I. Call to order

II. Assignment of minutes

III. Approval of minutes of November 22, 2016

IV. Scope of work to be completed by February 1 per Commission resolution
   i. Impact of guidance received by straw poll
   ii. Availability of Jeff Altamari
   iii. Availability of Mark Lawton

V. Review Assistant City Attorney Izzo memorandum

VI. Additional interviews to be conducted

VII. Methodology we will employ
   i. Use of large screen
   ii. Use of “track changes”
   iii. Identification of changed categories

VIII. Identify topics for next agenda

IX. Adjourn
Drafting Committee Charge: Drafting Committee - This committee would be tasked with distilling and trimming the existing charter into a shorter more form. The committee would make the obvious cuts and move them into an administrative code. Second, they would talk to officials, deputies and department heads about other potential cuts. The Committee would identify controversial and potentially controversial stuff for the full charter committee to vote on. They would identify a series of policy issues for example—does city attorney role be fired by consent of city council as an example— that need to be studied and analyzed. Their goal is to get a slimmed down version of the City Charter, doesn’t change the form of the city government. They would need funding to pay for an attorney.