

## **HUMAN RESOURCES SUBCOMMITTEE**

### **POSITION PAPER**

#### **Article VI**

**Unless I'm missing the point, the City Charter, does not in its language, give recognition to Human Resources as an entity but does acknowledge City Officers & Personnel (Civil Service Board). The power to provide guidance with respect to personnel policies and procedures is given to the Civil Service Board.... By what authority is the Department of Human Resource Management Established.**

**Either the Charter should be amended to reflect the Human Resource Department or the HRS should acquiesce and change its name back to Personnel, Department. In either case there are challenges the Department will face:**

- 1) Multiple generations( Boomers, Busters, Gen X & Y within a single workforce all who have different needs, desires, expectations and strengths.**
- 2) The adaptation of the department in order to meet the needs of the changing population.**
- 3) Work force balance and individualized Training and Development Plans for each grouping.(In House)**
- 4) Moving from a traditional approach of personnel/Human resource Management to a Strategic Approach.**
- 5) Recruiting and hiring that reflects today's reality.(Diversity & Cultural Competence to enhance job readiness & placement.**
- 6) Health and wellness**
- 7) Out dated personnel, policies and procedures**
- 8) Out dated performance evaluations**
- 9) Conduct of a salary survey , compensation and classification study.**
- 10) Strategic Action Plans-(every Department should feed into the process.**

**CAH**

**03/17/14**

## **Existing Section**

### **Gender-Neutral Language**

**Section 9.7** – Words importing the masculine gender shall be extended to the feminine gender.

### **Recommended Change and Rational:**

The Charter Committee recommends that language throughout the City Charter be changed to reflect gender neutral language as commonly defined. (1. noting or pertaining to a word that does not refer to one sex only: Firefighter is a gender-neutral term. 2. using words wherever appropriate that are free of reference to gender: gender-neutral language. -- <http://dictionary.reference.com/browse/gender-neutral>).

The use of gender neutral language was recognized as relevant when it was passed by the voters on November 3<sup>rd</sup>, 1992, however the document was not updated to reflect this other than to add section 9.7, noted above. Gender Neutral language has continued to be a best practice in writing since 1992, primarily because it is considered neutral to either gender and thus more accessible to all citizens who read and are bound to follow the Charter.

**(do we need to cite references for why this is a best practice?)**

### **Relevant Criteria**

Diversity

Accessibility

Best practice

Remove barriers (real and perceived)

**Existing anti-discrimination language:**

**Discriminatory Actions**

**Section 6.7** - No applicant for employment and no appointed officer or employee shall be discriminated against in any personnel decision on the basis of religion, race, national origin, political affiliation, sex, age, or the presence of any sensory, mental or physical handicap; provided, however, that affirmative action may be used to remedy prior Discrimination in the employment and promotion of City appointed officers and employees.

(Amendments approved by vote of the people September 18, 1973 and November 3, 1992.)

**Recommended language:**

**Discriminatory Actions**

**Section 6.7** - No applicant for employment and no appointed officer or employee shall be discriminated against in any personnel decision on the basis of religion, race, color national origin, or ancestry, political affiliation, sex, gender identity, sexual orientation, age, military status, familial status, honorably discharged veteran or military status, or the presence of any sensory, mental or physical handicap; provided, however, that affirmative action may be used in accordance with Chapter 49.60.400 of the Revised Code of Washington to remedy prior discrimination in the employment and promotion of City appointed officers and employees.

(Amendments approved by vote of the people September 18, 1973 and November 3, 1992.)

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Rational:

Compliance with state law and city code.

**Relevant Criteria**

Diversity

Accessibility

Best practice

Remove barriers (real and perceived)

**Human Resources Subcommittee**  
**Section VI – City Officers and Personnel**

Task is to craft charter language for consideration that would establish the Neighborhood Councils and Landmarks Preservation Commission.

The City of Tacoma has 23 boards, commissions, committees, task forces according to the City of Tacoma website (there is a citizen's guide on the web that lists 22 committees – some outdated). Of those 23, only 2 are established in the City Charter (Planning Commission and the Public Utility Board).

While the Landmarks Preservation Commission is a "city-commissioned" body – i.e., with appointed members and advisory authority, the Neighborhood Councils are independent nonprofit organizations that serve as "extensions" of municipal interests i.e., citizen involvement.

**Options:**

1. Leave as is. No change necessary. The Landmarks Preservation Commission and Neighborhood Councils are already established via ordinance process. While its insertion in the charter has the potential to declare a level of importance, it would not ensure greater institutionalization of the body. Reference description of Landmarks Preservation Commission:
2. Revise the ordinance that established the body (Landmarks Preservation Commission and Neighborhood Councils). Potential to strengthen the language and/or restructure if needed.
3. Add both to charter by (a) adding an article that establishes the Landmarks Preservation Commission, (b) adding an article that establishes the Neighborhood Councils, and/or (c) add one new article with general language that establishes these and other committees/commissions/boards. The language could speak to intent versus specific language regarding function which varies widely.

