

Charter Review Subcommittee Draft Process and Report Structure: 3/10/2014

1. Review section
2. Review each concern that may have been raised thus far.
3. Review general criteria as a guide.
4. Research (eg: model city charters, comparatives, best practices, and ideas developed by the committee.)
5. Develop alternative solutions where warranted by concerns OR as determined by the committee.

Do we want to document responses to all concerns or not?

6. Committees should review developed solutions where warranted and consider developed criteria as a basis for recommending a change be elevated to the voters via the city council.

6. Reporting:

- Summary of area being reported on.
- List each area where a change or changes (there may be more than one alternative) is recommended
 - List or discuss existing challenges citing research
 - List benefits of change citing criteria
 - Include any minority reports within the committee

7. Full Committee will review all reports and also use and articulate criteria to determine which issues are elevated to the city council in our final report for consideration of forwarding to the voters for approval.

-Improve life for residents	HR
-Provide clarity/accessibility of language	HR
-Consider best practice	HR
-Stand the test of time	HR
-Remove barriers to service	HR
-Increase civic engagement	HR
-Put in the charter or ordinance/code	HR
· Accountability	PU
· Transparency	PU
· Diversity	PU
· Organizational Clarity	PU
· Responsiveness	PU
· Sustainability	PU
· Impacts – Fiscal, Customer, Relationships, Efficiencies	PU
· Reliability of Service	PU
· Fair Value	PU
· Innovation	PU
· Competitiveness	PU
· Charter vs. Operations	PU

2014 Charter Review Committee Planning Calendar and Work Schedule

Working Copy for Staff

Date	Task	Topic(s)	Speakers	Location
Monday, January 13, 2014	Set Up Process	Presentation: Introductions of Support Staff, departments	T.C. Broadnax, Elizabeth Pauli, Gwen Schuler,	Room 248
January 27, 2014 Thursday, January 30, 2014 CRC Agenda Subcom	Set Up Process	Presentation: Conflicts in the Charter relative to council, mayor and city manager	Former Mayor Brian Ebersole	Room 16
Monday, February 3, 2014 CRC Agenda SubCom 5:30 Finalize work schedule	Information Gathering	<ul style="list-style-type: none"> • Forms of Government • Communication Plan • Work Schedule 	Stan Finkelstein Justin Leighton	Room 16
Wednesday, February 5, 2014	Information Gathering	<ul style="list-style-type: none"> • Housekeeping/Requests from internal COT • 2004 rejected amendments 	Joy St Germain, Elizabeth Pauli	Room 16
Monday, February 10, 2014 Meeting was noticed and published Feb 4 at 5:08 No Agenda SubCom	Information Gathering	<ul style="list-style-type: none"> • Special Meeting Public Hearing • Determine non-issues in the Charter 	The Public Charter Review Committee Members	City Council Chambers
Wednesday, February 12	Information Gathering Start to form Legislative Subcom	<ul style="list-style-type: none"> • Testimony from former and current mayors • Communications • Legislative Articles of the Charter 	Karen Vialle, Harold Moss, Mayor Strickland, Doug Sutherland, Connie Ladenburg, Rick Talbert Charter Review Comm	Room 16

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Monday, February 17, 2014	HOLIDAY			
Wednesday, February 19, 2014 CRC Agenda SubCom 5:30 Protocols	Information Gathering Organize Information Visioning-Brainstorming	<ul style="list-style-type: none"> • Testimony from current councilmembers • Legislative • Form the legislative subcommittee 	Two panels of four 7-8 Marty Campbell, Ryan Mello, Lauren Walker and 8-9: Deputy Mayor Woodards, Anders Ibsen, Robert Thoms David Boe	Room 16
Monday, February 24, 2014	Information Gathering Organize Information Visioning-Brainstorming Summarize Issues/Needs	<ul style="list-style-type: none"> • TPU 	Bill Gaines, Woodrow Jones, Bryan Flint and Mark Patterson, Bob Mack, David Nelson	Room 16
Monday, CRC Agenda SubCom 5:30	People for video clips	<ul style="list-style-type: none"> • Choose people for video 		
Wednesday, February 26 Form of Government Subcom 6:00 pm Room 12 Convener Miller	Organize Information	<ul style="list-style-type: none"> • Choose chair • Determine work plan • Set a regular meeting 	No program	Room 12
Article 2 Legislative Subcom Convener Leighton		<ul style="list-style-type: none"> • 		
Article 3 Administrative Subcom Convener Ushka		<ul style="list-style-type: none"> • 		
Article 4 Public Utilities Convener Martinez		<ul style="list-style-type: none"> • 		
Human Resource/CSB/PC Convener Baker	Organize Information	<ul style="list-style-type: none"> • 		
Criteria SubCom Convener Merritt		<ul style="list-style-type: none"> • 		
CRC Wednesday, February 26, 2014 7:00 pm Room 16	Information Gathering Organize Information Summarize Issues/Needs	<ul style="list-style-type: none"> • TPU • Form the TPU 	Jake Fey, Bill Barker, Tom Hilyard, Laura Fox,	Room 16

