

City of Prescott

Charter Review Committee



March 16, 2026 | 2:30 PM
201 N. Montezuma Street
Legal Conference Room, 3rd Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **Charter Review Committee** at their meeting to be held **March 16, 2026**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38431.02.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION & ACTION ITEMS**
 - A. Approval of Minutes from the February 25, 2026 Charter Review Committee Meeting.
Recommended Action: MOVE to approve minutes as presented
 - B. Approval of the Charter Amendment Review Criteria.
Recommended Action: MOVE to approve Charter Amendment Review Criteria as presented
 - C. Update to Committee Regarding Council Action on Forwarded Proposed Charter Amendments as Follows: 1) Article IX Section 6, "Majority to Elect in Primary"; and 2) Article XI Section 4, "City Court".
Recommended Action: This item is for discussion only. No formal action will be taken.
4. **FUTURE MEETING DATES & AGENDA TOPICS**
 - A. Committee Discussion Regarding Upcoming Meeting Dates & Agenda Topics.
5. **ADJOURNMENT**

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));

- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));
- (7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 3/12/26 at 11:00 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Thornhill

Sarah M. Thornhill, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: March 16 Charter Review Committee
DATE: March 16, 2026
DEPT: City Clerk
ITEM #: 3.A
SUBJECT: Approval of Minutes from the February 25, 2026
Charter Review Committee Meeting.

ITEM SUMMARY

This item is for the approval of the February 25, 2026 Charter Review Committee Meeting Minutes. Staff recommends approval of the minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve minutes as presented

ATTACHMENTS

1. February 25, 2026 Charter Review Commission Minutes

City of Prescott

Charter Review Committee



February 25, 2026 | 9:00 AM
201 N. Montezuma Street
Legal Conference Room, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Chair McMinn called the meeting to order at 9:01 a.m.

2. ROLL CALL

Bonnie McMinn - Chair
Rod Moyer - Vice Chair
Michael Broggie - Member
Michael Gjede - Member
Ralph Hess - Member

3. DISCUSSION & ACTION ITEMS

A. Approval of Meeting Minutes from the May 6, 2024 Charter Review Commission Meeting and the January 28, 2026 Charter Review Commission Meeting.

MOTION BY VICE CHAIR MOYER TO APPROVE THE MAY 6, 2024 & JANUARY 28, 2026 MINUTES; SECONDED BY MEMBER GJEDE : PASSED (5 - 0)

B. Discussion Regarding Charter Amendment Review Criteria.

The Committee discussed Item B. after Item C.

Chair McMinn introduced the topic and suggested that the Committee consider establishing review criteria for items moving forward. The intent would be to identify which items may be appropriate to advance through the process and place on a future Council agenda for review and possible approval. The document provided in the agenda packet was reviewed by the Committee.

Member Hess suggested adding an item to the "Topic Consideration Criteria" as: 7. Matters of Local Concern, rather than statewide interest.

Chair McMinn agreed with the suggestion and requested the item come back to the Committee to vote on.

This Item was for discussion only, no formal action was taken.

C. Discussion & Possible Action Regarding an Update to Article IX Section 6 of the Prescott City Charter "Majority to Elect in Primary" for Approval at the November 2026 Election.

The Committee discussed Item C. before Item B.

The Committee discussed the timing for forwarding its recommendation to Council, with general agreement that the item would likely move forward in

November to allow adequate preparation for the following election year. Committee members clarified that they had previously reached consensus to prefer the state statute language. The Committee discussed that a vote at this meeting would formally recommend the state language to Council, while staff may also present an alternative version as previously directed by Council. The discussion included concerns about the County's system capability to provide certain ballot data under the current Charter language, specifically its inability to report ballots cast for individual council seats versus total ballots cast. Members acknowledged that under-votes (ballots where no candidate is selected for a council race) affect runoff calculations and that the state statute language could reduce, though not entirely eliminate, the likelihood of a runoff election.

The Committee also reviewed how vote thresholds would be calculated under the state statute and considered the practical implications. The discussion concluded with direction to proceed toward a vote to forward the Committee's recommendation to Council.

