

**CITY OF PEPPER PIKE
CHARTER REVIEW COMMISSION
PROCESS STATEMENT ***

OBJECTIVE: The objective of the Pepper Pike Charter Review Commission is to make recommendations to the Pepper Pike City Council to update and improve the Pepper Pike Charter to incorporate best practices for a responsive, prudent and transparent local government that is reflective of the character, size and resources of the city.

1. APRIL 17, 2024: Council passes Ordinance 2024-13 by a vote of 6-0.
2. APRIL 19, 2024: Mayor Bain signs Ordinance 2024-13 which goes into effect immediately.
3. Week of APRIL 29, 2024: Council requests by e-mail and regular mail statements of interest by residents of Pepper Pike who wish to serve on the commission.
4. MAY 29, 2024: Statements of interest from residents are due back to Council.
5. JUNE & JULY 2024: Statements of interest will be evaluated by current members of Council and the Mayor. These candidates will be discussed in an executive session of the Council in June 2024. If necessary, interviews of prospective Commission members will be scheduled. Council Members and the Mayor, individually, will rank order all applicants with their preferences. Each Council Member and the Mayor will give a score of one to their most preferred candidate, two to the second most preferred candidate, and so on until every applicant has been ranked. During June or July 2024, the Council liaisons will tally the preferences and present the results to the Council in executive session. The full Council will choose up to nine resident members of the Commission in open session.
6. JULY 2024: Initial (Organizational) Commission meeting. Committees will be formed, and committee assignments made. The Commission will act by majority vote of its members.
7. JULY through SEPTEMBER 2024: Commission/committee meetings take place; the schedule is subject to availability of members. To the extent practicable the Committees may from time to time submit draft recommendations to the Commission, with copies furnished to Council and the public for review and comment at Council meetings.
8. OCTOBER 2024: Commission meets to discuss committee reports and Council comments; Commission meeting to finalize draft recommendations to Council. These draft recommendations will be reviewed by the Law Director. The Law Director submits comments to members of the Commission and Council. Commission meeting to consider Law Director comments and revise Commission Report, if necessary.
9. NOVEMBER 2024: Town Hall Meetings to be scheduled.
10. DECEMBER 2024 & JANUARY 2025 Ordinance (s) for Charter Amendments considered.
11. JANUARY 2025: The Council may accept the final Commission Report, revise the report, or reject the report in whole or in part. If the Council determines that it is in the best interest of Pepper Pike based on its acceptance or revision of the Report, it will proceed to step 12.
12. 2025: Charter Amendments will be submitted to the electors of Pepper Pike.

* Dates are meant to be guidelines. All Committee and Commission Meetings are open to the public.