



**King County**

# Charter Review Commission

## 2007-2008

### Subcommittee Work Session

New County Office Building, 1<sup>st</sup> Floor

5:30pm-7:30pm

September 12, 2007

Co-Chairs: Gov. Mike Lowry and Lois North

## Recognizing Forty Years of Good Governance

# Agenda

## ■ Subcommittee Process

- Process and Expectations (Mark Yango)
- Interactions with Executive Staff, Council Staff, and PAO (Mark Yango and Mike Sinsky)
- Navigating through the issue library (Corrie Watterson Bryant)
- Timeline and committee assignments (Corrie Watterson Bryant)

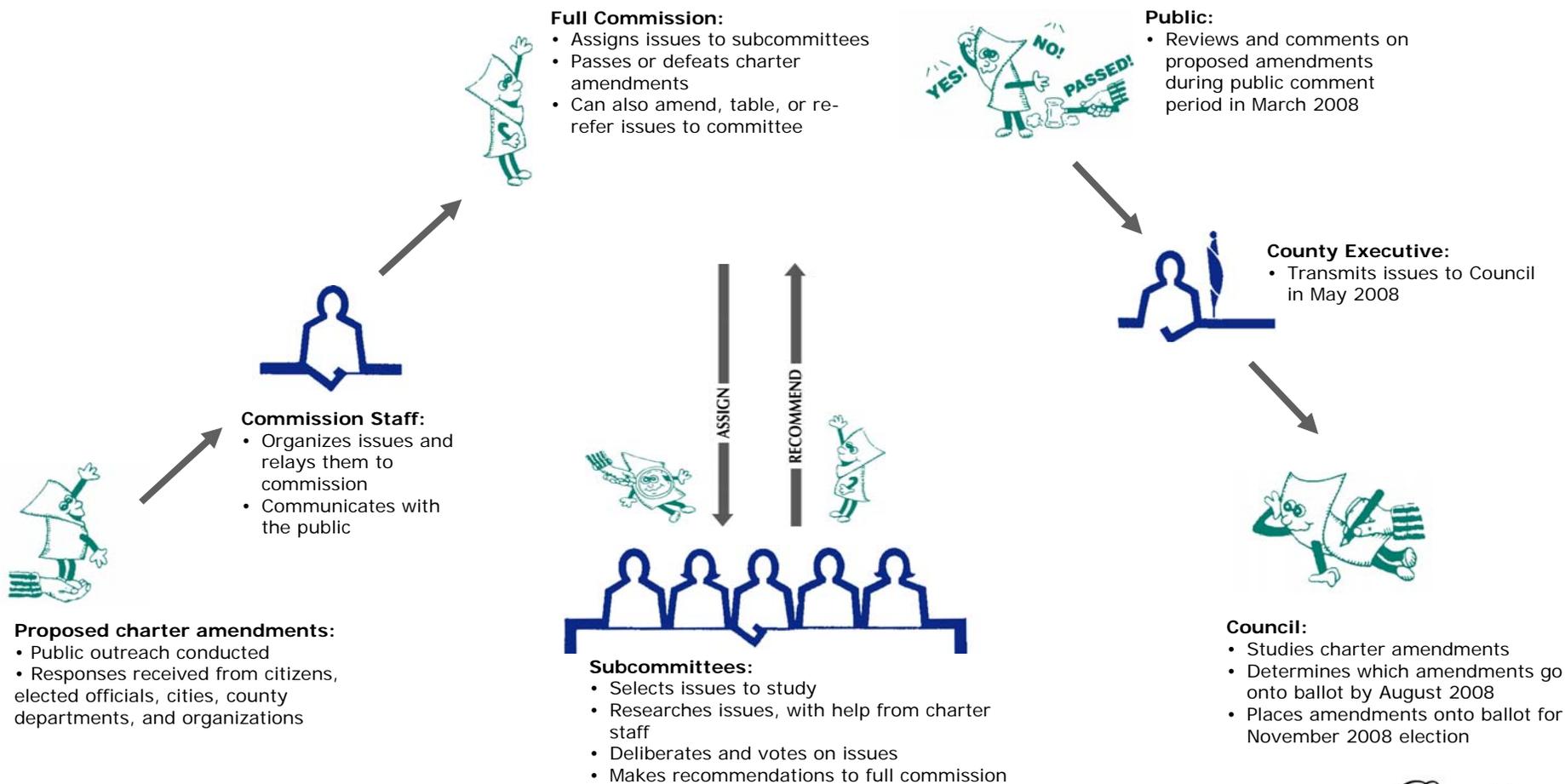
## ■ Subcommittee Breakout Sessions

- Elect a Chair and Vice-Chair
- Schedule meetings
- Prioritize issues for next subcommittee meeting

