

# **EXHIBIT C**

**CHARTER REVIEW COMMITTEE**  
**City of Riverside**  
**August 5, 2003, 4:30 p.m.**  
**Mayor's Ceremonial Room**

**MINUTES**

**PRESENT:** Members Damon Castillo, Eric Haley, Marcia McQuern, Rose Mayes, Dale McNair, Dorothy Bailey, Stan Stosel, Rusty Bailey, Ray Higgins, Connie Leach, Gar Brewton, Mike Teer, Ben Johnson, Barry Johnson, Art Garcia, and Marjorie von Pohle

**ABSENT:** Member William Turpin (excused)

**STAFF PRESENT:** Colleen Nicol, Gregory Priamos, Penny Culbreth-Graft, Sharon Cooley, and Tricia Ruiz

**ALSO PRESENT** Barbara Purvis representing the League of Women Voters and Dan Hantman

City Clerk Colleen Nicol convened the Charter Review Committee at 4:30 p.m. Self-introductions followed.

**ELECTION OF CHAIR AND VICE-CHAIR**

Member McQuern nominated Eric Haley for the position of Chair. Member Haley accepted the nomination. Subsequently, nominations by Art Garcia for Member Castillo to serve as Vice-Chair and Member Garcia for Rusty Bailey and Member von Pohle for Marcia McQuern to serve as Chair were made and later withdrawn.

Following further discussion, the Committee unanimously appointed Eric Haley as Chair and Ben Johnson as Vice-Chair and directed that this matter be revisited in three meetings for a vote of confidence to confirm the appointments.

**PURPOSE AND CHARGE OF COMMITTEE/CHARTER REVIEW PROCESS**

City Attorney Priamos reviewed the purpose and scope of the Charter, the Charter Review Committee's power and duties, the Committee's charge, issues for consideration, and process for presentation of recommendations to the City Council for placement on a future ballot.

City Clerk Colleen Nicol outlined the 1994/95 review process and presented considerations for the upcoming process which may include interview of elected officials, the City Manager and Department Heads, working groups, a presentation on instant runoff voting, public meetings, periodic updates to the City Council, and a concluding City Council workshop.

The City Clerk was requested to provide the City Council's action in formation of the Charter Review Committee and research on the 1995 Committee recommendations to the City Council and language submitted to the voters.

Following discussion, the Committee, by consensus, concurred that (a) policy concerns of individual Committee members be recorded and forwarded to the Chair, Vice-Chair, and City staff; (b) the elected officials and key City staff be interviewed early in the process with written reports submitted in advance being preferred; (c) Committee meetings be held throughout the City; (d) appropriate Committee members attend Mayor's Night Out events; (e) the Communications Officer will prepare a proposed outreach campaign for consideration at the next meeting; and (e) the City Clerk will distribute the Committee roster to all members.

#### **FUTURE MEETING SCHEDULE**

Following discussion, and without formal motion, the Committee determined to conduct its meetings at 5 p.m. on the second and fourth Thursdays of each month from 5 to 6:30 p.m. The next meeting will be held on Thursday, August 14, 2003.

#### **ORAL COMMUNICATIONS FROM THE AUDIENCE**

There were no oral comments presented at this time.

#### **ADJOURN**

The meeting adjourned at 6:05 p.m.

Respectfully submitted,



COLLEEN J. NICOL  
City Clerk

**CRC Meeting Date: 8-5-03  
Item #6**

**CHARTER REVIEW COMMITTEE  
PROCESS/PROCEDURE CONSIDERATIONS**

**AUGUST 5, 2003**

- 1. Interview City Manager**
- 2. Interview Mayor**
- 3. Interview Members of the City Council**
- 4. Interview Department Heads**
- 5. Form working groups on specific and/or more complex issues, e.g.:**
  - Elections**
  - Boards and Commissions**
  - Method of setting Salary for Mayor and Councilmembers – Full-time vs part-time**
- 6. Schedule presentation by Registrar of Voters and California IRV Coalition**
- 7. Hold public meetings to receive input on proposed Charter amendments**
- 8. Schedule periodic City Council updates**
- 9. Schedule final report/workshop to the City Council (on or before May 31, 2005)**

**crcprocess.080503**

# CHARTER OF THE CITY OF RIVERSIDE

## CHARTER REVIEW COMMITTEE

# City Charter

- Last amended and ratified by qualified electors at an election on 11/5/02
- Sections 400(d), 1109, and 1202(g) amended
- Filed with the Secretary of State on 1/6/03
- Last comprehensively reviewed by a Charter Review Committee in 1994-95
- Voters approved the proposed Charter amendments at an election on 11/7/95 and the amendments became effective on 12/27/95

# City Charter

- Unique document that acts like a constitution for the City
- Charter can only be adopted, amended or repealed by a majority of the City's voters
- Allows the City to tailor its organization and elective offices, taking into account the unique local conditions and needs of the community

# City Charter

- Transfers the power to adopt legislation affecting municipal affairs from the state legislature to the City
- Gives City full control over its municipal affairs
- As distinguished from issues of statewide concern
- Gives local voters more control over local government and affairs of the City



# City Charter

- Unaffected by the general laws passed by the state legislature on same subject matter
  - Except City is subject to general laws passed by the legislature on affairs that are not municipal, but are of statewide concern

# City Charter

- Section 1403 authorizes the City Council to appoint a Charter Review Committee
- Section 1404 provides that the Charter may be amended in accordance with the Constitution and the laws of the State of California

# Charter Review Committee Formation

- On 5/6/03 the City Council concurred with the recommendations of the Governmental Affairs Committee that a 17-member Charter Review Committee be formed

# Charter Review Committee

## Appointment of Members

- Each Council Member shall appoint 2 members, one from within the ward and the other from within the ward or the City at large
- Mayor shall appoint 3 members
- Members shall be qualified electors of the City
- Committee Chair shall be selected by a majority of its members

# Charter Review Committee

## Powers and Duties

- Recommend to the City Council, which, if any, charter amendments should be placed on the ballot
- Hold public meetings to receive input on proposed charter amendments
- Present a final report of its recommendations to the City Council
- May make interim reports to the City Council

# Charter Review Committee

## Charge

- Consider whether the Charter meets the needs of the City of Riverside today
- Consider whether the Charter will meet the needs of the City into the future
- Consider whether the structure and form of the government should be revised to address those needs
- Recommend a Charter which has the potential to endure for many years

# Charter Review Committee

## Issues for Consideration

- Charter should be reviewed in its entirety.  
However, several issues have been identified for possible review and consideration, including:
  - Method of setting salary for Mayor and Council Members
  - Identification of Mayor and Council Members as full-time or part-time
  - Powers and duties of the Park and Recreation Commission
  - Run-off elections v. instant run-off voting

# Charter Review Committee

## Issues for Consideration

- Election of Mayor in even-numbered years
- Primary election of Council Members by ward with run-off election at large
- Responsibilities of Mayor, City Council and City Manager
- Government Affairs Committee recommendations following completion of Board and Commission reviews



# Charter Review Committee

## Recommendations

- Recommendations and proposed changes to the Charter must be approved by a 2/3rds vote of the Charter Review Committee
- Strong differences of opinion should be brought to the attention of the City Council along with the recommendations for which a 2/3rds vote has been reached
- Interim reports should be presented at regularly scheduled City Council meetings

# City Council Action

- Five affirmative votes of the City Council shall be required to amend the recommendations of the Charter Review Committee
- By simple majority of the City Council, the Charter amendments proposed shall be placed on the ballot