

City of Prescott

Charter Review Committee



April 6, 2026 | 2:30 PM
201 N. Montezuma Street
Council Chambers, 1st Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **Charter Review Committee** at their meeting to be held **April 6, 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 March 16, 2026 Charter Review Committee Meeting.
Recommended Action: MOVE to approve minutes as presented
- B. Discussion & Possible Action Regarding an Update to Article II, Section 18 "Consideration of Petitions" for Approval at the November 2026 Election.
Recommended Action: MOVE to recommend forwarding proposed Charter revision to Council for approval or denial
- C. Discussion & Possible Action Regarding an Update to Article VI, Section 17 "Approval of High Value Capital Projects Exceeding \$15 Million" for Approval at the November 2026 Election.
Recommended Action: MOVE to recommend forwarding proposed Charter revision to Council for approval or denial
- D. Discussion & Possible Action Regarding an Update to Article VIII, Section 11 "Leases of City Property" for Approval at the November 2026 Election.
Recommended Action: MOVE to recommend forwarding proposed Charter revision to Council for approval or denial
- E. Discussion & Possible Direction Regarding an Update to the Prescott City Charter Establishing Certain Restrictions on Development Agreements by City Council.
Recommended Action: This item is for discussion and direction. Staff is seeking feedback from the Committee regarding possible Charter Amendments related to DAs
- F. Discussion & Possible Direction Regarding a Requested Update to the Prescott City Charter Article XI, Section 4 Municipal Court; Presiding Officer.
Recommended Action: This item is for discussion and direction. Staff is seeking feedback from the Committee regarding possible Charter Amendments related to Article XI, Municipal Court

- G. Committee Discussion Regarding Upcoming Meeting Dates & Agenda Topics.
Recommended Action: This item is for discussion and direction only. No formal action will be taken.

4. 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 4/2/26 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: April 6 Charter Review Committee
DATE: April 6, 2026
DEPT: City Clerk
ITEM #: 3.A
SUBJECT: Approval of Minutes from the March 16, 2026
Charter Review Committee Meeting.

ITEM SUMMARY

This item is for the approval of the March 16, 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. March 16, 2026 Charter Review Committee Minutes

City of Prescott

Charter Review Committee



March 16, 2026 | 2:30 PM
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 2:30 p.m.

2. ROLL CALL

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

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from the February 25, 2026 Charter Review Committee Meeting.

MOTION BY MEMBER BROGGIE TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER GJEDE: PASSED (4 - 0)

- B. Approval of the Charter Amendment Review Criteria.

Chair McMinn commented that the additional section which Member Hess requested was added by staff based on their previous discussion. Because the group has moved items forward, she felt it was appropriate to have items that have some criteria. She asked staff about the ability to have the meetings in Chambers.

City Clerk Sarah Thornhill stated that they could, however, there have been scheduling conflicts to this point, so staff has not scheduled that room yet.

Member Hess commented that he would like to have them in Chambers. He feels if they were more accessible in that room it would be easier to get the public to come.

Staff will update the title to reflect the correct name of the Committee.

MOTION BY MEMBER GJEDE TO APPROVE THE COMMITTEE'S REVIEW CRITERIA WITH UPDATED TITLE; SECONDED BY CHAIR MCMINN: PASSED (4 - 0)

- 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".

Ms. Thornhill advised the Committee that at the March 10 Voting Meeting, City Council approved the ballot language forwarded for both Article IX, Section 6 and Article XI, Section 4. Based on that, the Clerk's Office has forwarded the Resolution calling for a Special Election and obtained Proposition numbers from the County. The city will conduct a Special Election in alignment with the Tuesday, November 3, 2026 Election. If the Committee wishes to include any additional proposed amendments those would have to be forwarded to and approved by the Council no later than the Tuesday, June 23 Voting Meeting.

Member Gjede asked about what the Charter language would be if the voters don't approve the amendments as provided.

Ms. Thornhill stated that it would remain as it is now.