## ■ Logistics

- Next CRC meeting (Sept 25)
- Vouchers

# Charter Issues – Roles and Responsibilities



# Deliberation Phase – Roles and Responsibilities

## *Subcommittee Activities*

### **Getting Started**

1. Elect chair and vice chair
2. Set meeting schedule
3. Develop consensus on the priority issues to be investigated. Separate issues into two groups: those on which the group can easily reach consensus, and all other issues

### **Studying the Issues**

1. Conduct background research on priority issues. Start with easy-consensus issues. Review:
  - Provisions of the charter relevant to the committee
  - Past charter review commission recommendations
  - Issues submitted to the commission
2. Determine what additional information is needed
  - Assign research & analysis tasks to staff
  - Bring in issue experts

### **Reaching Consensus on the Issues**

1. Discuss the issue as a group
2. If a consensus is reached, vote. Staff will then prepare the full commission for a vote on the issue
3. If a consensus is not reached, decide whether to: gather more information, table the issue, drop the issue, or vote on the issue

### **Reporting on Decisions**

1. Report back to the commission each month on the activities of the committee. Brief the commission on priority issues and propose any charter amendments for a vote of the commission
2. Write a report (with staff) on the commission's findings and recommendations

## *Executive Staff*

- Issue research and analysis (briefing papers)
- Meeting logistics, materials, minutes, group facilitation (with chair)
- Communicate progress to North/Lowry and Council staff

## *PAO*

- Provide legal advice on charter issues
- Respond to specific queries from commissioners, through North/Lowry
- Ensure legal compliance of committee activities
- Respond to subcommittee chairs

## *Council Staff*

- Keep council members informed
- Provide feedback to commission on council-related matters
- Respond to specific queries from commission members

## Scope of Subcommittee Work

- Number of amendments for CRC to send to the Council: 8-10.  
**Maximum of 10 amendments is strongly encouraged**
  - 1998 CRC: sent 10 amendments
  - A larger number of amendments is not as likely to get the council's approval
  
- This means that each subcommittee should bring no more than **3-5 amendments** to the full commission for a vote
  
- Subcommittees should try to select a standing meeting date that does not conflict with other subcommittees' meetings
  - Ensures adequate staffing levels and allows subcommittee members to be part of more than one committee
  - Ideal: subcommittees meet on different weekdays

## Commissioners and Committees: Expectations

Each subcommittee member is expected to:

- Participate fully in all subcommittee and full commission meetings and discussions
- Review materials provided by staff
- Stay abreast of all emails and assignments
- Notify subcommittee chairs and staff when you cannot attend meetings
- Conduct research and analysis when necessary
- Work to create and maintain a productive and cooperative work environment on the subcommittee

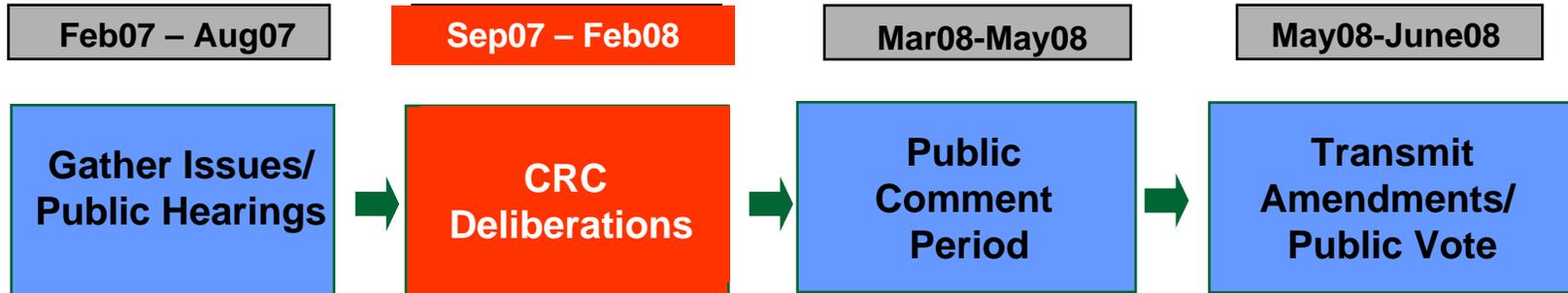
***From now on, email correspondence will be sent to County email addresses only***

