

# 2026 – 2027

## Charter Review Commission Timeline

### **November 2025:**

The City Council should adopt a resolution establishing the procedure for appointing members of the 2026-2027 Charter Review Commission. The 2015 Resolution No. 15-17 is attached.

### **December 2025:**

The City Council should adopt a resolution formally appointing the members to the 2026 Charter Review Commission by the last Council meeting in December 2025. This resolution shall also provide for the governance, procedures and staff of the Charter Review Commission. The 2015 Resolution No. 15-18 is attached.

### **January 2026:**

The Commission shall hold the first meeting on or before January XX, 2026 and hold meetings at least once a month until their work is completed.

*\*Note: I attached a tentative schedule for the 2026 for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month just as an example of the dates.*

At this meeting the Commission shall elect a Chairperson and a Vice-Chairperson.

The City Manager shall provide the staff and resources to the Commission as needed at each meeting.

### **February 2026:**

The Commission shall hold a Public Hearing (not at a Council meeting) to take public comments and suggestions regarding the current city charter and/or the general governance of the city.

A public notice with a QR code to a survey was provided in 2016 (see attached).

### **December 2026:**

The Commission shall provide a full report to the City Council and the voters no later than the last meeting in December.

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### **January 2027:**

Final certification of all agreed upon amendments for voter approval must be sent to each county no later than the 10<sup>th</sup> Tuesday prior to the election (this is generally the 2<sup>nd</sup> to last Tuesday of the month).

### **January 2027 – April 2027:**

Commission members and staff will educate the community about the proposed amendments prior to the election, including the reasons for the recommendations to amend the City Charter. (2017 Informational Piece is attached for reference.)

### **April 2027:**

The proposed amendments to the Charter shall be placed before the voters on the regular municipal election day in April 2027.

The Charter Review Commission will be discharged of its duties and dissolve upon the date of the election.