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

4. FUTURE MEETING DATES & AGENDA TOPICS

- A. Committee Discussion Regarding Upcoming Meeting Dates & Agenda Topics. Member Hess reviewed the three sections he had submitted for possible amendment.

Article II, Section 18 - Consideration of Petitions:

* Suggestion is to have the section amended to conduct at least one public hearing and act upon such petition in the regular course of business within sixty (60) days in order to overrule the Council Rules of Procedure process that was adopted

Chair McMinn commented that a petition should allow for public participation, and this would move the item off of the Consent Agenda as the process is now and make sure that the Petition is being discussed.

Committee and staff discussion regarding voting at the next meeting in order to have it presented to the Council at the April 28 Voting Meeting to be added to the ballot. Committee consensus to have this item on the April 6 Agenda.

Article VI, Section 17 - Voter Approval for High-cost Roadway Projects:

* This would be a super majority rather than voter approval

Member Hess stated that the proposal adds a section requiring a super majority before high-cost projects are approved. Initially, the proposal had an option for voter approval as well, however, he feels that super majority is more appropriate, and he would like feedback and assistance from legal on this item.

Chair McMinn commented that she agrees and this would allow for more public input on larger price point projects. Many Charter Cities have these types of Charter provisions at various levels. She added that she feels this should just be high-cost projects and not specific to roadways only.

Member Hess stated that the Council has the ability to schedule Study Sessions

before they vote on things, but they don't seem to be doing that, so these requirements need to be in the Charter.

Member Gjede stated that he likes the \$15 million threshold so that it doesn't just become every project.

Chair McMinn added that each of the meetings should be separated by 14-days.

Assistant City Attorney Alane Moore stated that she would like direction regarding which option the Committee would like to move forward with, voter approval or super majority, so staff can put together the appropriate language for discussion and possible action at a future meeting.

Chair McMinn: \$15 million threshold, super majority
Member Gjede: \$15 million threshold, super majority
Member Hess: \$15 million threshold, super majority
Member Broggie: \$15 million threshold, super majority

Committee consensus to have the following structure for the charter language: all capital projects over \$15 million require a Study Session to kick off the 60-day public comment period, then at least one public hearing, if more than one public hearing is scheduled there would be at least 14-days in between. Will be on April 6 for discussion and possible action.

Article VIII - Contracts; Section 11 - Leases of City Property:

* New paragraph text provides the 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

Chair McMinn commented on adding in a comparative market analysis and an appraisal. It isn't always done, but it should be. She asked if there would be another section under this article to address if the city is leasing property as a tenant.

Ms. Moore asked for clarification on whether they want to replace Section 11 as it is now, or add in this information as a new Section; and if the value threshold is for the cost of the lease or the value of the property itself.

Member Hess stated that this proposal would add a new Section to the article and the value threshold is for property value, ie. properties over \$4 million. He echoed Chair McMinn's comments about an additional section that could mirror this language to apply when the city is the tenant and not the lessee.

Committee discussion regarding having something in code or the Charter regarding the city being a tenant.

Ms. Moore stated that the Charter gives the city authority to lease property, but there isn't anything as specific as these provisions.

Committee consensus to have that discussion next time as well, Chair McMinn will look into options.

Staff will also address language regarding "any lease or extension of an existing lease". Ms. Moore further asked for confirmation of the meetings in the same manner as the previous revision, ie: a Study Session to kick off a 60-day public comment period, then at least one public hearing, if more than one public hearing is scheduled there would be at least 14-days in between.

Committee consensus to follow this formula, and to have staff ensure that qualifying what defines the super majority for all of this language.

Committee and staff discussion to keep the proposed meeting schedule as is, with the caveat that some meetings may be canceled depending upon what the group decides to move forward to the Council and when.

Committee consensus to have these three Sections discussed as discussion and possible action items for the April 6 Meeting, as well as the Development Agreement Item that City Attorney Joseph Young was looking into.

