



**CHARTER REVIEW COMMITTEE
REGULAR MEETING
MINUTES**

**City Hall Conference Room, 1000 San Pablo Avenue
Monday, February 22, 2016 – 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, Jordan, Lindsay, O’Keefe, Schneider

3. APPROVAL OF MINUTES

3-1. October 26, 2015

Moved by Jordan, seconded by Schneider to approve the minutes, unanimously approved.

4. PUBLIC COMMENT

None.

5. ANNOUNCEMENTS/COMMUNICATIONS

Almaguer noted that the School District Board of Education will not include a Charter Amendment to eliminate term limits as part of the June 2016 Special Election, and that the Board intends to place the item on the November 2016 ballot.

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

6-1. Selection of Chair and Vice-Chair

The Committee shall select one member to serve as Chair and one member to serve as Vice Chair for 2016.

The Committee selected O’Keefe to serve as Chair and Lindsay to serve as Vice Chair.

6-2. Review of Committee Meeting Length

Reaffirm Committee meetings are to end by 9:00 p.m. as previously agreed upon by the Committee

The Committee agreed that they will aim to use time effectively and if an agenda seems that it will require additional time the Committee Members will note whether they must leave by 9 p.m. so discussion on action items can be planned accordingly, and that the Committee may agree to stay beyond 9 p.m. for certain situations.

6-3. Referral from the City Council – Consideration of a Charter Amendment to sunset the Civil Service Board

Review Charter amendment material drafted by City Attorney for submittal to the City Council.

The Committee reviewed the draft language and requested a definition for the term Classified Service. Almaguer will coordinate with the City Attorney and return with the updated language as part of the next meeting agenda.

6-4. City Charter Section 5.02 – Council Vacancies

Review draft Charter amendment language for submittal to the City Council to clarify procedures for filling any vacancies on the City Council.

The Committee reviewed the draft language and discussed options for filling vacancies including the possibility of Council Members utilizing their selected emergency replacements to serve as the appointee if there is a vacancy.

The Committee requested the language be edited to reflect that the Council shall by ordinance establish procedures for filling a vacancy by appointment.

Moved by Jordan, seconded by Schneider to approve the draft Charter Amendment language for submittal to the City Council, with the amendment to the language to remove the reference to a resolution, to read that the Council shall by ordinance establish procedures for filling a vacancy by appointment.

In favor: Baty, Jordan, Lindsay, Schneider

Opposed: O’Keefe

6-5. Ranked Choice Voting Follow Up

a. Review Work Plan Amendment Form

Review Work Plan Amendment form requesting the City Council 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.

The Committee approved the draft work plan amendment request form for submittal to the City Council. The item will be included as part of the City Council agenda for March 7th. Chair O’Keefe and Vice Chair Lindsay will attend the Council meeting.

b. Review draft presentation to the Council

Presentation drafted by Committee Member Jordan regarding work plan amendment for Ranked Choice Voting

Jordan presented the draft presentation. The Committee agreed that the presentation would be utilized as a reference should the Council ask questions regarding the work plan amendment request. Schneider identified clarifying edits to the presentation, and requested that a definition of the current issue, information regarding SB 493, and a simple definition of what RCV is and how it is tabulated are included.

c. Letter to the Registrar of Voters Office

Consider whether the Committee would like to request the Council submit a letter to the Registrar of Voters Office requesting inclusion a specification to provide multi-seat RCV election capability, with equipment accepting a minimum of 7 rankings in any future request for proposals for new election systems.

The Committee considered whether it is premature to discuss this item this item should be addressed in advance of the Council’s approval of the work plan amendment request. Almaguer will check in with the Registrar of Voters to try to identify whether there is a timeline identified as to when they will be issuing a request for proposals regarding election equipment and report back to the Committee.

Moved by Jordan, seconded by Baty to authorize Chair O’Keefe and Vice Chair Lindsay to develop a letter from the Council to the Registrar of Voters based on the draft letter included with the agenda to submit to the Council for consideration in advance of the Committee’s next meeting, if it is determined that the matter is time sensitive. Unanimously approved.

7. FUTURE AGENDA ITEMS

Next meeting – April 25, 2016

The Committee agreed that the next meeting would include a discussion to evaluate other possible amendments to the Charter.

8. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.