

AGENDA

Pinellas Charter Review Commission

Date | Time Wednesday, October 14, 2015 4:00 PM

Item	Topic	Owner
1.	Call to Order	CRC Chairman
2.	Public comment on items on this Agenda	CRC Chairman
3.	Approval of minutes – Sept. 8, 2015 meeting	CRC Chairman
4.	General Counsel introduction and report	Vose Law Firm
	a. Initial comparative analysis of county charter provisions	
5.	Facilitation Team introduction, report, and direction	DM&A and
	a. Commission member expectations	Sara Brady PR
	b. Operating rules	
	c. Calendar of meetings: dates, times, and locations	
	d. Communication plan	
	e. Review of overall timeline and milestones	
6.	High level discussion of current charter issues	DM&A
7.	Discussion on agenda for the next meeting	CRC Chairman
8.	Adjournment	CRC Chairman

AGENDA

Pinellas Charter Review Commission

Wednesday, October 14, 2015

Agenda Item 3

Approval of Minutes- September 8, 2015 Meeting

Statement of Issue:

The minutes of the meeting of September 8, 2015 were prepared by the Board Records staff of the Clerk of the Circuit Court. The minutes will be distributed to all CRC members for their review and approval or amendment. The minutes will also be posted publicly on the CRC website.

Options:

- 1) Approve minutes as drafted; or
- 2) Amend minutes with any corrections.

Prepared By:

Flo Sena
Diane Meiller & Associates, Inc.
On: October 5, 2015

Action Taken:

Motion to: _____, Made by: _____

Seconded by: _____

Approved_____; Approved as amended_____; Defeated_____

AGENDA

Pinellas Charter Review Commission

Wednesday, October 14, 2015

Agenda Item 4

Initial Comparative Analysis of County Charter Provisions

Executive Summary:

Legal Counsel will provide an overview of Florida County Charter provisions.

Documents for Review:

- County Charter Provision Comparisons (28 pages)

Prepared By:

Wade Vose

Vose Law Firm, LLP

On: October 6, 2015

County Charter Provision Comparisons

Updated February 2014

LEGISLATIVE BODY										
County	Size	How Elected	Partisan Election -- Y/N	Length of Term	Term Limitation	Adjustments to Salary	Separates Legislative & Executive Functions	Specifies Non-Interference Clause	Administrative Code Required	Recall
Alachua	5	District/At Large (§2.2)	Silent	4	N	Statute	Y (§2.1)	N	Y (§2.2)	Y (§2.2)
Brevard	5	District (§2.1;2.3)	Silent	4 (§2.4)	2 (§2.4)	Ordinance (§2.6)	Y (§1.5)	Y (§3.4)	Y (§2.10.2)	Y (§5.2)
Broward	9	District (§2.01(A)1)	Y (§2.01(B))	4	3 (§2.02)	Statute (§2.01(D))	Y (§1.02©)	Y (§2.07)	Y (§2.13)	Y (§1.04(M))
Charlotte	5	District/At Large	Silent	4	Silent	Statute	Y	Y	Y	Y
Clay	5	District	Y	4	2	Charter	Y	Y	Y	Y
Columbia	5	District (§2.1)	N (§2.3;5.3)	4	N	Statute (§2.5)	Y (§1.6)	Y (§3.4)	Y (§2.8(6))	Y
Duval	19	14 District/5 At Large (§5.01)	Silent	4 (§5.03)	2 (§5.041)	Charter (§5.04, 9.12)	Y (§4.01)	N	Y	Y (§15.01)
Hillsborough	7	4 District/3 At Large (§4.03)	Y same as non-charter (§4.05)	4	2 (§4.04)	Charter (§4.07)	Y (§3.01)	N	Y (§7.01)	Y (§9.08)
Lee	5	District/At Large (§2.2(A))	Y (§2.2A), except sup of elec. (§3.2(A))	4	Silent	Statute (§2.2(C))	Y (§2.1)	Y (§2.2(I))	Y (§2.2(E))	Y (§2.2(G))
Leon	7	5 District/2 At Large (§2.2(1))	N	4	Silent	Ordinance (§2.2(3))	Y (§§1.8, 2.1)	Y	Y (§2.2(6))	Y (§4.2)
Miami-Dade	13	13 District (§1.04)	N (§3.3)	4 (§3.01(A))	2 (§3.01(D))	Charter	Y (§1.01, §2.02)	Y (§4.04)		Y (§8.02)

County Charter Provision Comparisons

Updated February 2014

LEGISLATIVE BODY										
County	Size	How Elected	Partisan Election -- Y/N	Length of Term	Term Limitation	Adjustments to Salary	Separates Legislative & Executive Functions	Specifies Non-Interference Clause	Administrative Code Required	Recall
Orange	7	6 District/Mayor-At Large (§201)	N (§605)	4 (§204(A))	2 §(204(B))	Ordinance (§2.05)	Y (§108)	Y (§212)	Y (§211)	Y (§604)
Osceola	5	District/At Large (§2.2(A))	Silent	4	Silent	Statute (§2.2(C))	Y (§2.1)	Silent	Y (§2.2(E))	Y (§2.2(G))
Palm Beach	7	District (§2.2)	Y-except non-partisan for property app, sheriff, sup. of elections (§4.1.a)	4	2	Statute	Y (§2.1)	Y (§2.5)	Y (§2.4)	Y (§5.2)
Pinellas	7	4 District/3 At Large (§3.01)	Silent	4	Silent	Statute (§3.01)	Y (§3.01, §4.01(c))	N	Silent	Silent
Polk	5	District/At Large (§2.1)	Y (§5.2.1), except clerk, property app, sheriff, sup of elec, & tax coll	4 (§2.4)	2 (§2.3)	Charter (§2.5)	Y (§1.6)	Y (§3.4)	Y (§2.10)	Y (§6.2)
Sarasota	5	District/At Large (§2.1A)	Silent	4 (§2.1A)	2 (§2.1A)	Charter (§2.1B)	Silent	Y (§2.6H,I)	Y (§2.6G)	Y (§6.3)
Seminole	5	District/At Large (§2.2A)	Silent	4 (§2.2A)	Silent	Statute	Y (§2.1)	Y (§2.2(I))	Y (§2.2E)	Y (§2.2G)
Volusia	7	5 District/1 At Large/1 Chair At Large (§301)	N (§904)	4 (§303.1)	2 (§303.5)	Charter (§304)	Y (§203)	Y (§404)	Y (§308.1)	Silent
Wakulla	5	District/At Large (§2.1)	Silent	4 (§2.4)	N	Statute (§2.5)	Y (§1.6)	Y (§3.4)	Y (§§2.8,2.9)	Y (§6.2)