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 3:46 p.m.

BONNIE MCMINN, Chair

ATTEST:

SARAH M. THORNHILL, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: April 6 Charter Review Committee
DATE: April 6, 2026
DEPT: City Clerk
ITEM #: 3.B
SUBJECT: Discussion & Possible Action Regarding an Update to Article II, Section 18 "Consideration of Petitions" for Approval at the November 2026 Election.

ITEM SUMMARY

This item is for a follow up discussion and possible action regarding an update to the Prescott City Charter, Article II, Section 18.

BACKGROUND

During the March 16 Committee Meeting members discussed a suggested amendment to Article II, Section 18 "Consideration of Petitions" as submitted by Member Hess.

Committee Recommended Amendment:

Replace the current language with the following: "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."

Committee Rationale: As discussed, the Committee feels this amendment would overrule the Council's current policy of placing submitted petitions on the next meeting Consent Agenda to either be pulled for discussion or denied.

At the March 16 meeting, Committee consensus was to add this amendment to the April 6 Agenda for a possible vote in order to forward to the Council for consideration and possible addition to the November 3, 2026 Special Election Ballot.

FINANCIAL IMPACT

There is no fiscal impact associated with this item at this time, however, there will be future costs for conducting a Special Election and administrative costs for updates to the City Charter.

RECOMMENDED ACTION

MOVE to recommend forwarding proposed Charter revision to Council for approval or denial

ATTACHMENTS

1. DRAFT Ballot Language_PropXXX_Consideration of Petitions

PROPOSITION XXX

PROPOSAL BY THE CITY COUNCIL TO AMEND CITY CHARTER ARTICLE II, SECTION 18, ENTITLED “CONSIDERATION OF PETITIONS”

SHALL ARTICLE II, SECTION 18 OF THE CITY CHARTER ENTITLED “CONSIDERATION OF PETITIONS” BE AMENDED AS FOLLOWS?

Section 18 – Any citizen of the city may appear before the council at any regular meeting and present a written petition; ~~such petition shall be acted upon by the council, in the regular course of business, within sixty (60) days.~~ COUNCIL SHALL CONDUCT AT LEAST ONE (1) PUBLIC HEARING AND ACT UPON SUCH PETITION IN THE REGULAR COURSE OF BUSINESS WITHIN SIXTY (60) DAYS.

FULL BALLOT TEXT:

OFFICIAL TITLE: PROPOSAL BY THE CITY COUNCIL TO AMEND CITY CHARTER ARTICLE II, SECTION 18 ENTITLED “CONSIDERATION OF PETITIONS”

DESCRIPTIVE TITLE: AMENDMENT TO THE CITY CHARTER SHALL REVISE ARTICLE II, SECTION 18 BY REVISING THE PROCESS FOR CONSIDERATION OF CITIZEN PETITIONS TO REQUIRE A PUBLIC HEARING WITHIN SIXTY (60) DAYS OF SUBMISSION.

A “YES” vote shall have the effect of revising the process for consideration of citizen petitions to require a public hearing within sixty (60) days of submission.

A “NO” vote shall have the effect of maintaining the current wording.



TO: MAYOR AND CITY COUNCIL
AGENDA: April 6 Charter Review Committee
DATE: April 6, 2026
DEPT: City Clerk
ITEM #: 3.C
SUBJECT: Discussion & Possible Action Regarding an Update to Article VI, Section 17 "Approval of High Value Capital Projects Exceeding \$15 Million" for Approval at the November 2026 Election.

ITEM SUMMARY

This item is for a follow up discussion and possible action regarding an update to the Prescott City Charter, Article VI adding Section 17.

BACKGROUND

During the March 16 Committee Meeting members discussed a suggested amendment to Article VI, Section 17 "Approval of High Value Capital Projects Exceeding \$15 Million" as submitted by Member Hess.

