

**MEMO**

**TO: Mayor and Council**

**CC: Buzz Boehm, Monte Vavra, Joanie Jones, Patty Hansen**

**FROM: City Manager John K. Kachmar, Jr.**

**DATE: October 7, 2011**

**CHARTER COMMISSION FORMATION (Follow up from August 29, 2011)**

**RECOMMENDATIONS FOR DISCUSSION:**

**A. Creation of Commission**

1. Number of Commission members, by appointing Body
2. Issue of Alternates
3. Appointing vote process and potential usage of super majority

**B. Rules of Governance**

1. Meeting management – Chairman or Facilitator?
2. General Rules or Expectations of Mayor and Council
  - a. Attendance, absences, communications/sunshine law
  - b. Public Hearings, community input
  - c. Voting – simple majority? Potential of a tie vote?
3. Communication, Progress Reports with Mayor and Council
  - a. Commission schedule set by Commission members at beginning of process? Reported back to Mayor and Council?
  - b. Progress Reports during life of Commission?
  - c. Interviews with Mayor and Council (if desired by Commission members) during process? If so, by what method?
  - d. Staff interface with Commission for education of members – ongoing during process through City Manager or designee.

4. Basic Commission Rules – set by Commission itself?

**C. Outcome/Goals**

1. Mayor and Council to set
  - a. Mission Statement (when? how?)

**D. Staff Roles**

1. City Attorney to assign attorney for assistance and legislative language process
2. General Staff support
  - a. Minutes, clerical support, document exposition, research assistance, etc.