City of Long Beach
Working Together to Serve

Office of the City Attorney

Memorandum

DATE: January 16, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Taylor M. Anderson, Deputy City Attorney

SUBJECT: Timeline for November 2024 Charter Amendments

This memorandum outlines the timeline of critical deadlines required to add any Charter amendments to the November 2024 ballot, in the event you are interested in in doing so.

You have also expressed a desire to not hold City Council meetings in the month of July this year. If you are interested in considering any Charter Amendments for the November 2024 ballot and keeping July "dark", the timeline below must be adhered to, and the City Council must hold a meeting in the last week of June where there usually is no meeting.

This schedule accounts for the time necessary to draft the Charter Amendment, accomplish any meet and confers needed, and hold the two public hearings required by law in time to make the August 6th deadline and keep July "dark".

Action	Deadline
Last day City Council can refer proposed amendment to the Charter Amendment Committee	April 16, 2024
First hearing notice posted	April 30, 2024
First hearing	May 21, 2024
Second hearing notice posted	June 4, 2024
Second hearing	June 25, 2024
Council adopts resolution to add Charter amendment to November ballot (LAST DAY)	August 6, 2024
Mayor announces and Council approves argument writers	August 13, 2024
Arguments and impartial analysis to City Clerk	August 16, 2024
Public examination of arguments and impartial analysis	Aug. 17 – Aug. 26, 2024
Rebuttal to City Clerk	August 26, 2024
Public examination of rebuttals	Aug. 27– Sept. 5, 2024

Please note, the City Council must adopt a resolution to order the election and to add a Charter Amendment to the November 2024 ballot **no later than August 6, 2024**. Please do not hesitate to contact our office if you have any questions.

TMA:kad
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cc: Tom Modica, City Manager
April Walker, Assistant City Manager'
Dawn McIntosh, City Attorney
Gary Anderson, Assistant City Attorney
Monique DeLaGarza, City Clerk