



Charter Review Committee Minutes

March 17, 2014

Chair Baarsma called the meeting to order at 7:04 p.m.

Committee Members Present: 13 Baker, Brackett, Edmonds, Farrell, Leighton, Martinez, Merritt, Messina, Miller, Talton, Ushka, Van Dyk and Chair Baarsma.

Committee Members Absent: 2 Hahn and Horne (both excused).

Approval of the minutes of the meeting of March 10, 2014

Committee Member Farrell moved to approve the minutes of the March 10, 2014 meeting. Seconded by Committee Member Ushka. Discussion ensued regarding previous attendance. Voice vote was taken and carried. The minutes were approved.

Public Comment

None.

Reports by the Subcommittees

- **Charter Review Subcommittee Draft Process and Criteria**

At approximately 7:06 p.m., Committee Member Ushka reviewed the time allotments for tonight's agenda items including the draft process and criteria, subcommittee reports, communications, unfinished business, and committee comments.

Committee Member Farrell moved to approve the time allotments per item of tonight's agenda for this Committee. Seconded by Committee Member Baker. Voice vote was taken and carried. The motion was approved.

Committee Member Ushka stated decision criteria have been created by each Subcommittee. Committee Member Van Dyk reviewed the list of criteria for the Form of Government (FOG) Subcommittee, including balance of power, encourages strategic thinking and vision, responsiveness, accountable, encourages fiscal responsibility, organizational clarity, empowers citizens, promotes a favorable business climate, protects against corruption, promotes diversity, and more suitable for a particular set of demographics. Discussion ensued regarding the FOG's list of criteria, reporting schedule, and the status of recommendations.

Committee Member Leighton reviewed the Legislative Subcommittee criteria, including responsiveness to the citizens – is the topic current, effectiveness, fiscal impact, does the current system work – if not why, independent decision making, and accountability to the Charter – intent of the citizens. Committee Member Farrell continued to review the independent decision making criteria. Discussion ensued regarding criteria used within each subcommittee relating to their subject matter and writing guidelines to format reports. Committee Members Ushka and Miller requested staff provide a matrix of all criteria being used by the subcommittees.

- **Charter Review Committee Work Plan**

At approximately 7:27 p.m., Jeanne Harris, Charter Review Liaison, reviewed this Committee's work plan relating to topic, locations, and timelines. Discussion ensued regarding when the Subcommittees will meet. Ms. Harris continued to review timelines for bringing preliminary recommendations to the full Committee. Discussion continued regarding public hearings and recommendations, including drafting, timelines, and Subcommittee work plans.

Committee Member Leighton moved to change the public hearing date from March 31, 2014 to April 9, 2014. Seconded by Committee Member Ushka. Discussion ensued regarding the telephone town hall meeting, number of public hearings needed and topics to be discussed. Voice vote was taken and carried. The motion was adopted.

Ms. Harris continued to review this Committee's timeline, including legal review and reporting to the City Council. Discussion ensued regarding reporting to the City Council. Martha Lantz, Deputy City Attorney, stated the City Attorney's Office is ready to start looking at any language to be reviewed before the final recommendation process.

- **Reports from the Subcommittees**

- i. **Form of Government**

- Chair Miller reviewed that this Subcommittee will use the criteria already stated by Committee Member Van Dyk and will be able to meet timelines previously discussed.

- ii. **Article II Legislative**

- Chair Leighton stated that their topics to review have been decided and assigned to their respected Committee Member for research.

- iii. **Article III Administrative**

- Vice Chair Ushka reviewed there workload has been spilt into two work groups.

- iv. **Article IV Public Utilities**

- Chair Martinez discussed this Subcommittee's work plan and criteria.

- v. **Human Resources**

- Chair Baker discussed criteria and what topics should be presented to the full Committee.

Communications

Discussion ensued regarding the Administrative Subcommittee, including meeting times, criteria assignments, and committee membership. Discussion continued regarding opportunities for public input sessions relating to actions to be taken, public hearings, a postcard mailer to be sent to all City residents, and utility bill mailing cycles. Committee Member Leighton requested staff provide the citizens of Tacoma with a postcard mailer encouraging public input to be able to reach citizens without access to social media. Committee Member Merritt provided a handout from Gary Knudsen to this Committee to be reviewed at a later date. Discussion ensued regarding staffing of this Committee, public outreach, and promotion of public input by the City.

Committee Member Leighton moved to request the City of Tacoma communications staff provide documentation on the City's plan to promote the public hearing of April 9, 2014 and the Telephone Town Hall. Seconded by Chair Baarsma. Discussion ensued regarding the need for different types of communications. Voice vote was taken and carried with Committee Member Edmonds voting in opposition. The motion was approved.

Robert Mack, Deputy Director of Public Affairs, reviewed types of communication used by the City currently. Discussion continued regarding communications.

Other Business/Unfinished Business

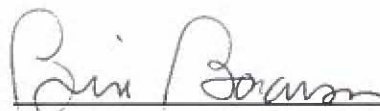
None.

Committee Comments

None.

Adjournment

Committee Member Ushka moved to adjourn the meeting. Seconded by Committee Member Brackett. On proper motion, the meeting was adjourned at 9:25 p.m.



Bill Baarsma, Chair



Jeanne Harris, Charter Review Liaison