



A Charter Review Committee Meeting of the City of Everett was held on March 10, 2016 in the 5<sup>th</sup> floor training room of the Wall Street Building located at 2930 Wetmore Ave. The meeting was called to order at 4:30 p.m. and was presided over by Committee Chair Reid Shockey.

**Attendees:**

**Committee Members**

Christopher Adams  
Terrie Battuello  
Megan Dunn  
Dave Koenig  
Jim Langus  
Jo Metzger-Levin  
Tom Norcott

Clair Olivers  
Reid Shockey  
Angie Sievers  
Michael Swanson  
Erica Temple  
Michael Trujillo  
Walter White

**Excused Members**

Steven Graham

**City Staff**

Liaison : Bob Bolerjack  
Jim Isles, City Attorney

Admin: Lisa Harrison

**1. Call to order**

- The March 3<sup>rd</sup> meeting minutes were approved unanimously.

**2. Public comment**

Chair Shockey invited public comments.

- Greg Lineberry, 3827 Kromer Avenue, Everett, referred to a document he authored that was emailed to the Committee and highlighted the following points for the Committee’s consideration:
  - Residency requirements for certain City of Everett staff positions
  - Districting for City Council positions
  - Term limits for the Mayor and Council members
  - Review Charter every 5 years

All Committee members acknowledged that they had received his email. Chair Shockey stated that the Committee will add these items to the list of proposed topics to cover.



**3. Discussion of topic list sent earlier, and any additions to list**

- Chair Shockey referred everyone to the appendix from last week’s minutes as the itemized list to discuss later on the agenda and asked if there were any additional topics to add. The Committee agreed to work through the Charter and bring up additional topics as they surface during the discussion.

**4. Confirm format for providing input and voting**

- The Committee agreed to the process proposed by Chair Shockey to 1) take a first pass through all of the Charter Articles and identify topics, 2) start making decisions on the topics 3) formulate positions on those topics and 4) vote on items. Those who oppose the vote can file a minority report.
- City Attorney Jim Isles clarified that they must have 10 or more positive votes for an item to pass. Discussion took place as to whether or not a person could abstain from a vote. Chair Shockey stated that the part of the role of committee members is to make decisions, and unless there is a conflict of interest or absent during discussion he feels strongly that all should express their opinion and vote.

**5. Page-by-page document review by the Committee.**

*(Note: Sections not noted below were considered acceptable as they exist today. Gender references mentioned in the meeting are not noted below but will be corrected by staff for further review)*

**1) GENERAL: ADDRESS GENDER LANGUAGE**

Address all gender-based references, such as “councilman” and “he.” Currently it is addressed as a footnote in the appendix rather than replacing the actual language.

- It was proposed that city staff change all language throughout the document and correct gender specific language. A motion was made and passed unanimously (Vote: 14 accepted, 0 opposed).
- Bob Bolerjack agreed to make all changes in a track changes format, red line out and highlight new language for the Committee to approve in the next couple of weeks.

**2) SECTION TBD: CITY COUNCIL DISTRICTING**

- Consider forming geographic City Council districts. It was agreed that this would be discussed in detail after the first pass through the Charter.



- Chair Shockey noted that as they go through the Charter, Committee members should note which sections would be affected if districting is recommended.

**3) SECTION 1.5: INTERGOVERNMENTAL RELATIONS**

- Add “or Native American tribes” after corporation. Jim Isles or Bob will check on the best language.

**4) SECTION 2.1: DESCRIPTION OF ELECTION**

- Possible location to cover districting if pursued. It was noted that “city at large” should be replaced with the right language to reflect districting.
- Change language regarding voting process reference to “plurality” rather than “majority.”

**5) SECTION 2.2: ELIGIBILITY FOR OFFICE (added to list)**

- Consider moving within city government to the end of the sentence.
  - ✓ It was noted that every change proposed would have to be in the ballot, so caution should be taken before proposing wording changes that are not otherwise consequential.
- Consider limiting terms per citizen’s request.

**6) SECTION 2.3: FIRST ELECTION (added to list)**

- Consider deleting as it is outdated.

**7) SECTION 2.5: INCAPACITY TIME PERIOD**

- Consider defining the “reasonable” time beyond which incapacity constitutes a vacancy (i.e. in the last paragraph, add a time frame). Discussion took place as to what is considered reasonable and that there is no mechanism in place currently for the definition of a vacancy.
- Per Jim Isles, look at the ordinance referred to in the paragraph as this time frame might be left open for a reason.
- Committee members agreed to get advice from the Municipal Research consultant, who will be at the meeting on March 24th.