MOTION BY MEMBER HESS TO FORWARD MAJORITY TO ELECT IN PRIMARY REVISIONS TO COUNCIL FOR APPROVAL; SECONDED BY VICE CHAIR MOYER: PASSED (5 - 0)

- D. Discussion & Possible Action Regarding an Update to Article XI Section 4 of the Prescott City Charter "City Court" for Approval at the November 2026 Election. Chair McMinn introduced the item, noting that it is to clean up language in the Charter.

Mayor Rusing asked for the rationale behind this change.

Mr. Young clarified that in the past this language was appropriate when the city had a consolidated court. This revision would be in alignment with the title of the appointed City Judge.

MOTION BY MEMBER GJEDE TO FORWARD CITY COURT REVISIONS TO COUNCIL FOR APPROVAL; SECONDED BY CHAIR MCMINN: PASSED (5 - 0)

4. UPDATES & ADDITIONAL ITEMS

- A. Discussion Regarding Future Agenda Topics.

Chair McMinn introduced the topic for discussion.

Member Hess commented that he has proposed edits that he will send to the Clerks' office to include in a future agenda.

Mayor Rusing questioned page 2 of the Charter to clarify who brings utilities to a property and would like to tighten up the language. Private property owners and developers are responsible for bringing utilities to properties. She would also like to change the language regarding the Adjoining & Adjacent Properties to not have the language in development agreements, IGA's and contracts. It affects the water estimates in the Water Resources Management Model (WRMM) and makes water management difficult.

Mr. Young clarified that development agreements can sometimes allow additional adjoining properties into the development. Most current development agreements do not have sunset clause language. Expiration/termination dates are important.

Chair McMinn added that termination dates or sunset clauses for Development Agreements should be a Charter Amendment.

Member Hess suggested that if the item is placed on the next meeting agenda for discussion, the scope should be broadened beyond a potential 10-year time limit to include consideration of any provisions within development agreements that may be appropriate for review or amendment.

Mr. Young clarified we will add an agenda item for development agreement charter provisions for a broader discussion.

Mayor Rusing requested to add to the next agenda a discussion on the Open Space Policy in the Charter to add words like meaningful.

Chair McMinn commented that the words "meaningful" and "functional" are important to include.

Mr. Young added that the question is what is meaningful and how to apply that to Open Space.

Chair McMinn discussed Prop 400.

Mayor Rusing added that the developers calculate every square foot.

Vice Chair Moyer discussed an Open Space Master Plan.

Member Hess asked if the item should be addressed in the Charter or in the Land Development Code.

Mr. Young said the problem comes down to the definition and applicability of Open Space.

Chair McMinn suggested more research into definitions for Open Space, Member Moyer volunteered and Chair McMinn can help.

Mayor Rusing commented on the Water Policy and providing water for outside the city. She would like to change Council votes for water to be a super majority Council Vote and put it in the Charter to not allow water outside of city or water service area boundaries except by annexation, IGA or approval by voters.

Committee discussion regarding legislature changes and how those could apply to Prescott.

Mayor Rusing added that a big issue is the city buying properties without an appraisal and should be tightened up. She suggested putting into the Charter that

property purchased by city shall be appraised by certified appraiser and city shall not pay above appraised value and the same for selling property.

Mr. Young commented that would be an easy fix, might want to include that over a certain value would require 2 appraisals.

Member Hess added this could be placed in Article I Section 3 to insert appraisal language.

Mayor Rusing raised a Charter question regarding the City Treasurer position, noting that the city previously had a City Treasurer hired by City Council, but the role has since been restructured under a Finance Director who reports to and is hired by the City Manager. She questioned how and why this change occurred and suggested researching the rationale behind it. The Mayor also raised governance concerns about whether the individual responsible for managing the City's finances should report directly to Council rather than to the City Manager, expressing concern about Council's lack of direct oversight in the current structure.

Chair McMinn commented that she can research the rationale and see how other charter cities and counties are structured in this area.

This Item was for discussion only, no formal action was taken.

- B. Presentation & Discussion Regarding Upcoming Charter Review Commission Meeting Dates.

