



Charter Review Agenda Subcommittee Minutes

February 19, 2014

Chair Baarsma called the meeting to order at 5:37 p.m.

Committee Members Present: 5 Baker, Leighton (arrived approximately 6:30 p.m.), Merritt, Miller, Ushka, and Chair Baarsma.

Committee Members Excused Absence: 1 Jim Merritt

Approval of the January 30 and February 3, 2014 Minutes

Committee Member Baker moved for the minutes of both the January 30 and February 3, 2014 meeting be approved. Seconded by Committee Member Ushka. Voice vote was taken and carried.

Communications Protocols

At approximately 5:40 p.m. charter review staff gave an overview of the need for communication protocols, in particular legal advice and how it is vetted, approved to be answered and then addressed by legal staff. A point person was identified, John Messina, as the person that needed to decide if the question is appropriate for legal's time. Discussion ensued regarding the use of legal staff for subcommittees and the final amendments and recommendations. Chair Baarsma asked that staff look at 2004 Charter Review to see how it was done.

Forming Subcommittees

At approximately 5:50 p.m. discussion ensued regarding forming subcommittees and developing a timeline to assure time for legal staff to vet the recommendations and legally formalize any amendments. Catherine agreed to write up the timeline and give to charter staff to incorporate into the work plan. Chair Baarsma asked for a new subgroup, chaired by Jim Merritt to recommend decision criteria. The subgroups at this time are mayor/council (form of government), legislative, administrative to include executive, public utilities, Art 1,2 and 4 Human resources and others including civil service. Monday, February 24th the charter review committee should start finalizing subcommittees. Subcommittees should be developing briefs on mayor/council, council/manager and commissioner form of government and logistics are to be worked out by staff. Chair Baarsma asked that the planning commission and the civil service board be invited to speak to the Committee. All commissions, committees and boards will be asked to comment to the Charter Review Committee.

Other business/Other Unfinished Business

At approximately 6:20 discussion ensued regarding the outreach plan and work schedule. The 24th and 25th of April may have to be special meetings, the 28th and 30th are to finalize the report. The team attending the TNT editorial will meet to prepare on Monday, February 24th. Discussion ensued regarding preparing for the meeting.

Public Comment

No public comment.

Committee Comments

Adjournment

There being no further business, the meeting was adjourned at 6:55 p.m.

Bill Baarsma, Chair

Jeanne Harris, Charter Review Liaison