

Draft Minutes Economic Development Reform Panel

July 16, 2021, 1pm- 3:00 p.m.

- I. **Call to Order:** Chair Ann Marie Tracey
Panelist in attendance: Tim Burke, Dan Schimberg, KZ Smith, Bernadette Watson and Verna Williams

- II. **Approval of 7.9.21 minutes**
Dan Schimberg moved to approve; Bernadette Watson seconded the motion.

- III. **Public Comment follow-up**
 - A. **Topics**
 - i. Public Comment/Emails Received following the July 9, 2021, Public Comment: Danny Klingler and Kathleen Brinkman (attached)
 - ii. Regarding the recommendation for the Mayor to be required to send inquiries and/or work through the office of the City Manager: the panel notes a [provision in the Charter](#) that already addresses this topic. References to the Charter re: Topic ii & LLCs will be added to the develop section authored by Tim Burke and Bobbi Dillon
 - iii. How to incorporate Public Comments into the Panel's report/recommendations? A portion of the report will address Public Input process, topics received and response.

- IV. **Sections Presentation and Review (attached as a meeting material):** Authors, please track changes in your sections.
 - A. Introduction and the creation of the Panel:
 - i. Note: any narratives within the report are provided by members of the Panel and any assistance from the Solicitor's Office is in research, fact finding, and compilation support only.
 - ii. The introduction intentionally does not name indicted members of Council
 - iii. Verna to draft a preamble section to the factual introduction that articulates the principles underlying the recommendations.
 - iv. Add that all meetings have been publicly broadcasted.
 - B. Development Process: Tim Burke, Dan Schimberg, Bernadette Watson:
 - i. Reference to 2020 Census is included to validate claim of population increase. There was a request for Tim to specify how this relates to the impacts of incentive packages and how this should be further investigated.
 - C. Hotline and Whistleblower: Ann Marie Tracey and Alicia Bond-Lewis:
 - i. Benefits of whistleblower hotline, proposed changes to current hotline: Suggestion to clarify in section introduction that the City has a hotline and in the paragraph about changes include the need for greater utilization and publicity
 - ii. Whistleblower protection promotion: recommendation to clarify to whom the City should promote the hotline to, it's use, and what protections/confidentiality measure are in place with

reference to the prohibitions on retaliations. Add information regarding the hotline to the training section.

- D. Training: KZ Smith and Verna Williams
 - i. Recommendation to broadening training audience beyond charter requirements
 - ii. City Manager responsibilities:
 - 1. Expand Code of Conduct, training requirements, and required participants. Specifically naming what rules should be included.
 - 2. Council Code of Conduct is not the responsibility of the City Manager. Council and Mayor are responsible for the creation and adoption of their own code of conduct and for those of their staffs.
 - iii. Codes cover: City Employees, Elected Officials, Developers, Contractors, Lobbyists and of these, indicate which trainings are mandatory.
 - 1. Charter changes already cover requirements to Council Members. If the training is not completed 60days after swearing in, legislative powers will be held.
 - 2. Re: Developers: The City should make training available to developers online and provide an acknowledgement receipt of training but not mandatory
 - 3. Re: Employees: specific training to be tailored for employees according to their scope of work e.g., development
 - iv. Add justification for recommendations and reference to best practices/other municipal agencies
- E. Behavioral Expectations/Codes of Conduct: Ann Marie Tracey
 - i. Suggestion to include Mayor and their staff in addition to City Council either in a mutual or separate code of conduct (Ann Marie to propose some language for the Panel's consideration)
 - ii. Titles for consideration: Code of Ethics vs Code of Conduct and Ethics etc.
 - iii. Codes of conduct should be specific with respect to the work performed e.g., economic development
 - iv. Note whistle blower reporting responsibilities

V. **Planning/Next Steps**

- a. Report submission process and presentation.
 - i. The report can be submitted either as an item received from the Panel through the administration with a cover transmittal or as a communication to Mayor and Council. Either way the report will be posted online. Any presentation before Council would be determined either by the Mayor or Committee Chair in receipt of the report.
 - ii. Provide narrative introductions, recommendations, and then detailed support material.
 - iii. Ann Schooley and Ann Marie to work on report format – Panel members are asked to revise sections, track changes, and send to Ann Marie and Ann Schooley ASAP.

Meeting adjourned 2.43pm

The Next Meeting is on Friday July 23, 2021, at 1pm.