



**TO:** T.C. Broadnax, City Manager  
**FROM:** Doris Sorum, City Clerk, Clerk's Office  
Elizabeth Pauli, City Attorney, City Attorney's Office  
**COPY:** City Council and City Clerk  
**SUBJECT:** Resolution – Designating the City Charter Review as a Special Project of Limited Duration – September 17, 2013  
**DATE:** August 29, 2013

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**SUMMARY:**

Designating the City Charter Review as a special project of limited duration, and designating general salary classifications and benefits for persons employed on the project pursuant to Tacoma Municipal Code 1.12.155 and 1.24.187 and Section 6.1(h) of the Tacoma City Charter.

**BACKGROUND:**

The purpose of this resolution is to designate the City Charter Review as a special project of limited duration in accordance with the provisions of Tacoma Municipal Code 1.12.155 and 1.24.187 and Section 6.1(h) of the Tacoma City Charter, commencing October 2013 through December 2014. This project will include hiring one position to staff and support the Charter Review Committee. Duties assigned to this position will include scheduling and staffing all Committee meetings; preparing agendas and minutes; providing research and staff support to members of the Committee; maintaining the official record for the Committee; presenting to City Council, management, or the public with or on behalf of the Committee, as directed; and providing support relative to the special election in November 2014 and any follow-up from City Charter changes approved by the voters.

**ISSUE:**

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. The last review commenced in 2004. Because current support staff is working at capacity, additional staff support is necessary to assist with this review.

**ALTERNATIVES:**

If the review does not occur in 2014, the City will be out of compliance with the City Charter. Additionally, the alternative to filling this position would be to reassign staff support for Council Committees to other City departments to maintain a consistent level of support, which might result in untimely minutes, unnecessary gaps in the public record, less support for the committees, and increased overtime expenses.

**RECOMMENDATION:**

That the City Charter Review be designated as a special project of limited duration.



**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Non-Departmental, 0010	80017782	5110100	\$112,281
Non-Departmental, 0010	80017782	5210100	3,750
Non-Departmental, 0010	80017782	5412000	9,500
Non-Departmental, 0010	80017782	5310100	148,000
Non-Departmental, 0010	80017782	5311300	30,000
<b>TOTAL</b>			<b>303,531</b>

\* General Fund: Include Department

**POTENTIAL POSITION IMPACT:**

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
Management Analyst I	Project	1	12/31/2014
<b>TOTAL</b>			

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$303,531.00**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Yes