present draft framework for the communication plan to the larger group. Discussion ensued developing a constant route of getting information and who the point of contact for communication from the committee should be. It was recommended that Justin be the point for recommendations from the committee.

**Public Comment**

No public comment.

**Name****Address/Affiliation**

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**Committee Comments**

Discussion ensued regarding when asking speakers to give them generic questions to consider on what to speak about and guidance, such as a SWOT, strengths, weaknesses, opportunities and threats.

**Adjournment**

Committee Member Leighton moved to adjourn the meeting. The motion was seconded by Committee Member Edmonds. On proper motion, the meeting was adjourned at 9:05 p.m.

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Bill Baarsma, Chair

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Jeanne Harris, Charter Review Liaison