



City of Prescott

Charter Review Committee

August 17, 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 **August 17, 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 July 20, 2026 Charter Review Committee Meeting.
Recommended Action: MOVE to approve minutes as presented
 - B. Discussion & Possible Action Regarding A Proposed Governance Framework for the Charter Review Committee.
Recommended Action: Following discussion, possible action regarding approval of a Governance Framework for Committee to be forwarded to Council for adoption
 - C. Discussion & Direction Regarding the Ongoing Meeting Schedule for the Charter Review Committee.
Recommended Action: This item is for discussion only. No formal action will be taken, but the Committee can provide direction to staff regarding the ongoing meeting schedule
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 8/13/26 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: August 17 Charter Review Committee
DATE: August 17, 2026
DEPT: City Clerk
ITEM #: 3.A
SUBJECT: Approval of Minutes from the July 20, 2026
Charter Review Committee Meeting.

ITEM SUMMARY

This item is for the approval of the July 20, 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. July 20, 2026 CRC Minutes

City of Prescott

Charter Review Committee



July 20, 2026 | 2:30 PM
201 N. Montezuma Street
Council Chambers, 1st Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Chair McMinn called the meeting to order at 2:32 p.m.

2. ROLL CALL

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

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from the June 1, 2026 Charter Review Committee Meeting.

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

B. Committee Discussion Regarding Council Action on Proposed Charter Amendments at the June 9 and June 23, 2026 Council Voting Meetings.

Member Hess asked for clarification if ballot language would be reviewed by the City Council again.

Senior Assistant City Attorney Alane Moore clarified that the revised language had already been approved for the ballot and no additional Council meetings would be required to approve a final version.

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

C. Discussion Regarding Committee Member Role Regarding Advocating for November 3 Propositions.

Ms. Moore explained that legal guidance was requested regarding Council and Committee members' involvement in election-related discussions. She clarified that members may express their own opinions, participate in discussions, or advocate for a position, but may not use City resources to influence an election. She provided examples, noting that City facilities and resources cannot be used for promotional activities related to a ballot measure.

Member Hess asked for clarification if they can identify themselves as a Committee member.

Ms. Moore added that if multiple Committee members plan to attend an election-

related event, they should notify the city in advance so it can be noted as a potential quorum. She recommended avoiding situations where a single event could create the appearance of an official quorum.

Chair McMinn asked for clarification if the city booth at the farmers market would be using city resources.

Ms. Moore confirmed that Committee members may advocate for the amendments in their individual capacity; however, they may not use city resources, branding, logos, booths, or materials that could imply the city is endorsing or providing the information. Any advocacy must be done independently and not appear to represent the city.

Chair McMinn asked if literature could be provided by the city.

Ms. Moore clarified that no city resources could be used to influence an election.

Mayor Rusing spoke as a member of the public to let the Committee and public know they can submit an argument to be placed in the voter pamphlet. There is an online form and \$100 fee.

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

D. Discussion Regarding Proposed Governance Framework from Chair McMinn.

Chair McMinn presented a proposed governance framework and worksheet to guide future Charter amendment discussions. She explained that the goal is to establish a consistent process by first identifying the governance issue, determining whether it belongs in the Charter, considering impacts, agreeing on the governance objective, and then drafting amendment language if appropriate. She emphasized that the framework is intended to support, not discourage, ideas by helping determine the proper avenue for addressing issues and preserving the Charter as the City's governing document.

Vice Chair Moyer stated that he believes the framework is a good tool for the Committee's use and supports the intended purpose of providing guidance for evaluating Charter proposals.

Member Broggie stated that he believes the majority of the work on the issue has been completed and that the framework reflects the points discussed. He expressed support for the Committee's action and efforts.

Member Hess stated that he supports the governance framework concept and believes the draft provided is a good starting point. He noted he had not yet fully reviewed the document for potential additions or revisions but agreed with the overall approach. He commented that, when reviewing previously approved proposals, some items may not have met the proposed framework and could have been better addressed through policy or the City Code rather than the Charter. He expressed support for the framework and noted he may have additional suggestions when the item is brought forward for formal action.

Chair McMinn commented that she would like City Council's input on the suggested framework.

Ms. Moore confirmed that the Committee may consider the item for a formal vote at a future meeting and provide a recommendation to the City Council.

