

CHARTER REVIEW COMMITTEE  
WEDNESDAY, JANUARY 16, 2019, 5 P.M.  
MAYOR'S CEREMONIAL ROOM

MINUTES

PRESENT: Members Chani Beeman, David T. Bristow, David E. Barnhart, Eileen M. Teichert, Matthew Irving, Matthew E. Webb, Jack B. Clarke, Jr., Art Angel, Thomas F. Miller, Tom P. Evans, Kristina Zaragoza, Kimberly M. MacKinney, Randolph Ben Clymer, Jr., Marcia McQuern, and Maria Riemer and Alternates Malissa H. McKeith and Monrow A. Mabon (arrived at 5:23 p.m.)

ABSENT: None

STAFF PRESENT: Colleen Nicol, Susan Wilson, Elliott Min, Lorena Verduco, and Liz Pinney-Muglia

City Clerk Nicol convened the meeting at 5 p.m.

The staff and Committee members present introduced themselves.

ORAL COMMUNICATIONS FROM THE AUDIENCE

Kevin Dawson spoke regarding the former Charter Review Committee, a City Auditor position, and vagueness of the Charter.

ELECTION OF CHAIR

Following discussion, Member Bristow moved and Member Beeman seconded nomination of Jack Clarke, Jr. for Chair. There were no further nominations. The motion carried with Member Clarke voting no. Member Clarke accepted the appointment as Chair and presided.

ELECTION OF VICE-CHAIR

Following discussion, Member Beeman moved and Member Barnhart seconded nomination of Marcia McQuern for Vice-Chair. There were no further nominations. The motion carried unanimously.

SELECTION OF REGULAR MEETING SCHEDULE

Following discussion, it was moved by Member Clymer and seconded by Member Webb to conduct regular meetings of the Charter Review Committee on the second Mondays of the month at 5 p.m. Motion carried unanimously.

## CHARTER REVIEW PROCESS

City Clerk Nicol provided an overview of the Charter Review process conducted by the 2011/2012 Charter Review Committee. The Committee discussed the number and timing of community meetings, possibility of videotaping and/or live streaming of Committee meetings, creation of a web page, development of a work plan and timeline by the Chair and Vice-Chair, imposition of a two-thirds vote to move a recommendation forward to the City Council, elected officials and City staff interviews by the Committee, and the timing of the interviews.

City Clerk Nicol will provide election results from the last Charter review to the members including the number of votes in favor and opposed for each measure and voter turnout.

Following discussion, it was moved by Member Clymer and seconded by Member Angel that the Charter Review Committee meetings be televised.

Following further discussion, a substitute motion was made by Member Webb and seconded by Member Teichert that the next meeting not be televised, that organizational matters be further discussed at the next meeting, and requesting the City Clerk to research the cost of televising meetings for a report at the next meeting. Motion carried with Member Clymer voting no.

Discussion continued regarding City Council updates in April, August, and December, allocation of meaningful time for elected official interviews, interview of Department Heads, Committee review of individual sections of the Charter prior to interviews or community meetings, the Committee's scope, and listing and prioritization of potential Charter changes.

Following discussion, it was moved by Member Webb and seconded by Member Evans requesting the Chair and Vice Chair to draft one or two approaches on how to proceed with the Committee's work for consideration at the next meeting and that interviews not be conducted at the next meeting. Motion carried unanimously.

City Clerk Nicol reported that for the 2011/2012 review, the City Council determined to place all Charter Review Committee recommendations on the ballot and that recommendations must receive a two-thirds vote of the Committee. Similar conditions were not imposed by the City Council for this year's review.

It was noted that the Charter provides that the City Council must appropriate adequate funds for the Committee's work, which may support costs of televising meetings.

## CHARGE AND SCOPE/BROWN ACT/CODE OF ETHICS AND CONDUCT

Assistant City Attorney Wilson briefed the Committee on their charge and scope, the Brown Act open meeting requirements, and the City's Code of Ethics and Conduct.

Following discussion and by consensus, the Committee agreed to forward any questions or requests for information in advance of meetings to the Chair and Vice Chair.

Assistant City Attorney Wilson clarified that Alternates will participate as a voting member only upon a vacancy due to resignation of a Committee member.

**ITEMS FOR FUTURE COMMITTEE CONSIDERATION AS REQUESTED BY CHARTER REVIEW COMMITTEE MEMBERS**

Member Clymer requested and the City Clerk committed to provide all prior versions of the Charter to Committee members. Chair Clarke requested that the Members review the Charter in preparation for discussion at the next meeting. At the next meeting the Committee will discuss the work plan framework.

The meeting adjourned at 6:21 p.m.

Respectfully submitted,



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COLLEEN J. NICOL  
City Clerk