



**AGENDA MEMORANDUM**  
City Council Meeting of February 26, 2019

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**DATE:** February 22, 2019  
**TO:** Mayor and Council  
**FROM:** Rebecca Huerta, City Secretary  
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Discussion with possible action regarding the Process for City Charter Review.

**CAPTION:**

Discussion with possible action regarding the Process for City Charter Review.

**PURPOSE:**

The purpose of this presentation is to discuss the process for reviewing the City Charter.

**BACKGROUND AND FINDINGS:**

On January 8, 2019, the Council requested an agenda item to discuss the creation of a Charter Review Committee. This presentation will provide background information on previous charter reviews and ask for Council direction on how to proceed with this review.

**SUPPORTING DOCUMENTS:**

Discussion Questions  
PowerPoint

## PROCESS FOR CITY CHARTER REVIEW

### DISCUSSION QUESTIONS

- I. Who would lead the comprehensive review of charter?
  - A. By outside counsel – “charter specialist”
  - B. By in-house legal staff
  - C. Charter commission with legal support (in-house or outside counsel)
  
- II. Proposal process
  - A. Council action – Council can, by majority vote, order a charter amendment election and propose amendments.
  - B. Citizen petition – Council submits a proposed amendment to the voters if the amendment is supported by a petition signed by 5% of qualified voters in the city.
  - C. Review Committee – The committee can only make recommendations to the Council. The Council must forward the recommendation to the voters.
  
- III. What appointment process would the Council prefer for the Charter Review Committee?
  - A. “All members to City Council ad hoc committees will be appointed by the Mayor or a majority of the Council.”
  - B. Selection of chair – By the committee, by the Mayor, or by the full Council?
  
- IV. Areas to be considered – What is the scope of the review?
  - A. City Council
    1. Structure – 5 Single-Member Districts/ 3 At-Large/ 1 Mayor
    2. Term of office
    3. Term limits – Policy question that has no legal requirements.
      - i. Consecutive
      - ii. Cumulative
    4. Qualifications
      - i. Age
      - ii. Residency
    5. Disqualifications
      - i. Debt
      - ii. Convictions
      - iii. Misconduct
      - iv. Absences
  - B. Vacancies
  - C. Initiative, Referendum and Recall
  - D. Other areas?
  
- V. Target Election Date
  - A. 2019 – Uniform election date
    1. May – Deadline to order election is February 15.
    2. November – Deadline to order election is August 2019.
  - B. 2020 – Uniform election date
    1. May
    2. November