



## Office of the City Manager Memorandum

Date: August 29, 2012

To: Charter Review Committee Members

From: Laura A. Fitzpatrick, Assistant City Manager

CC: The Honorable Mayor and Members of the City Council  
James C. Babin, Acting City Manager

Re: Timeline, Process Clarification, Effective Date on Charter Changes, & Job Duties Language  
*For your meeting on Thurs, 8/30 at 6:30PM*

Based on discussions at your meeting on August 23rd, I have assembled the information herein.

### **Suggested Timeline to Complete Work**

As previously discussed, per the enabling resolution approved by the Governing Body, the committee must submit their recommendation to the Governing Body by September 30<sup>th</sup>. This will allow the Governing Body to consider the recommendations at their meeting on October 10<sup>th</sup>. As such, consider the timeline below.

- August 30<sup>th</sup>, September 6<sup>th</sup>:
  - Complete recommendations on revised job duties.
  - Start discussion re: defining full-time
  - Determine if any additional information is needed to define full-time; request information
- September 13<sup>th</sup>, September 20<sup>th</sup>:
  - Define full-time
  - Determine if there any other related Charter amendment issues to discuss
- September 27<sup>th</sup> (If needed):
  - Other related Charter amendment issues

## Process Clarification re: Charter Review Committee (CRC) Recommendations

A few people have asked:

- *What happens if the CRC does not submit their recommendation on time?*  
In order to allow adequate time for the Governing Body to consider, and, if necessary, refer any suggested changes back to the CRC, the CRC must submit their recommendations by September 30<sup>th</sup>. If this deadline is not met, the process ends. See the Governing Body agenda briefing memorandum of July 25<sup>th</sup> for more details on this process (provided in your binders presented on August 6<sup>th</sup>).
- *What happens if the Governing Body and CRC do not agree on recommendations?*  
Ultimately the Governing Body must approve any language to be placed on the ballot. As such, if the CRC and Governing Body do not come to agreement on amendments, nothing will happen in time for a March 2013 election. Furthermore, the resolution establishing the CRC contains an expiration date of December 12, 2012. If agreement is not reached, the process ends. Future consideration of charter amendments would require establishment of a new CRC. The process would then start over again.

## Effective Date on Charter Amendments

I have confirmed with Acting City Attorney Ken Tager that an effective date can be placed on charter amendments.

## Job Duties Language Suggestions

At your meeting last week, the following language was proposed as part of the mayor's job duties: *Facilitate all economic development activities performed by the City.*

There was discussion about not interfering with the role of the city manager. If the committee wishes to pursue this, consider the following language:

- Advocate/champion/promote (*choose one verb*) economic development initiatives
- Work with the city manager to advocate/champion/promote...