Committee Recommended Amendment:

Add Section 17 as follows: "Prior to entering into one or more agreements or contracts relating to any capital projects for which the aggregate costs from inception of the project through construction completion would exceed fifteen million dollars (\$15,000,000), the city shall require the following:

- 1) an affirmative vote by three-fourths of the city council by "ayes and nays"
- 2) conducting one Study Session followed by a public comment period of no less than sixty (60) days, followed by at least one public hearing (if more than one public hearing is conducted, there shall be at least 14-days in between each) 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 all public comments received during the 60-day comment period to the city council by city staff

At the March 16 meeting, Committee consensus was to add this amendment to the April 6 Agenda for a possible vote in order to forward to the Council for consideration and possible addition to the November 3, 2026 Special Election Ballot.

FINANCIAL IMPACT

There is no fiscal impact associated with this item at this time, however, there will be future costs for conducting a Special Election and administrative costs for updates to the City Charter.

RECOMMENDED ACTION

MOVE to recommend forwarding proposed Charter revision to Council for approval or denial

ATTACHMENTS

1. DRAFT Ballot Language_PropXXX_Approval of High Value Capital Projects Exceeding \$15 Million

PROPOSITION XXX

PROPOSAL BY THE CITY COUNCIL TO AMEND CITY CHARTER ARTICLE VI, ADDING SECTION 17, ENTITLED “APPROVAL OF HIGH VALUE CAPITAL PROJECTS EXCEEDING \$15 MILLION”

SHALL ARTICLE VI, SECTION 17 OF THE CITY CHARTER ENTITLED “APPROVAL OF HIGH VALUE CAPITAL PROJECTS EXCEEDING \$15 MILLION” BE AMENDED AS FOLLOWS?

Section 17 – "PRIOR TO ENTERING INTO ONE OR MORE AGREEMENTS OR CONTRACTS RELATING TO ANY CAPITAL PROJECTS FOR WHICH THE AGGREGATE COSTS FROM INCEPTION OF THE PROJECT THROUGH CONSTRUCTION COMPLETION WOULD EXCEED FIFTEEN MILLION DOLLARS (\$15,000,000), THE CITY SHALL REQUIRE THE FOLLOWING: 1) AN AFFIRMATIVE VOTE BY THREE-FOURTHS OF THE CITY COUNCIL BY “AYES AND NAYS”

2) CONDUCTING ONE STUDY SESSION FOLLOWED BY A PUBLIC COMMENT PERIOD OF NO LESS THAN SIXTY (60) DAYS, FOLLOWED BY AT LEAST ONE PUBLIC HEARING (IF MORE THAN ONE PUBLIC HEARING IS CONDUCTED, THERE SHALL BE AT LEAST 14-DAYS IN BETWEEN EACH) 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 ALL PUBLIC COMMENTS RECEIVED DURING THE 60-DAY COMMENT PERIOD TO THE CITY COUNCIL BY CITY STAFF”

FULL BALLOT TEXT:

OFFICIAL TITLE: PROPOSAL BY THE CITY COUNCIL TO AMEND CITY CHARTER ARTICLE VI, ADDING SECTION 17 ENTITLED “APPROVAL OF HIGH VALUE CAPITAL PROJECTS EXCEEDING \$15 MILLION”

DESCRIPTIVE TITLE: AMENDMENT TO THE CITY CHARTER SHALL REVISE ARTICLE VI, BY ADDING SECTION 17 TO ADDRESS THE PROCESS FOR APPROVAL OF HIGH VALUE CAPITAL PROJECTS EXCEEDING \$15 MILLION.

A “YES” vote shall have the effect of adding a Section to Article VI to address the process for approval of high value projects exceeding \$15 million.

A “NO” vote shall have the effect of not adding the additional section.



TO: MAYOR AND CITY COUNCIL
AGENDA: April 6 Charter Review Committee
DATE: April 6, 2026
DEPT: City Clerk
ITEM #: 3.D
SUBJECT: Discussion & Possible Action Regarding an Update to Article VIII, Section 11 "Leases of City Property" for Approval at the November 2026 Election.