**8) SECTION 2.6 FORFEITURE OF OFFICE (added to list)**

- Question as to how to determine when someone is in violation. Agreed to note this section for further discussion on how to define.

**9) SECTION 2.8 COMMISSION ON SALARIES OF ELECTED OFFICIALS (added to list)**

- Suggestion to add something about them being representative of the city or of their district in section d. Note for further discussion.
- If districts are instituted for the City Council then Council members might appoint people to represent their district. The suggestion was made to state this specifically i.e. “representative of the community’s diversity.”

**10) SECTION 3.2: COUNCIL MEETING REQUIREMENTS**

- Consider requiring less frequent meetings and broadening language regarding public notice of such meetings (i.e. deleting “at least once a week.”)
- Consider changing specific media mentions with “media that will reach as much of the population as possible” and/or add internet. One suggested just say local media.
- Change special meetings notice to 24 hours as per the Open Public Meetings Act.
- Asked that this be reviewed by the City Attorney to make sure it is consistent with state law.

**11) SECTION 3.4: COUNCIL ORDINANCES**

- First paragraph 2<sup>nd</sup> page change “as” to “at” such later date.
- Reference to journal and ordinance book. Need to clarify what this is referencing and if there is an inconsistency. Deb Williams, city staff, will check and report back.

**12) SECTION 4.3: ADMINISTRATIVE DEPARTMENTS (added to list)**

- Positions mentioned in 4.7 – 4.11 are not mentioned in 4.4. Consider making consistent.
- Consideration should be given to the citizen’s suggestion to require certain City Staff members to live in Everett. This had been an issue in the past and it was decided that it went against the employee’s rights to require this.
  - ✓ This issue was explored with the union for police and fire and it was decided that there could be a mileage limit on how far out S.W.A.T. and special forces can live, but not for the overall force.



- Jim Isles noted that Municipal Research should be able to answer. Most likely the Committee can require it for higher levels but not for police and fire.

**13) THROUGHOUT ARTICLE 4: CAPITALIZE DEPARTMENT NAMES (added to list)**

- The Department names and official titles should be capitalized.

**14) SECTION 5.2: ADVISORY BOARDS**

- Consider requirement that members of boards and commissions should reflect the makeup of the community in terms of gender, age and geography. Note to review this paragraph and adjust.
  - ✓ There was discussion around how members are appointed and it was explained that the city takes applications and City Council ultimately decides who should be on a specific committee or board. The suggestion was made to keep a list of recommendations for the City Council for changes for them to consider but not necessarily to be put in the Charter.
- The Charter states that terms for members of boards and commissions created by ordinance shall be for a maximum of 6 years. Consider reviewing and placing a shorter maximum in order to encourage greater citizen participation. This item was withdrawn.
- Consider adding a caveat requiring that a city employee should not be allowed to serve on an advisory board to the department where they work.
- Discussed whether or not some boards or committees should be put in the Charter. One might be the Transportation Advisory Board. This was noted for further discussion.
- Regarding establishing an Everett Transit advisory board, per Jim Isles, state law would have to be changed. It would not work in the Charter given state law as Everett Transit takes direction from Mayor and Council. An advisory board could be added by the City Council via ordinance.

**15) SECTION 8.1: CIVIL SERVICE COMMISSION (added to list)**

- Change the wording “board” to “commission” where mentioned.

**16) SECTION 9.1: ELECTIONS (added to list)**

- Discussion took place about whether or not Charter should require partisan elections but idea was rejected.

**17) SECTION 11.2 INITIATIVE PROCESS**

- There is a question as to whether or not this section is even necessary, given that there have rarely been initiatives brought by citizens.
- If necessary, consider reviewing and clarifying the language -- Remove section D (confusing), change “percentum” to “percent”, remove reference to absentee ballots. Need to be consistent with state law.
- Agreed to do further research and discussion, given that this would be a significant change.
  - ✓ Attorney Jim Isles mentioned that he asked those in his department if this process worked and there were no concerns. Committee would like to continue to explore.

**6. Date and topics for next meeting 3/17/2016**

- Group agreed to start with article 11 at the next meeting. Agreed to start discussing the districting issue after that. Decided to put off a second public hearing until they get further along.
- Will ask Megan Dunn to give the presentation on districting she gave to the City Council last year. Also asked Terrie Battuello to share her experience working for a city that had districting.
- Consider having Megan’s presentation on the 24<sup>th</sup> when Municipal Research will be here.

**The meeting was adjourned at 6:35 p.m.**