EXECUTIVE BRANCH									
				County Executive					
County	Selection of County Executive	Method of Appointment	Method of Termination	With or Without Cause	Terms/ Conditions of Employment	Powers and Duties	Appointment of Dept. Heads	Termination of Department Heads	With or Without Cause
Alachua	Appointed	Majority (§2.3(A)(2))	Majority, after a hearing is requested (§2.3(A)(2))	Silent	Ordinance	Charter/ Ordinance	Adm/Bd Approval (§2.3(B)(1))	Administrator (§2.3(B)(2))	Either
Brevard	Appointed	Silent	Silent	Silent	Contract	Charter (§3.3)	Mgr/Bd Approval (§4.5.1)	Manager (§4.5.1)	Either (§4.5.1)
Broward	Appointed	6/9	Majority	Silent	S	Charter	Adm/Bd Approval	Administrator	Silent
Charlotte	Appointed (§2.3(A)(1))	4/5 (§2.3(A)(2))	4 of 5/3 at 2 meetings (§2.3(A)(4))	Either (§2.3(A)(4))	Ordinance (§2.3(A)(2))	Charter (§2.3(A)(1))	Adm/Bd Approval (§2.3(B)(1))	Administrator (§2.3(B)(2))	Either (§2.3(B)(2))
Clay	Appointed (§2.3(A)(1))	Majority (§2.3(A)(1))	Majority (§2.3(A)(1))	Either (§2.3(A)(1))	Silent	Charter (§2.3(A)(1))	Administrator (§2.3(B)(1))	Manager/ BCC appeal (§2.3(B)(2))	Either (§2.3(B)(2))

EXECUTIVE BRANCH									
County Executive									
County	Selection of County Executive	Method of Appointment	Method of Termination	With or Without Cause	Terms/ Conditions of Employment	Powers and Duties	Appointment of Dept. Heads	Termination of Department Heads	With or Without Cause
Columbia	Appointed	Majority (§2.8(1))	Majority/at 2 meetings or super-majority at one meeting (§2.8(1))	Either	Contract (§3.2)	Charter (§3.3)	Administrator (§3.3(10))	Administrator (§3.3(10);§4.2)	Either/BCC approval (§4.2)
Duval	Elected (§6.01)	4 years	Silent	Silent	Silent	Silent	Adm/Bd Approval	Silent	Silent
Hillsborough	Appointed (§5.01)	5/7 (§5.03(1))	5/4 at 2 meetings (§5.03(1))	Either (§5.03(1))	Ordinance (§5.03(2))	Silent	Adm w/Approval (§5.01)	Administrator (§5.01)	Either (§5.01)
Lee	Appointed (§2.3(A)(1))	Majority (§2.3(A)(1))	Majority (§2.3(A)(1))	Either (§2.3(A)(1))	Contract	Charter (§2.3(A)(1))	Administrator (§2.3(B))	Administrator (§2.3(B))	Either (§2.3(B))
Leon	Appointed (§2.3(1))	Silent	Silent	Silent	Silent	Charter (§2.3(1)(A))	Administrator except county attorney and TDC staff (§2.3(2))	Administrator (§2.3(2))	Either (§2.3(2))

EXECUTIVE BRANCH									
			County Executive						
County	Selection of County Executive	Method of Appointment	Method of Termination	With or Without Cause	Terms/ Conditions of Employment	Powers and Duties	Appointment of Dept. Heads	Termination of Department Heads	With or Without Cause
Miami-Dade	Elected (§2.02)	Elected-2 time term limit				Charter	Mayor	Mayor	
Orange	Elected (§3.02)	Elected				Charter	Mayor	Mayor	
Osceola	Appointed (§2.3(A)(1))	Majority	Silent	Silent	Silent	Charter (§2.2(A)(1))	Administrator	Administrator (§2.2(B)(2))	Either (§2.2(B)(2))
Palm Beach	Appointed (§2.4)	Majority (§2.4)	Silent	Silent	Silent	Charter	Administrator (§4.2)	Silent	Silent
Pinellas	Appointed	5/7 (§4.01(a))	4/5 at 2 meetings (§4.01(a))	Silent	Silent	Charter (§4.01(C))	Adm/Bd Approval for unclassified positions (§4.01(C)(2))	Adm/Bd Approval for unclassified positions (§4.01(C)(3))	With

EXECUTIVE BRANCH									
				County Executive					
County	Selection of County Executive	Method of Appointment	Method of Termination	With or Without Cause	Terms/ Conditions of Employment	Powers and Duties	Appointment of Dept. Heads	Termination of Department Heads	With or Without Cause
Polk	Appointed	Majority of entire commission (§ 2.8(1))	Majority at 2 meetings (§2.8(1))	Silent	Contract (§3.2)	Charter	Adm/Bd Approval (§4.2)	Administrator (§4.2)	Either (§4.2)
Sarasota	Appointed (§2.6A)	4/5 (§2.6B)	4/5 or 3/5 at 2 meetings (§2.6B)	Silent	Silent	BCC and Charter (§2.6F)	Adm/Bd Approval (§2.6F)	Adm/Bd App (§2.6F)	Either (§2.6F)
Seminole	Appointed (§2.3(A)(1))	Majority	Majority	Either (§2.3(A)(1))	Silent	Charter (§2.3(A))	Adm/Bd Approval (§2.3(B))	Administrator	Either
Volusia	Appointed (§401)	Silent	Silent	Silent	Silent	Charter (§403)	Adm/Council Approval (§602)	Silent	Silent
Wakulla	Appointed (§3.1)	Silent	Silent	Silent	Contract (§3.2)	Charter (§3.3)	Silent	Silent	Silent

COUNTY ATTORNEY					
County	Method of Appointment	Method of Termination	With or Without Cause	Appointment of Assistant County Attorneys	Termination of Assistant County Attorneys
Alachua	Silent	Silent	Either (§2.3(C))	Silent	Silent
Brevard	Silent	Silent	Silent	Silent	Silent
Broward	Silent (§2.10)	Silent (§2.10)	Silent (§2.10)	County Atty (§2.10(C))	Silent
Charlotte	Silent (§2.3(D))	Silent	Either (§2.3(D))	Silent	Silent
Clay	Majority (§2.3(C)(1))	Majority (§2.3(C)(1))	Either (§2.3(C)(1))	County Attorney (§2.3(C)(2))	County Attorney (§2.3(C)(2))
Columbia	Majority	Majority	Either	County Attorney	County Attorney
Duval	Mayor/Council Confirm (§7.203)	Mayor (§7.206)	With/Board Confirm (§7.206)	General Counsel (§7.207)	Silent
Hillsborough	5 (§6.03(1))	5/4 at 2 meetings (§6.03(1))	Either (§6.03(1))	County Attorney (§6.01)	County Attorney (§6.01)
Lee	Majority (§2.3(C)(1))	Majority (§2.3(C)(1))	Either (§2.(C)(1))	County Attorney (§2.(C)(5))	County Attorney (§2.3(C)(5))
Leon	Silent (§2.4)	Silent (§2.3)	Either (§2.4.1)	Silent	Silent
Miami-Dade	BoCC/Mayor veto/override (§5.06)	Silent	Silent	Co Atty (§5.06)	Silent