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Date	Task	Topic(s)	Speakers	Loc
Monday, March 3, 2014 CRC Agenda SubCom 5:30 Room 12	Information Gathering Organize Information Visioning-Brainstorming Start to form Administrative and Form of Government Subcom	<ul style="list-style-type: none"> • Elections • Administrative 	<ul style="list-style-type: none"> • T.C. Broadnax, Tim Strege, • Elections Julie Anderson, County Auditor • Mike Rooney Pierce County Elections Presentation 	Room 16
Monday, March 3 Form of Government Subcom 5:30 in Room 12	Information Gathering Organize Information Visioning-Brainstorming	<ul style="list-style-type: none"> • Organize • Develop Guiding Principles 		
Wednesday, Article 2 Legislative Subcom 6:00 pm Room 12	Information Gathering Organize Information Visioning-Brainstorming	<ul style="list-style-type: none"> • Organize • Develop Guiding Principles 		
Tuesday Article 3 Administrative Subcom 7:00 pm Room 12	Information Gathering Organize Information Visioning-Brainstorming	<ul style="list-style-type: none"> • Organize • Develop Guiding Principles 		
Thursday, Article 4 Public Utilities 5:30 Room 12	Information Gathering Organize Information Visioning-Brainstorming	<ul style="list-style-type: none"> • Organize • Develop Guiding Principles 		
Tuesday, March 4 at 6:00 in Room 12 Human Resource CSB/PC/Misc Housekeeping	Information Gathering Organize Information Visioning-Brainstorming	<ul style="list-style-type: none"> • Organize • Develop Guiding Principles 		
Wednesday, March 5, 2014 Comparative analysis of Spokane and Tacoma regarding compensation for CMO and managers, council, turnover of city managers, departments heads, and Spokane turnover	Information Gathering Organize Information Visioning-Brainstorming	<ul style="list-style-type: none"> • Testimony from administrators • Administrative 	<ul style="list-style-type: none"> • Skip Priest 	Room 16

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Date	Task	Topic(s)	Speakers	Loc
Monday, March 10, 2014 Charter Review Committee	Develop guiding principles SubCom Reports	<ul style="list-style-type: none"> • Wrap up of speakers • CSB, PC 	John Powers Civil Service Board Planning Commission	Room 16
CRC Agenda SubCom 5:30 Room 12? Wednesday? Canceled		CANCELLED		Room 12
Monday, at 5:30 p.m. Form of Government Subcom	Organize Information Visioning-Brainstorming Summarize Issues/Needs	<ul style="list-style-type: none"> • Develop guiding principles 		Room 12
Tuesday, at 6:00 in Room 12 Human Resource CSB/Misc.	Organize Information Visioning-Brainstorming Summarize Issues/Needs	<ul style="list-style-type: none"> • Develop guiding principles 		Room 12
Tuesday at 7:00 pm Room 12 Article 3 Administrative Subcom	Organize Information Visioning-Brainstorming Summarize Issues/Needs	<ul style="list-style-type: none"> • Develop guiding principles 		Room 12
Wednesday, 6:00 pm Room 12 Article 2 Legislative Subcom	Organize Information Visioning-Brainstorming Summarize Issues/Needs	<ul style="list-style-type: none"> • Develop guiding principles 		Room 12
Wednesday March 12, 2014 Charter Review Committee	Summarize Issues/Needs Develop guiding principles	CANCELLED	No speakers	Room 16
Thursday, 5:30 Room 12 Article 4 Public Utilities	Organize Information Visioning-Brainstorming Summarize Issues/Needs	<ul style="list-style-type: none"> • Develop guiding principles 		Room 12

