



Administrative Report

P.1., File # 24-1850

Meeting Date: 11/19/2024

TITLE

DISCUSSION AND POSSIBLE ACTION REGARDING CHARTER AMENDMENTS PERTAINING TO THE DUTIES OF THE CITY CLERK AND CITY TREASURER AND DIRECTION TO STAFF TO PREPARE BALLOT MEASURES FOR THE MARCH 4, 2025 ELECTION REFLECTING THE PROPOSED AMENDMENTS

EXECUTIVE SUMMARY

The City Council, at their regular meeting of November 5, 2024, directed staff to return with additional recommended qualifications. The City Treasurer will provide a charter update by Blue Folder.

The City Council, at their regular meeting of September 3, 2024, directed staff to return with a discussion of the City Treasurer's qualifications aligned with the qualifications of the City Clerk's position.

The City Council, at their regular meeting of May 7, 2024, directed staff to return with a series of agenda items to discuss charter amendments recommended by the Charter Review Advisory Committee, one subject at a time. Attached is the Committee's report on the City Treasurer's position along with the approved minutes for the May 7, 2024 City Council meeting.

The City Clerk added duty (H) Periodically, not more than once a year, audit City expenditures such as accounts payable, payroll, fixed assets and journal entries. The City Clerk met with the City Manager and City Attorney to review the additional language.

ATTACHMENTS

- November 19, 2024- Charter Amendment for City Clerk Article XXI, Section 11 for the Ballot Measure
- November 5, 2024- Charter Amendment for City Clerk Article XXI, Section 11 for the Ballot Measure
- Charter Amendment for City Treasurer Article XXI, Section 11.1 for the Ballot Measure
- Report - Charter Review Committee City Treasurer Recommendation Report
- 9.3.24 CC Meeting Blue Folder- Sample Ordinance Delegation of Financial Duties & PowerPoint Presentation
- Minutes - City Council, May 7, 2024
- November 5, 2024 P.1- Blue Folder- Revisions to Charter Section 11.1- City Treasurer