



EnvisionEverett
EnvisionEverett Committee 2016-2017

Committee Charter

Background and Purpose

The Everett City Council and Mayor Ray Stephanson have appointed a committee to review and update the existing vision for the City of Everett. In 2005, a Vision Team developed “Vision 2025,” an aspirational report that identified goals and supporting actions related to education, economic development, urban design, the harbor front/riverfront, transportation, and parks, activities and culture.

A significant portion of the Vision Team’s aspirations have been accomplished during the past decade. Now it is time to step back, review the vision, identify what has been completed, and determine if there are newly-emerging goals and strategies that will best serve the City.

In conducting its work, the EnvisionEverett Committee will:

- Revisit the 2025 Vision Statement with these questions in mind:
 - 1) What have we accomplished? Are we on track?
 - 2) What remains to be done? Should the City continue to pursue the action items identified in Vision 2025?
 - 3) What new goals and/or action strategies should the City pursue?
- Develop an updated vision for Everett based on its review of Vision 2025. This vision statement will be focused on the next ten years.
- Develop a clear set of guiding principles that the Mayor and City Council can use to help with their decision-making for project and program funding.

The committee will commence work in November 2016, and end in _____ 2017. The group will be facilitated by a neutral third-party, Margaret Norton-Arnold.

The committee is not a decision-making body, but a group assembled to make recommendations to the Everett City Council. At the conclusion of the committee’s work, it is hoped that the Mayor will endorse, and the City Council will formally adopt, the committee’s recommendations.

Membership

In appointing committee members, the Mayor and Council strove to identify a diverse set of Everett citizens from all areas of the city and with multiple interests and perspectives. Committee members include: _____



Meetings

The EnvisionEverett Committee will meet 11 times between November 2016 and ____ 2017. In general, the meetings will run for two hours and will be held at the _____.

Meeting	Date	Preliminary Draft Agenda
1		Saturday meeting: Three hour kick-off meeting. Primary goal is committee brainstorming on a renewed vision statement/goals for EnvisionEverett Plan. Brief presentations on accomplishments of the past decade. Discussion on newly-emerging goals that should be included this time. Results of this meeting will shape agendas and schedule for the committee's work. Margaret Norton-Arnold (MNA) refines committee schedule/process based on this meeting.
2		Continued work on kick-off meeting results. Discussion of overarching goal statement. Review of potential "Table of Contents" for 2027 plan. Beginning work on the "emerging goals" section of the Plan, including presentations on ongoing initiatives. MNA drafts plan sections; table of contents based on committee discussion.
3		Continued work on emerging goals for the vision plan. MNA writes up draft goal language, refines Table of Contents.
4		Continued work on emerging goals section. MNA writes revisions to the goals based on committee discussion.
5		Refinement of "emerging goals" statements. Goal is to have draft statements prepared for inclusion into the draft EnvisionEverett report. Prep for upcoming meetings related to existing goals. MNA will refine new goals statements based on committee discussion.
6		Begin review of visions related to "existing goals" in the 2025 Vision Plan: education, economic development, urban design, harbor front/river front, transportation and parks, activities and culture. Review accomplishments, brainstorm on next steps and strategies. MNA will document brainstorming session.
7		Continue review of existing goals. Review results of brainstorming session toward development of revised visions/strategies. MNA will edit/write/rewrite visions and strategies.
8		Work toward development of revised vision statements for existing goals. MNA to document and edit statements based on committee discussion.
9		First review of a rough draft of the committee's recommendations. All goals assembled together for first review. MNA edits/revises document based on committee discussion.
10		Second review of committee's recommendations. MNA edits/revises document based on committee discussion.

Meeting	Date	Preliminary Draft Agenda
11		Final review and final meeting of the group. MNA edits/revises document based on committee discussion. Final report then submitted to the Mayor and City Council.

Committee Process and Ground Rules

The committee will work in a relatively informal fashion. The goal of each meeting will be to engage all members in a comprehensive discussion of issues and options. While substantial consensus among committee members will be the preferred outcome, it is not an absolute requirement. Where consensus appears to be emerging around a particular recommendation, every effort will be made to bring the group to full agreement. When this is not possible, and when there are strong majority and minority opinions, each of those perspectives will be thoroughly documented. In order to ensure the group's success, committee members are expected to abide by the following ground rules:

- 1) Show up! The committee cannot do its work without its members in attendance.
- 2) Focus on broad interests, not individual positions.
- 3) Use the group's time well and engage constructively – vigorous, respectful exchange that encourages all points of view, open communication and good solutions.
- 4) Watch your air time – make sure everyone has the chance to participate.
- 5) Focus on preferred end states, options for mutual gain, and fair measures of evaluation.
- 6) Strive for consensus – to seek out what you and the group can and cannot agree to, live with, or modify to achieve agreement – while recognizing that majority and minority opinions may be the best result on some topics.
- 7) Strive, at every meeting, to conduct your business in a way that will improve your ability to work together in the future.
- 8) Turn off cell phones and other electronic devices. Give your fellow committee members your full attention.
- 9) Keep your associates and constituency groups up-to-date on the progress of the committee. It is your responsibility to both share information and represent your constituency's views.
- 10) Participate in between meetings. Homework will be required in order to maintain momentum. Members are expected to check email, review draft documents and other project related materials, and stay engaged.
- 11) Be clear. When sharing information about the committee's work with outside parties, members are asked to clarify between their own perspectives and those of the committee as a whole.

Public Attendance and Comment

All committee meetings will be open to the public, who may attend to observe the proceedings. Observing members of the public will sit quietly and not disturb the proceedings of the meeting. Ground rules for public attendance include:

- Time will be allocated at the end of every meeting for public comment.
- Each commenter will be asked to limit their speaking time to two minutes.
- Observers may not speak at the meeting outside of this comment period.

Committee Support



In addition to facilitator Margaret Norton-Arnold, the committee will be supported by a staff team led by the City of Everett's Executive Director, Bob Bolerjack. The staff team will attend each meeting, and will work with Margaret to develop agendas, prepare for meetings, write meeting reports, and generally ensure the smooth functioning of the group's work.

Role of the Facilitator

Margaret Norton-Arnold has been hired as a neutral facilitator for the committee's work. Margaret will maintain ongoing communication with committee members and will serve as the central point of contact for committee information and scheduling. Margaret will write and edit the committee's recommendations based on their discussion at each of the meetings.

Margaret makes this pledge to committee members:

- 1) I will begin and end every meeting on time.
- 2) I will ensure that you have meeting materials well in advance in order to allow ample time for your review.
- 3) I will make certain that everyone has the chance to participate, and that no single interest dominates the discussion.
- 4) I will be focused on the goals for each meeting, and will strive to help you achieve them in a relatively friendly, but ultimately highly driven, manner.
- 5) I will keep the discussion as simple as possible, striving hard to not let us get bogged down.
- 6) I will do everything I can to help you succeed as a group, including individual conversations, working drafts, and other communication in between meetings.
- 7) I am responsible for the process of our discussion and neutral in terms of its content.

