



**CHARTER REVIEW COMMITTEE  
REGULAR MEETING  
MINUTES**

**City Hall Conference Room, 1000 San Pablo Avenue  
Monday, October 26, 2015 – 7:30-9:00 p.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Baty at 7:30 p.m.

**2. ROLL CALL**

Members present: Baty, Lindsay, Jordan, O’Keefe, Schneider.

**3. APPROVAL OF MINUTES**

**3-1. January 26, 2015**

Minutes approved, Lindsay abstained.

**4. PUBLIC COMMENT**

**5. ANNOUNCEMENTS/COMMUNICATIONS**

**5.1. Welcome Committee Member Lindsay**

The Committee welcomed Committee Member Lindsay.

**5-2. Charter Review Committee Work Plan**

*Receive Work Plan as presented to the City Council*

The Committee received the work plan, and noted direction was not provided by the Council with regard to review of section 5.02 of the Charter as listed on the work plan.

Almaguer reported that there is interest in reviewing this matter and that additional information will be provided by staff to the Committee at a future meeting.

**6. DISCUSSIONS AND POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:**

**6-1. Referral from the City Council – Consideration of a Charter Amendment to sunset the Civil Service Board**

*Examine the ramifications of a Charter Amendment to sunset the Civil Service Board, and provide a report to the City Council.*

Almaguer provided an overview of the current role of the Civil Service Board. Currently, the primary duty of the Board is to approve eligibility lists resulting from a recruitment/promotion process conducted by the City’s Human Resources Manager. Per a study of the City’s Advisory Bodies conducted in 2010, the role of the Board has been identified as duplicative as there have been a number of changes to the administration of recruitment/promotions for Civil Service employees by way of regulatory requirements, city procedures and policy, and organized unions

for both Police and Fire personnel with memorandums of understanding between the unions and the City.

The Committee discussed the item, and supported proceeding with a Charter Amendment to sunset the Civil Service Board, while noting that language pertaining to Civil Service would need to remain in the Charter in some fashion, and that particular items included within the chapter may require further review such as the requirement for a 4/5 approval by the City Council for any ordinances related to Civil Service.

Almaguer reported that she would work with the City Attorney to review the Charter regarding the Civil Service Board, and return to the Committee with additional information and a draft Charter Amendment in the future.

**6-2.** Consideration of a request to the City Council asking the Council to authorize a change to the Committee's work plan to develop a draft charter amendment specifying a transition to the use of Ranked Choice Voting At Large (Jordan)

- a. *Consider whether the Committee would like to request that the Council direct the Committee to develop a draft Charter Amendment to transition to the use of Ranked Choice Voting At Large, and whether to recommend the Council submit a letter of request to the Registrar of Voters Office requesting inclusion a specification to provide multi-seat RCV election capability in any future request for proposals for new election systems. Council approval of an amendment to the Committee's work plan would be required.*

Jordan reported that the role of Advisory Bodies with regard to providing recommendations to the Council was not clear at the time that the elections report was submitted by the Committee to the Council. Edits have been made to the City Council Administrative Policies that have clarified that Advisory Bodies may make recommendations including pro/con analysis to the Council on matters under the advisory body's purview.

Almaguer reported that she spoke with the Registrar of Voters Office and that the Registrar will be seeking election equipment in the near future for use in 2019.

Jordan recommended the Committee request the Council approve an amendment to the Committee's work plan to allow the Committee to develop a Charter amendment to specify the transition to Ranked Choice Voting at large when certain conditions are met.

O'Keefe recommended an alternative request, that the Committee request a change to the work plan to update the election method report previously submitted to the Council with a request for Council direction on any next steps.

The Committee reviewed the work plan amendment form, and identified the pro/con analysis as: Pro: the matter is timely given the possibility that the Registrar of Voters Office will be seeking new election equipment in the near future.

Con: working on the Charter amendment and related items will require staff resources.

O'Keefe left the meeting at 9 p.m.

Motion:

Moved by Schneider, seconded by Lindsay that the Committee request the Council approve an amendment to the Committee's work plan to develop a Charter amendment to specify transition to Ranked Choice Voting at large when certain conditions are met.

Motion unanimously approved.

Members absent: O'Keefe

Almaguer will work with Baty to complete the work plan amendment and will inform the Committee when the item is scheduled on a City Council meeting agenda. The Committee's election methods review report will be attached to the work plan amendment request.

Jordan requested a subcommittee be formed to prepare a presentation for the Council meeting. The Committee agreed that a subcommittee should be formed. Jordan and Baty will serve on the subcommittee to prepare the presentation for the Council.

**7. FUTURE AGENDA ITEMS**

Next meeting

Almaguer will send out an inquiry to the Committee to identify a meeting date for December.

**8. ADJOURNMENT**

The meeting was adjourned at 9:15 p.m.

Attachments:

1. 2015/16 Work Plan
2. Staff Memorandum – Civil Service Board
3. City Council Administrative Policies Excerpt – Advisory Body Conduct and Administration
4. Work Plan Amendment Form
5. Draft Committee Motion, Resolution Recommending Development of a draft Charter Amendment regarding a Transition to use of Ranked Choice Voting At Large, and draft Letter from City Council to Registrar of Voters

*The Committee packet is available for public inspection at the Albany Library, Senior Center, and City Hall. The agenda and supporting staff reports, if available, can be found on our web page at [www.albanyca.org](http://www.albanyca.org).*

*Please note that if you provide your name and address when speaking before the Committee it will become part of the official public record, which will be posted on the Internet.*