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## Issue Library and Tracker

- The issue tracker (Excel spreadsheet) contains a summary of every issue submitted to the commission
  - 350+ issues, submitted by 100+ people and organizations
  - Issues were submitted by email, letter, public hearing, web form, and in commission meetings
- The issue library contains the full text of every issue submitted to the commission
  - Access the library on our website, or ask for a hard copy

# Work-program/Timeline



**Key Dates:**

- |  |   |   |  |
|--|---|---|--|
| <p><b>Feb07 – Aug07</b></p>  | <p><b>Sep07 – Feb08</b></p>   | <p><b>Mar08-May08</b></p>   | <p><b>May08-June08</b></p>   |
| <p><b>Gather Issues/<br/>Public Hearings</b></p>   | <p><b>CRC<br/>Deliberations</b></p>   | <p><b>Public<br/>Comment<br/>Period</b></p>   | <p><b>Transmit<br/>Amendments/<br/>Public Vote</b></p>   |
| <ul style="list-style-type: none"> <li>■ Feb 27, 07 – 1<sup>st</sup> meeting</li> <li>■ March - June                             <ul style="list-style-type: none"> <li>■ Issue gathering</li> <li>■ Written feedback</li> <li>■ Community group presentations</li> </ul> </li> <li>■ June/July – Hold 9 public hearings</li> <li>■ July/August – Collate issues from public and other stakeholders</li> </ul> | <ul style="list-style-type: none"> <li>■ Sept 07– Form subcommittees</li> <li>■ Oct 07 – Deliberations commence</li> <li>■ Feb 26, 08 – Deadline to complete work on draft proposed charter amendments</li> </ul> | <ul style="list-style-type: none"> <li>■ March 08 -- Public comment on proposed charter amendments</li> <li>■ April – revise charter amendments if needed</li> <li>■ Apr. 29, 08 – Deadline for CRC draft report                             <ul style="list-style-type: none"> <li>■ Commission votes on final recommendations</li> <li>■ Potential last meeting</li> </ul> </li> <li>■ May 15, 08 – Deadline for staff to finalize CRC recommendations for Executive</li> </ul> | <ul style="list-style-type: none"> <li>■ <b>May 30, 08 – Executive transmits CRC report and recs to Council</b></li> <li>■ Aug 14, 08 – Final day for Council action to comply with RCW deadline (84 days before general election)</li> <li>■ Sep 24, 08 – Final day for Council action to comply with charter deadline (45 days before general election)</li> <li>■ Nov. 08 – General election</li> </ul> |

# Detailed Subcommittee Timeline

## Charter Review Commission Subcommittee Work Program

September 07	October 07	November 07	December 07	January 08	February 08	March 08
<b>SUBCOMMITTEE MEETING SCHEDULE</b>						
<b>Sept 12: CRC meeting</b>	<b>Sept 26 – Oct 29: 2<sup>nd</sup> meetings</b>	<b>Oct 31 – Nov 26: 3<sup>rd</sup> meetings</b>	<b>Nov 28 – Dec 11: 4<sup>th</sup> meetings</b>	<b>Dec 13 – Jan 28: 5<sup>th</sup> meetings</b>	<b>Jan 30 – Feb 25: 6<sup>th</sup> meetings</b>	<b>Mar 1 – Mar 24: Final meetings</b>
<ul style="list-style-type: none"> <li>Finalize committees</li> <li>Elect Chairs</li> <li>Establish processes &amp; timeline</li> <li>Set meeting dates</li> <li>Assign issues to committees</li> </ul>	<ul style="list-style-type: none"> <li>Deliberate on consensus issues</li> </ul>	<ul style="list-style-type: none"> <li>Deliberate on consensus issues</li> <li>Vote on consensus issues</li> </ul> <p>Nov 6: general election</p>	<ul style="list-style-type: none"> <li>Deliberate on contentious issues</li> </ul>	<ul style="list-style-type: none"> <li>Deliberate on contentious issues</li> <li>Vote on contentious issues</li> </ul>	<ul style="list-style-type: none"> <li>Deliberate on contentious issues</li> <li><b>Final votes</b> on issues</li> </ul>	<ul style="list-style-type: none"> <li>Public comment period begins</li> <li>Deliberate on non-charter issues; recommendations, ordinance changes, administrative actions, etc.</li> </ul>
<p>Sept 13 – Sept 24: <b>1<sup>st</sup> meetings</b></p> <ul style="list-style-type: none"> <li>Issue scoping</li> <li>Set future meeting dates</li> </ul>						
<b>CRC MEETING SCHEDULE</b>						
<b>Sept 25:</b>	<b>Oct 30:</b>	<b>Nov 27:</b>	<b>Dec 12(??):</b>	<b>Jan 29:</b>	<b>Feb 26:</b>	<b>March 25:</b>
<ul style="list-style-type: none"> <li>Speakers, committee reports</li> </ul>	<ul style="list-style-type: none"> <li>Committee reports</li> <li>Vote on any issues from committees</li> </ul>	<ul style="list-style-type: none"> <li>Committee reports</li> <li>Vote on issues from committees</li> </ul>	<ul style="list-style-type: none"> <li>Committee reports</li> <li>Vote on issues from committees</li> </ul>	<ul style="list-style-type: none"> <li>Committee reports</li> <li>Vote on issues from committees</li> </ul>	<ul style="list-style-type: none"> <li>Committee reports</li> <li><b>Final votes</b> on issues</li> </ul>	<ul style="list-style-type: none"> <li>Discuss public comments; revise amendments if needed</li> </ul>