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

- E. Presentation & Discussion Regarding Upcoming Meeting Schedule, Future Agenda Items and a Process for Establishing the Committee's Agenda for the Next Year.

Ms. Moore explained that the Committee has largely completed its work related to proposing Charter amendments for this session and should begin considering a future schedule and potential topics for discussion. She recommended identifying broad topics for potential amendments, applying the proposed governance framework to those topics, and seeking City Council input before beginning the next round of amendment discussions. Ms. Moore clarified that the Committee would not be developing specific amendment language at this stage, but rather identifying general areas of interest and determining which topics warrant further consideration. She suggested that proposed topics and future ideas be evaluated through the new framework and brought forward to Council for feedback, including approval of the framework and guidance on which topics the Committee should pursue, ensuring future efforts focus on issues with broader support.

Member Hess questioned the benefit of identifying broad topic areas rather than specific Charter amendment proposals. He stated that the items he submitted for consideration were specific amendment concepts and agreed that applying the governance framework would be helpful in evaluating those proposals. He requested clarification and examples of what a broad topic would look like and how the Committee would present those topics to Council for feedback.

Ms. Moore explained that broad topics would represent larger governance issues the Committee may want to explore before developing specific Charter amendments. She provided examples such as whether collective bargaining should be addressed in the Charter or examining governance questions related to the City Court, including budgeting and oversight responsibilities. She stated that identifying these broader areas would allow the Committee to present potential areas of focus to Council, receive feedback, and ensure the Committee's time is directed toward issues with sufficient support before developing specific amendment language.

Member Hess stated that he believes the governance framework will be beneficial moving forward but questioned whether identifying broad topics as a separate step is necessary. He suggested that the framework could be incorporated into discussions of specific Charter amendment proposals. Using collective bargaining as an example, he noted that providing Council with a specific proposal would allow them to evaluate the issue more effectively than simply asking whether they are interested in a broad topic. Member Hess expressed concern that adding a step could slow the process and questioned

whether the Committee's current meeting schedule would allow enough time to complete its work before the 2027 election.

Ms. Moore explained that the purpose of seeking Council input on broad topics is to provide the Committee with direction on issues that have Council support and to identify potential topics the Committee may not have considered. She clarified that the intent is not to create multiple rounds of back-and-forth discussion, but rather to establish a legislative agenda for the upcoming year. This would provide the Committee with a clear path for evaluating topics through the governance framework and focusing its efforts on areas Council would like the Committee to consider.

Chair McMinn stated that the proposed process would create a more collaborative approach between the Committee, City Council, and the public. She emphasized the importance of public input while noting that discussions should follow the governance framework, including obtaining legal guidance as a key component. She referenced the development agreement discussions as an example of successful collaboration, where an initial idea was brought forward, legal considerations were reviewed, and the Committee received additional information before developing amendment language. Chair McMinn noted that this process helped the Committee identify the appropriate governance objectives and create focused Charter amendment language.

Member Hess requested that three specific Charter amendment proposals be placed on future agendas for consideration. He stated that the collective bargaining proposal could be addressed efficiently using the proposed governance framework and expressed confidence that all three of his submitted proposals align with the framework. He recommended bringing forward the collective bargaining proposal, the governance framework, and his Article 10 Declaration of Rights proposal at a future meeting, while suggesting that the General Plan amendment proposal be deferred due to its complexity and significance.

Councilwoman Frederickson spoke as a member of the public and acknowledged Mr. Hess's enthusiasm for his proposed Charter amendments but stated that moving directly into specific amendment language would be premature. She explained that the Committee should first review and agree upon the governance framework, identify potential governance issues and topics, and then determine which topics should be presented to City Council as part of the Committee's legislative agenda. She clarified that the current step is not to evaluate specific amendment language, but to identify broad areas of interest, apply the framework, and seek Council feedback before dedicating significant time and resources. She emphasized the importance of ensuring the Committee focuses on topics that have Council interest and support, given the limited timeframe before the 2027 election cycle.

Chair McMinn clarified this is about process, not the specific topics.

Vice Chair Moyer agreed with Councilwoman Frederickson's comments regarding the importance of avoiding efforts on proposals that are unlikely to

gain support. He noted that the Charter review process has been lengthy but has resulted in successful outcomes and emphasized the value of focusing the Committee's efforts on issues with a reasonable likelihood of success.

