



# CITY OF NEWPORT BEACH

## Work Plan

### Charter Update Commission City of Newport Beach

**Desired Outcome of the Charter Update Commission Process:** Present recommendations to the City Council for updates to the City's Charter that address identified issues in time to put measures on the November 2010 ballot

Task Type	Task	Tentative Timeline
<b>Activity 1: Preparation for the Commission's Work</b>		
Meeting	City Council adopts resolution creating Commission, identifying issues to be addressed and soliciting applications; Mayor appoints Council subcommittee	December 2009 <i>(completed)</i>
Meeting	Core Team and key staff meet to review Commission purpose; desired outcomes, work plan and tentative timeline; assignments for background research papers	December 2009 <i>(completed)</i>
Research	Research commences for each identified issue; development of background research papers	December – April
Recruitment	Commission members identified through applications, review by Council subcommittee	January <i>(completed)</i>
Meeting	City Council appoints members of the Charter Update Commission	January 26, 2010 <i>(completed)</i>
Document	Preparation and delivery of appointment memo, background materials and agenda for first commission meeting	January 28
<b>Activity 2: Meet to Discuss Issues and Develop Recommendations for Council</b>		
Meeting	1 <sup>st</sup> Commission Meeting. Review the role of the Commission, work plan and deadlines, order of issues to consider. Commissioners are requested to communicate any additional review items by the next meeting	February 2
Meeting	2 <sup>nd</sup> Commission Meeting. Discuss issues	February 16
Meeting	3 <sup>rd</sup> Commission Meeting. Discuss issues	March 2
Meeting	4 <sup>th</sup> Commission meeting. Discuss issues	March 16
Meeting	5 <sup>th</sup> Commission meeting. Discuss issues and recommendations identified to date	April 6

<b>Activity 3: Prepare and Submit Commission Report to Council</b>		
Meeting	6 <sup>th</sup> Commission meeting. Discussion and action on draft Commission report and recommendations. Commissioners wishing to submit a minority report are requested to do so by April 27	April 20
Meeting	7 <sup>th</sup> Commission meeting (if necessary) to finalize recommendations and Commission report	May 4
Document	Complete staff report for Council study session to be held on May 25	May 12
Meeting	Commission recommendations presented at City Council study session	May 25
Meeting	City Council discussion and possible action on resolutions for ballot measures	June 8
Meeting	Final City Council discussion and adoption of resolutions for ballot measures (if action is not taken on June 8)	June 22