



CITY OF NEWPORT BEACH

January 28, 2010

Honorable Commissioners,

Congratulations on your appointment to the City of Newport Beach Charter Update Commission. As a member of the City's Charter Update Commission, your role will be critical in making recommendations to the City Council about changes to the Charter that will improve its compliance with current state or federal law, and improve the City's ability to operate in a modern, efficient manner. The Newport Beach City Charter is the foundational document for City governance. The Charter establishes the basic rules for city government and is the source of the City's system of checks and balances that prescribe the relationship between elected officials and staff.

I will be providing staff assistance and support to the Charter Update Commission. The timeline for reviewing the issues and making recommendations is tight because of the deadline for the City Council to consider placing revisions to the Charter on the November 2010 ballot. In my role as project manager, I will be ensuring that you have the information you need to make recommendations to the Council on the variety of issues the Council wants reviewed, and to help coordinate your work to meet the City Council's established timelines. I will also be responsible for coordinating the preparation of the Commission's report to the City Council. Finally, I will be documenting the process the Commission follows and preparing a brief report to serve as a resource for Charter Update Commissions that may be established by the City of Newport Beach in the future.

Attached is the work plan for the process. It identifies the Commission's meeting dates and general tasks. If you have any questions, or need to contact me directly, I can be reached at (714) 222-0141 or by email at cstandiford@managementpartners.com.

I look forward to introducing myself to you in person at your first meeting on February 2, 2010, and to supporting your efforts to make important recommendations about the City and its future governance.

Sincerely,

A handwritten signature in cursive script that reads "Cathy Standiford".

Cathy Standiford
Charter Update Commission Project Manager

Enc. Charter Update Commission Work Plan



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
Activity 1: Preparation for the Commission's Work		
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
Activity 2: Meet to Discuss Issues and Develop Recommendations for Council		
Meeting	1 st 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 nd Commission Meeting. Discuss issues	February 16
Meeting	3 rd Commission Meeting. Discuss issues	March 2
Meeting	4 th Commission meeting. Discuss issues	March 16
Meeting	5 th Commission meeting. Discuss issues and recommendations identified to date	April 6

Activity 3: Prepare and Submit Commission Report to Council		
Meeting	6 th 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 th 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