

AGENDA ITEM REPORT

K.3



To: Town Council

Subject: Discuss, consider and act upon Ordinance 2026-04 ordering a special election to consider proposed amendments to the Home Rule Charter of the Town of Sunnyvale at the next uniform election date being Saturday, May 2, 2026, and designating the place at which said election is to be held.

Meeting: Town Council - February 9, 2026

Department: Town Secretary

Staff Contact: Rachel Ramsey

SUGGESTED ACTION:

Staff recommends approval.

BACKGROUND INFORMATION:

According to the Town Charter:

ARTICLE XI

Review and Amendment of Charter

SECTION 11.01 Amending the Charter

Amendments to this Charter may be framed, proposed and adopted in the manner provided herein and by the laws of the State of Texas.

SECTION 11.02 Charter Review Committee

(A) The Town Council shall appoint a Charter Review Committee at least once every five (5) years.

(B) The Charter Review Committee shall consist of nine (9) citizens of the Town. Each member of the Charter Review Committee shall be appointed by a vote of a majority of the members of the Town Council then qualified and serving. To the extent possible and practicable, citizens who served on the Charter Commission that prepared the original of this Charter and citizens serving on past Charter Review Committees should be given consideration for serving on subsequent Charter Review Committees. No more than one (1) elected official from the Town Council may serve on the Charter Review Committee.

(C) The Charter Review Committee shall:

(1) Propose any recommendations it deems desirable to (a) insure compliance with the Charter of the Town government, (b) resolve any conflicts between the Charter and State law, (c) address any legal or administrative issues, and (d) improve the effective application of the Charter to current conditions;

(2) Report its findings and present its recommendations to the Town Council in the form of a report;

(3) File a copy of its report with the office of the person performing the duties of Town Secretary where it shall be a public record; and

(4) Discharge such other duties as instructed by the Town Council.

(D) Upon finalization of the Charter Review Committee's report, the Town Council shall receive the report and have published in the official newspaper of the Town a public notice that a copy of the report is available in the office of the Town Secretary and on the Town's website.

(E) The Town Council shall submit to the voters of the Town in the manner provided by State law any amendments to the Charter recommended by the Charter Review Committee.

(F) Nothing in this section prohibits the Town Council from forming a Charter Review Committee at any time or from submitting any amendments to the Charter to election on its own initiative as provided by State law.

The Committee completed and submitted the Final Report to the Town Council on Monday, January 12, 2026. The Council is now required to submit the proposed changes to the voters.

FINANCIAL IMPACT:

The cost of the election is budgeted in the 25-26 fiscal year budget, however the total cost to the Town has not been determined yet.