**Sample Language for Option 3B**

**Neighborhood Councils Program – Creation**

A neighborhood councils program is hereby created which shall consist of the following bodies: Neighborhood councils, the community assembly and the office of neighborhood services which shall be established in accordance with the rules and procedures designated in the following sections.

**Neighborhood Councils Program – Organization**

A. The neighborhood councils and community assembly shall have the power to make bylaws and rules for the conduct of their business.

B. The neighborhood councils and community assembly shall act as advisors to the city council and the mayor.

C. The office of neighborhood services shall act as the staff support for the neighborhood councils program and as the liaison between the neighborhood councils, the community assembly, the city council, the mayor, and the various city departments. The office of neighborhood services falls under the administrative branch of the mayor and shall report to the mayor.

D. The neighborhood councils program shall operate within the management structure of the Spokane City government as a separate department.

E. There shall be established a position within the office of neighborhood services designated as the director of neighborhood services.

### **Neighborhood Councils Program – Establishment**

A. In order to foster communication between the citizens of Spokane and all facets of City government neighborhood councils may be formed or existing associations may be recognized by the city council when they meet the minimum standards for recognition. Neighborhoods wishing to form recognized councils are encouraged to do so and may request assistance in the process by the City's office of neighborhood services and the community assembly. A neighborhood council must meet and continue to maintain conformity with the following minimum standards:

1. Clear geographic boundaries.
2. Adherence to established bylaws that ensure democratic deliberative and voting procedures.
3. Periodic meetings.
4. Compliance with all applicable federal, state, and local laws.
5. Copy of the bylaws and all amendments filed with the office of neighborhood services.
6. Membership consisting of persons who are sixteen years of age or older and reside, own property, or operate a business within the neighborhood council boundaries.

B. Initial boundaries remain fixed for one year. After a year, a neighborhood council may propose an amendment to its boundaries to the community assembly for its review and recommendations.

C. The geographic boundaries of a neighborhood council may extend to areas beyond the city limits but only members who reside, own property, or operate a

business within those portions of the neighborhood council as are within the city may participate in official decisions of the neighborhood council.

A. Each neighborhood council designates at least two individuals to receive written documentation and other information from the City's office of neighborhood services and to be responsible for disseminating this information to their respective neighborhood councils.

### **Neighborhood Councils Program – Neighborhood Council Duties and Responsibilities**

A recognized neighborhood council may:

A. review and recommend an action, policy, or plan to the city council neighborhood committee, the city council, the mayor, the City and any City agency, commission, or board on any matter affecting that neighborhood;

B. assist City agencies in determining priority needs for the neighborhood;

C. review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvements; and

D. undertake to manage projects as may be agreed upon or contracted with public agencies.

### **Neighborhood Councils Program – Community Assembly – Purpose**

The community assembly is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest. Each neighborhood council selects one representative and a designated alternate to serve on the community assembly. Representatives are expected to represent the interests of their respective neighborhood council. The community assembly meets with the city council neighborhood committee and the City's office of neighborhood services periodically to discuss community-wide issues. The responsibilities of the community assembly include to:

A. review and recommend an action, policy, or plan to the city council neighborhood committee, the city council, the mayor, the City, and any City agency, commission, or board on any matter affecting the City;

B. support and promote citizen participation and neighborhood enhancement;

C. promote and facilitate open communication between the City and neighborhood councils and provide the primary means of communication between individual neighborhood councils;



- D. support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and
- E. serve as an information resource to neighborhood councils.

### Sample language for Option 3C

#### Creation of Proprietary Boards.

(a) **Departments Created.** The following board, which shall be known as the Proprietary Boards, are created:

Landmarks Preservation  
Neighborhood Councils  
{list others}

(b) **City Department Liaising.** Each City Department shall be under advisement of a board of commissioners that shall liaise with the department.

(c) **Applicability.** Each Proprietary Board shall be governed by the following:

- (1) provisions specific to each board set forth in this Article;
- (2) these General Provisions for Proprietary Boards;
- (3) the General Provisions for Boards contained in Article, to the extent not inconsistent with this Article; and
- (4) other provisions of the Charter applicable to departments and boards to the extent not inconsistent with this Article.

### Sample Language for Option 3A

#### Land Use, Development, Preservation and Environmental Planning.

Consistent with all applicable federal and state laws with respect to land use, development, preservation and environmental planning, the city council shall:

- (1) Designate an agency or agencies to carry out the planning function and such decision-making responsibilities as may be specified by ordinance;
- (2) Adopt a comprehensive plan and determine to what extent zoning and other land use, preservation control ordinances must be consistent with the plan;
- (3) Determine to what extent the comprehensive plan and zoning and other land use ordinances must be consistent with regional plan(s); and
- (4) Adopt development regulations, to be specified by ordinance, to implement the plan.