



Pre

Governmental Processes Committee Memorandum

City of Arts & Innovation

TO: GOVERNMENTAL PROCESSES COMMITTEE DATE: AUGUST 5, 2026
FROM: CITY CLERK WARDS: ALL
SUBJECT: CONVENING OF CHARTER REVIEW COMMITTEE

ISSUE:

Convene Charter Review Committee as required by Charter Section 1403 and select appointment process for its members.

RECOMMENDATION:

That the Governmental Processes Committee review the draft Charter Review Process timeline and recommend a Charter Review Committee membership appointment process to the City Council.

BACKGROUND:

City Charter and State Law Provisions

Charter Section 1403 reads:

In February 2019, and in February every eight years thereafter, the City Council shall appoint and appropriate adequate funds for a Charter Review Committee. The Charter Review Committee shall have the power and duty to:

- A. Recommend to the City Council which, if any, Charter amendments should be placed on the ballot at the next regular municipal election for Mayor.
- B. Hold public meetings to receive input on proposed Charter amendments.
- C. Present a final report with its recommendations to the City Council by the last Tuesday in May preceding the next regular municipal election for Mayor. It may, in its discretion, make interim reports to the City Council.

The City Council shall act upon the recommendations of the Charter Review Committee prior to the last day to place measures on the ballot for the next regular municipal election for Mayor.

The City Council may appoint Charter Review Committees more frequently, should it choose to do so.

By State law, any Charter amendment that would “alter any procedural or substantive protection, right, benefit, or employment status of any local government employee or retiree or of any local government employee organization” must be submitted at a statewide general election, i.e., November of even-numbered years.

The Governmental Processes Committee previously considered the formation and appointment process for the Charter Review Committee in August 2025. At that time, the Committee deferred further consideration until after the 2026 General Municipal Election to allow the incoming Councilmembers representing the even-numbered wards an opportunity to participate in the appointment process. However, with the election process now extending through the November 2026 Special Municipal Runoff Election, the available timeline for recruitment, appointment of committee members, and meaningful public engagement has been shortened. Given these timing considerations, staff determined it would be prudent to bring the matter back before the Governmental Processes Committee at this time to reconsider the appointment process and provide direction on how best to proceed.

DISCUSSION:

Charter Review Committee Appointments

Section XIV.C. of the City Council Meeting Rules (Resolution No. 24255) outlines three methods for appointing members to citizen ad hoc committees:

- **Option 1:** The Mayor’s Nominating and Screening Committee reviews all submitted applications and identifies candidates to be interviewed by the Mayor and City Council. The City Clerk notifies the City Council of the applicants selected for interviews. The Mayor and each Councilmember may add one additional applicant for consideration, if desired. The Mayor and City Council then conduct the interviews, appoint the committee members, and select the Chair; or
- **Option 2:** By formal motion, the City Council authorizes each Councilmember to appoint one member from their respective ward, with the Mayor appointing two at-large members. Once appointed, the committee selects a Chair from among its membership; or
- **Option 3:** By formal motion, the City Council may establish an alternative appointment process of its choosing.

The City Clerk has prepared the attached draft timeline for the upcoming Charter review process. This includes appointing members to a Charter Review Committee, which will formulate and present recommended Charter amendment ballot measures to the City Council. The timeline also outlines the process for calling an election and conducting it on March 7, 2028. Any approved Charter amendments will take effect once they are filed and chartered with the Secretary of State.

FORMATION OF CHARTER REVIEW COMMITTEE (CRC)

DATE	ACTIVITY
August 5, 2026	GPC reviews CRC appointment process
August 25 or September 1	GPC Recommendations are presented to City Council
October 2026	Formal recruitment for Boards and Commissions including CRC
November 2026	Recruitment period closes
December 2026	MNSC review applications (if applicable)

CHARTER REVIEW COMMITTEE PROCESS 2026-27

DATE	ACTIVITY
January 2027	City Council interview applicants and consider appointments
March 2027	CRC 1 st Meeting
May 2027	CRC provides final report with its recommendations to City Council
September 2027	CRC 2 nd update to City Council
October 2027	CRC 3 rd update to City Council
November 2027	Final ballot measure language recommendation to City Council

The GPC should establish a method for appointing members to the 2028 Charter Review Committee and present it to the City Council for consideration and approval.

FISCAL IMPACT:

Costs to convene and provide staff support to the Charter Review Committee have been budgeted in FY 26-28 City Clerk's Office budget.

Prepared by: Donesia Gause, City Clerk

Approved as to form: James Johnson, City Attorney

Attachment: Presentation