



City Council Presentation

Item #8 (RTC 25-990)
Action to Appoint Members of the Charter Review Committee (CRC) Formed to Conduct a Comprehensive Review of the City Charter and to Approve CRC Bylaws

September 16, 2025

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Background

- The proposed “Charter Project” was first presented to the Governance and Ethics Committee on May 1, 2025, as part of that Committee’s work plan.
- Proposal was to conduct a comprehensive review of the City Charter to identify provisions that should be corrected, clarified or modified so that the Charter would be consistent with applicable state law, aligned with current best practices for City operations and, in general, easier to understand and apply.
- The Committee was supportive and recommended that the proposal be presented to the full City Council.
- The City Council was also supportive and only July 15th directed staff to formally initiate the Charter Project through the formation of a Charter Review Committee (CRC).
- The CRC was to be comprised of 13 members, with 7 selected (one each) by Mayor and Council, and 6 selected (one from each district) through a lottery process.

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POST MEETING MATERIAL



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CRC Application Process

- Consistent with Council direction, staff developed a Charter Project webpage with relevant information, including a digital application
- The application period was set to commence on August 1st and end on August 29th.
- To advertise, notifications regarding the Charter Project and the available CRC positions were sent to the City-wide distribution list on August 1st, 13th and 21st.
- 71 applications were received with 60 applications ultimately deemed “qualified” by the Clerk’s Office based on residency and voter registration.

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CRC Selection Process

- List of qualified applicants sent to Council on September 7, 2025, along with completed applications.
- Mayor and Councilmembers made their selections from this list.
- Lotter selection event held on September 11, 2025, in Council Chambers, presided over by the City Clerk
- Event was noticed and open to the public.
- Process used similar to that used for selection of members to the Measure I Citizen’s Oversight Committee
- Any applicants that had already been selected by Councilmembers were removed from the lottery

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City Council Selected Applicants

- Mayor Gillmor: At Large Pat Nikolai
- Member Gonzalez District 1 Bernard Thamsey
- Member Chahal District 2 John Brooks
- Member Hardy District 3 Eric Crutchlow
- Member Park District 4 Steve Kelly
- Member Jain District 5 Eric Jensen
- Member Cox District 6 Susan Peters

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Lottery Selected Applicants

- District 1 Holly Rhea Roberts
- District 2 Mohammad Naveed
- District 3 Joseph W. Sosinski
- District 4 Burt Field
- District 5 Lauren Diamond
- District 6 Mark Boeckman

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CRC Bylaws

- Proposed CRC Bylaws set forth the CRC's purposes, duties and operating procedures for CRC implementation of the Charter Project
- Key Provisions include:
 - Statement of Purpose:** Work with City staff, with input from the community, to facilitate the implementation of the Charter Project, with ultimate goal the creation of a comprehensive Charter update for Council consideration.
 - Duties:** Appoint Chair and Vice Chair, Schedule, Attend and Participate in CRC Meetings, Solicit and Consider Public Input, Make recommendations to Council for a Comprehensive Charter update and comply with applicable laws and ethics requirements.

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CRC Bylaws (cont'd)

- Membership:** Composition of CRC, tenure of CRC members (until project complete) and provisions for removal and filling of vacancies
- Limitations on Authority:** No authority to direct staff or represent the CRC individually; no compensation.
- Meetings:** Expected frequency (monthly), open to the public (Brown Act compliant), use of City Council Meeting Management protocols, with Ad Hoc Subcommittees allowed/contemplated
- Staff Support:** Provided by CAO and CMO with input solicited from all City departments
- Amendments to Bylaws:** only allowed with City Council approval

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Next Steps

- **Contact newly minted CRC members** to schedule first meeting (sometime end of September/early October)
- **First meeting** agenda to include:
 - (1) Training in Brown Act requirements and meeting management protocols;
 - (2) Presentation on history and function of the Charter;
 - (3) Review of the adopted CRC Bylaws;
 - (4) Selection of a Chair and Vice Chair (or the option to take this action at their second meeting); and
 - (5) Adoption of CRC initial meeting schedule (monthly)
- **Second meeting** will focus on review and approval of a more detailed work plan and ad hoc subcommittee assignments

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City Council Selected Applicants (7)		Lottery Selected Applicants (6)
• At Large	Pat Nikolai	-----
• District 1	Bernard Thamsey	Holly Rhea Roberts
• District 2	John Brooks	Mohammad Naveed
• District 3	Eric Crutchlow	Joseph W. Sosinski
• District 4	Steve Kelly	Burt Field
• District 5	Eric Jensen	Lauren Diamond
• District 6	Susan Peters	Mark Boeckman

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Recommendation

- Appoint the Members of the Charter Review Committee (CRC) selected by the City Council and the Lottery Process and adopt the Proposed CRC Bylaws in substantially the form presented formally establishing the CRC and setting forth the rules and procedures for CRC implementation of the Charter Project.