



Office of the City Clerk

# Consideration of Charter Study Task Force Recommendations

Offices of the  
City Clerk, City Attorney, and City Manager

Item 14  
July 8, 2024





# CHARTER STUDY TASK FORCE

## NEXT STEPS

Office of the City Clerk

- July 8, 2024 (purpose):
  - In-depth review of Task Force recommendations:
    - Determine whether any, some, or all recommendations on Charter Amendments should be submitted to voters
    - Review details of Charter Amendments; consider any additional details and specifics to add
    - Provide direction on administrative recommendations (i.e., ordinances, convening Council Compensation Committee, etc.)
  - Direction to staff: Prepare election resolutions and administrative actions; further discussion; or other direction
  - Staff to generate a quote for a City-specific Supplemental Voter Information Pamphlet



# CHARTER STUDY TASK FORCE

## NEXT STEPS

### Office of the City Clerk

- July 22, 2024:
  - Review total number of City ballot measures (staff to consolidate as appropriate)
  - Review election resolutions and ballot questions
  - Consider ballot measure arguments – AB 1416 (Ballot Measure Labels)
  - Direction to staff on whether to proceed with a Supplemental Voter Information Pamphlet to send to Pasadena General Election voters
- August 9, 2024:
  - Last Day for Ballot Measures to be Submitted to Los Angeles County Registrar-Recorder/County Clerk (88<sup>th</sup> Day)
- Other Considerations:
  - Changes to next steps, adjustments to proposed timeline (deadline cannot be changed)



# CHARTER STUDY TASK FORCE RECOMMENDATIONS

Office of the City Clerk

## **Recommendations for City Council Consideration:**

- City Council Vacancy Appointment Process and Special Elections
- Vice Mayor and Mayor Pro Tempore
- Mayor and City Council Term Limits
- Campaign Contribution Limits
- City Council Compensation
- Timing of Mayoral Election



# CHARTER STUDY TASK FORCE RECOMMENDATIONS

Office of the City Clerk

## **Council Vacancy Appointments:**

- City Council Vacancy Appointment Process
  - Less than two years remain on unexpired term
  - Council appointment within 75 days
  - Six-month residency requirement for appointments
  - “Death” as a cause of vacancy
  
- Mandatory Special Election
  - Two years or more remaining on unexpired term; or
  - Council fails to appoint within 75 days (in lieu of “chosen by lot”)
    - Timing of election prioritizes consolidation to maximize cost savings and voter participation



# CHARTER STUDY TASK FORCE RECOMMENDATIONS

Office of the City Clerk

## **Additional Considerations:**

- Establish appointment process by ordinance, including a robust public outreach and engagement process – ensure community input is considered by City Council when making appointment
- Costs for special stand-alone elections are estimated to be 10 times more expensive than consolidated elections
  - No other agency with which to share election costs
  - Funds used for special elections reduces available resources for other important City programs and needs
- Voter turnout rates for special stand-alone elections are historically lower than elections held on statewide dates
- Slight modification to recommended language:
  - Clarifies cutoff for appointment process at less than two years, and a mandatory election process at two years or more



# CHARTER STUDY TASK FORCE RECOMMENDATIONS

Office of the City Clerk

## **Vice Mayor and Mayor Pro Tempore:**

- Vice Mayor

- Vice Mayor assumes duties in Mayor's absence (unchanged)
- Council Organizational Meeting to occur every December
- Vice Mayor elected annually at the Organizational Meeting
- One-year term (increases opportunity for Councilmembers to serve)
- Selection to consider seniority and rotational participation (though neither is required)

- Mayor Pro Tempore

- Creates new position in the Charter
- Selected from remaining Councilmembers after vacancy occurs in the Mayor's seat
- Assumes duties of Mayor without relinquishing District seat
- Serves until seat is filled at the next General Election



# CHARTER STUDY TASK FORCE RECOMMENDATIONS

Office of the City Clerk

## **Additional Considerations:**

- Timing of Council action on Mayor Pro Tempore:
  - At the same meeting that the vacancy is declared;
  - At the next regular or special meeting; or
  - Within 30 days of the vacancy
- Timing of when the newly elected Mayor assumes office:
  - May occur as early as certification of election if the candidate receives more than 50% of the vote in the primary (return Council back to eight members as soon as possible)
- Compensation and commission appointments for Mayor Pro Tempore
  - Should Mayor Pro Tempore receive compensation as Mayor and make Mayoral appointments while serving in Mayor's role?
  - Issue can be studied by Council Compensation Committee