COUNTY ATTORNEY					
County	Method of Appointment	Method of Termination	With or Without Cause	Appointment of Assistant County Attorneys	Termination of Assistant County Attorneys
Orange					
Osceola	Majority (§2.3(C))	Silent	Silent	Co Atty/Budget approval (§2.3(C))	Silent
Palm Beach	BoCC (§4.3)	Silent	Silent	County Attorney/budget approval (§4.3)	Silent
Pinellas	BoCC (§4.2(a))	Silent	Silent	Co Atty/Bd App (§4.02(6))	Silent
Polk	BoCC (§4.3)	Majority (§4.3)	Silent	Silent	Silent
Sarasota	BoCC (§2.7)	Silent	Silent	Silent	Silent
Seminole	Majority (§2.4)	Majority (§2.4)	Either (§2.4)	County Attorney (§2.4)	County Attorney (§2.4)
Volusia	Council (§IIIA.1)	Silent	Silent	Silent	Silent
Wakulla	BoCC (§4.1)	Silent	Silent	Silent	Silent

ELECTED CONSTITUTIONAL OFFICERS				
County	Affects Status of Elected Constitutional Officers	Describe Change	Does Charter Provide for Recall of Elected Officials	School Board
Alachua	N - Silent		Silent	
Brevard	Y (§4.1;4.2)	Makes them charter officers (§4.1)	Y (§4.1.2; §5.2)	Elections procedures (§8.1)
Broward	Y (§3.06)	Tax Coll/Clerk - Now Dept. of Fin/Adm	Silent	
Charlotte	N (§3.1)		Silent - residency requirements (§3.1)	
Clay	Y (§3.1)	Manager is Clerk of Board, Pre-auditor, Comptroller (§2.3 (4)(1)f); creates a commission auditor (§2.3 (D))	Y (§3.2)	
Columbia	N (§5.1)		Silent	
Duval	Y	Mayor Elected; Sheriff, Tax Collector, Property Appraiser, Supervisor of Elections - elected charter offices	Y (§15.01)	Y (Article 13)
Hillsborough	N (§1.02)		Silent	

ELECTED CONSTITUTIONAL OFFICERS				
County	Affects Status of Elected Constitutional Officers	Describe Change	Does Charter Provide for Recall of Elected Officials	School Board
Lee	Y (§3.1)	Supv. of Elections - Non-Partisan §§3.1;3.2 (A)	Silent	
Leon	Y (§3.1)	Supv. of Elections - Non-Partisan §3.2 (A)	Silent	
Miami-Dade	Y (§9.01)	Sheriff abolished; Tax Collector-Clerk now Dept. of Fin/Adm;Elected Property Appraiser	Y (§8.02)	
Orange	Y (§703)	Clerk of Court - Comptroller; removes charter status of Property App; Tax Collector; Sup of Elections; Sheriff - reinstates constitutional status (§703)	Silent	
Osceola	Y (§3.1)	Clerk under Manager	Silent	
Palm Beach	Y (§4.1.a)	Property Appraiser; Sheriff; Supervisor of Elections - nonpartisan	Silent	
Pinellas	N (§4.03)		Silent	

ELECTED CONSTITUTIONAL OFFICERS				
County	Affects Status of Elected Constitutional Officers	Describe Change	Does Charter Provide for Recall of Elected Officials	School Board
Polk	Y (§5.1; 5.2)	Non-partisan for Clerk, Property Appraiser, Supervisor or Elections, Sheriff, Tax Collector	Silent	
Sarasota	Y (§2.4)	Charter Offices	Y	
Seminole	N (§3.1)		Silent	
Volusia	Y (§601.1)	Tax Coll/Clerk - Now Dept. of Fin/Adm; Sheriff, Super of Elec, Prop App Elected Department Directors	Silent	
Wakulla	N (§5.1)		Silent	

INITIATIVE TO ENACT, AMEND OR REPEAL COUNTY ORDINANCES						
County	% of Registered Electors Required on Petition	Time Limitation to Gather Signatures	Time Limit for County Commission to Take Action	If Referendum is Required it will be scheduled at:	Limitation on Subject Matter for Initiative Petitions	Approval as to Form
Alachua	7 (§2.2(H))	180 days (§2.2(H)(2))	60 days (§2.2(H)(3))	General Election (§2.2(H)(3))	Specified in charter (§2.2(H)(4))	Y (§2.2(H)(2))
Brevard	5 (§5.1)	9 mos. (§5.1.1)	60 days (§5.1.2)	General Election (§5.1.2)	Specified in charter (§5.1.3)	Silent
Broward	7	180 days	90 days	General/Special election	Specified in charter	Y
Charlotte	10 (§2.2(G)(1))	6 mos (§2.2(G)(2))	60 days (§2.2(G)(3))	General Election (§2.2(G)(3))	Specified in charter (§2.2(g)(4))	Y (§2.2(G)(2))
Clay	10 (§2.2(I)(1))	180 days (§2.2(I)(2))	45 days (§2.2(I)(3))	General Election (§2.2(I)(3))	Specified in charter (§2.2(I)(5))	Y (§2.2(I)(2))
Columbia	7 (§6.1)	6 mos (§6.1.1)	60 days (§6.1.2)	General Election (§6.1.2)	Specified in charter (§6.1.3)	Silent
Duval	Silent	Silent	Silent	Silent	Silent	Silent
Hillsborough	8	180	Silent	General Election	Silent	Silent

INITIATIVE TO ENACT, AMEND OR REPEAL COUNTY ORDINANCES						
County	% of Registered Electors Required on Petition	Time Limitation to Gather Signatures	Time Limit for County Commission to Take Action	If Referendum is Required it will be scheduled at:	Limitation on Subject Matter for Initiative Petitions	Approval as to Form
Lee	5 (§2.2(H)(1))	180 days (§2.2(H)(2))	45 days (§2.2(H)(3))	General Election (§2.2(H)(3))	Specified in charter (§2.2(H)(4))	Y (§2.2(H)(2))
Leon	10 (§4.1(1))	1 year (§4.2(2))	60 days (§4.2(3))	General Election (§4.2(3))	Specified in charter (§4.2(4))	N
Miami-Dade	4 (§8.01)	60 days	30 days	Next Countywide Election or if 8% signatures, special election	Specified in charter	Y
Orange	7 (§601(B))	180 days (§602)	30 days (§602(B))	Next election, 45 days after resol by BoCC (§602(B))	Specified in charter (§603)	Y (§602)
Osceola	7 (§2.2(H)(1))	180 days (§2.2(H)(2))	60 days (§2.2(H)(3))	General Election (§2.2(H)(3))	Specified in charter (§2.2(H)(4))	Y (§2.2(H)(2))
Palm Beach	7 (§5.1)	Silent	45 days (§5.1)	General Election (§5.1)	Specified in charter (§5.1)	Silent
Pinellas	Silent	Silent	Silent			