Member Hess commented that he agrees with the governance structure, feels it can be done while talking about specific proposals.

Committee discussion on future process for vetting and submitting charter amendments to the City Council for their approval.

Mayor Rusing expressed strong concerns regarding moving forward with additional Charter amendment proposals before the current amendments on the November 2026 ballot have been completed. She stated that the Committee's priority should be focusing on educating the public and building support for the existing ballot measures. Mayor Rusing cautioned that introducing additional controversial proposals or expanding the Committee's workload could create confusion, undermine public trust, and negatively impact the current Charter amendment efforts. She encouraged the Committee to complete its existing work before considering future amendments and raised concerns about the Committee's direction and continued purpose.

Member of the public Peter Eldridge expressed concerns regarding potential Charter discussions involving protections and recognition of individuals with diverse identities. He stated that Prescott is a diverse community and emphasized the importance of safety, inclusion, and ensuring that all residents feel welcomed and protected. He encouraged the city to publicly affirm that all individuals are valued members of the community.

Member of the public Robert Shegog stated that he has attended approximately 15 meetings regarding the Declaration of Rights proposal and referenced a Martin Luther King Committee survey in which 250 respondents shared their experiences and perspectives on feeling comfortable and welcomed in the Prescott area. He expressed the belief that the issue aligns with the proposed governance framework and existing federal and state rights protections. The speaker emphasized the importance of Prescott being a welcoming community for all residents.

Member of the public Annie Bernkrant spoke in support of the Declaration of Rights proposal. She questioned why adding anti-discrimination language would be considered controversial and referenced principles of equality and individual rights found in the Pledge of Allegiance, Declaration of Independence, and the 14th Amendment. The speaker expressed that affirming these values at the local level would reinforce the principles of equality and justice.

Member of the public Jim Helbling, the Chair of the MLK Peace and Justice Committee spoke in support of adding Mr. Hess's Declaration of Rights amendment proposal to a future agenda. He stated that the amendment, originally proposed in March 2024, includes non-discrimination language identifying specific protected characteristics and expressing that the city would not condone discrimination. He noted a change in the current version from

“gender expression” to “genders” and explained the significance of that distinction. He emphasized the Committee’s willingness to compromise and expressed support for formally considering the amendment as part of the Charter process.

Member of the public Pete Voll, a retired home builder, real estate investor, and martial arts instructor, spoke in support of adding the nondiscrimination clause back to the agenda. He shared personal experiences with discrimination throughout their lives and careers, including experiences while building a home in Williamson Valley and interactions with subcontractors who shared experiences of mistreatment. He expressed that including non-discriminatory language would demonstrate respect and help ensure all community members feel valued regardless of race, beliefs, or gender.

Chair McMinn stated that she would like the governance framework to be established before the Committee moves forward with consideration of specific topics.

Ms. Moore clarified that the purpose of the discussion was to identify the process for developing the Committee’s future legislative agenda. She explained that the Committee’s next steps could include voting on the governance framework, which would then be sent to City Council for input and used as the lens for evaluating future Charter amendment proposals. She also discussed identifying broad topic areas for future consideration, rather than specific amendment language, and seeking Council feedback on those areas. Ms. Moore noted that submitting both the framework and potential topic areas to Council would allow the Committee to receive guidance and move forward with a clearer direction for the 2027 Charter review process. She added that the Committee could also choose to focus first on finalizing the framework before addressing future topics.

Chair McMinn agreed with the proposed approach and confirmed that the Committee should first establish the governance framework, discuss any revisions, vote on the framework, and forward the recommendation to City Council. She stated that future topics for consideration would be discussed at a subsequent meeting.

Vice-Chair Moyer commented that many of the Charter amendments already forwarded to City Council and placed on the ballot addressed issues the Council was already aware needed to be corrected. He emphasized the importance of maintaining collaboration with Council and receiving input on future topics to help guide the Committee’s success.

Member Broggie addressed the mayor’s comment regarding potentially dissolving the Committee. He stated that serving on the Committee was a privilege and emphasized the importance of the Committee’s role in shaping city governance through research, discussion, and recommendations to City Council. He shared personal experiences as a military veteran and expressed support for principles of equality and democratic processes. He noted that individual members may bring forward differing perspectives, but the Committee’s role is to evaluate proposals, vote, and make recommendations collectively. He

encouraged continued consideration of the Committee's purpose and emphasized the importance of allowing the established process to continue.

