

## MEMORANDUM

**TO:** Mayor TJ Gilmore  
Mayor Pro Tem Patrick Kelly  
Deputy Mayor Pro Tem Ronni Cade  
Councilmember Bob Troyer  
Councilmember William J. Meridith  
Councilmember Brandon Jones  
Councilwoman Kristin Green

**FROM:** Thomas Harris III, City Secretary  
Tadd Phillips, Director of Human Resources

**DATE:** July 15, 2024

**SUBJECT:** **Consideration of Five (5) Appointments to the City's 2024/2025 Charter Review Commission.**

### BACKGROUND

The City Charter requires the City Council to appoint a Charter Review Commission of five (5) citizens of the city of Lewisville, in July, every fifth year. The last Charter review was done in 2019/2020. The Commission is an advisory committee to the City Council; and their duties consists of the following:

1. Inquire into the effectiveness of the city charter and determine whether any charter provisions require revision. To this end public hearings may be held.
2. Propose, if it deems desirable, amendments to this charter to improve the effective application of said charter to current conditions.
3. Report its findings and present its proposed amendments, if any, to the city council.

### ANALYSIS

The Charter Review Commission will begin meeting in August of 2024. Meetings will initially be scheduled once per month. The Committee may increase that frequency, depending on the amendments being considered. The Commission is in place for only six months. At the conclusion of their meetings, the Commission will report its proposed Charter amendments, if any, to the City Council. The City Council can then decide what proposed charter amendments, if any, they want to submit to voters. If the Commission does not submit a report at the end of their term, the City Secretary shall archive all records from the Commission's meetings and archive them as public records.

The Charter Review Commission must be comprised of five citizens. Historically, appointees to this Commission have been comprised of both former City Council Members and current/former board and commission members.

The following individuals have expressed an interest in serving:

John Deihl  
Guy Harris  
Russell Kerbow  
Karen Locke  
Colleen Marchetti  
James McClinton  
Audra Smolinski  
Stephen Southwell  
Dean Ueckert

**CITY STAFF'S RECOMMENDATION**

That the City Council consider appointments to the City's 2024/2025 Charter Review Commission as set forth in the caption above.