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Date	Task	Topic(s)	Speakers	Location
March 17, 2014 Monday, 7:00 pm Charter Review Committee	Alternative Solutions Decision Criteria TEMPERATURE CHECK	<ul style="list-style-type: none"> • Preliminary Guiding Principles (Decision Criteria) • Progress Reports from Subcommittees • Identify Alternative Solutions 		Room 16
Monday, at 5:30 p.m. Form of Government Subcom	Amendment work	<ul style="list-style-type: none"> • Identify Alternative Solutions • Craft the less comprehensive amendments 		Room 12
Tuesday, at 6:00 in Room 12 Human Resource CSB/Misc.	Amendment work	<ul style="list-style-type: none"> • Identify Alternative Solutions • Craft the less comprehensive amendments 		Room 12
Tuesday at 7:00 pm Room 12 Article 3 Administrative Subcom	Amendment work	<ul style="list-style-type: none"> • Identify Alternative Solutions • Craft the less comprehensive amendments 		Room 12
Wednesday, at 5:00 pm in Rm 12 Agenda SubCom	?			
Wednesday, 6:00 pm Room 12 Article 2 Legislative Subcom	Amendment work	<ul style="list-style-type: none"> • Identify Alternative Solutions • Craft the less comprehensive amendments 		Room 12
Wednesday, March 19, 7:00 pm Rm 16 Charter Review Committee	Identify Alternative Solutions	SUGGEST CANCEL		Room 16
Thursday, 5:30 Room 12 Article 4 Public Utilities	Amendment work	<ul style="list-style-type: none"> • Identify Alternative Solutions • Craft the less comprehensive amendments 		Room 12

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Date	Task	Topic(s)	Speakers	Location
Monday, March 24, 7:00 pm Rm 16 Charter Review Committee	Organize Information	<ul style="list-style-type: none"> • PRELIMINARY SUBCOMMITTEE REPORTS ON RECOMMENDATIONS 		Room 16
Monday, at 5:30 p.m. in Room 12 Form of Government Subcom	Refining Amendments	<ul style="list-style-type: none"> • 		Room 12
Tuesday, at 6:00 in Room 12 Human Resource CSB/Misc.	Refining Amendments	<ul style="list-style-type: none"> • 		Room 12
Tuesday at 7:00 pm Room 12 Article 3 Administrative Subcom	Refining Amendments	<ul style="list-style-type: none"> • 		Room 12
Wednesday, at 5:00 pm in Rm 12 Agenda SubCom	?			
Wednesday, 6:00 pm Room 12 Article 2 Legislative Subcom	Refining Amendments	<ul style="list-style-type: none"> • 		Room 12
Wednesday, March 26, 7:00 pm Rm 16	Identify Alternative Solutions	<ul style="list-style-type: none"> • RECOMMENDATIONS FOR THE PUBLIC HEARING DUE • PRESENT LOGIC AND APPLY GUIDING PRINCIPLES TO THE FULL COMMITTEE • CHANGE OR ELIMINATE PREFERENCES 		Room 16
Thursday, 5:30 Room 12 Article 4 Public Utilities	Refining Amendments	<ul style="list-style-type: none"> • 		Room 12

2014 Charter Review Committee Planning Calendar and Work Schedule

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Date	Task	Topic(s)	Speakers	Location
Monday, March 31, 5:30 pm	Organize Information <i>Identify Alternative Solutions</i>	<ul style="list-style-type: none"> • PRESENT PRELIMINARY RECOMMENDATIONS • Public Hearing 		Council Chambers
Monday, at 5:30 p.m. Form of Government Subcom	Refining Amendments	<ul style="list-style-type: none"> • <i>ACCEPT, REJECT OR MODIFY</i> 		Room 12
Tuesday, at 6:00 in Room 12 Human Resource CSB/Misc.	Refining Amendments	<ul style="list-style-type: none"> • <i>ACCEPT, REJECT OR MODIFY</i> 		Room 12
Tuesday at 7:00 pm Room 12 Article 3 Administrative Subcom	Refining Amendments	<ul style="list-style-type: none"> • <i>ACCEPT, REJECT OR MODIFY</i> 		Room 12
Wednesday, at 5:00 pm in Rm 12 Agenda SubCom	?			Room 12
Wednesday, 6:00 pm Room 12 Article 2 Legislative Subcom	Refining Amendments	<ul style="list-style-type: none"> • <i>ACCEPT, REJECT OR MODIFY</i> 		Room 12
Wednesday, April 2, 7:00 pm Rm 16		SUGGEST CANCEL		Room 16
Thursday, 5:30 Room 12 Article 4 Public Utilities	Refining Amendments	<ul style="list-style-type: none"> • <i>ACCEPT, REJECT OR MODIFY</i> 		Room 12

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Date	Task	Topic(s)	Speakers	Location
Monday, April 7, 7:00 pm Rm 16	Test against the guiding principles (decision criteria)	<ul style="list-style-type: none"> • FINAL RECOMMENDATIONS DUE • Full committee review and application of guiding principles on all 		Room 16
Monday, at 5:30 p.m. in Rm 12 Form of Government Subcom	Refining Amendments	<ul style="list-style-type: none"> • <i>ACCEPT, REJECT OR MODIFY</i> 		Room 12
Tuesday, at 6:00 in Room 12 Human Resource CSB/Misc.	Refining Amendments	<ul style="list-style-type: none"> • <i>ACCEPT, REJECT OR MODIFY</i> 		Room 12
Tuesday at 7:00 pm Room 12 Article 3 Administrative Subcom	Refining Amendments	<ul style="list-style-type: none"> • <i>ACCEPT, REJECT OR MODIFY</i> 		Room 12
Wednesday, at 5:00 pm in Rm 12 Agenda SubCom	?			
Wednesday, 6:00 pm Room 12 Article 2 Legislative Subcom	Refining Amendments	<ul style="list-style-type: none"> • <i>ACCEPT, REJECT OR MODIFY</i> 		Room 12
Wednesday, April 9, 7:00 pm Rm 16 Charter Review Committee	<i>Identify Alternative Solutions</i> Test against the guiding principles	<ul style="list-style-type: none"> • REVISED RECOMMENDATIONS VETTED BY THE FULL COMMITTEE • READY FOR TOWN HALL 		
Thursday, 5:30 Room 12 Article 4 Public Utilities	Refining Amendments	<ul style="list-style-type: none"> • <i>ACCEPT, REJECT OR MODIFY</i> 		Room 12

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Date	Task	Topic(s)	Speakers	Location
Monday, April 14, 7:00 pm Rm 16 Charter Review Committee	Identify Alternative Solutions Test Against Criteria	<ul style="list-style-type: none"> • Telephone Town Hall • PRESENTATION OF RECOMMENDATIONS 		Council Chambers
Tuesday, April 15, 12:00 pm Rm 16 Charter Review Meeting		<ul style="list-style-type: none"> • REVIEW WITH CITY COUNCIL IN WORK SESSION 		Room 16
Tuesday, at 5:30 – 9:00 pm Room 12 WORKGROUPS	REFINE AMENDMENTS	<ul style="list-style-type: none"> • INCORPORATE CC RECOMMENDATIONS 		Room 12
Wednesday, 5:30 – 7:00 pm Room 12 WORKGROUPS	REFINE AMENDMENTS	<ul style="list-style-type: none"> • INCORPORATE CC RECOMMENDATIONS 		Room 12
Wednesday, April 16, 2014	REVIEW REPORT	<ul style="list-style-type: none"> • FIRST DRAFT FINAL REPORT OF THE FULL COMMITTEE DUE TO LEGAL 		Room 16
Thursday, 5:30 – 9:00 Room 12 WORKGROUPS		<ul style="list-style-type: none"> • HOLD 		Room 12

Workgroups can be representatives from all the subcommittees that want to continue the detail and refinement work. Any and all changes will be reviewed in the full committee meeting. The group is made up of all subject matter and may break down into smaller groups depending on the tasks. This gives a chance for cross-functional work to cross check and integrate the recommendations. There may be one team to craft the parallel form of government recommendations. There may be other cross-functional teams to do other work. These are second eyes on the work.