Member Hess requested that the next agenda include a vote on the governance framework. He also proposed placing two of his Charter amendment proposals on the same agenda for discussion and consideration of whether to forward them to City Council. He stated that he believes the proposals satisfy the governance framework criteria.

Councilwoman Frederickson commented and thanked the Committee member for his service and shared similar personal experiences that shaped their understanding of diversity and differing perspectives. She emphasized the importance of following the established process for evaluating Charter amendments and noted that, while members may have strong opinions on specific issues, the Committee's role is to apply a consistent framework. She stated that the governance framework should first be finalized and presented to City Council for input and approval before considering specific topics. She emphasized that future discussions should initially focus on broad topics rather than specific amendment language and expressed support for following the process outlined for the Committee's future work.

Member Hess stated that he appreciates the importance of following a process but emphasized that the process should serve as a tool to facilitate discussion rather than become an obstacle that prevents important conversations from taking place.

Chair McMinn stated that following a defined process is important and noted that a governance framework could have helped avoid unintended consequences by providing clear guidance. She emphasized that the framework is intended to save time and provide structure, not serve as an obstacle to discussion. Chair McMinn requested that the governance framework be placed on a future agenda for discussion and public input.

Committee consensus to hold next meeting on August 17th.

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

4. ADJOURNMENT

There being no further business to discuss, Chair McMinn adjourned the meeting at 4:22 p.m.

ATTEST:

Bonnie McMinn, Chair

SARAH M. THORNHILL, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: August 17 Charter Review Committee
DATE: August 17, 2026
DEPT: City Clerk
ITEM #: 3.B
SUBJECT: Discussion & Possible Action Regarding A
Proposed Governance Framework for the
Charter Review Committee.

ITEM SUMMARY

This item is follow up to discussion at the July 20, 2026 CRC Meeting and a request from Chair McMinn and Member Hess regarding consideration of a "governance framework" related to consideration of future Charter Amendments by the Committee.

BACKGROUND

At the July 20th Meeting, Members discussed possible adoption of a governance framework for use by the CRC in consideration of future proposed amendments to the Prescott City Charter. Both Chair McMinn and Member Hess have submitted draft frameworks for the Committee's consideration. These documents are attached herein.

Following discussion by the Committee, staff recommends consideration of approval of a governance framework to be forwarded to the City Council for adoption in order to direct future work of CRC in consideration of proposed Charter Amendments.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

Following discussion, possible action regarding approval of a Governance Framework for Committee to be forwarded to Council for adoption

ATTACHMENTS

1. Chair McMinn Proposed Governance Framework
2. Member Hess Proposed Governance Framework 1
3. Member Hess Proposed Governance Framework 2

PRESCOTT CITY COUNCIL CHARTER REVIEW COMMITTEE GOVERNANCE FRAMEWORK

Committee Purpose

The Prescott City Council Charter Review Committee serves in an advisory capacity to the City Council by evaluating potential amendments to the Prescott City Charter.

The committee evaluates governance issues, determines whether Charter action is appropriate and, when warranted, develops recommendations for City Council consideration.

Because the Charter is the City's governing document, proposed amendments should be limited to matters that appropriately belong in the Charter.

Committee Role

The committee's role is advisory. Its purpose is to provide the City Council with thoughtful, consistent, and well-supported recommendations regarding potential Charter amendments.

The committee evaluates governance proposals. It does not presume that every proposal will result in a Charter amendment, nor that City staff or the City Attorney should undertake substantial research until the committee determines that additional review is warranted.

Guiding Principles

The committee shall strive to:

- Preserve the Charter as a concise governing document.
- Focus on governance rather than policy preferences.
- Promote thoughtful, transparent, and consistent decision-making.
- Consider legal, operational, fiscal, and practical implications.
- Evaluate proposals from a long-term governance perspective.
- Give due consideration to legal advice provided by the City Attorney as part of the committee's deliberations.

- Develop Charter language only after reaching agreement on the governance objective.
-

Proposal Submission

Any citizen of the City, Charter Review Committee member, or City Council member may submit a proposed Charter amendment for committee consideration.

