



**MEMORANDUM**

TO: Marc Ott, City Manager

FROM: Greg Canally, Budget Officer

DATE: February 28, 2008

SUBJECT: Single-member Districts Criteria

Item # 60 on the February 28, 2008 Council Agenda is to approve a resolution establishing criteria that must be met before Council considers a proposal to conduct a charter election on single member districts. The Financial and Administrative Services Department will assist the City Manager's Office and the Law Department in completing a cost analysis as directed in the resolution. Staff time in various City departments will be needed to complete the analysis and it is estimated that the completion of the analysis can occur using existing resources. At this time, it is not anticipated that outside resources will be needed.