INITIATIVE TO ENACT, AMEND OR REPEAL COUNTY ORDINANCES						
County	% of Registered Electors Required on Petition	Time Limitation to Gather Signatures	Time Limit for County Commission to Take Action	If Referendum is Required it will be scheduled at:	Limitation on Subject Matter for Initiative Petitions	Approval as to Form
Polk	6 (§6.1)	1 year (§6.1.1)	60 days (§6.1.2)	General Election (§6.1.2)	Specified in charter (§6.1.2)	Silent
Sarasota	Silent					Silent
Seminole	7 (§2.2(H)(1))	6 mos (§2.2(H)(2))	60 (§2.2(H)(3))	General Election (§2.2(H)(3))	Specified in charter (§2.2(H)(4))	Y (§2.2(H)(2))
Volusia	Silent				Silent	Silent
Wakulla	30 (§6.1)	6 mos (§6.1.1)	60 days (§6.1.2)	General Election (§6.1.2)	Specified in charter (§6.1.3)	Silent

METHODS TO AMEND CHARTER AMENDMENT BY PETITION					
County	Subject Matter Exclusions	% of Registered Electors Required on Petition	Time Limit to Gather Signatures	Referendum Will Be Scheduled	Voting Requirements
Alachua		10 (§4.2(A)(1))	180 days (§4.2(A)(2))	General Election (§4.2(A)(1))	Majority (§4.2(A)(3))
Brevard	Y (§7.3.2.1)	4 (§7.3.2)	9 mos (§7.3.2.4;§5.1.1)	Special Election (§7.3.3)	Majority (§7.3.3)
Broward		10	180 days	Next General Election or Special Election	
Charlotte		10 (4.2(B)(1))	90 days (4.2(B)(1))	General Election (§4.2(B)(1))	Majority (§4.2(B)(3))
Clay		10 (§4.2(A)(1))	180 days (§4.2(A)(3))	General Election (§4.2(A)(2))	Majority (§4.2(A)(4))
Columbia		10 (§8.3.2(2))	6 mos (§8.3.2)	General Election (§8.3.3)	Majority (§8.3.3)
Duval		5 (§18.05(a))	Silent	Next Countywide General Election (§18.05(h))	Majority (§15.05(k))
Hillsborough		8 (§8.03(1))	6 mos (§8.03(1))	General Election (§8.04)	Majority (§8.04)

METHODS TO AMEND CHARTER AMENDMENT BY PETITION					
County	Subject Matter Exclusions	% of Registered Electors Required on Petition	Time Limit to Gather Signatures	Referendum Will Be Scheduled	Voting Requirements
Lee		7 (§4.1(A)(1))	90 days (§4.1(A)(2))	General Election (§4.1(A)(4))	Majority (§4.1(A)(4))
Leon		10 (§5.2(1)(A))	1 year (§5.2(1)(A))	General Election (§5.2(1)(B))	Majority (§5.2(1)(B))
Miami-Dade	N	10 (§9.07(A))	Silent	60-120 days or special election (§9.07(C))	Majority (§9.07(D))
Orange	N	10 (§601(A))	180 days (§601(A))	Next General Election (§602(A))	Majority (§602(A))
Osceola	N	10 (§4.2(A)(1))	180 days (§4.2(A)(2))	Special Election (§4.2(A)(1))	Majority (§4.2(A)(3))
Palm Beach	N	7 (§6.3)	Silent	General Election or presidential primary (§6.3)	Majority (§6.3)
Pinellas	N	10 (§6.02(1))	180 days (§6.02(2))	General Election or special call referendum (§6.02(1))	Majority (§6.02(1))

METHODS TO AMEND CHARTER AMENDMENT BY PETITION					
County	Subject Matter Exclusions	% of Registered Electors Required on Petition	Time Limit to Gather Signatures	Referendum Will Be Scheduled	Voting Requirements
Polk	Y (§8.3.2))	7 (§8.3.2)	1 year (§8.3.2, §6.1.1)	General Election - cannot be held sooner than 60 days after amendment proposed or validated (§8.3.3)	60% (§8.3.3)
Sarasota	N	5 (§7.1)	Silent	Special Election (§7.1)	Majority (§7.1)
Seminole	N	7.5 residing in 3/5 (§4.2(A)(1))	6 mos (§4.2(A)(2))	General Election (§4.2(A)(1))	Majority (§4.2(A)(3))
Volusia		5 (§1302.2)	Silent	General Election (§1302.3)	Majority (§1302.3)
Wakulla	Y (§7.3.2)	30 (§7.3.2)	6 mos (§7.3.2, §6.1.1)	General Election (§7.3.3)	Majority (§7.3.3)

AMENDMENT BY CHARTER REVIEW COMMISSION						
County	Appointment of Charter Review Commission Specified in Charter?	When Appointed	Size of Commission	Election Scheduled	Voting Requirements of Commission	Financial Impact Statements
Alachua	Y (§4.2(B))	Every 10 years (§4.2(B)(1))	11-15 (§4.2(B)(1))	General Election (§4.2(B))	Majority (§4.2(B)(5))	Silent
Brevard	Y (§7.4)	Every 6 years (§7.4)	15 (§7.4)	Special Election (§7.4.1)	Majority (§7.4.1)	Silent
Broward	Y	Every 6 years	19	General Election	Two-third	Silent
Charlotte	Y (§4.(C)(1))	Every 6 years (§4.2(C)(1))	15/ 3 alternate (§4.2(C)(1))	General Election (§4.2(C)(1))	Majority (§4.2(C)(5))	Silent
Clay	Y (§4.2(B)(1))	Every 4 years (§4.2(B)(1))	15 (§4.2(B)(1))	General Election (§4.2(B)(5))	Majority (§4.2(B)(5))	
Columbia	Y (§8.4)	Every 10 years (§8.4)	Silent	General Election (§8.4(3))	Silent	Silent
Duval	N					
Hillsborough	Y	Every 5 years (§8.02)	14 (§8.02)	General Election (§8.04)	Majority (§8.04)	Silent

AMENDMENT BY CHARTER REVIEW COMMISSION						
County	Appointment of Charter Review Commission Specified in Charter?	When Appointed	Size of Commission	Election Scheduled	Voting Requirements of Commission	Financial Impact Statements
Lee	Y	Every 8 years (§4.1(B)(1))	15 (§4.1(B)(1))	General Election (§4.1(B)(4))	Majority (§4.1(B)(4))	N
Leon	N - delegated to BoCC (§5.2(2)(A))	Every 8 years (§5.2(2)(A))	Silent	General Election (§5.2(2)(A))	Silent	Silent
Miami-Dade	N - BoCC reviews charter every 5 years to determine if a revision is needed (§9.08)					
Orange	Y (§7.02)	Every 4 years (§7.02(B))	11-15 (§7.02(A))	General Election (§7.02(B))	Silent	Y (§7.02(B))
Osceola	Y (§4.2(C)(1))	Every 4 years (§4.2(C)(1))	Twice board + 1 (§4.2(C)(2))	Silent	2/3 vote (§4.2(C)(8))	Silent
Palm Beach	N					
Pinellas	Y	Every 6 years (§6.03(a))	13 (§6.03(a))	General Election (§6.03(c))	Silent	Silent

