

San José Charter Review Commission Governance Structure Subcommittee Meeting Agenda & Notes

Revised June 4, 2021

Instructions

- Revise agenda as necessary and take notes in Notes section
- Before closing meeting, capture next steps and update “Topics Covered” and “Notices or Questions for Commission” sections
- Delete this Instructions section and [TEMPLATE] in document title above
- Rename document accordingly and share this report with Commission Secretary Megan Roche (megan.roche@sanjoseca.gov) by noon on the Friday before the next Commission meeting.

Meeting Details

Date/Time	June 4, 2021 - 2:30pm - 4pm
Topics Covered	Subcommittee Structure & Roles, Operating Procedures, Topics of Focus & Scope of Work, Work Plan
Notices or Questions for Commission	

Kick-off Meeting Agenda (90 mins)

- I. Roll call
- II. Roles:
 - A. Select note taker
 - B. Select lead
- III. Decide how documents will be shared (Google Docs, Microsoft Teams, etc)
 - A. Google docs
- IV. [Confirm list of topics](#) and assign leads to start researching and working on a recommendation memo

Purview :

- A. Examine the current governance structure as well as a **governance structure consistent with the “Mayor -Council” government structure** found in other cities in the United States in which the Mayor has executive authority and the Council has legislative authority;
- B. Research and solicit community input on strong mayor and other potential charter reforms to improve and update the City’s governance structure, including the direction to **“Align mayoral executive authority with residents’ and local business’ reasonable expectations for responsive and accountable democratic governance in a major U.S. city”**;
- C. Consider additional measures and potential charter amendments, as needed, that will improve accountability, representation, and inclusion at San José City Hall.

Description : Review, evaluate, and provide recommendations to the full Commission on ideas around the structure of our City Government, including mayoral powers, emergency powers, and authority over the City Manager and department directors. In addition to taking up issues relating to directives #1 and 2 from City Council to the Commission, this subcommittee would provide recommendations on any additional issues relating to governance structure and public oversight mechanisms for City Council’s direct appointees.

Topic (assign leads):

- Process for a 10 year review of City Charter
- Examine current governance structure
- Expand Mayoral Power
- Look at expanding emergency powers of mayor
- **Establishing a Mayor -Council form of government** (see memos in footnotes of Topic document) -

- Sub-topics: (assign leads)
 - Mayoral authority to dismiss department heads
 - Mayoral budget authority models
 - Alternative government structure forms
 - Checks to expanded Mayoral/Council Powers
 - *Add any additions/changes the subcommittee wants to make.*
 - *Add: Examine current governance structure*
 - *Adding expanding emergency powers of Mayor as its own topic*
- V. Complete [work plan with that info](#)
 - A. Reminder: Committee will need to send workplan and any meeting docs to Megan by June 11 to publish for next committee meeting
- VI. Review a normal subcommittee meeting agenda
 - I. Roll call
 - II. Brief update from each Commissioner on work since last Subcommittee meeting *(5 mins)*
 - III. Review of public comment received via City Clerk's office *(10 mins)*
 - IV. Review of new potential topics (from Commission assignment or public comment) and revision of topic list *(10 mins)*
 - V. Discussion of topics *(45 mins)*
 - VI. Review of draft Recommendation Memos (if any) *(15 mins)*
 - VII. Next steps *(5 mins)*
 - A. Assignment of additional research
 - B. Drafting of Recommendation Memos
- VII. Open discussion

Meeting Notes

- I. Roll call
 - A. Commissioner Barousse
 - B. Commissioner Diep
 - C. Commissioner Fuentes
 - D. Vice Chair Johnson
 - E. Commissioner Lezotte
 - F. Commissioner Maitski
- II. Roles:
 - A. Select note taker : Commissioner Barousse
 - B. Select lead : Vice Chair Johnson
- III. Decide how documents will be shared (Google Docs, Microsoft Teams, etc)
 - A. Google docs
- IV. Confirm list of topics and assign leads to start researching and working on a recommendation memo
 - A. **Topic (assign leads):**
 - B. Process for a 10 year review of City Charter - (Commissioner Maitski)
 - C. Examine current governance structure - (Commissioner Diep)
 1. *Reference the chart Lawrence made*
 - D. Expand Mayoral Power - (Commissioner Johnson)
 - E. Look at expanding emergency powers of mayor - (Commissioner Lezotte)
 - F. **Establishing a Mayor -Council form of government** (see memos in footnotes of Topic document) -
 - a) Sub-topics: (assign leads)
 2. Mayoral authority to dismiss department heads - (Commissioner Barousse)
 3. Mayoral budget authority models - (Commissioner Fuentes)
 4. ~~Expanding emergency powers of Mayor~~
 - G. Alternative government structure forms - (Commissioner Diep)
 - H. Checks to expanded Mayoral/Council Powers - (Commissioner Maitski)
 1. *Add any additions/changes the subcommittee wants to make.*
 1. *Add: Examine current governance structure*
 2. *Adding expanding emergency powers of Mayor as its own topic*
- V. Notes on topics:
 - A. Commissioner Lezotte: not sure how item F ended up there - strongly opposes

- B. Prioritize what we want to focus on
 - C. Topics do not include an examination of current governance structure
 - D. How are we supposed to report out? - Work plan
 - E. Lead does not have to “own” the whole topic - this will be a collaborative effort
 - F. Need something that checks Council power along with Mayoral power
 - G. Community Engagement + Outreach: Will we be identifying questions we want the public asked relative to each subcommittee?
 - 1. For next meeting, want to include questions we’d like to add for community
 - H. Want to make sure we’re addressing equity
- VI. Complete [work plan with that info](#)
- A. Reminder: Committee will need to send workplan and any meeting docs to Megan by June 11 to publish for next committee meeting
- VII. Review a normal subcommittee meeting agenda
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 - G. Next steps *(5 mins)*
 - 1. Assignment of additional research
 - 2. Drafting of Recommendation Memos
- VIII. Open discussion