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Date	Task	Topic(s)	Speakers	Location
Monday, April 21, 7:00 pm Rm 16 Charter Review Committee		<ul style="list-style-type: none"> • ATTORNEY FIRST DRAFT FINAL BACK TO CRC • REVIEW and MARKUP 		Room 16
Tuesday, 6:00 – 9:00 in Room 12 WORKGROUP	CRAFT FIRST FINAL REPORT	<ul style="list-style-type: none"> • CRAFT FIRST FINAL REPORT 		Room 12
Wednesday, 6:00 – 9:00 pm Room 12 WORKGROUP	CRAFT FIRST FINAL REPORT	<ul style="list-style-type: none"> • CRAFT FIRST FINAL REPORT 		Room 12
Wednesday, April 23, 7:00 pm Rm 16 Charter Review Committee		<ul style="list-style-type: none"> • GO THROUGH THE FIRST FINAL REPORT • SEND TO LEGAL 		Room 16
Thursday, 6:00 – 9:00 Room 12 WORKGROUP	APPLY CHANGES TO THE REPORT AND SEND TO LEGAL	<ul style="list-style-type: none"> • HOLD 		Room 12

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Date	Task	Topic(s)	Speakers	Location
Monday, April 28, 7:00 pm Rm 16 Charter Review Committee	REFINE REPORT	<ul style="list-style-type: none"> • REFINE THE REPORT BASED ON FINAL LEGAL RECOMMENDATIONS 		Room 16
Tuesday, 6:00 – 9:00 in Room 12 WORKGROUP	REFINE REPORT			Room 12
Wednesday, 6:00 – 9:00 pm Room 12 WORKGROUP	REFINE REPORT			Room 12
Wednesday, April 30, 7:00 pm Rm 16 Charter Review Committee	Proof the Report	Proof the Report		Room 16
Thursday, 5:30 Room 12 WORKGROUP	CLEAN UP and PACKAGE REPORT			Room 12

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2014 Charter Review Committee Planning Calendar and Work Schedule

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Date	Task	Topic(s)	Speakers	Location
Monday, May 5, 5:30 – 9:00 Charter Review Commission	BRIEF FOR SUBMISSION TO CITY COUNCIL	BRIEF THE FINAL FOR SUBMISSION TO CITY COUNCIL		Room 16
Tuesday, May 6, 2014	SUBMIT TO CITY COUNCIL	SUBMIT TO CITY COUNCIL PRESENTATION?		Council Chambers

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Timelines for Measures for the November 4, 2014 Special Election

(All dates are tentative until the Pierce County Auditor publishes the official timeline)

City Council Timeline

May 2014			June 2014			July 2014
May 6	May 6 – June 3	May 20	June 10	June 12	June 30	July 7 – 21
↓	↓	↓	↓	↓	↓	↓
Charter Review Committee submits Final Report to City Council <i>(For 2004 Charter Review, it took 3 months to appoint the Committee, and they took 5 months to review the Charter)</i>	City Council reviews proposed amendments	Public Hearing on proposed amendments (tentative)	Council to consider adopting Resolutions for Charter amendments, if any, to place on the ballot	City Clerk's Office publishes notice in <i>The News Tribune</i> , soliciting members for "For" and "Against" committees	Deadline for submittal of "For" and "Against" interest letters	Appointments Committee reviews letters of interest for the "For" and "Against" committees at a special meeting

July 2014	August 2014		October 2014	November 2014
July 29	August 5	August 5	October 7, 14, 21, and 28 (tentative)	November 4
↓	↓	↓	↓	↓
Last date for Council to adopt Resolution appointing the "For" and "Against" committees, not later than 45 days prior to publication of the pamphlet (RCW 29A.32.280)	Transmittal of Resolution with ballot titles, and explanatory statements, to Pierce County Auditor	"For" and "Against" committee statements due to Pierce County Auditor	City Clerk to advertise proposed Charter Amendments in <i>The News Tribune</i> , each week for 4 weeks prior to election (RCW 35.22.170)	Special Election

(Please see Pierce County Auditor Timeline on reverse)

Timelines for Measures for the November 4, 2014 Special Election
(All dates are tentative until the Pierce County Auditor publishes the official timeline)

Pierce County Auditor Timeline

August 2014				October 2014	November 2014
August 5	August 5	August 5	August 7	October 3 <i>(tentative)</i> <i>(30 days prior to election)</i>	November 4
↓	↓	↓	↓	↓	↓
Names of appointing committees submitted to Pierce County Auditor	(1) Receive Council Resolutions on ballot title (2) Voters Pamphlet Explanatory statements submittal deadline	“For” and “Against” statements submittal deadline	Voters Pamphlet Rebuttal statement deadline	Publication of Voters’ Pamphlet	Special Election

These dates are subject to change due to potential changes to state and federal law.