AMENDMENT BY CHARTER REVIEW COMMISSION						
County	Appointment of Charter Review Commission Specified in Charter?	When Appointed	Size of Commission	Election Scheduled	Voting Requirements of Commission	Financial Impact Statements
Polk	Y	Every 8 years (§8.04)	13 (§8.4)	General Election (§8.4)	Silent	Silent
Sarasota	Elected (§2.8A)	Every 4 years (§2.8A)	10 (§2.8A)	Next Countywide Election (§7.1)	2/3 (§2.8B)	Silent
Seminole	Y (§4.2(B))	Every 6 years (§4.2(B)(1))	15 (§4.2(B)(1))	General Election (§4.2(B)(1))	Majority (§4.2(B)(4))	Silent
Volusia	Y (§1303)	Every 10 years (§1303)	According to general law (§1303)	General Election (§1303)	Silent	Silent
Wakulla	Y (§7.4)	Every 8 years (§7.4)	15 (§7.4)	General Election (§7.4)	Not less than 10 members (§7.4)	Silent

CHARTER AMENDMENT BY COUNTY COMMISSION			
County	Amendment Proposed by Ordinance Approved by	Referendum Will Be Scheduled	Voting Requirements
Alachua	Majority + 1 (§4.2(C)(1))	General Election (§4.2(C)(2))	Majority (§4.2(C)(2))
Brevard	Not less than 4 (§7.3.1)	Special/concurrent with countywide	Majority
Broward	Majority + 1 (§2.06)	General Election	Majority
Charlotte	Majority (§4.2(A))	General Election (§4.2(A))	Majority (§4.2(A))
Clay	Majority (§4.2(C)(1))	Next General or Special Election (§4.2(C)(1))	Majority (§4.2(C)(1))
Columbia	Majority + 1 (§8.3.1)	General Election (§8.3.3)	Majority (§8.3.3)
Duval	Silent	Silent	Silent
Hillsborough	5 (§8.01)	Special Election or Regular Election as directed by BoCC (§8.04)	Majority (§8.04)
Lee	Majority (§4.1(C)(1))	General Election (§4.1(C)(2))	Majority (§4.1(C)(2))
Leon	Majority + 1 (§5.2(3)(A))	General Election (§5.2(3)(A))	Majority (§5.2(3)(B))
Miami-Dade	Resolution of BoCC (§9.07(A))	60-120 days after resolution (§9.07(B))	
Orange	Majority (§7.01)	Primary, General or Special Election (§7.01)	Silent

CHARTER AMENDMENT BY COUNTY COMMISSION			
County	Amendment Proposed by Ordinance Approved by	Referendum Will Be Scheduled	Voting Requirements
Osceola	Majority + 1 (§4.2(B)(1))	Special Election (§4.2(B)(1))	Majority (§4.2(B)(1))
Palm Beach	4 (§6.3)	Presidential Election Ballot (§6.3)	Majority (§6.3)
Pinellas	Majority + 1 (§6.01)	Next Countywide or Special Election (§6.01)	Majority (§6.01)
Polk	Majority + 1 (§8.3.1)	General Election (§8.3.3)	60% (§8.3.3)
Sarasota	Silent	Special Election (§7.1)	Majority (§7.1)
Seminole	Majority (§4.2(C)(1))	General Election (§4.2(C)(1))	Majority (§4.2(C)(1))
Volusia	2/3 vote of Council (§1302.1)	General Election (§1302.3)	Majority (§1302.3)
Wakulla	Majority + 1 (§7.3.1)	General Election (§7.3.3)	Majority (§7.3.3)

INTERGOVERNMENTAL RELATIONS	
County	Relationship to Municipal Ordinances
Alachua	Municipal ordinances prevail in event of conflict. Environmental - Ordinances that establish different standards for the purpose of protecting the environment by prohibiting or regulating air or water pollution, the more stringent will apply inside a municipality. The less stringent standards still apply as well. (§1.4) Land use planning - Each municipality responsible for planning inside municipal boundaries; county for unincorporated area. County and a city may, by interlocal, agree to provide for joint planning under certain circumstances. (§1.5)
Brevard	Municipal ordinances prevail except as otherwise provided by state or federal law. (§1.7)
Broward	Municipal ordinances prevail except when the county ordinance relates to (1) setting minimum standards protecting the environment through the prohibition or regulation of air/water pollution, or the destruction of resources in the county belonging to the general public; (2) land use planning ; (3) handgun management (§2.12)
Charlotte	Municipal ordinances prevail except for countywide ordinances relating to (1) impact fees to pay the cost of county facilities or (2) countywide comp plan or countywide comp plan elements and countywide LDRs as defined by Ch. 163 , Part II, Fla. Stat., as amended by the Legislature.
Clay	Municipal ordinances prevail.
Columbia	Municipal ordinances prevail except the county may, by ordinance, adopt minimum countywide standards for (1) regulating adult entertainment ; (2) protecting the environment by regulating air or water pollution; (3) outdoor burning ; (4) hours of sales of alcoholic beverages ; (5) animal control ; (6) firearms and weapons and; (7) protection of level of service standards for county maintained roads . Municipal ordinances in these areas can be stricter than the county minimum and apply. (§1.8)
Duval	Consolidated government.
Hillsborough	Municipal ordinances prevail. (§4.09) Planning - Charter establishes a single planning agency for cities and county to be created by special act without a referendum; responsible for comp planning and related activities as are committed to it by general or special law. (§9.09) Environmental protection - Charter establishes a single local environmental protection commission to be created by special act without a referendum.(§9.10)
Lee	Municipal ordinances prevail. (§1.4)
Leon	Municipal ordinances prevail. (§1.6)
Miami-Dade	Charter has power to preempt all municipal powers. (§§6.01, 6.02)