# Current Subcommittee Assignments

## Governmental Structure Issues

- Sheriff responsibilities
- Appointed/elected positions
- Partisan/non-partisan offices
- Initiative process
- Balance of power
- Election methods



### Subcommittee members

Lead Staffer: Mark Yango

#### Primary:

- Trisha Bennett
- Dan Gandara
- Darcy Goodman
- Kirstin Haugen
- Tara Jo Heinecke
- Gregg Hirakawa
- Lois North
- Sarah Rindlaub

#### Secondary:

- Bryan Glynn
- John Jensen
- Allan Munro

#### Suggested Chair/Vice Chair:

- Kirstin Haugen
- Tara Jo Heinecke
- Sarah Rindlaub

## Regional Governance Issues

- Regional committees
- Departmental issues
- County budgeting
- Urban unincorp. areas
- Council procedures
- Library system



### Subcommittee members

Lead Staffer: Becky Spithill

#### Primary:

- Juan Bocanegra
- Doreen Cato
- Bryan Glynn
- Gary Long
- Sharon Maeda
- Mike Wilkins
- James Williams

#### Secondary:

- Tara Jo Heinecke
- John Jensen
- Terry Lavender
- Lois North

#### Suggested Chair/Vice Chair:

- Doreen Cato
- Bryan Glynn
- Sharon Maeda

## Rural/Local Issues

- Rural/unincorporated representation
- Local services in unincorporated areas
- Rural policy development & planning
- Unincorp. Area Councils



### Subcommittee members

Lead Staffer: Corrie Watterson Bryant

#### Primary:

- Jim English
- John Groen
- Terry Lavender
- John Jensen
- Mike Lowry
- Allan Munro

#### Secondary:

- Tara Jo Heinecke

#### Suggested Chair/Vice Chair:

- John Jensen
- Terry Lavender

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## *Breakout Sessions*

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## Goals for Subcommittees

- Determine the Chair and Vice Chair for the committee (Role of chair and vice chair)
- Agree on meeting schedule
- Discuss and prioritize issues
  - Determine consensus and non-consensus issues
  - Determine which issues need briefing papers from staff, for next meeting

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## Role of Chairs and Vice Chair

- We suggest that co-chairs and vice chairs split up the responsibilities:
  - One Chair can lead the research and analysis efforts
  - Another chair can be in charge of running meetings, logistics, and suggesting speakers for the subcommittee meetings
  - Thoughts on other duties??

