



TO: T.C. Broadnax, City Manager
FROM: Doris Sorum, City Clerk, City Attorney’s Office
Elizabeth Pauli, City Attorney’s Office
COPY: City Council and City Clerk
SUBJECT: Resolution – Authorizing the use of up to \$30,000 from the
Council Contingency Fund for 2014 City Charter Review costs – April 8, 2014
DATE: March 27, 2014

SUMMARY:

A resolution authorizing the use of up to \$30,000, budgeted from the Council Contingency Fund, for costs related to the 2014 City Charter Review.

COUNCIL SPONSORS:

N/A

STRATEGIC POLICY PRIORITY:

- Encourage and promote an open, effective, results-oriented organization.

Sending mailings is the most effective way to reach all city residents and businesses in a timely manner in an effort to engage residents and stakeholders and encourage participation this process.

BACKGROUND:

Pursuant to Section 2.25 of the City Charter, the City Council shall commence a comprehensive review of the City Charter no less frequently than once every ten years. This section also requires that the Charter Review Committee “be provided sufficient staff and budget to perform a comprehensive review.” The last review commenced in 2004. The 2014 City Charter Review was designated as a special project of limited duration and approved by Council on September 17, 2014.

On January 7, 2014, 15 individuals were appointed by the City Council to the 2014 Charter Review Committee to serve until such time as the final reports and recommendations are made on or prior to May 6, 2014. The Charter Review Committee and its seven subcommittees have been meeting on a frequent basis to conduct their comprehensive review.

ISSUE:

The Charter Review Committee has requested funds to send a mailing to every resident and business in the City of Tacoma inviting them to participate in a public hearing of the Charter Review Committee on April 9, 2014, and a Telephone Town Hall meeting on April 17, 2014. The estimated cost of printing and mailing the postcard is \$26,000. The estimated cost for the vendor for the Telephone Town Hall meeting is \$4,000.

ALTERNATIVES:

Other methods of outreach could be used for advertisement, (email, social media, TV Tacoma programming), but those methods may not reach all residents and businesses in the City.

RECOMMENDATION:

It is recommended that the City Council approve the use of up to \$30,000 in Council Contingency funds to assist in 2014 Charter Review costs.



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1030 – Council Contingency	660000	5412020 / 5413000	\$26,000
1030 – Council Contingency	660000	5330100	\$4,000
TOTAL			\$30,000

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1030 – Council Contingency	660000	4300000	\$30,000
TOTAL			\$30,000

POTENTIAL POSITION IMPACT:

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
N/A			
TOTAL			

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$30,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? The Council Contingency Fund has appropriation authority allowing for the expenditure of requested funds.

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.