



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### **AGENDA ITEM**

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Report: Report regarding the Establishment of a Charter Review Committee - 2024.

1. Resolution Creating a Charter Review Committee – 2024
2. Motion Directing Staff

### **COUNCIL ACTION**

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**Item Type:** Action Item

**Approved for** February 27, 2024 **calendar**

### **EXECUTIVE SUMMARY**

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At its February 6, 2024 meeting, the Council directed the preparation of a resolution establishing a Charter Review Committee. This report provides guidelines for the establishment of the Committee in accordance with Council direction.

## **RECOMMENDATION**

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Staff has no recommendation. The determination of whether to establish a Charter Review Committee is a policy decision to be made by the Council.

## **ANALYSIS**

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At the February 6, 2024 meeting, the City Council directed staff to prepare a resolution establishing a Charter Review Committee, that outlined the various components for establishing a Charter Review Committee – 2024. This report discusses the various options and outlines a process for Council to consider.

### **Committee Make-Up and Qualifications:**

Qualifications: Council may establish qualifications for the members of the committee or simply indicate that they be qualified electors of the city.

Number of Committee Members: At the February 6, 2024 meeting, Council directed that the resolution provide for a total committee count of nine members. That is included in the proposed resolution. Council may wish to direct the City Clerk to post notices of the availability of the positions open for appointment on the committee and provide a report to the council of the interested community members.

### **Charge and Mission of the Committee:**

Council Districts, Directly Elected Mayor, and Council Compensation: On May 2, 2023, the Council adopted a resolution declaring its intent to transition to City Council districts, with an expanded Council size, and a directly elected mayor, for consideration by the City's voters at the March 2024 election. The Council also directed staff on preparation of a charter amendment pertaining to the compensation of the mayor and councilmembers. After continued discussion, the Council deferred placing these issues on the ballot for the March 2024 election, subject to further consideration for placement on the November 2024 election. In light of the short timeline for these items, Council may direct the committee to review this subject first and provide a report to Council in time to allow for the item to be placed on the November 2024 ballot.

Civil Service: The City is also considering amendments to the Charter's provision regarding the Civil Service System. Should Council also wish to place this item on the November 2024 ballot, it should provide specific direction to the committee for the timing of reporting on this item. Any changes to the civil service process will also require the city to engage in a "meet and confer" process with the labor organizations, which the City has commenced. Since the Council has expressed some specific ideas on potential amendments to the Civil Service System, staff recommends that Council receive a report on civil service amendments, provide some general direction or input and then engage the Committee for its input and advice.

Other Amendments: Council may wish to include in the scope of the committee's review a broader and complete review of the entire charter to provide comments and suggestions on other areas for amendment.

In this regard, Council also requested a list of the changes that were proposed by the Charter Review Committee – 2002. That Committee’s work started with an initial review by staff. Those amendments were offered to Council which Council then requested be referred to the Committee. The Committee first considered the staff-proposed changes, which they called Tier 1, then agreed on their own recommendations, which they called Tier 2, both are attached herein. Also attached is the December 7, 2004 report which provides a complete list of the amendments offered by the Charter Review Committee – 2002.

As noted at the February 6, 2024, it may be prudent for the Council to divide up the Committee’s work into two phases: first to discuss the items the Council is considering for the November 2024 ballot, and then a discussion of a broader set of amendments that the Committee could discuss between now and the next municipal election in 2026.

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### **STAKEHOLDERS/OUTREACH**

No stakeholder outreach was conducted at this time.

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### **FISCAL IMPACT**

None at this time. Some cost would be involved in placing proposed charter amendments before the electorate for a vote, e.g. ballot printing and informational materials. Additional fiscal impacts could occur depending on the nature and extent of any particular charter amendment.

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### **ENVIRONMENTAL REVIEW (CEQA/NEPA)**

This activity involves organizational and administrative activities of the government related to the City Charter, and such internal procedural and eligibility changes have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. As such, this action is not a “project” subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

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### **CAMPAIGN DISCLOSURE**

This item is exempt from campaign disclosure requirements.

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### **ALTERNATIVES TO STAFF RECOMMENDATION**

1. The Council could decide not to establish the Charter Review Committee.
2. The Council can choose another alternative not identified by staff.

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### **ADMINISTRATIVE ACTION**

**Submitted by:**

Michael J. Garcia, City Attorney

**Prepared by:**  
Lucy Varpetian, Principal Assistant City Attorney

**Approved by:**  
Roubik R. Golanian, P.E., City Manager

**EXHIBITS/ATTACHMENTS**

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December 7, 2004 Council Report  
Tier 1 and Tier 2 Amendments