INTERGOVERNMENTAL RELATIONS	
County	Relationship to Municipal Ordinances
Orange	Municipal ordinances generally prevail. Exceptions: County ordinances prevail when the county sets minimum standards for (1) regulating adult entertainment ; (2) protecting the environment by prohibiting or regulating air/water pollution, and only to extent that minimum standards are stricter than municipal ones; and (3) prohibiting or regulating simulated gambling or gambling. (§704) Voluntary annexation -Charter preempts ability to annex certain "preservation districts" to the county. (§505)
Osceola	Municipal ordinances prevail to extent of conflict. In the absence of conflict, county ordinances shall be effective inside municipalities when such intent is expressed by county ordinance. (§1.4) Casino gambling reserved to the people. (§1.5)
Palm Beach	<ul style="list-style-type: none"> •Municipal ordinances prevail to extent of conflict, except that county ordinances shall prevail over (1) matters relating to protection of wells and well fields; (2) matters relating to schools, county-owned beaches, district parks and regional parks, solid waste disposal, county law enforcement, and impact fees for county roads and public buildings; in matters related to county fire-rescue impact fees and county library impact fees in those municipalities whose properties are taxed by the county for library and/or fire-rescue services, respectively; (3) for adoption and amendment of countywide land use element; and (4) matters related to establishment of levels of service for collector and arterial roads which are not the responsibility of any municipality,
	<p>the restriction of the issuance of development orders which would add traffic to such roads which have traffic exceeding the adopted level of service, provided that such ordinance is adopted and amended by a majority of the county commission; and (5) voluntary annexation. (§1.3) Protection of Health, Safety and Welfare of all residents of county. County may adopt appropriate ordinances to accomplish these purposes. (§3.3)</p> <ul style="list-style-type: none"> •Both county and municipal approval of charter amendments when they affect municipal power or function.(§6.3)
Pinellas	The county has all special and necessary power to furnish within the various municipalities the services and regulatory authority listed here: (1) development and operation of 911 emergency communication system; (2) development and operation of solid waste disposal facilities, exclusive of municipal collection systems; (3) development and operation of regional sewer treatment facilities in accordance with federal law, state law, and existing or future interlocal agreements, exclusive of municipal systems; (4) acquisition, development and control of county-owned parks, buildings, and other county owned parks; (5) public health or welfare services or facilities; (6) operation, development and control of St. Pete-Clearwater airport;(7) design, construction and maintenance of major drainage systems in both the incorporated and unincorporated area; (8) design, construction and maintenance of county roads; (9) implementation of consumer protection regulations and protections; (10) animal control; (11) civil preparedness; (12) fire protection for unincorporated areas; (13) motor vehicle inspections;

INTERGOVERNMENTAL RELATIONS	
County	Relationship to Municipal Ordinances
	<p>(14) water distribution, exclusive of municipal systems and in accordance with interlocals; (15) charitable solicitations regulations; (16) provide municipal services in unincorporated areas; (17) all powers necessary to transfer functions and powers of other governmental agencies; (18) special one-rule tax to acquire beachfront and other property for recreational use; (19) countywide planning, as provided by special law; (20) voluntary annexation procedures, including lands available for annexation, to the extent provided by general law. (§2.04)</p> <p>Annexation - Nothing in the charter prevents a municipality from annexing an unincorporated area, except that all annexations shall be in accordance with the exclusive method and criteria for voluntary annexation, including delineation of areas eligible for annexations adopted by ordinance under the authority elsewhere in charter. (§2.07)</p> <p>County can furnish additional services to the municipalities when the municipality requests it and BoCC approves. (§2.05) Certain powers of county limited. (§2.06)</p>
Polk	Municipal ordinances prevail. (§1.8)
Sarasota	Generally, municipal ordinances prevail except with respect to comprehensive planning and future land use designations in areas outside the urban service area which are not designated in a municipality's comp plan. In those areas, absent agreement, county's, rather than city's, future land use map designation ordinances control. (§3.3)
Seminole	Generally, municipal ordinances prevail. (§1.4) Exceptions: Casino gambling reserved to the people (Art. V, §1.1) and county ordinances related to the Rural Boundary prevail over municipal ones in conflict with county ordinances related to it. (Art. V, §1.2)
Volusia	<p>Municipal ordinances prevail, except as otherwise provided by the charter. (§1305) Growth Management Commission - countywide power. (§202.3) Environmental minimum standards, including, but not limited to, tree protection, stormwater management, wastewater management, river and waterway protection, hazardous waste disposal, wetlands protection, beach and dune protection, air pollution. Standards shall apply in all areas of the county; county ordinances prevail in this area, municipalities may adopt stricter standards. (§202.4) Unified Beach Code - County has jurisdiction over coastal beaches and approaches (specifically including municipal areas) and exclusive authority to regulate the beaches and public beach access and use; county ordinance prevails in this area. (§205)</p>
Wakulla	Municipal ordinances prevail. (§1.8)

ETHICS AND ELECTIONS				
County	Campaign Finance Regulation	County Ethics Commission	Local Code of Ethics	Local Elections Criteria/Procedures
Alachua	Y (§1.6)	N	Silent	
Brevard		N	N	
Broward		Y (§11.08)	Y (§11.08)	
Charlotte		N	N	
Clay		N	Y (§2.2(E))	
Columbia		N	N	
Duval		Y (§1.202)	Y (§1.202)	
Hillsborough	Regulates political activity (§9.04)	N	Y (§9.03)	
Lee				
Leon				
Miami-Dade	N - but there is a citizens' bill of rights at the beginning of the charter with many ethics provisions	Y - part of citizens' bill of rights (para. 17)		
Orange			Y (§707)	
Osceola				
Palm Beach		Y	Y (§2-441 through 2-447)	
Pinellas				
Polk				
Sarasota	Y (§6.5A)			

ETHICS AND ELECTIONS				
County	Campaign Finance Regulation	County Ethics Commission	Local Code of Ethics	Local Elections Criteria/Procedures
Seminole				
Volusia			Y (§1201)	
Wakulla				

RECALL ELECTION HELD	
County	
Alachua	N
Brevard	N
Broward	N
Charlotte	N
Clay	N
Columbia	N
Duval	N
Hillsborough	
Lee	N
Leon	N
Miami-Dade	Y (1970s/ 2006)
Orange	N
Osceola	N
Palm Beach	N
Pinellas	N
Polk	N
Sarasota	N
Seminole	N
Volusia	
Wakulla	N

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Pinellas Charter Review Commission

Wednesday, October 14, 2015

Agenda Item 5b

Operating Rules of the CRC

Statement of Issue:

This agenda item provides for discussion and finalization of the “Rules of the CRC” topic from the last CRC meeting (September 8) during which interim legal counsel presented CRC rules specified in the charter, charter limitations on the CRC, and rules adopted by the 2010 CRC. Part of the purpose for continuation of the discussion was to allow the newly engaged facilitation team and legal counsel to participate. The below information is repeated from the September 8, 2015 preparatory agenda item 7.a.

Background:

The charter itself provides a few rules of procedure and expressly authorizes the CRC to “adopt other rules for its operation and proceedings as it deems desirable.” This Background presents the rules currently in the Charter for the CRC, notes the limitation on the CRC’s powers regarding certain County officers, and provides a list of rules adopted by the 2010 CRC.

