

## APPROVED VERSION Charter Review Commission Phase 2 Work Plan

### General Philosophy and Milestones

Focus Area	2021 Ballot Measures	2022 Considerations
Topics	Seven Charter Amendments on November ballot	<ol style="list-style-type: none"> <li>1. Vacancy provisions</li> <li>2. Ranked choice voting</li> <li>3. Initiatives/referenda</li> <li>4. Redistricting process</li> <li>5. Executive elected consultations/hiring County Manager</li> <li>6. Charter preamble/how-to-use guide</li> </ol>
Public Involvement and Communications	Executive Team/ Communications and Public Information subcommittee on 2021 ballot measures	<ul style="list-style-type: none"> <li>• Pre-November: targeted and focused public involvement: focus groups?</li> <li>• Survey on 2022 considerations?</li> <li>• After November election: broader involvement, town halls</li> <li>• Work plan and timing critical so voters don't get confused, overloaded between 2021 ballot measures and 2022 considerations</li> </ul>
Subcommittees	<ul style="list-style-type: none"> <li>• Communications and Public Information Sub-committee</li> <li>• Select committee on Charter Review Commission legislative intent to assist code publisher on measures which pass</li> <li>• Subcommittee to debrief on results of 2021 measures</li> </ul>	<ul style="list-style-type: none"> <li>• Subcommittees on six items</li> <li>• Some subcommittees may need to research where current RCW or case law limits or restricts Charter involvement</li> <li>• Subcommittees formed August 4 and should have sufficient time to meet between full Commission meetings</li> <li>• Subcommittees to develop their own work plans and public engagement concept to report back to Executive Team and Commission</li> </ul>
Charter Review Commission	<ul style="list-style-type: none"> <li>• Informational touch points at Commission meetings</li> <li>• Scheduling speaking engagements and forums</li> <li>• Support/ schedule management by Communications and Public Information Subcommittee</li> </ul>	<ul style="list-style-type: none"> <li>• Full Commission meets first Wednesday of each month until November election, then weekly on Wednesdays until terms end December 31, 2021 (last meeting December 29, 2021)</li> <li>• Agendas to have action items</li> <li>• September: subcommittees present work plans for Commission review, comment and approval. Commission to provide direction where more work is needed.</li> <li>• October: set aside for first touch of proposals, options</li> <li>• November (day after General Election): subcommittees present formalized proposals to take into public process/ town halls, Commission action on the proposals</li> <li>• December meetings: formal review of proposals, action on whether or not to place items on the 2022 ballot</li> </ul>

**APPROVED VERSION Charter Review Commission Phase 2 Work Plan  
Milestone Schedule**

Task	Month					Comments
	August	September	October	November	December	
2021 Ballot Measures Public Information and Communications/ Currently scheduled events	Co-Chairs: media contact. Speakers' bureau: Fairway Village August 4	Co-Chairs: media contact. Speakers' bureau: Fircrest Neighborhood September 7	Co-Chairs: media contact. Anticipated: LWV and other forums, local media interviews/pro-con debates.			General Election is November 2, 2021. Communication on 2021 measures ends with General Election.
2022 Measure Public Involvement	Limited, focus groups, coordinate with Public Information and Communications Sub-Committee. Commission meetings will still have Public Comment time on each agenda.			Survey(s) and town halls, mid-to-late November, starting after General Election	Follow-up on survey results and town hall comments, speaking engagements if requested.	Communications and Public Information sub-committee to develop more refined and strategic work plan. Commission meetings will continue to have Public Comment time on the agenda.
Regular Charter Review Commission Meetings	August 4	September 1	October 6	November 3, 10, 17. No meeting November 24 (Thanksgiving break)	December 1, 8, 15, 22, 29	Monthly action-oriented agendas until General Election. Between General Election and end of terms, weekly with discussions, deliberations and final action on 2022 measures. Town halls mid-to-late November.
Charter Review Commission Actions/Milestones.	Approve 2022 Work Plan. Establish sub-committees.	Review of output from 2022 items sub-committees from their August meetings. Decision on whether to continue to move forward on items that may have statutory or case law roadblocks.	Review/ temperature check of Sub-committee concepts, options, proposals on 2022 proposals.	November 3: debrief of 2021 election turnout. Commission review of 2022 proposals and options to take out to public.	December 1: first reading of 2022 measures. December 8: formal action/ resolutions on 2022 measures.	December action schedule leaves a few weeks for potential deferrals, follow-up. Aim is to package and get resolutions to County manager and Elections office by December 29, 2021. Will likely need to package with directions to county staff since 2022 ballot measures aren't due to Elections until August 2022; includes For/Against committee formulation, Explanatory statement and ballot title request of Prosecuting Attorney's office, etc.
2022 Subcommittee meetings	August 5-27	September 2-30	October 7-29	As needed, timed with town halls, surveys, Commission meetings and direction	As needed to finalize proposals	Subcommittees to elect Chair, Chair checks in with Executive Team between full Commission meetings. A few days to allow Executive Team to incorporate into next Commission meeting's agenda.
2021 Charter Review Commission Terms End					<b>December 31, 2021</b>	