To assist the committee in conducting an informed initial review, submitters are encouraged to use the **Charter Amendment Proposal Submission Worksheet (Appendix A)**. The worksheet is intended as a guide and does not preclude the committee from considering proposals presented in another reasonable format.

Submitters are encouraged to provide sufficient supporting information to explain the governance issue, why Charter action may be appropriate, and the basis for the proposal.

Supporting information, when reasonably available, may include:

- Applicable law
- Arizona statutes
- Comparable provisions adopted by other Arizona charter cities
- Existing City ordinances or policies
- Relevant court decisions
- Operational or fiscal considerations
- Other information that assists the committee in understanding the proposal

Following its initial review, the committee may determine that additional legal research, staff analysis, financial information, public outreach, or other information is appropriate before continuing its evaluation.

Governance Review Process

The committee will ordinarily review proposals in the sequence outlined below. Depending upon the nature and complexity of a proposal, the committee may determine that certain considerations require greater or lesser discussion.

Step 1 – Identify the Governance Issue

Purpose

Clearly define the governance issue before discussing solutions or drafting Charter language.

The committee may consider:

- What problem or concern has been identified?
 - Why is it important to the governance of the City?
 - Is there evidence that change is needed?
-

Step 2 – Determine Whether the Charter Is the Appropriate Vehicle

Purpose

Determine whether the issue belongs in the Charter or should be addressed through another governance process.

The committee may consider:

- Can the issue be addressed through ordinance?
- Can it be addressed through Council policy or administrative practice?
- Is state or federal law already controlling?
- Does the issue involve a fundamental governmental power, governmental structure, or voter-approved authority appropriate for the Charter?

If not, the committee may recommend that the matter be addressed through another process.

Step 3 – Evaluate the Impacts

Purpose

Consider the broader implications before developing Charter language.

The committee should consider whether the information available is sufficient to continue its review or whether additional research or analysis is warranted.

The committee may consider:

- Legal implications.
- Operational and fiscal impacts.
- Governance, accountability, and transparency.

- Potential unintended consequences.
- Effects on other Charter provisions.

If the City Attorney has previously identified significant legal or procedural concerns regarding a proposal, the committee should consider whether the proposal, applicable law, or relevant facts have materially changed before continuing its review.

Step 4 – Establish the Governance Objective

Purpose

Reach general agreement on the governance objective before drafting Charter language.

The committee may consider:

- What should the proposal accomplish?
 - Is there general agreement on the governance objective?
-

Step 5 – Develop Charter Language

Purpose

Develop amendment language that reflects the agreed governance objective.

Draft language should:

- Clearly implement the governance objective.
 - Be concise and understandable.
 - Be consistent with applicable law.
 - Leave matters of policy and administration to ordinance or administrative practice whenever appropriate.
-

Step 6 – Committee Recommendation

The committee may:

- Recommend a Charter amendment to the City Council.
- Recommend additional research, staff analysis, or public input.

- Refer the issue for consideration through ordinance, Council policy, or administrative action.
 - Recommend no further action.
-

Guiding Philosophy

Effective Charter review begins with governance—not language.

By first identifying the governance issue, determining whether Charter action is appropriate, evaluating the broader impacts, and establishing a shared governance objective, the committee can develop thoughtful recommendations that preserve the integrity of the Charter and serve the long-term interests of the City.

The framework also promotes thoughtful proposal development, encourages informed public participation, and supports the prudent use of committee, staff, and legal resources.

APPENDIX A

Charter Amendment Proposal Submission Worksheet

Purpose

This worksheet is intended to assist citizens, Charter Review Committee members, and City Council members in presenting proposed Charter amendments for committee consideration.

It is designed to help submitters identify the governance issue, explain why Charter action may be appropriate, and provide sufficient supporting information to enable the committee to conduct an informed initial review.

Completion of this worksheet does not determine the committee's recommendation. It is intended to facilitate thoughtful proposal development and an efficient governance review.

1. Proposal

Proposal Title:

Submitted By:

Date:

Briefly describe the proposed Charter amendment.

2. Governance Issue

Describe the governance issue or concern.

- What problem or concern has been identified?
 - Why is it important to the governance of the City?
-

3. Why Charter?

Why do you believe this issue should be addressed through the Charter rather than through:

- Ordinance
- Council Policy
- Administrative Practice
- Existing State or Federal Law

Please explain.