ITEM SUMMARY

This item is for a follow up discussion and possible action regarding an update to the Prescott City Charter, Article VIII adding a paragraph to Section 11.

BACKGROUND

During the March 16 Committee Meeting members discussed a suggested amendment to Article VIII, Section 11 "Leases of City Property" as submitted by Member Hess.

Committee Recommended Amendment:

Add a second paragraph to Section 11 as follows: "No land, building, or part thereof owned by the city, the value of which exceeds four million dollars (\$4 million), shall be leased for a period of more than four years without the following:

- 1) an affirmative vote by three-fourths of the city council by "ayes and nays"
- 2) conducting one Study Session followed by a public comment period of no less than sixty (60) days, followed by at least one public hearing (if more than one public hearing is conducted, there shall be at least 14-days in between each) 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 all public comments received during the 60-day comment period to the city council by city staff

Committee Rationale: the addition of this new paragraph text provides an 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

At the March 16 meeting, Committee consensus was to add this amendment to the April 6 Agenda for a possible vote in order to forward to the Council for consideration and possible addition to the November 3, 2026 Special Election Ballot.

FINANCIAL IMPACT

There is no fiscal impact associated with this item at this time, however, there will be future costs for conducting a Special Election and administrative costs for updates to the City Charter.

RECOMMENDED ACTION

MOVE to recommend forwarding proposed Charter revision to Council for approval or denial

ATTACHMENTS

1. DRAFT Ballot Language_PropXXX_Leases of City Property

PROPOSITION XXX

PROPOSAL BY THE CITY COUNCIL TO AMEND CITY CHARTER ARTICLE VIII, SECTION 11 ENTITLED “LEASES OF CITY PROPERTY”

SHALL ARTICLE VIII, SECTION 11 OF THE CITY CHARTER ENTITLED “LEASES OF CITY PROPERTY” BE AMENDED ADDING AN ADDITIONAL PARAGRAPH AS FOLLOWS?

Section 11 – "NO LAND, BUILDING, OR PART THEREOF OWNED BY THE CITY, THE VALUE OF WHICH EXCEEDS FOUR MILLION DOLLARS (\$4 MILLION), SHALL BE LEASED FOR A PERIOD OF MORE THAN FOUR YEARS WITHOUT THE FOLLOWING:

- 1) AN AFFIRMATIVE VOTE BY THREE-FOURTHS OF THE CITY COUNCIL BY “AYES AND NAYS”
- 2) CONDUCTING ONE STUDY SESSION FOLLOWED BY A PUBLIC COMMENT PERIOD OF NO LESS THAN SIXTY (60) DAYS, FOLLOWED BY AT LEAST ONE PUBLIC HEARING (IF MORE THAN ONE PUBLIC HEARING IS CONDUCTED, THERE SHALL BE AT LEAST 14-DAYS IN BETWEEN EACH) 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 ALL PUBLIC COMMENTS RECEIVED DURING THE 60-DAY COMMENT PERIOD TO THE CITY COUNCIL BY CITY STAFF”

FULL BALLOT TEXT:

OFFICIAL TITLE: PROPOSAL BY THE CITY COUNCIL TO AMEND CITY CHARTER ARTICLE VIII, SECTION 11 ENTITLED “LEASES OF CITY PROPERTY”

DESCRIPTIVE TITLE: AMENDMENT TO THE CITY CHARTER SHALL REVISE ARTICLE VIII, SECTION 11 ENTITLED “LEASES OF CITY PROPERTY” BY ADDING AN ADDITIONAL PARAGRAPH TO ADDRESS THE PROCESS FOR APPROVAL OF LEASES OF PROPERTY OWNED BY THE CITY, THE VALUE OF WHICH EXCEEDS \$4 MILLION.

A “YES” vote shall have the effect of adding an additional paragraph to Section 11 of Article VIII to address the process for approval of leases of property owned by the city, the value of which exceeds \$4 million.

A “NO” vote shall have the effect of not adding the additional paragraph.



TO: MAYOR AND CITY COUNCIL
AGENDA: April 6 Charter Review Committee
DATE: April 6, 2026
DEPT: Legal
ITEM #: 3.E
SUBJECT: Discussion & Possible Direction Regarding an Update to the Prescott City Charter Establishing Certain Restrictions on Development Agreements by City Council.

ITEM SUMMARY

This item is for a discussion and possible direction regarding updates to the Prescott City Charter, to establish certain restrictions on City Council approval of Development Agreements

BACKGROUND

Per request by Mayor Rusing, the Charter Review Committee wishes to discuss potential amendments to the Prescott City Charter that would set limits on development agreements entered between developers and the City. The following possible changes have been suggested, but staff is seeking direction on whether to draft ballot language regarding any or all of these provisions, and possible other provisions.

- prohibition on including adjacent properties clauses in Development Agreements
- require any developer wishing to build within the City to bear all costs in extending infrastructure to such development
- to the extent development would require upsizing of utilities, such cost should be borne by developer
- require developments of a certain size to include meaningful open space within the development

FINANCIAL IMPACT

There is no fiscal impact associated with this item at this time, however, there will be future costs for conducting a Special Election and administrative costs for updates to the City Charter.

RECOMMENDED ACTION

This item is for discussion and direction. Staff is seeking feedback from the Committee regarding possible Charter Amendments related to DAs

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: April 6 Charter Review Committee
DATE: April 6, 2026
DEPT: City Clerk
ITEM #: 3.F
SUBJECT: Discussion & Possible Direction Regarding a Requested Update to the Prescott City Charter Article XI, Section 4 Municipal Court; Presiding Officer.

ITEM SUMMARY

This item is for a discussion and possible direction regarding updates to the Prescott City Charter Article XI, Section 4, to establish parameters related to the City Judge and Court.

BACKGROUND

Per request by Chair McMinn, the Committee can discuss potential amendments to the Prescott City Charter Article XI, Section 4 regarding the Municipal Court. Current and proposed language is included below:

Current Language:

The presiding officer of the city court shall be a city judge, who shall be appointed by the council in December of each even-numbered year. The term of office of the city judge shall commence on the first business day of the month following his or her appointment, and shall be for two (2) years, or until his or her successor is appointed and qualified. The city court department employees shall be appointed by and accountable to the city judge. The city judge will report to and be responsible for the operation of the city court department to the city council. The city judge shall prepare the budget for the city court department for submission to the city council, and the city court budget shall be established by the city council.

Proposed Language:

The Municipal Court shall be presided over by a Municipal Judge appointed by the City Council. The Court shall operate as an independent judicial function of the City. The Municipal Judge shall be an attorney licensed and in good standing in the State of Arizona and shall serve a term established by ordinance. The Judge may be removed by the City Council for cause, after notice and an opportunity to be heard. The Judge shall exercise independent judgment in accordance with law, comply with applicable judicial conduct rules, and disclose and avoid conflicts of interest.

There is existing Charter language for the City Clerk & City Attorney (Article IV, Sections 2 and 4) who are also appointees of the Council. Language related to the City Judge could also mirror this language. Staff is seeking direction from the Committee on how they would like to proceed on this possible amendment.

FINANCIAL IMPACT

There is no fiscal impact associated with this item at this time, however, there will be future costs for conducting a Special Election and administrative costs for updates to the City Charter.

RECOMMENDED ACTION

This item is for discussion and direction. Staff is seeking feedback from the Committee regarding possible Charter Amendments related to Article XI, Municipal Court

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: April 6 Charter Review Committee
DATE: April 6, 2026
DEPT: City Clerk
ITEM #: 3.G
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

Based on previous discussions, the upcoming meeting schedule is as follows.

April:

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

Staff is seeking direction regarding keeping or eliminating any meetings and what items the Committee would like to discuss at these meetings.

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