



# Charter Review Committee

*City of Arts & Innovation*

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**TO: CHARTER REVIEW COMMITTEE MEMBERS      DATE: OCTOBER 21, 2019**  
**FROM: CITY MANAGER'S OFFICE      WARDS: ALL**  
**SUBJECT: PRIORITIZED RECOMMENDATIONS & URBAN FOREST MANAGEMENT**

## **ISSUES:**

Consider the City Manager's Office prioritization of recommendations presented to the Charter Review Committee meeting of September 9, 2019, as well as a description of the management of the City's Urban Forest.

## **RECOMMENDATIONS:**

That the Charter Review Committee

Consider the City Manager's Office prioritized recommendations and description of management of the City's Urban Forest for recommendation to the City Council for placement of proposed amendments on the November 3, 2020

## **DISCUSSION:**

### *Prioritization of Recommendations*

On September 9, 2019, the City Manager's Office presented eight proposed amendments (Attached) to the Charter Review Committee for its consideration. The Committee requested that the recommendations be prioritized for its future consideration. Following are the City Manager's Office recommended priorities:

Priority 1 (Urgent & Important): The following five proposed amendments, as a bundled group, represent the highest priority (i.e. fundamental) of the City Manager's Office in order to be in compliance with the City's budgeting practices and to continue to effect fiscal discipline and responsibility.

- a. Amend Charter Section 1101 to accommodate a bi-annual budget cycle without excluding the possibility of an annual budget;
- b. Amend Charter Section 1103 to accommodate bi-annual budget cycle without excluding the possibility of an annual budget as well as create efficiencies through

the use of electronic information formats;

- c. Amend Charter Section 601(a) and (b) to accommodate the bi-annual budget cycle without excluding the possibility of an annual budget;
- d. Amend Charter Section 704(c) to adjust the language respective to the current practice for providing meaningful quarterly financial updates; and,
- e. Amend Charter Section 1104 and 1111 to further clarify appropriations for capital projects.

Priorities 2-4 (Important): The following 3 proposed amendments are of a secondary level of priority (i.e. beneficial) of the City Manager's Office in order to reduce interpretation (which can cause a range of challenges) and to reflect actual practice. In order:

- a. Amend Charter Section 603 to allow with City Manager to obtain City Council approval of one or more officers or department heads to serve as manager pro tempore to allow for the timely ability to adapt to scheduling and other logistical changes;
- b. Amend Charter Section 809(a) through (d) to change Landscape Tree reporting from reporting to the Park and Recreation Commission to the City Council (reference Management of the City's Urban Forest below); and,
- c. Amend Charter Section 601(e) to clarify the responsibility of the City Manager to enforce City Ordinances and Resolutions.

#### **Management of the City's Urban Forest**

Staff recommended changing "street trees" to "park trees", in Charter Section 809 (a) through (d), so the Parks and Recreation Commission would focus solely on trees that fall within City parks and would not need to review "street trees" that fall within the public right-of-way. The proposed change would have resulted in "street trees" instead being reviewed by the City Council. This recommended change was based on the fact that "park trees" are managed by the Parks, Recreation and Community Services Department and "street trees" are managed by the Public Works Department. The way the Charter currently reads, the Public Works Department is required to present to the Parks and Recreation Commission.

The Public Works Department and Parks, Recreation and Community Services Department will continue to explore whether the City would gain efficiencies or reduce cost if all city trees would be managed by one department.

#### **FISCAL IMPACT:**

The recommended changes are administrative and procedural in nature. As such, the fiscal impacts associated with the proposed recommendations are unknown.

Prepared by: Al Zelinka, City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Charter Review Committee Report, September 9, 2019