



**OFFICE OF THE CITY CLERK
SEPTEMBER 18, 2023**

ITEM 15

**FOLLOW UP FROM SEPTEMBER 11, 2023 MEETING:
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 Council discussed Charter Study on September 11th and requested additional information:
 - > Updated Topic List for Potential Study
 - > Final Report from 1998 Charter Study Task Force



CITY GOVERNANCE TOPICS

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- **Current list of Possible City Governance Topics:**
 - > Vacancy Appointment Process – Option for Special Elections to Fill Council Vacancies
 - > Mayor and City Council Term Limits
 - > Review of Timing of Mayoral Election
 - > Review of Vice Mayor Appointment Process, Timing, and/or Length of Term
- **Added on September 11th**
 - > City Council compensation, and specifically, adding a dedicated childcare allowance for Councilmembers
 - > Campaign contribution limits



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



CHARTER STUDY TASK FORCE

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- **Establish Scope based on Approved Topics to Study**
- **Suggested Charge of the Task Force:**
 - > Study and fully examine topics submitted by City Council to Task Force
 - > Provide recommendations on those topics, including whether or not to amend the Charter, as part of a Final Report submitted to the City Council by May/June 2024
 - > Provide recommended amendments in a priority topics list, keeping in mind the number of ballot measures that might create voter fatigue issues
 - > Provide recommended ballot question(s) for Charter amendment(s)
 - > Provide recommended changes/amendments/additions to City Charter text



CHARTER STUDY TASK FORCE

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- **Suggested Timeline for Task Force:**
 - > October 16, 2023 – Charter Task Force appointments
 - > November 2023 through May 2024 – 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 – City Council to Review/Consider Recommended Charter Amendments

- **Possible Task Force Composition:**
 - > One per Council District
 - > One Mayoral
 - > One At-Large (Mayor to choose from applicants recommended by City Council)



TECHNICAL AMENDMENTS SUGGESTED BY STAFF

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- **Staff to Present Topics/Information to Council Committee and then to full City Council**
- **Possible for Technical Amendments to be expedited and occur on March 2024 Primary:**
 - > October 2023 – Charter amendments presented to Council committee(s)
 - > November 2023 – Council committee(s) to approve and forward recommendations to City Council, including ballot question(s) and amended City Charter text
 - > December 4, 2023 – Last meeting for City Council can adopt resolutions submitting Charter Amendment measure(s) to voters for the March 5, 2024 Primary Election ballot
 - > December 8, 2023 – California Elections Code Deadline – 88th Day prior to the March 5, 2024 Election



AMENDED 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) Establish the Scope and Charge for a Charter Study Task Force to review City Governance Topics set by the City Council; and
- (3) Provide direction to staff on Technical Charter Amendment Topics for City Council consideration and action to place on the March 5, 2024 Primary Municipal Election ballot.