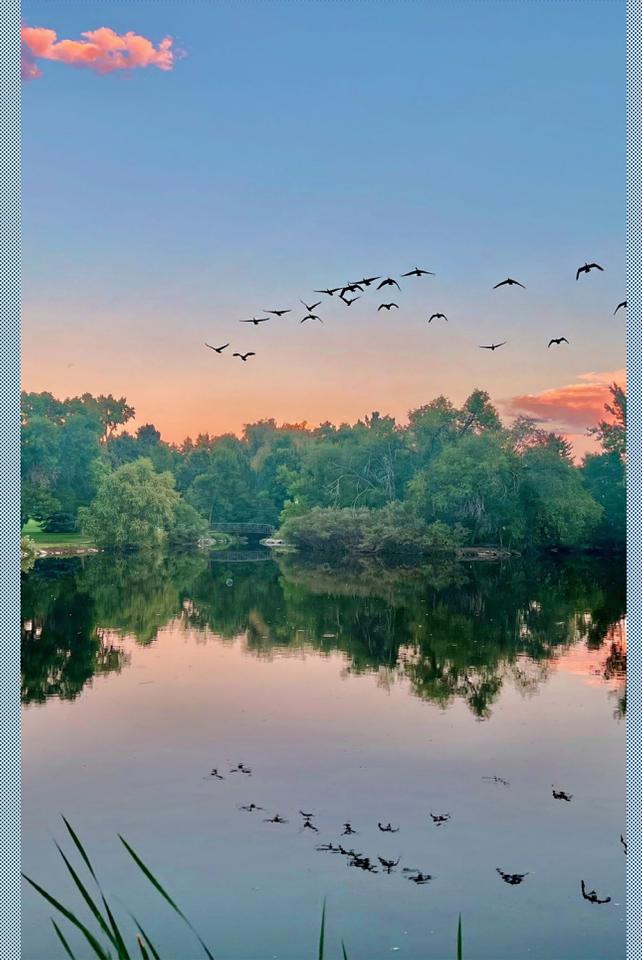


CHARTER REVIEW COMMITTEE & POTENTIAL BALLOT MEASURES

Colleen L. Norton, City Clerk

APRIL 8, 2025



Littleton City Charter:

Sec. 124. Charter Review Committee.

The Council shall periodically appoint a Charter Review Committee for the purpose of performing a comprehensive review of the Charter, making recommendations to the Council for amendments, deletions or other changes to the Charter and submitting such recommendations in writing to the Council. The committee shall consist of at least fourteen registered electors of the City, or such greater number as the Council deems appropriate.

**This section was added to the charter as a result of the November 2015 election. The question was one of the recommendations of the Charter Review Committee.*

History:

The Littleton City Charter was adopted on July 28, 1959. Over the years, minor amendments have been made to the Charter through the ballot process, generally as one-off ballot measures resulting from a specific need at the time.

In 2013, City Council convened a Charter Review Committee, consisting of 14 citizens and members of staff, to perform a comprehensive review of the City Charter with four (4) specific areas of interest:

1. Purchasing and Bidding
2. Posting Requirements and Procedures
3. Council meeting requirements
4. Administrative clean-up of outdated sections and provisions which were no longer applicable

As a result of 14 meetings over a period of 8 months, the CRC brought forward 30 recommendations to City Council. Of those recommendations, Council placed ten measures on the ballot, with seven of those approved by the voters.

PROPOSED TIMELINE FOR 2025/2026 CHARTER REVIEW COMMITTEE

- April 15, 2025 – Staff to bring forward a resolution calling for the creation of a Charter Review Committee and outlining any/all parameters including purpose, composition, and scope of responsibility and reporting for the committee.
 - Upon passage of the resolution, council members shall provide two names each, or other number of members as decided on by council as a whole, to the city clerk.
- May 6, 2025 – Staff to bring forward a resolution confirming appointment of CRC members.
- Following confirmation and appointment of CRC members, the city clerk and other appropriate staff shall create a meeting schedule and notify all members. Meetings will be held at least once monthly, twice if necessary, culminating in December 2025.
- January 13, 2026 – Staff and CRC members will present identified amendments/updates to the charter at a council study session. Any potential ballot measures resulting from these recommendations will become part of a community outreach and education campaign through June/July of 2026.

DEADLINES TO INCLUDE ANY BALLOT MEASURES FOR 2025 OR 2026

2025 ballot measure deadlines (without convening special meetings)

- July 15, 2025: Last meeting date for council to refer a ballot measure/s on first reading
- August 19, 2025: Last meeting date for council to refer a ballot measure/s on second reading and public hearing
- September 5, 2025: Last day for the city clerk to certify ballot content to the county/ies

2026 ballot measure deadlines (based on CRC recommendations and without convening special meetings)

- August 18, 2026: Last meeting date for council to refer a ballot measure/s on first reading
- September 1, 2026: Last meeting date for council to refer a ballot measure/s on second reading and public hearing
- September 4, 2025: Last day for the city clerk to certify ballot content to the county/ies

DIRECTION

- Does council wish to direct staff to bring forward a resolution to create a Charter Review Committee?
- Does council wish to keep the number of members to 14 (plus appropriate staff), or is there a greater number?
- Does council wish to keep the proposed timeline or extend/reduce the initial review period?

QUESTIONS?