## OF THE OF FLORIDA

## 2019-2020 Charter Review Commission Work Plan

Updated 02/10/20

## **Purpose**

The City of Gainesville's Charter is the City's Constitution. The Charter provides for the appointment of a Charter Review Commission (CRC) to convene every ten years. The first CRC meeting will be held on May 30, 2019.

Comprised of eleven members and two alternates, the Board is authorized and empowered to conduct a comprehensive evaluation of the City Charter and to make recommendations regarding how the City should function to best meet the needs of the people. The electorate will vote on the recommendations in November 2020.

## **Action Plan**

Item	Committee	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	November 2020
ADMINISTRATION																	
1.0 Market and recruit board members	CCM & CC	X															
1.1 Review board applications	CCM	X															
1.2 Commission appoint board members	CCM	X															
1.3 Appoint Chair & Vice Chair	CRC	X															
1.4 Adopt annual meeting calendar	CRC		X														
1.5 Establish goals and objectives	CA & CRC	X															
1.6 Publish monthly agenda and minutes	CC	X	X														

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GOVERNANCE			r		7	<b>3</b> 2			I		Н		4		r.		L
2.0 General overview of Charter	CRC & CA		X														
2.1 Review Article I: Establishment, Corporate Limits and Powers	CRC			X	X	X											
2.2 Review Article II: City Commission	CRC			X	X	X	X	X	X								
2.3 Review Article III: Administration	CRC				X	X	X	X	X								
2.4 Review Article IV: Boards & Committees	CRC								X								
2.5 Review Article V: Special Provisions	CRC								X								
2.6 Review Article VI: Transition Schedule	CRC																
2.7 Receive Charter Officer analysis	CRC																
2.8 Review recommendations	CRC, CO																
2.9 Staff submit draft ordinances(s) to CRC for review and questions	CRC, CO																
2.10 Hold 3 public hearings: 4/6/20, 4/15/20, 4/23/10	CRC, CO																
2.11 Agenda deadline for 5/7/20 Commission Meeting	CRC																
2.12 Final CRC vote on amendments to submit to Commission and Electorate	CRC																
2.13 Present final summary report to City Commission	BC, CRC																

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PLAN & DIRECTION																	
3.0 Commission review recommendations	CCM																
3.1 Commission recommend referendum questions for ballot	CCM																
3.2 Deliver final ordinance(s) to Clerk/Advertisement to Gainesville Sun	CA																
3.3 First reading of ordinance(s) at 6/4/20 City Commission Meeting	CC, CA																
3.4 Provide SOE with ballot questions to determine space for ballot printing (by 6/15/20)	CC																
3.5 Second reading of ordinance(s) at 6/18/20 City Commission Meeting	CC, CA																
3.6 Deliver adopted ordinance(s) to the SOE (by 7/3/20)	CC																

Legend										
City Commission	CCM	Target Date								
Charter Officers	CO	Completed by target								
City Clerk	CC	In progress, but not completed								
City Attorney	CA	Not in progress, or not completed by target								
Board Chairperson	BC									
<b>Charter Review Commission Members</b>	CRC									