

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Kevin Burke, City Manager  
**Date:** May 13, 2010  
**Meeting Date:** June 8, 2010



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**Title:** Consideration of Resolution No. 2010-35: A resolution of the City of Flagstaff, Arizona establishing a Citizens' Charter Review Task Force

**Recommended Action:**

Read Resolution No. 2010-35 by title only.  
Adopt Resolution No. 2010-35.

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**ACTION SUMMARY:**

Adoption of this Resolution authorizes the creation, by Council, of a Citizens' Charter Review Task Force.

**DISCUSSION:****Background/History:**

City Council requested that a Citizens' Task Force be created to review and make recommendations to the City Council regarding the City's Charter. Any recommended change would require voter approval. Council discussed the desire to create a mechanism to elicit community feedback regarding the City's Charter. Creation of a task force would provide Council a focused form of feedback in addition to the more traditional methods of citizens providing input such as public participation during a Council meeting.

**Key Considerations:**

- The Council would appoint the 25 members.
- The Task Force would be created for a time certain, 6 months from date of first meeting.
- Make recommendations to the City Council regarding City's Charter.
- Staff recommends delaying this Task Force until 3-6 months after new City Attorney starts.

The below is a draft of a schedule for the Task Force for Council discussion:

June 2010 – Adoption of Resolution

July 2010 – August 2010 – Solicitation of Members

September 2010 – Appoint members provided City Attorney started in August

November 2010 – April 2010 - Task Force meetings

May 2011 – Recommendation presented to City Council

**Community Benefits and Considerations:**

The Task Force will provide Council with citizen input into any recommended changes to the City’s Charter.

**Community Involvement:**

The City Council will appoint residents of the City to participate on the Task Force.

**Financial Implications:**

Staff estimates that there may be \$250 in expenses such as printing costs, presentation material and advertising. There will also be staff time involved in preparing open meeting law required agendas and minutes as well as Legal staff in their review of recommended changes. Since any Charter changes require a public vote, there will be election costs associated with any Charter amendments.

**Options and Alternatives:**

- The Council could expand or reduce the number of members on the Task Force.
- The Council could lengthen the time frame of the Task Force.
- The Council could establish parameters of the Task Force to review the Charter for antiquated language and provisions that are no longer applicable.
- The Council could establish no parameters for the Task Force in their review.

**Attachments**

Resolution No. 2010-35

\_\_\_\_\_  
**Department Head**

INITIALS	RESPONSIBILITY	DATE	INITIALS	RESPONSIBILITY	DATE
_____	BIDS/PURCHASES	_____	_____	FINANCE/BUDGET	_____
_____	GRANTS/CONTRACTS	_____	_____	IGAS	_____
_____	LEGAL	_____	_____	_____	_____

DATE OF COUNCIL APPROVAL: \_\_\_\_\_

**RESOLUTION NO. 2010-35**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF,  
ARIZONA, ESTABLISHING A CITIZENS' CHARTER REVIEW TASK FORCE.**

WHEREAS, the City Council of the City of Flagstaff desires to have citizens review the City Charter; and

WHEREAS, the City Council will consider any recommended changes to the Charter; and

WHEREAS, the City Council finds that a citizens' task force with members of diverse backgrounds to assist in the review of the City Charter and to engage the community in the process is integral to the success; and

WHEREAS, a citizens' Charter review task force will assist the Council in conducting an open, inclusive, and transparent process in their review of the Charter;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:**

SECTION 1. ESTABLISHMENT OF TASK FORCE. There is hereby established a Citizens' Charter Task Force to consist of 25 members.

SECTION 2. TASK FORCE PURPOSE. The purpose of the Citizens' Charter Review Task Force is to assist Council by making recommended changes to the City's Charter.

SECTION 3. TASK FORCE FUNCTIONS. The Task Force shall:

1. Meet with staff to review the City's Charter and Amendment process;
2. Provide input on alternatives and recommendations; and
3. Participate in the public involvement process to ensure public comment and input regarding Charter changes.

SECTION 4. SUNSET. The Task Force shall cease to exist 6 months after its first meeting unless otherwise amended by the City Council;

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

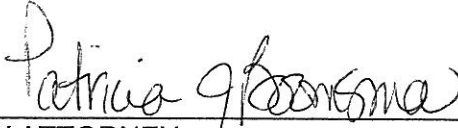
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MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY