

## ATTACHMENT C

### WORK PLAN

#### Charter Update Committee City of Newport Beach

**Desired Outcome of the Charter Update Committee:** Present recommendations to the City Council for updates to the City's Charter that address identified Charter sections in time to put a measure on the November 2012 ballot.

Task Type	Task	Tentative Timeline
<b>Activity 1: Preparation for the Committee's Work</b>		
Council Meeting	City Council adopts resolution creating Committee, identifies Charter sections to be addressed, and solicits applications	5-8-12
Recruitment	Committee members identified through applications, reviewed by Council subcommittee	May 2012
Research	Research commences for each identified issue	May 2012
Council Meeting	City Council appoints members of the Charter Update Committee, confirms Mayor's appointment of non-voting Council liaison and alternate non-voting Council liaison	5-22-12
<b>Activity 2: Meet to Discuss Charter Sections and Develop Recommendations to Council</b>		
Meeting	1 <sup>st</sup> Committee Meeting. Review the role of the Committee, work plan and deadlines; discuss Charter sections to be considered. Committee is requested to communicate any additional review items by the next meeting.	5-24-12
Meeting	2 <sup>nd</sup> Committee Meeting. Discuss Charter sections.	5-31-12
Meeting	3 <sup>rd</sup> Committee Meeting. Discuss Charter sections.	6-7-12
Meeting	4 <sup>th</sup> Committee Meeting. Discuss Charter sections.	6-14-12
Meeting	5 <sup>th</sup> Committee Meeting. Discuss Charter sections and recommendations to date.	6-21-12
<b>Activity 3: Prepare and Submit Committee Recommendations to Council</b>		
Meeting	6 <sup>th</sup> Committee Meeting. Discuss and action on Committee recommendations. Committee Members wishing to submit a minority report are requested to do so by July 2.	6-28-12
Meeting	7 <sup>th</sup> Committee Meeting (if necessary) to finalize recommendations.	7-5-12
Document	Complete staff report for Council Study Session to be held on July 10	7-6-12
Meeting	Committee recommendations presented at City Council Study Session	7-10-12
Meeting	City Council discussion and adoption of resolutions for ballot measure, if desired	7-24-12