



**OFFICE OF THE CITY CLERK
FEBRUARY 27, 2023**

**REQUEST FOR DIRECTION REGARDING
THE FORMATION OF A
CHARTER STUDY TASK FORCE**





PURPOSE

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- Determine if the City Council is interested in initiating and proceeding with Charter Reform for the November 5, 2024 General Election
- If so, authorize staff to prepare and distribute a Request for Proposals seeking consultant services to help lead the Charter Study Task Force process
- Review the proposed next steps and timeline, with the City Council to schedule a future discussion (in the coming weeks) on procedural issues, including Charter Study topics, scope, and Task Force charge



BACKGROUND

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- City Charter is a governance document – defines the organization, powers, functions and essential procedures of the city government (National League of Cities)
- Originally adopted in 1901, amended 54 times since adoption
- Changes to the City Charter require a vote of the people – “Charter Amendment”
 - > Initiated by City Council; or
 - > Ballot Measure Initiative (recently Measure H)



BACKGROUND

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- **Recent requests for Charter Study:**
 - > City Council August 15th Discussion: Charter Amendment to address City Council appointment process due to vacancy
 - > City Council December 12th Discussion: Charter Amendment to review the role of the Vice Mayor
- **Several other topics raised over the years**
- **Last time City Charter “studied”: 1997-2000**
- **On December 12th, staff committed to bringing forward Charter Reform in early 2023**



POSSIBLE FORMAT FOR CHARTER STUDY

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- Conducted by the City Council – usually for single-item issue –
ex: recent Power Fund transfer issue
- Delegated to a resident-based advisory body (Task Force or
Committee) dedicated to Charter Study
 - > Broad topics and/or multiple issues to be reviewed
 - > Complexity, allows for in-depth study
 - > Final report and recommended amendments go to the City Council
 - > Possible for multiple ballot measure questions submitted to the voters
- Utilize a consultant to assist process; advise and support
 - > Assists Charter Study Task Force and City staff
 - > Coordinates outreach
 - > Helps to produce Final Report



CHARTER STUDY TASK FORCE

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- Although not required, a Charter Study Task Force provides an opportunity for additional public input and vetting of complex issues
 - > Attachments A and B provide examples of previous Charter Study Task Force efforts
- Suggested purpose of the Task Force:
 - > Study and fully examine issues assigned by Council; return with recommendations for Council consideration
 - > Prepare City Charter language to be codified
 - > Submit recommended ballot questions for Council to consider for November 5, 2024 General Election Ballot



APPROVAL TO PROCEED – NEXT STEPS

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- If proceeding with a Task Force, suggested that a consultant be hired to help facilitate the effort:
 - > Staff preparing a Request for Proposals
 - > RFP to circulate in the coming weeks
- Procedural issues for future consideration at a later date:
 - > Application and appointment process for Task Force members
 - > Size and Composition of Task Force
 - > Timing of appointments
 - > Development of Task Force Charge and Scope
 - > In-house staff assigned to support Task Force's work
- Funding \$175,000 to support work of the Task Force
 - > Covers costs associated with consultant and meeting support
 - > A detailed budget to be submitted as part of the City Clerk budget process



DRAFT TIMELINE

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- Preparation of Request for Proposals (RFP) – February to March, 2023
- Preparation of TF Application – February to March, 2023
- Application Period – March to April, 2023
- City Council Discussion on Charter Reform – March/April/May, 2023
- RFP Responses Due – End of April 2023
- City Council Task Force Appointments – May, 2023
- Task Force Meetings – June, 2023 through May, 2024
- Final Report to Council – June, 2024
- Council Consideration of Amendments/Ballot Measure(s) – July, 2024 – completed prior to 88th day before General Election
- November 5, 2024 General Election



Questions/Comments

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