# Suggested Preliminary Issues to Analyze (not an exhaustive list)

## **Governmental Structure Issues**

- Partisanship
- Initiative Process
- Elected/Appointed officials
- CRC Recommendation process (Straight to ballot)
- Instant Runoff Voting/Preference Voting

## **Regional Governance Issues**

- Regional Committees
- County budgeting
- Departmental and Personnel Issues
- Council Procedures
- King County Library System

## **Rural/Local Issues**

- Rural representation
- Local services
- Policy Development and Planning
- UACs

Charter Review Commission Meeting Schedule

September 2007							September 2007							October 2007																	
							S	M	T	W	T	F	S								S	M	T	W	T	F	S				
							2	3	4	5	6	7	8								7	8	9	10	11	12	13				
							9	10	11	12	13	14	15								14	15	16	17	18	19	20				
							16	17	18	19	20	21	22								21	22	23	24	25	26	27				
							23	24	25	26	27	28	29								28	29	30	31							
							30																								
Monday		Tuesday		Wednesday		Thursday		Friday																							
September 3		4		5		6		7																							
10		11		12		13		14																							
				5:30-7:30pm Commission meeting: Subcommittees		1st subcommittee meetings																									
17		18		19		20		21																							
				1st subcommittee meetings																											
24		25		26		27		28																							
1st subcommittee meetings		5:30-7:30pm Commission meeting		2nd subcommittee meetings																											

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**Charter Review Commission Meeting Schedule**

<b>October 2007</b>					October 2007							November 2007						
					S	M	T	W	T	F	S	S	M	T	W	T	F	S
					7	8	9	10	11	12	13	4	5	6	7	8	9	10
					14	15	16	17	18	19	20	11	12	13	14	15	16	17
					21	22	23	24	25	26	27	18	19	20	21	22	23	24
					28	29	30	31				25	26	27	28	29	30	
<b>Monday</b>		<b>Tuesday</b>		<b>Wednesday</b>		<b>Thursday</b>		<b>Friday</b>										
<b>October 1</b>		<b>2</b>		<b>3</b>		<b>4</b>		<b>5</b>										
<b>8</b>		<b>9</b>		<b>10</b>		<b>11</b>		<b>12</b>										
<b>15</b>		<b>16</b>		<b>17</b>		<b>18</b>		<b>19</b>										
<b>22</b>		<b>23</b>		<b>24</b>		<b>25</b>		<b>26</b>										
<b>29</b>		<b>30</b>		<b>31</b>														
<b>2nd subcommittee meetings</b>		<b>Commission meeting</b>		<b>3rd subcommittee meetings</b>														

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Charter Review Commission Meeting Schedule

<b>December 2007</b>							December 2007							January 2008						
							S	M	T	W	T	F	S	S	M	T	W	T	F	S
							2	3	4	5	6	7	8	6	7	8	9	10	11	12
							9	10	11	12	13	14	15	13	14	15	16	17	18	19
							16	17	18	19	20	21	22	20	21	22	23	24	25	26
							23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday							
December 3	4	5	6	7	8	9	10	11	12	13	14	15	16							
4th subcommittee meetings																				
10	11	12	13	14	15	16	17	18	19	20	21	22	23							
4th subcommittee meetings		Commission meeting?		5th subcommittee meetings																
17	18	19	20	21	22	23	24	25	26	27	28	29	30							
5th subcommittee meetings																				
24	25	26	27	28	29	30	31													
5th subcommittee meetings																				
	No commission meeting																			
31	5th subcommittee meetings																			

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**Charter Review Commission Meeting Schedule**

<b>January 2008</b>					January 2008							February 2008						
					S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1	2	3	4	5							
					6	7	8	9	10	11	12	3	4	5	6	7	8	9
					13	14	15	16	17	18	19	10	11	12	13	14	15	16
					20	21	22	23	24	25	26	17	18	19	20	21	22	23
					27	28	29	30	31			24	25	26	27	28	29	
Monday		Tuesday		Wednesday		Thursday		Friday										
	January 1, 2008		2	3	4													
	5th subcommittee meetings																	
7	8	9	10	11														
	5th subcommittee meetings																	
14	15	16	17	18														
	5th subcommittee meetings																	
21	22	23	24	25														
	5th subcommittee meetings																	
28	29	30	31															
5th subcommittee meetings	Commission meeting	6th subcommittee meetings																

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**Charter Review Commission Meeting Schedule**

<b>February 2008</b>					February 2008	March 2008
Monday		Tuesday		Wednesday	Thursday	Friday
					1	February 1
					6th subcommittee meetings	
4	5	6	7	8		
6th subcommittee meetings						
11	12	13	14	15		
6th subcommittee meetings						
18	19	20	21	22		
6th subcommittee meetings						
25	26	27	28	29		
6th subcommittee meetings	Commission meeting	Final subcommittee meetings				
Public comment period						

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## Logistics

- Parking vouchers
- Collect money for dinner
- Any others?
  
- Next meeting Tuesday, September 25th, 5:30-7:30pm,  
New County Office Building