CRC Rules Specified in the Charter:

- A. The charter review commission shall elect a chairman and vice-chairman from among its membership.
- B. Further meetings of the commission shall be held upon the call of chairman or any three members of the commission.
- C. All meetings shall be open to the public.
- D. A majority of the members of the charter review commission shall constitute a quorum.
- E. The commission may adopt other rules for its operation and proceedings as it deems desirable.
- F. The members of the commission shall receive no compensation but shall be reimbursed for necessary expenses pursuant to law.
- G. Expenses of the charter review commission shall be verified by a majority vote of the commission and forwarded to the board of county commissioners for payment from the general fund of the county.
- H. The charter review commission shall review, on behalf of the citizens of Pinellas County, the operation of county government in order to recommend amendments to this Charter, if any.
- I. Each charter review commission established pursuant to this section shall complete its review and submit a report to the citizens of Pinellas County by July 31, 2016,

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and each eight years thereafter in order to coincide with the presidential election cycle. Included within the report shall be any proposed amendments to the charter, together with the wording of the question or questions which shall be voted on at referendum.

- J. Proposed amendments may, at the discretion of the charter review commission, be included in a single question or multiple questions.
- K. If proposed amendments are included in the report, the charter review commission may, at its discretion, remain constituted through the general election.
- L. The board of county commissioners shall call a referendum election to be held in conjunction with the 2016 general election and each eight years thereafter, for the purpose of voting on the proposal or proposals submitted by the charter review commission. Notice of each such referendum, together with the exact language of the proposed amendment or amendments as submitted in the report of the charter review commission, shall be published by the board of county commissioners once a week for four consecutive weeks in a newspaper of general circulation in the county, the first such publication being at least forty-five days prior to the referendum.
- M. If an amendment or revision to the charter is to be recommended, the charter review commission shall conduct at least two public hearings on any amendment or revision, at intervals of not less than ten days but not more than twenty-one days, immediately prior to its transmittal of its recommendation to the board of county commissioners.
- N. Passage of proposed amendments shall require approval of a majority of electors voting in said election on such amendment.

See, section 6.03, Pinellas County Charter

Charter Limitations on the CRC:

Three Charter provisions limit the power of the charter to alter the status, duties and responsibilities of the clerk of the circuit court, property appraiser, tax collector, sheriff, and supervisor of elections. *See sections 2.06, 4.03, and 6.04, Pinellas County Charter.* These provisions effectively limit the power of the CRC to propose amendments revising the duties of such officials. Instead, such charter amendments may only be proposed by the Florida legislature through a special act which is subject to the approval by the County's electors.

Rules Adopted by the 2010 CRC:

The following additional rules were adopted by the 2010 Pinellas County Charter Review Commission.

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- A. Public comments shall be held at the beginning of the meeting with a three minute time limit for each speaker. The subject matter is limited to Charter review issues or an issue on the Charter Review Commission's agenda.
- B. A sign-in sheet and appearance cards shall be provided for public comment.
- C. A majority vote shall be required at the time an issue is discussed and at the meeting prior to the final meeting. A majority plus one vote of the membership shall be required for final approval for placement on the ballot. [Note: The Charter allows the Board of County Commissioners to propose an amendment to the charter, but only by a majority plus one member of the board. *See, section 6.01, Pinellas County Charter.*]
- D. Prior to final approval of a proposal to be placed on the ballot, the Charter Review Commission shall hold at least one public hearing on the proposal. [Note: The 2010 CRC proposed a charter amendment that was approved by referendum that requires the CRC to hold **two** public hearings prior to final CRC approval of the submission of an amendment or revision to the electors. The two hearing requirement is included in the list of current rules of the CRC above.]
- E. An issue that is initially voted down at a CRC meeting may not be reconsidered later in the process.
- F. Approval of the expenses of the Consultant are delegated to the CRC Chairman.

Analysis:

The CRC may adopt rules of procedure as it deems desirable. A good starting point are the rules adopted by the 2010 CRC which are included in the preceding section. As a means to move the conversation along, the following rules are suggested for consideration (Note: General Counsel revisions to the previous version of suggested rules are noted in strikethrough and underline):

- 1. **Speaker Sign In.** A public sign-in sheet and appearance cards shall be provided for each meeting of the CRC.
- 2. **Public Comment Requirements.** An opportunity for public comments shall be held at the beginning of each meeting for comments on issues that may come before the CRC, or comments on a topic that is included on the CRC's agenda for that meeting. If action is to be taken on an item not listed on that meeting's agenda, an additional opportunity for public comments will be provided prior to taking action on the item. There shall be a three minute time limit for each speaker, unless the Chairman determines that a shorter time limitation is warranted based on the number of speaker cards submitted.
- 3. **CRC Vote Requirements.**
 - a. A majority vote shall be required to move an issue forward at the time an issue is discussed and at the last meeting prior to the public hearings.
 - b. An issue that is initially voted down at a CRC meeting may not be reconsidered in any subsequent meeting of the CRC. (Note: This rule could have serious substantive effect, and should be thoughtfully considered and discussed prior to adoption.)

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6. A majority plus one vote of the full membership shall be required for final approval for placement on the ballot. (Note: This rule could also have serious substantive effect, and should be thoughtfully considered and discussed prior to adoption. Note that the CRC is not bound by the "majority-plus-one" requirement binding the BCC regarding charter amendments. Note further that this requirement, as stated, requires a majority plus one of the full membership, as opposed to a majority plus one voting at a given meeting, or as relevant here, at the second public hearing.) In order for an amendment or revision to the Charter to be placed on the ballot in November 2016, the amendment or revision must receive an affirmative vote of at least eight members of the CRC. [Note: there are 13 members of the CRC. An eight vote approval requirement would be a majority plus one of the membership.]
4. **Recorded Votes.** The votes of each CRC member shall be recorded by the Clerk.
5. **Expenses.** Approval of the expenses of the Facilitator and General Counsel are delegated to the CRC Chairman.

Options:

- A) Adopt a motion approving as Rules of the CRC the suggestions set forth in the Analysis section of this agenda memorandum.
- B) Provide other direction.

Prepared By:

Flo Sena
Diane Meiller & Associates, Inc.
On: October 5, 2015

Action Taken:

Motion to: _____, Made by: _____
Seconded by: _____
Approved_____; Approved as amended_____; Defeated_____

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Pinellas Charter Review Commission

Wednesday, October 14, 2015

Agenda Item 5c

Calendar of Meetings

Statement of Issue:

To meet the timeline requirements associated with preparing the recommendations for the Public and the Board of County Commissioners, beginning in January, 2016, the Charter Review Commission will need to set an aggressive schedule of meetings. Two meetings per month are highly recommended.

Requested for Consideration:

As Legal Counsel is available on Wednesdays, the below dates and times are suggested for consideration.

