



2014 TACOMA CHARTER REVIEW A LOOK AT HOW YOUR CITY WORKS

Chair Bill Baarsma – Vice-Chair Catherine Ushka – Secretary Justin Leighton

Theresa Baker Gary Brackett Mabel Edmonds Tim Farrell Eric Hahn Dr. Charles Horne Mark Martinez Jim Merritt John Messina Kenneth Miller Patricia Talton Justin Van Dyk

February 24, 2014 at 5:30 p.m.

Charter Review Agenda Subcommittee Agenda

1. Call to Order
2. Roll Call
3. Approval of minutes of the meeting of February 19, 2014
4. Communication Plan - OUTREACH
5. Subcommittees
6. Other Business/Unfinished Business
7. Public Comment
8. Committee Comments
9. Adjournment



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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

Charter Review Process Outreach Plan

Committee Website Wants and Expectations:

- Include Committee membership names and profiles
- All agendas and minutes are posted (just like city council)
- All materials created or presented are PDF'ed and added
- Other supporting materials are provided including any reports or draft reported created by the committee
- If possible – an interface for folks to add input without having to e-mail but to do so on the website
- Video Post
- Upcoming events/meetings/outreach

Editorial Board:

- February 25th Executive Officers visit with The News Tribune Editorial
 - No formal communication needed
- May 7th Executive Officers visit with TNT about final recommendations

Media Communications:

- May 6th (week off) TNT/Tacoma weekly Op-Ed from Executive Committee outlining committee recommendations and reasoning

Official Public Hearings;

- February 10th
- March 31st
- April 30th

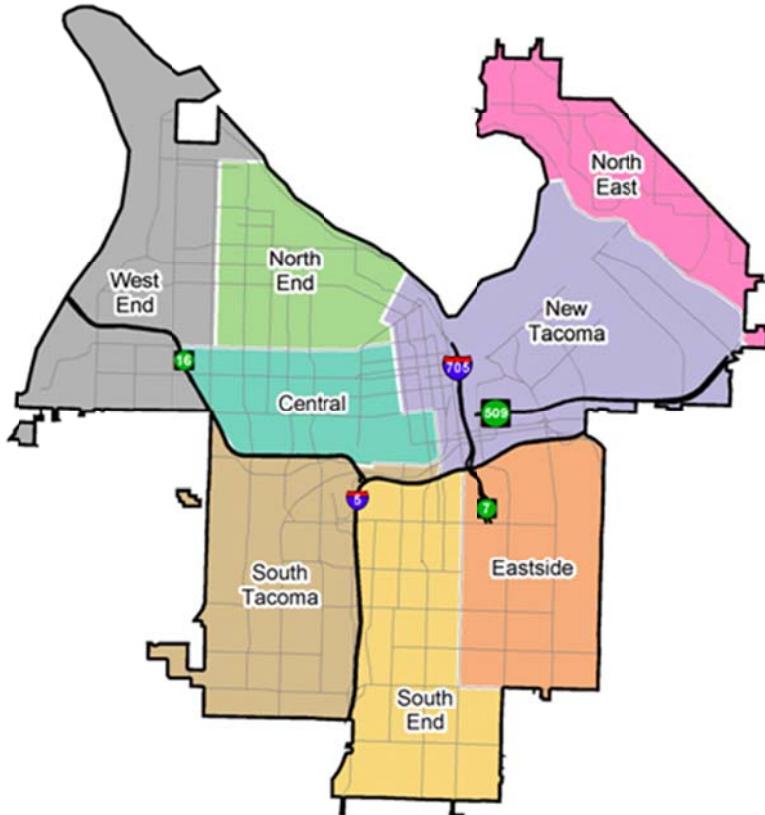
All throughout March: Begin Attending Neighborhood Council meetings

- **Committee members in groups of 2 or more. The Committee will develop a series of questions to be printed on cards for input to be given. The committee will develop 5 minutes worth of presentation talking points to offer the members.**

Key Questions to ask:

1. Xyz
2. Xyz
3. Xyz

- North End Neighborhood Council
 - **Date: March 3rd – Monday - 6:00pm**
– UPS, Thompson Hall, 15th Street and Union Rom 193.
 - **Committee Members:**
- Central Neighborhood Council:
 - **Date: March 6th – Thursday 7:00pm**
Snake Lake Nature Center
 - **Committee Members:**
- New Tacoma Neighborhood Council
 - **Date: March 12th – Wednesday 5:30pm** – First United Methodist Church Fellowship Hall – 621 Tacoma Ave South.
 - **Committee Members:**
- Eastside Neighborhood Council
 - **Date: March 17th – Monday - 6:30pm** – Stewart Height Park Building, 402, E. 56th Street at the railroad crossing
 - **Committee Members:**
- South End Neighborhood Council
 - **Date: March 17th – Monday – 7:00pm** – Fire Station #8, 4911 South Alaska Street.
 - **Committee Members:**
- West End Neighborhood Council
 - **Date: March 19th – Wednesday – 7:00pm** – Fire Station #16, 7217 Sixth Ave
 - **Committee Members:**
- South Tacoma Neighborhood Council
 - **Date: March 19th – Wednesday – 6:30pm** STAR Center 3873 S. 66th Street
 - **Committee Members:**
- North East Neighborhood Council
 - **Date: March 20th – Thursday 7:00pm** – Sector 1 NE Substation (4731 Norppoint Way NEO
 - **Committee Members:**