4. Governance Objective

What should this proposal accomplish?

5. Supporting Information

Please provide any information that will assist the committee in conducting its initial review.

Supporting information, when reasonably available, may include:

- Arizona statutes
 - Comparable Arizona charter provisions
 - Existing City ordinances or policies
 - Court decisions
 - Fiscal or operational information
 - Other supporting materials
-

6. Requested Committee Action

- ☐ Consider the proposal
 - ☐ Request additional information
 - ☐ Refer the issue to another governance process
 - ☐ Other: _____
-

Committee Use Only

Date Received: _____

Agenda Date(s): _____

Committee Action:

- ☐ Recommend Charter Amendment
 - ☐ Request Additional Research
 - ☐ Refer to Ordinance
 - ☐ Refer to Council Policy
 - ☐ Refer to Administrative Practice
 - ☐ No Further Action
-

Charter Amendment Proposal Framework Worksheet

[Alternative 1]

Prescott City Council Charter Review Committee Charter Amendment Proposal Submission

Purpose:

This worksheet is intended to help submitters ensure a proposed amendment belongs in the City Charter and to provide the committee with sufficient information to begin its discussion. Completing this form enables the proposal to be placed on an agenda for discussion and vote by the committee.

1. Proposal Title

2. Proposed Charter Amendment

Briefly describe the amendment you are proposing.

3. Basis for the Proposal

Explain the issue or concern that prompted this proposal.

Describe:

- What governance issue does the proposal address?
- Why is the proposal more adequately addressed in the charter rather than through ordinance, policy, administrative practice, or existing law?

4. Governance Considerations

Please indicate whether the proposal relates to one or more of the following:

- ☐ Structure or organization of City government
- ☐ Powers or duties of elected officials
- ☐ Checks and balances or accountability
- ☐ Election processes
- ☐ Voter-approved authority or limitation
- ☐ Fiscal governance
- ☐ Citizen participation or voting rights
- ☐ Other: _____

5. Charter-Level Review

Please indicate whether you believe the proposal:

- ☐ Creates or modifies a governing principle
- ☐ Establishes or limits governmental authority
- ☐ Changes an existing Charter provision
- ☐ Implements a voter-approved policy direction
- ☐ Other: _____

6. Potential Impacts

To the best of your knowledge, could the proposal affect any of the following?

- ☐ Legal authority
- ☐ City operations
- ☐ Budget or finances
- ☐ Elections
- ☐ Public participation
- ☐ Existing Charter provisions
- ☐ State law
- ☐ Other: _____

7. Supporting Information (Optional)

Please identify any supporting information you believe would assist the committee.

- ☐ Legal authority
- ☐ Court decisions
- ☐ Arizona statutes
- ☐ Other city charters
- ☐ Staff reports
- ☐ Financial information
- ☐ Other: _____

Attach additional documents if applicable.

8. Requested Action

What would you like the committee to do?

- ☐ Discuss and vote to approve or reject the proposal
- ☐ Consider the proposal for future discussion
- ☐ Request additional research
- ☐ Refer to another committee or City staff
- ☐ Other: _____

Committee Action

Date Received: _____

Agenda Date(s): _____

Disposition:

- ☐ Approved for recommendation to council
- ☐ Deferred
- ☐ Additional information requested
- ☐ Referred elsewhere
- ☐ Rejected

Prescott City Council Charter Review Committee Governance Framework [Alternative 1]

Committee Purpose

The Prescott City Council Charter Review Committee serves an advisory capacity to the City Council by evaluating potential amendments to the Prescott City Charter. The committee evaluates governance issues, determines whether Charter action is appropriate, and, when warranted, develops amendment recommendations for City Council consideration.

Guiding Philosophy

By reviewing proposed charter amendments, identifying governance issues and objectives, determining whether the Charter is the appropriate form of governance for proposed amendments, and evaluating the impacts of proposals, the committee can make thoughtful recommendations that serve the long-term interests of the Prescott community.

