



## CITY LIGHT REVIEW PANEL MEETING

Tuesday, February 28, 2017

11:00 AM – 2:00 PM

SMT 3205

### Proposed Agenda

<b><u>Item</u></b>		<b><u>Lead</u></b>
11:00 AM	Welcome, Introductions	Tom
11:05 AM	Standing Items:	Karen
	a. Review of agenda	
	b. Review and approval of January 28 meeting minutes	
	c. Public Comment (maximum 3 minutes per person)	
	d. Chair's Report	
	e. Communications to Panel	
	f. Other Communications/information updates	
11:15 AM	Continued Panel Discussion Work Plan	Karen
	a. Strategic Plan Process Update	
11:40 AM	2016 4 <sup>th</sup> Quarter Strategic Plan Update	Mike
12:00 PM	<b><i>BREAK</i></b>	
12:15 PM	Utility of the Future	Sephir
12:45 PM	Baseline – Administration (Finance, HR, IT)	Paula
01:10 PM	Benchmarking and Efficiencies	Paula/Mike
01:50 PM	Closing Comments/Next Agenda	

**ANTICIPATED END TIME:** 02:00 PM



## **SEATTLE CITY LIGHT REVIEW PANEL**

### **GROUND RULES**

As approved by Review Panel July 8, 2010

#### **How we will work together:**

- Respect the right to be heard—only one person talk at a time and raise your hand to comment.
- Stay on topic.
- Stay on task consistent with the review panel's role.
- Monitor your airtime. Be concise so we can hear from everyone.
- Be constructive and solutions oriented.
- Be respectful of differing points of view.
- We will operate by consensus wherever possible. We will take votes if necessary.
- Focus on interests, not positions; treat people as individuals.
- Use your red herring/red flags to help us stay on track.
- New ground rules can be added by the Panel at any time.

#### **The Process:**

- Meetings will start on time.
- Meetings will end on time, unless there is agreement to extend for a specific amount of time.
- The facilitator will keep track of requests for information from Panelists; we will confirm together if staff has capacity/information to respond in a reasonable amount of time, and whether the answers are of general interest to the Panel or simply need individual follow up which of these requests need to be reported back to the entire Panel.
- At each meeting we will discuss plans for the next agenda. A final agenda will be circulated by email in advance of the meeting. Meeting materials will also be circulated in advance to the extent possible.
- The facilitator will keep us on schedule during meetings.