

**DATE:** March 22, 2019  
**TO:** Charter Review Committee (CRC)  
**FROM:** Don R. Edmonds  
**SUBJECT:** Steps involved in bringing the CRC's final report to the electorate.

The purpose of this memorandum is to summarize, for your information, the various steps and processes that will ensue beginning with the submission of the CRC's final report to the city commission. The calendar for these events is necessarily approximate, but this will give you an idea of how this matter will proceed.

<u>Action</u>	<u>Timing</u>
1. Approval of CRC of its final report.	March 25, 2019
2. Submission of report to city commission	April 17, 2019
3. Study and consideration by commission to determine which (if not all) of the proposed amendments will be submitted to the voters.	April 17, 2019 to May 15, 2019
4. Adoption of a resolution by the commission ordering a special election on the proposed amendments on November 5, 2019.	May, June, or July 2019 (or as determined by County)
5. Development of election ballot by city secretary and city attorney.	July to August 7, 2019
6. Translation to Spanish of CRC final report and ballot.	July to August 7, 2019
7. Enter into agreement with County to run City Special Election	August 21, 2019
8. Public information effort to gain support for the proposed amendments, to include public hearings, news stories, mailings, civic club presentations, etc.	August, September, October 2019
9. Conduct of election by Galveston County election office.	November 5, 2019 (early voting roughly two weeks prior)

10. Canvass by commission of election results.

November 20, 2019  
(or as required by County  
and State)

11. Printing and codification of amended  
charter.

To be determined

We will discuss these matters with you in greater detail at our upcoming meeting.