March 12th - and April 23rd Telephone Town Hall

- 6:00pm - 7:00pm Regular meeting to follow in Room 16 (we must all be in the same room for this to work)
 - **Communication Tactics:**
 - Mailers to community
 - Robo Call to the whole city inviting them
 - Facebook
 - Press Announcement
 - Other? _____

Draft

Road Show:

- March 19 - North Tacoma
 - Location:
- March 24 - Central
 - Location:
- March 26 - Stadium/Downtown/SouthDowntown
 - Location:
- March 31: - City Hall – Public Hearing
 - Location:
- April 2: - East Side Tacoma
 - Location:
- April 7: - South End Tacoma
 - Location:
- April 9: - West End Tacoma
 - Location:
- April 14: - South Tacoma
 - Location:
- April 16: - East Tacoma
 - Location
- **Communication to go with this phase:**
 - Direct mailing to neighborhood 7 business days prior to meeting
 - Robo call the week of (3 days prior)
 - Facebook
 - Press release
 - Others:

Stakeholder Round Table:

- March 31st – April 5th
- Hold at the convention center/UWT
- Invite stakeholders from the community – perhaps follow the invite list for the economic development director process and City manager.
- One individual from each community of interest
- Develop key questions and concerns the Charter Committee needs input on
- Split those who attend into groups of 5 - and begin focus groups asking the key questions outlined by the committee.
- Debrief as a large group after
- It would be great if COT staff could help record each groups actions and outcomes to be collated for a report.

Other outreach to schedule and plan:

- City Club Presentation

CRC SUBCOM REQUEST MATRIX

	Form of Govt	Art 2 Leg	Art 3 Admin	Article 4 TPU	Human Res Art 6/9
3Baarsma	1	3	2	4	5
Baker					
9Brackett	1	3		2	
7Edmonds	1		2	3	
6Farrell		1		2	
Hahn					
Horne					
5Leighton		1	3	2	
Martinez					
1Merritt	1				
4Messina	1				
2Miller	1	3	3	2	4
Talton					
Ushka					
8Van Dyk	1	2	3	4	5
First choice	7	2			
Second choice		1	2	4	
Third choice	1	3	3	1	
Fourth choice				2	1
Fifth choice					2
Total	7	3	2	3	2

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 	City Manager, Department Heads Other interested staff	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

2014 Charter Review Committee Planning Calendar and Work Schedule

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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, Superintendents Ted Coates, Linda McCrea, Dale King, Bob Mack, David Nelson, Bob Casey	Room 16
CRC Agenda SubCom 5:30 Room 12	Choose People for video clips	<ul style="list-style-type: none"> • Choose people for video clips 		
Form of Government Subcom		<ul style="list-style-type: none"> • 		
Article 2 Legislative Subcom		<ul style="list-style-type: none"> • 		
Article 3 Administrative Subcom		<ul style="list-style-type: none"> • 		
Article 4 Public Utilities		<ul style="list-style-type: none"> • 		
Human Resource/CSB/PC	Information Gathering Organize Information Visioning-Brainstorming	<ul style="list-style-type: none"> • 		
CRC Wednesday, February 26, 2014	Information Gathering Organize Information Visioning-Brainstorming Summarize Issues/Needs Form TPU and Civil Service Board Subcom	<ul style="list-style-type: none"> • TPU • Form the TPU subcommittee • Visioning/Summarizing 	Jake Fey, Bill Barker, Tom Hilyard, Laura Fox, Tim Strege, Dr. Ross Singleton;	Room 16
Form of Government Subcom		<ul style="list-style-type: none"> • 		
Article 2 Legislative Subcom		<ul style="list-style-type: none"> • 		

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Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
		•		
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"> • First T.C. Broadnax, current City Manager COT • Elections Julie Anderson, County Auditor • Mike Rooney Pierce County Elections Presentation Charter Review Comm	Room 16
Form of Government Subcom	Information Gathering Organize Information Visioning-Brainstorming	<ul style="list-style-type: none"> • Organize • Develop Guiding Principles 		
Article 2 Legislative Subcom	Information Gathering Organize Information Visioning-Brainstorming	•		
Article 3 Administrative Subcom	Information Gathering Organize Information Visioning-Brainstorming	•		
Article 4 Public Utilities	Information Gathering Organize Information Visioning-Brainstorming	•		
Human Resource/CSB/PC	Information Gathering Organize Information Visioning-Brainstorming	•		
March 5, 2014	Information Gathering Organize Information Visioning-Brainstorming	<ul style="list-style-type: none"> • Testimony from administrators • Administrative 	Administrators Administrators; T.C. Broadnax, Jim Walton,	Room 16 Comparative analysis of Spokane and

