

Process and Meeting Plan for City of Alameda Charter Subcommittee

**Goal:** Have council adopted measures ready for voters by the March 2020 Primary election

| Meeting                                                                                                | Goal                                                                                                                                                                                            | Item Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>City Council #1</b><br><i>March 5, 2019</i>                                                         | Concurrence on process,<br>including March 2020 goal<br>Council input on topic focus<br>Public awareness of topic                                                                               | Materials in support <ul style="list-style-type: none"> <li>Calendar of activities</li> <li>Initial subject areas for discussion</li> </ul> Staffing needs <ul style="list-style-type: none"> <li>Before meeting: ICM/ICA/Clerk input on proposed process</li> <li>At meeting: none</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |
| <b>Workshop A</b><br>Public Input<br><i>Done by Mid-April 2019</i><br><br>Potentially partner with LWV | Collect input from public on areas of interest<br>Collect input on concepts within areas of interest <ul style="list-style-type: none"> <li>Goals</li> <li>Methods</li> <li>Concerns</li> </ul> | Meeting for each major Topic <ul style="list-style-type: none"> <li>e.g. Election of Representatives <ul style="list-style-type: none"> <li>Rank Choice Voting, District Elections, Direct Elect Mayor, Campaign Finance Reform</li> </ul> </li> </ul> Materials <ul style="list-style-type: none"> <li>Summary of focus area</li> <li>Potential changes</li> <li>Calendar or all workshops by subject</li> </ul> Staffing needs <ul style="list-style-type: none"> <li>Input on documents to be presented at meeting</li> <li>Attend meeting as subject matter expert and meeting support</li> <li>e.g. Election of Representatives – City Clerk</li> </ul> |
| <b>City Council #2</b><br><i>May 7, 2019</i>                                                           | Council Check in on issues for high level concurrence                                                                                                                                           | Materials <ul style="list-style-type: none"> <li>Overview of each subject area</li> <li>Complete list of issues identified in workshop</li> <li>Subcommittee recommendation</li> </ul> Staffing Needs <ul style="list-style-type: none"> <li>Before meeting: ICM/ICA/Clerk input on proposed focus areas</li> <li>Staff to meet with Subcommittee</li> </ul>                                                                                                                                                                                                                                                                                                 |
| <b>Workshop B</b><br>Public Input<br><i>July 2019</i>                                                  | Present initial concept for public review and input                                                                                                                                             | Meeting for each major Topic <ul style="list-style-type: none"> <li>e.g. Election of Representatives</li> </ul> Materials <ul style="list-style-type: none"> <li>Initial draft of each proposed change within the meeting topic</li> <li>Key questions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                            |

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|                                                          |                                                                                                                                              | <p>Staffing needs</p> <ul style="list-style-type: none"> <li>• Support drafting of initial concept <ul style="list-style-type: none"> <li>○ City Attorney for high level legal review</li> <li>○ Staff experts for input and idea generatio</li> </ul> </li> <li>• Attend meeting as subject matter expert and meeting support</li> </ul>                                                                                                           |
| <p><b>City Council #3</b><br/><i>Sept - Nov 2019</i></p> | <p>Council input and direction for each subject area<br/>Likely multiple meetings, one for each identified focus area.<br/>One per month</p> | <p>Materials</p> <ul style="list-style-type: none"> <li>• Proposed language changes</li> <li>• Complete list of issues identified in workshop with response if not recommended</li> </ul> <p>Staffing Needs</p> <ul style="list-style-type: none"> <li>• Before meeting: ICM/ICA/Clerk input on proposed focus areas</li> <li>• Staff to meet with Subcommittee to propose language</li> <li>• Staff to review and redline initial draft</li> </ul> |
| <p><b>City Council #4</b><br/>December 17, 2019</p>      | <p>Adopt ballot measure language and place on the ballot</p>                                                                                 | <p>Materials</p> <ul style="list-style-type: none"> <li>• Final charter language</li> <li>• Ballot Language</li> </ul> <p>Staffing Needs</p> <ul style="list-style-type: none"> <li>• Before meeting: ICM/ICA/Clerk input on proposed focus areas</li> <li>• Staff to review and redline initial draft</li> <li>• Staff to provide ballot staff report and materials</li> </ul>                                                                     |
| <p><b>Election</b><br/>March 2020</p>                    | <p>Voters to determine any charter changes</p>                                                                                               | <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                         |