

**OFFICE OF THE CITY CLERK
SEPTEMBER 11, 2023**

ITEM 19:

PROVIDE DIRECTION ON (1) PROPOSED TOPICS FOR POSSIBLE CITY CHARTER AMENDMENTS TO BE STUDIED; (2) CHARTER REVIEW PROCESS; AND/OR (3) SCOPE AND CHARGE FOR A CHARTER STUDY TASK FORCE, IF DESIRED





BACKGROUND

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- **City of Pasadena’s City Charter serves as the “constitution” of the City**
- **Any changes to the City Charter requires a vote of the people**
- **For matters of significant complexity, Charter Study Task Force utilized in the past**
 - > Allows for focused study of issues
 - > Appointed residents to provide City Council with recommendations on potential charter amendments
- **For topics of narrow focus, or more straightforward in nature, Council has studied on its own**



CITY GOVERNANCE TOPICS

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- **Current list of Possible City Governance Topics:**
 - > Vacancy Appointment Process – Amend to Allow Option of Special Elections to Fill Council Vacancies
 - > Mayor and City Council Term Limits
 - > Timing of Mayoral Election in Relation to Council District Elections
 - > Review of Vice Mayor Appointment Timing and/or Length of Term



OTHER POSSIBLE TOPICS

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- **List of Possible Topics Suggested by City Staff:**
 - > Light & Power Fund Transfer Language – Amend to Use Current Accounting Terminology
 - > Consideration of Raising City’s Procurement Limits
 - > Clean-Up/Corrections to City Charter
- **City Council (Charter Study Task Force, as authorized) Suggested Topics**
- **Solicit Input from Pasadena Rental Housing Board on any suggested Charter Amendments for Article XVIII – Pasadena Fair and Equitable Housing Charter Amendment (2022)**



CHARTER STUDY TASK FORCE

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- **Although not required, a Charter Study Task Force provides the opportunity for additional public input and vetting of complex issues**
- **Suggested Charge of the Task Force:**
 - > Study and fully examine issues; provide recommendations on amendments
 - > Provide recommended ballot language to submit to voters
 - > Provide amended City Charter language to be codified
- **Potential Timeline:**
 - > October 2023 – Charter Task Force appointments
 - > November 2023 through May 2023 – Task Force to Review Issues and Approve Recommendations for City Council Consideration
 - > May/June 2024 – Final Report on Recommended Charter Amendments Submitted to City Council
 - > June/July 2024 – Council’s Opportunity for Review and Consideration



CONSULTANT SERVICES AND OTHER CONSIDERATIONS

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- **Consultant Request for Proposals Completed – One Responsive Proposal Received:**
 - > Baker Tilly – Prior work with City (formerly Management Partners), prior Charter Study experience with other cities, familiarity with City Charter governance structure
 - > Staff prepared to return with professional services agreement
- **Possible Task Force Composition:**
 - > One per Council District
 - > One Mayoral
 - > One At-Large (Mayor to Choose from Council Recommended)
- **Timing of appointments (October)**
- **Funding allocation from City Clerk Election Budget: estimated \$150,000 can be set aside to support work of the Task Force**



ALTERNATIVE APPROACH

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- **City Council Consideration in Lieu of Charter Study Task Force:**
 - > City Council Consider Charter Topics – Study Sessions
 - > Refer Specific Topics to Council Committees for Further Review/Discussion/Recommendation
 - City Governance Topics – Legislative Policy Committee
 - Procurement Topic – Finance Committee
 - Light and Power Fund Transfer Topic – Municipal Services Committee



APPOINTMENT/SPECIAL ELECTION

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- **Attachment A is provided as sample topic for Charter Amendment consideration:**
 - > Includes Examples from Other Charter Cities
 - > Staff can work with Legislative Policy Committee to finalize and recommend for City Council Consideration
 - Scenarios for Special Elections vs Appointments
 - Options to Address Mayoral Vacancy Scenarios
 - Return with Charter Amendment and Ballot Question Language
- **Ultimately, voters to decide on changes to the City Charter – 50%+1 majority vote**



DECISION POINTS

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Determine slate of topics to be studied:

- **City Governance Topics**
 - > Vacancy Appointment Process – Amend to Allow Special Election to Fill
 - > Mayor and City Council Term Limits
 - > Timing of Mayoral Election in Relation to Council District Elections
 - > Review of Vice Mayor Appointment Timing and/or Length of Term
- **Topics Suggested by City Staff:**
 - > Light & Power Fund Transfer Language – Amend to Use Current Accounting Terminology
 - > Consideration of Raising Procurement Limits at Staff Level
 - > Clean-Up/Corrections to City Charter
- **Other Topics??**



DECISION POINTS

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City Council/Council Committees vs. Task Force Approach

- If City Council, City staff to return to City Council with periodic discussions...or
- Proceed to Council Committees
 - City Governance Topics – Legislative Policy Committee
 - Procurement Topic – Finance Committee
 - Light and Power Fund Transfer Topic – Municipal Services Committee



DECISION POINTS

Office of the City Clerk

- **If Charter Study Task Force, approve scope to be studied:**
 - > City Governance Topics
 - > Other Suggested Topics
- **Approve charge:**
 - > Study and fully examine topics submitted to Task Force by Council
 - > Provide recommendations on those topics, yes or no to amend Charter
 - > Provide recommended ballot question(s) for Charter Amendment(s)
 - > Provide recommended City Charter language to be codified



STAFF RECOMMENDATION

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It is recommended that the City Council:

- (1) Find that the proposed action is exempt from California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3) (“Common Sense Exemption”);
- (2) Provide direction to staff on general topics that should be studied and potentially submitted to voters as changes to the City Charter;
- (3) Provide direction to staff on how best to proceed with Charter Study, including, but not limited to, the following options:
 - a. Discuss Charter amendment matters at the City Council level, as part of a series of City Council workshop/study session discussions;
 - b. Refer specific matters to the Legislative Policy Committee (or other City Council committee) for study and recommendation to the City Council; and/or
 - c. Refer specific matters to a separate, appointed Charter Study Task Force with a specified scope and charge established by the City Council for study and recommendation to the City Council.