Charter Review Committee Core Principles

- Preserve the Charter as a concise governing document.
- Promote thoughtful, transparent, and consistent decision-making.
- Consider legal, operational, fiscal, and practical implications.
- Evaluate proposals from a long-term governance perspective.
- Consider advice provided by the City Attorney and other city departments as part of a political analysis.
- As an Arizona Home-Rule Charter City, Prescott has broad discretion in creating charter provisions; yet, the Charter Review Committee should prioritize amendment proposals that it determines are best addressed in the Charter.

Charter Review Committee Review Process

Step 1 – Committee Review of Charter Amendment Proposals

Any citizen of the city, including Charter Review Committee members, may appear before the committee at any regular meeting and present a proposed charter amendment. The Charter Review Committee shall place the proposal on an upcoming committee agenda for discussion and possible action within sixty (60) days.

Purpose: Provide for a transparent democratic consideration of charter amendment proposals. Initially analyze the proposed amendment language.

Questions to Consider - Is the proposed draft language:

- Concise and understandable?
- Consistent with applicable law?

Step 2 – Identify the Governance Issue Addressed

Purpose: Determine governance issue addressed.

Questions to Consider

- What governance concern has been identified?

- Why is it important to the governance of the City?

Step 3 – Identify the Governance Objective

Purpose: Determine on the governance objective.

Questions to Consider

- What is the governance objective?
- Does the proposed amendment clearly implement the governance objective?

Step 4 – Determine Whether the Charter Is the Appropriate Governance Vehicle

Purpose: Determine whether the proposal belongs in the Charter or would be better addressed by another governance process.

Questions to Consider

- Is the issue be better addressed through ordinance? Why?
- Or, is the issue be better addressed through city policy or administrative practice? Why?
- Or, is the proposal best addressed by inclusion in the Charter? Why?

Step 5 – Evaluate the Impacts

Purpose: Consider any broader impacts of the proposal.

Questions to Consider

- Are there legal implications that impact the committee's decision?
- Are there operational and fiscal impacts?
- How does the proposal affect governance, accountability, and transparency?
- Identify potential unintended consequences.
- Does the proposal affect other Charter provisions?

[The committee may request additional legal research, staff analysis, or other information as needed.]

Step 6 – Develop Final Charter Language

Purpose: Develop amendment language that reflects the agreed governance objective.

Draft language should:

- Clearly implement the governance objective.
- Be concise and understandable.
- Be consistent with applicable laws.
- Be satisfactory to a majority of the committee members

Step 7 – Committee Recommendation

The committee may:

- Recommend the finalized Charter amendment language to city council.
- Refer the proposal for additional research, public outreach, or further discussion and consideration.
- Reject the proposal.



TO: MAYOR AND CITY COUNCIL
AGENDA: August 17 Charter Review Committee
DATE: August 17, 2026
DEPT: City Clerk
ITEM #: 3.C
SUBJECT: Discussion & Direction Regarding the Ongoing Meeting Schedule for the Charter Review Committee.

ITEM SUMMARY

This item will provide an opportunity for staff to discuss the proposed ongoing meeting schedule for the Charter Review Committee (CRC).

BACKGROUND

The CRC has had an inconsistent schedule as it relates to this meeting up to this point, as it was originally established as a Mayoral Ad Hoc Committee, then converted to a Standing Committee with a limited timeframe to propose charter amendments to the Council in advance of the November 2026 Special Meeting.

The majority of City BCCs have a regular meeting schedule similar to that of the Council, in which they consistently convene on a regular basis once monthly. Staff's recommendation is that this body follow the same process, and continue to convene on the 3rd Monday of each month at 2:30 p.m. based on Committee member availability and, if necessary, in preparation for future election cycles, add in additional meetings upon Committee consensus.

Based on this recommendation, future meetings for the next year would be as follows:

- Monday, Sept. 21
- Monday, Oct. 19
- Monday, Nov. 16
- Monday, Dec. 21
- Tuesday, Jan. 19 (Monday is a holiday)
- Tuesday, Feb. 16 (Monday is a holiday)
- Monday, March 15
- Monday, April 19
- Monday, May 17
- Monday, June 21
- No July Meeting (Council & BCCs are on summer hiatus)
- Monday, August 16

No future agenda items will be discussed in today's meeting as the focus will be the adoption of the Committee's governance framework, future topics can be proposed at the next meeting.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken, but the Committee can provide direction to staff regarding the ongoing meeting schedule

ATTACHMENTS

None