Month	2nd Wednesday	4th Wednesday
January, 2016	13 th , 3:30-6pm	27 th , 3:30-6pm
February, 2016	10 th , 3:30-6pm	24 th , 3:30-6pm
March, 2016	9 th , 3:30-6pm	23 th , 3:30-6pm
April, 2016	13 th , 3:30-6pm	27 th , 3:30-6pm
May, 2016	11 th , 3:30-6pm	25 th , 3:30-6pm
June, 2016	8 th , 3:30-6pm	22 nd , 3:30-6pm
July, 2016	13 th , 3:30-6pm	27 th , 3:30-6pm

Month	1st Wednesday	3rd Wednesday
January, 2016	6 th , 3:30-6pm	20 th , 3:30-6pm
February, 2016	3 rd , 3:30-6pm	17 th , 3:30-6pm
March, 2016	2 nd , 3:30-6pm	16 th , 3:30-6pm
April, 2016	6 th , 3:30-6pm	20 th , 3:30-6pm
May, 2016	4 th , 3:30-6pm	18 th , 3:30-6pm
June, 2016	1 st , 3:30-6pm	15 th , 3:30-6pm
July, 2016	6 th , 3:30-6pm	20 th , 3:30-6pm

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Options:

- A) Select 2nd and 4th Wednesdays;
- B) Select 1st and 3rd Wednesdays; or
- C) Propose alternate dates.

Prepared By:

Flo Sena
Diane Meiller & Associates, Inc.
On: October 6, 2015

Action Taken:

Motion to: _____, Made by: _____
Seconded by: _____
Approved _____; Approved as amended _____; Defeated _____

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Pinellas Charter Review Commission

Wednesday, October 14, 2015

Agenda Item 5d

Communication Plan

Executive Summary:

This agenda item presents an opportunity for the Charter Review Commission to view the first draft of the Communication Plan.

Background:

Pinellas County Charter Review

DRAFT Communications Plan Outline

Wednesday, October 07, 2015

- *This plan has been generated prior to meeting with the Pinellas County Communications staff. Information is subject to change and updating.*

BACKGROUND

Like many counties, Pinellas County operates by Charter a form of government that provides the County electorate with a level of control over a variety of elements their government's operations. Similar to state or federal constitution, charters are written documents that designate authority, power and duties to the governing organization and it must be approved by registered voters within that County.

Pinellas County reviews its charter every eight years and is soon to begin this process in order to have issues put to vote by the November 2016 election.

The State of Florida is recognized for having one of the nation's strongest open government laws, operating in the sunshine. This Charter Review process falls under the Florida public records requirements ensuring that constituents, new media and other interested parties will have access to this process.

RECOMMENDATION

The very nature of a Charter Review process requires involvement from the public. Proactively and consistently engaging members of the public can fortify the trust and confidence of any government

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initiative as well as preserve the integrity of the effort. This process will function according to the principle of proactively keeping constituents informed.

GOALS/OBJECTIVES

Implement a proactive communication plan as part of the Charter Review process in order to distribute facts about the process and keep the public informed and current about the process.

ROLES/RESPONSIBILITIES

As this project progresses the standard, required public meeting notifications and other practices utilized by the County's Communications team are to continue. The communication team for DMA will provide additional content for the County's existing communication channels such as websites as well as activate additional communication options to broaden the information channels, essentially to over-communicate about the process.

KEY AUDIENCES

- Electorate
- County residents
- County employees
- News media

KEY MESSAGES

It is critical the communication process be clear, accurate, consistent, current and transparent to strengthen the chances for members of the public to stay informed about this status of the Charter Review process. Key message points about the process will serve as the foundation for communicating to all audiences to ensure clarity about the priorities and procedures of the Charter Review.

(Very Preliminary) KEY MESSAGES

- Like many Florida communities, Pinellas County operates according to a Charter system of government designed to provide constituents with a higher level of control over how they prefer their local government to function.
- The Charter Review Commission is comprised of a team of dedicated volunteers who seek to conduct a thorough review that preserves the integrity of our Charter while identifying

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Pinellas Charter Review Commission

potential issues of impact to our community and placing those issues on the ballot for a vote by the electorate.

COMMUNICATIONS TACTICS/CALENDAR

A communications schedule/calendar will be developed and coordinated around regularly scheduled meetings and topics associated with those meetings. Communications will be distributed via multiple channels, possibly including the Pinellas County website, direct mail, and public service announcements to county residents. This plan also will include consideration of strategic and public use of digital platforms including Twitter, Facebook, YouTube and other venues deemed appropriate and effective communication tools.

Upon finalization of a meeting schedule and agenda topics, the communications calendar will be created and communication will begin according to that calendar.

Additionally, it will be important to make sure that news media is regularly updated about events and activities associated with this process. As a means to educate the public, it is hoped that leadership from the Charter Review Commission would be available to discuss the process purpose and status with news media as well within strategic public venues such as service clubs and business organizations.

As part of a proactive effort to keep the public informed, this plan includes:

Frequently Asked Questions – Generally referred to as FAQs, the communication plan would include an FAQ section on the CRC’s website (a page on the County’s website) as well as on other appropriate communication channels. This document would include basic background and historical information about the Charter Review Process, as well as be continually updated based on information gathered after CRC meetings.

CRC Updates – The distribution of a “Charter Review Commission Update” (a one-pager) that shares key outcomes from CRC meetings and to be distributed across multiple platforms to ensure a proactive communication effort continues.

Traditional Media Outreach – Regular updates via the use of news releases or media alerts will be provided to ensure that news media have the most current information regarding project status. Additionally, editorial board visits as well as opinion or “My Word” pieces will be incorporated to ensure a broader and more thoughtful approach to coverage of this important process.

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Social Media – Leveraging the power, scope and speed of social media, the communication process would include use of popular social media channels that offer efficient ways for the public to conveniently and quickly receive updates. Facebook, Twitter and others may provide proactive outlets for the CRC to post its activities.

These activities are to be considered ongoing and fluid throughout the extent of the Charter Review process. It is anticipated that new and effective options will come to the forefront as we progress. We believe that to maintain credibility for this process, it will be best to communicate regularly, consistently and with transparency.

By no means should this DRAFT plan be considered final and absolute. As is the case with communications, we expect the unexpected and seek to be responsive and adaptable to the public's desire for information and the CRC to be informative and responsive.

CONCLUSION

As this process concludes, the communications will report and promote Next Steps to encourage continued public engagement and interest and ultimately, voting.

Prepared By:

Sara Brady
Sara Brady Public Relations, Inc.
On: October 5, 2015

Action Taken:

Motion to: _____, Made by: _____

Seconded by: _____

Approved _____; Approved as amended _____; Defeated _____

AGENDA

Pinellas Charter Review Commission

Wednesday, October 14, 2015

**Agenda Item 5e
Project Schedule**

Executive Summary:

This agenda item presents an opportunity for the Charter Review Commission to view the first draft of the Project Schedule.

Documents for Review:

Proposed project schedule (2 pages)

Prepared By:

Denise Schneck

Diane Meiller & Associates, Inc.

On: October 8, 2015

Action Taken:

Motion to: _____, Made by: _____

Seconded by: _____

Approved_____; Approved as amended_____; Defeated_____

Proposed Timeline

[illegible]

Proposed Timeline (con't)

[illegible]