



Pre

Governmental Processes Committee Memorandum

City of Arts & Innovation

TO: GOVERNMENTAL PROCESSES COMMITTEE DATE: AUGUST 6, 2025

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 often if it desires.

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. Proposals that do not so alter can be held on alternative dates, e.g., March 2028 and November 2028.

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.

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 shall review the applications submitted and identify applicants for interview with the Mayor and City Council. The City Clerk shall notify the City Council of those selected for interview. The Mayor and each member of the City Council may add an additional applicant for interview, if desired. The Mayor and City Council shall interview, make the appointments and select the Chair; or
- Option 2: By formal motion, the City Council shall authorize each member of the City Council to select a member from their Ward and the Mayor to select two at-large members. The ad hoc committee shall elect a Chair from among its membership; or
- Option 3: By formal motion, any other method of appointment as desired by the 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 the Fiscal Year 2025-2026 City Clerk’s Office budget.

Prepared by: Donesia Gause, City Clerk

Approved as to form: Rebecca Reimbold-McKee, Interim City Attorney

Attachments:

1. 2026-2028 Charter Review Process timeline
2. Presentation