



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 4, 2025
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action regarding the appointment of members to the Charter Review Commission.

BACKGROUND/SUMMARY:

Section 13.08 of the City Charter states, “ *The council will review the charter every two years to determine if any amendment should be considered. The council will appoint a charter review commission, consisting of seven qualified voters of the city, at least every fifth year. The term of each charter review commission will be six months, and such commission will review, hold hearings upon and make recommendations for the amendment, if any, of this charter. Any resulting charter elections will be noticed and held in compliance with state law.*”

The last review of the City Charter by a Charter Review Commission took place in 2020, while the City Council last reviewed the City Charter in 2022.

Once the council determines a date, an application for the charter review commission will need to be submitted to the City Secretary’s Office for processing. The Charter Commission should be established before the end of the year and will continue its review until 2026. If necessary, a special election for a charter amendment will be called in August 2026.

The Charter Review Commission is administered by the City Manager, City Secretary, and the City Attorney.

LEGAL REVIEW: Yes, Veronica Rivera, Assistant City Attorney
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Charter Review Fact Sheet
- Board Application
- City Charter

STAFF RECOMMENDATION:

City Staff recommends that the City Council provide direction to City staff regarding the process for appointing members to the Charter Review Commission.