Chair McMinn discussed upcoming meeting dates with the Committee.

This Item was for discussion only, no formal action was taken.

5. ADJOURNMENT

There being no further business to discuss, Chair McMinn adjourned the meeting at 10:09 a.m.

ATTEST:

CATHEY RUSING, Mayor

SARAH M. THORNHILL, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: March 16 Charter Review Committee
DATE: March 16, 2026
DEPT: City Clerk
ITEM #: 3.B
SUBJECT: Approval of the Charter Amendment Review Criteria.

ITEM SUMMARY

This item is for approval of the Committee's Charter Amendment Review Criteria.

BACKGROUND

Following discussion at the February 25 Committee Meeting, staff finalized the attached criteria for the Committee's approval. This criteria will determine review of future charter amendments, and help to establish focus and goals for potential future amendments to be proposed to Council for approval and future ballot measures.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve Charter Amendment Review Criteria as presented

ATTACHMENTS

1. Charter Review Criteria

Mayor's Ad Hoc Charter Review Committee

Topic Consideration Criteria & Process

Legal & Procedural Note

These criteria are intended as a discussion guide only. They do not limit the City Council's authority, the Mayor's authority to appoint an ad hoc committee, or the committee's ability to consider matters within its charge.

Purpose and Explanation

The Charter Review Committee exists to assist City Council in determining whether changes to the City Charter should be considered. Because the Charter is the City's governing document, not every issue is appropriate for Charter-level review.

These criteria are intended to help the committee focus on issues that relate to governance, voter-approved provisions, and citywide authority — and that cannot be addressed through policy, ordinance, or administrative practice alone. They are designed to support consistent, transparent discussion and to ensure the committee's work remains within its charge.

The criteria are not a gatekeeping tool and do not prevent committee members from raising questions or concerns. Their purpose is to provide a shared framework so discussions are clear, orderly, and respectful of voter intent.

Topic Consideration Criteria

A topic is appropriate for Charter Review Committee consideration if it:

1. **Relates to the City Charter**
Involves how the Charter is written, interpreted, or applied.
2. **Involves Voter-Approved Provisions**
Affects a Charter section approved by voters or clarifies voter intent.
3. **Concerns Governance or Authority**
Involves who has decision-making authority or how decisions are made.
4. **Cannot Be Resolved by Policy Alone**
Cannot be adequately addressed through ordinance, resolution, or administrative practice.
5. **Has Citywide Impact**
Affects the broader community, not a single project or individual matter.

6. **Is Reasonable for Committee Review**

Can be meaningfully reviewed within the committee's charge and timeframe.

7. **Top Consideration Criteria**

Is it a matter of local concern, rather than statewide interest.

Why This Matters

Clear process supports transparency, protects public trust, and preserves the legitimacy of the committee's work. Applying consistent criteria helps ensure that any recommendations forwarded to City Council are appropriate for Charter consideration and grounded in respect for voter-approved law.



TO: MAYOR AND CITY COUNCIL
AGENDA: March 16 Charter Review Committee
DATE: March 16, 2026
DEPT: City Clerk
ITEM #: 3.C
SUBJECT: Update to Committee Regarding Council Action on Forwarded Proposed Charter Amendments as Follows: 1) Article IX Section 6, "Majority to Elect in Primary"; and 2) Article XI Section 4, "City Court".

ITEM SUMMARY

This item will provide staff an opportunity to update the Committee on Council's action at their March 10 Voting Meeting regarding the two forwarded proposals: 1) Article IX Section Majority to Elect in a Primary, and 2) Article XI Section 4 City Court.

BACKGROUND

Following discussion and action by the Committee at their February 25 Meeting, two proposed Charter Amendments were forwarded to the Council for review and possible approval to be placed on the November 3, 2026 Special Election Ballot. During the March 10 Meeting, City Council reviewed these matters and with a 5-2 vote approved ballot language per the Committee's recommendation to be added to the November ballot.