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		<ul style="list-style-type: none"> Form the Administrative subcommittee 	Skip Priest, Federal Way, friend of Peter Van Rikbaugher John Powers, Bellevue (Jim Merritt has contact number) Prof Robin Jacobsen, Cary Bozeman Charter Review Comm	Tacoma regarding compensation for CMO and managers, council, turnover of city managers, departments heads, and spokane turnover
Monday, March 10, 2014 Charter Review Committee		Develop guiding principles <ul style="list-style-type: none"> SubCom Reports 	Civil Service Board Planning Commission	Room 16
CRC Agenda SubCom 5:30 Room 12				
Form of Government Subcom	Organize Information Visioning-Brainstorming Summarize Issues/Needs	Develop guiding principles <ul style="list-style-type: none"> 		
Article 2 Legislative Subcom	Organize Information Visioning-Brainstorming Summarize Issues/Needs	<ul style="list-style-type: none"> Develop guiding principles 		
Article 3 Administrative Subcom	Organize Information Visioning-Brainstorming Summarize Issues/Needs	<ul style="list-style-type: none"> Develop guiding principles 		
Article 4 Public Utilities	Organize Information Visioning-Brainstorming Summarize Issues/Needs	<ul style="list-style-type: none"> Develop guiding principles 		
Human Resource/CSB/PC	Organize Information Visioning-Brainstorming Summarize Issues/Needs	<ul style="list-style-type: none"> Develop guiding principles 		

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March 12, 2014 Charter Review Committee	Summarize Issues/Needs Develop guiding principles	Preliminary Guiding Principles Reports from Subcom's •		Room 16
Date	Task	Topic(s)	Speakers	Location
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
Monday, March 17, 2014 CRC Agenda SubCom 5:30 Room 12 (Justin's Bday)	Visioning-Brainstorming Summarize Issues/Needs Develop guiding principles Identify Alternative Solutions	•		Room 16
Form of Government Subcom	• Visioning • Summarizing needs	• How to do it • What you need		
Article 2 Legislative Subcom	• Visioning • Summarizing needs	•		
Article 3 Administrative Subcom	• Visioning • Summarizing needs	•		
Article 4 Public Utilities	• Visioning • Summarizing needs	•		
Human Resource/CSB/PC	• Visioning • Summarizing needs	•		
March 19, 2014	• Identify Alternative Solutions	•		Room 16
Monday, March 24, 2014 CRC Agenda SubCom 5:30 Room 12	Organize Information Identify Alternative Solutions	Preliminary Subcom reports		Room 16
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		

2014 Charter Review Committee Planning Calendar and Work Schedule

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Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
March 26, 2014	Organize Information Identify Alternative Solutions		Preliminary Subcom Reports	Room 16
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
Monday, March 31, 2014	Organize Information Identify Alternative Solutions		Public Hearing	Council Chambers
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
April 2, 2014	Identify Alternative Solutions		ALL SUBCOM FINAL REPORTS DUE	Room 16
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
Monday, April 7, 2014	Identify Alternative Solutions Test against the guiding principles		Full committee review and application of guiding principles on all items	Room 16
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
April 9, 2014	Identify Alternative Solutions			Room 16

2014 Charter Review Committee Planning Calendar and Work Schedule

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	Test against the guiding principles			
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
Monday, April 14, 2014	Identify Alternative Solutions Test Against Criteria			Room 16
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
April 16, 2014	Identify Alternative Solutions Test Against Criteria	First final report of the full committee due to COT counsel		Room 16
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
Monday, April 21, 2014	Identify Alternative Solutions Test Against Criteria	COT attorney final draft back to CRC		Room 16
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
TUESDAY April 22, 2014	DETERMINE RECOMMENDATIONS	COT STUDY SESSION PRESENT RECOMMENDATIONS		Room 16

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Working Copy for Staff

Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
Monday, April 28, 2014	DETERMINE RECOMMENDATIONS			Room 16
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
April 30, 2014	Prepare Report	Prepare Report		Room 16
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
Monday, May 5, 2014	BRIEF FOR SUBMISSION TO CITY COUNCIL			Room 16
Form of Government Subcom		•		
Article 2 Legislative Subcom		•		
Article 3 Administrative Subcom		•		
Article 4 Public Utilities		•		
Human Resource/CSB/PC		•		
May 6, 2014	SUMMIT TO CITY COUNCIL	CELEBRATE		Council Chambers