# CHARTER STUDY TASK FORCE RECOMMENDATIONS

Office of the City Clerk

## **Mayor and City Council Term Limits:**

- Council Term Limits (applies after January 1, 2025)
  - No more than three consecutive terms
  - At least four-year hiatus, then two additional terms
  - No more than five terms in the seat
  - Partial elected term of two-years or more counts towards term limit
- Mayor (applies after January 1, 2025)
  - No more than three consecutive terms
  - At least four-year hiatus, then two additional terms
  - No more than five terms in the seat
  - Partial elected term of two years counts towards term limit



# CHARTER STUDY TASK FORCE RECOMMENDATIONS

Office of the City Clerk

## **Additional Considerations:**

- Partial two-year elected terms may not be precisely 730 days; terms will range between 728 and 735 days
  - If agreed, staff to address in the final Charter Amendment language
- The Charter Task Force recommends that the City Council establish a policy for a Council-driven public information process to encourage individuals to run for public office
- The Charter Task Force recommends that the City Council establish a formal onboarding process for new Councilmembers, including incorporating opportunities for training and conferences focused on newly elected Councilmembers



# CHARTER STUDY TASK FORCE RECOMMENDATIONS

Office of the City Clerk

## **Campaign Contribution Limits:**

- Contribution Limits Set by Ordinance
  - Mayoral candidates - \$2,500 per person/entity, per election
  - Council District candidates - \$1,000 per person/entity, per election
  - Subject to City Attorney's Office establishing a framework for enforcement
- Charter Amendment Related to Contribution Limits
  - Charter Amendment to restrict changes to ordinance
  - Adjustments to contribution limits to occur no more than once every two election cycles, after enactment or amendment of ordinance



# CHARTER STUDY TASK FORCE RECOMMENDATIONS

Office of the City Clerk

## **Additional Considerations:**

- Campaign Contribution Limits set by ordinance are not impacted by November 2024 deadlines
- The Council can direct staff on ordinance preparation later but in advance of 2026 election cycle
- Provides additional time to review and consider the issue, including build-out of the framework for enforcement that will be needed to implement contribution limits



# CHARTER STUDY TASK FORCE RECOMMENDATIONS

Office of the City Clerk

## **City Council Compensation:**

- Convene the Council Compensation Committee as soon as possible (likely after October 1<sup>st</sup>)
- Recommend amending the Charter to require the Council Compensation Committee convene no less than once every five years
- Compensation Committee:
  - Consider Family Care, CPI Increases to allowances and reimbursements, and review reimbursement processes
  - Review compensation of Mayor Pro Tempore (if approved and then directed by City Council)



# CHARTER STUDY TASK FORCE RECOMMENDATIONS

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## **Timing of Mayoral Election:**

- No changes recommended by Task Force



# Questions/Comments

Office of the City Clerk





# CHARTER STUDY TASK FORCE DRAFT BALLOT QUESTIONS

Office of the City Clerk

## **Council Vacancy Appointments:**

- Shall amendments to Article IV of the Pasadena City Charter to require the City Council to appoint within 75 days for Council District vacancies occurring with less than two years remaining on a term, and require a residency requirement of at least six months for any individual seeking appointment to a vacant seat, be adopted?
- Shall amendments to Article IV of the Pasadena City Charter to require a special election for Council District vacancies occurring with two years or more remaining on a term, or if the Council does not make an appointment within 75 days when the vacancy occurs with less than two years remaining on the term, be adopted?





# CHARTER STUDY TASK FORCE DRAFT BALLOT QUESTIONS

Office of the City Clerk

## **Vice Mayor and Mayor Pro Tempore:**

- Shall amendments to Article IV of the Pasadena City Charter to establish the position of Mayor Pro Tempore to be elected from among the Council when a vacancy occurs in the office of Mayor in order to assume the duties of the Mayor on a temporary basis until the Mayor's seat is filled at the next general election, be adopted?
- Shall amendments to Article IV of the Pasadena City Charter to require the City Council to annually elect a Vice-Mayor from among the Council to exercise the duties of the Mayor when the Mayor is absent, be adopted?



# CHARTER STUDY TASK FORCE DRAFT BALLOT QUESTIONS

Office of the City Clerk

## **Mayor and City Council Term Limits:**

- Shall amendments to Article IV of the Pasadena City Charter to establish term limits of no more than three consecutive terms of office for Mayor and Councilmember respectively, and require a four-year hiatus from the office held following three consecutive terms before serving an additional two terms, for a maximum of five total terms in each office, be adopted?



# CHARTER STUDY TASK FORCE DRAFT BALLOT QUESTIONS

Office of the City Clerk

## **City Council Vacancies, Changes to Campaign Contribution Limits Ordinance, Frequency of City Council Compensation Review**

- Shall amendments to the Pasadena City Charter to make administrative updates related to 1) City Council vacancies; 2) the frequency of adjustments to the ordinance establishing campaign contribution limits; and 3) the frequency of reviews of City Council compensation, be adopted?