Based on this action, the City Clerk's Office has called for a Special Election on Tuesday, November 3. These two Charter Amendments will be included on the ballot and should the Committee determine they would like to propose additional amendments, the Council will need to have ballot language finalized no later than Tuesday, June 23, 2026. This will determine the timing of future amendments that the Committee would like to discuss as well as the specifics of the upcoming meeting schedules to be discussed later on this agenda.

FINANCIAL IMPACT

There is no fiscal impact associated with this item at this time.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: March 16 Charter Review Committee
DATE: March 16, 2026
DEPT: City Clerk
ITEM #: 4.A
SUBJECT: Committee Discussion Regarding Upcoming Meeting Dates & Agenda Topics.

ITEM SUMMARY

This item is for staff to review the upcoming meeting schedule and future agenda topics with the Committee Members.

BACKGROUND

In follow up to discussion at the February 25, 2026 Commission Meeting, the City Clerk's Office would like to assign Charter discussion topics to upcoming meetings and determine the necessity for multiple meetings per month over the next calendar year. The originally proposed schedule had the Commission convening on the 1st and 3rd Monday of each month beginning in April, with revisions as needed for holidays and in alignment with the Council Meeting schedule, however based on timing and what the Committee would like to propose to the Council for future ballot measures this schedule may not be necessary. Additionally, two members of the Council have requested a potential Study Session on the Committee's work in reviewing the Charter and staff would like to determine when scheduling that would make sense. The below topics were suggested by Member Hess via email to city staff on March 5, based on consensus from the group items could be assigned to a future meeting agenda, staff is seeking direction.

I. Article II, Section 18 - Consideration of Petitions

Recommended amendment: Replace the current provision with, "Any citizen of the city may appear before the council at any regular meeting and present a written petition. Council shall conduct at least one (1) public hearing and act upon such petition in the regular course of business within sixty (60) days.

Rationale: Overrides policy of summarily denying such petitions without discussion or comment.

II. Article VI, Section 17 - Voter approval for high-cost roadway projects

Recommended amendment: add this section, "The City may not, without prior voter approval, enter into one or more agreements or contracts relating to any construction or expansion of city-owned right-of-way for which the aggregate costs from inception of the project through construction completion will exceed fifteen million dollars (\$15,000,000)."

Recommended alternative amendment: "Prior to entering into one or more agreements or contracts relating to any construction or expansion of city-owned right-of-way for which the aggregate costs from inception of the project through construction completion will exceed fifteen million dollars (\$15,000,000), the City shall shall require: 1) an affirmative vote by three-fourths of the city council by "ayes and nays"; 2) a public comment period of no less than sixty (60) days before a vote of the city council takes place, which shall begin at the time of a formal council vote to authorize a request for bids on the project; and, 3) a public presentation of the public comments received to the city council by city staff at a public hearing."

III. Article VIII - Contracts

Section 11 - Leases of City Property

Recommended amendment: add a second paragraph, "Any lease of any land, building, or part thereof owned by the city, the value of which exceeds four million dollars, shall not be leased for a period of more than four years unless: (1) a public hearing to receive public comment shall be held at least thirty days prior to a regular council meeting at which the proposed lease is scheduled for council discussion and possible action; and (2) the lease must be authorized by a super majority affirmative vote of three-fourths of the city council approving the proposed lease of the property.

Rationale: the new paragraph text provides opportunity for more public input and requires a super majority council vote for approval of high-value leases of city-owned property similar to the provisions for sale and lease/purchase of high-value city-owned property.

Potential Meeting Dates:

April:

Monday, April 6 at 2:30 pm
Monday, April 20 at 2:30 pm

May:

Monday, May 4 at 2:30 pm
Monday, May 18 at 2:30 pm

June:

Monday, June 1 at 2:30 pm
Monday, June 15 at 2:30 pm

July:

Monday, July 6 at 2:30 pm

August:

Monday, August 17 at 2:30 pm

September:

Wednesday, September 9 at 10 am

October:

Monday, October 5 at 2:30 pm
Monday, October 19 at 2:30 pm

November:

Monday, November 2 at 2:30 pm
Monday, November 16 at 2:30 pm

December:

Monday, December 7 at 2:30 pm

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

This item is for discussion and direction only. No formal action will be taken.

ATTACHMENTS

None