

RESOLUTION NO. 2025- 1044

A RESOLUTION PERTAINING TO THE CITY OF TAMPA CHARTER REVIEW ADVISORY COMMISSION ("CHARTER REVIEW COMMISSION" OR "CRC") ESTABLISHED BY ORDINANCE NO. 2025-98, SETTING FORTH THE OBJECTIVES OF THE CRC, THE APPOINTMENT AND COMPOSITION OF THE CRC, THE QUALIFICATIONS FOR MEMBERSHIP, THE DUTIES OF THE CRC, ITS SCOPE OF WORK, AND ADMINISTRATIVE SUPPORT; PROVIDING AN EFFECTIVE DATE

WHEREAS, Ordinance No. 2025-98, passed and ordained by the City Council of the City of Tampa on September 18, 2025, established the 2025 City of Tampa Charter Review Advisory Commission ("Charter Review Commission" or "CRC") in accordance with the City of Tampa Home Rule Charter of 1975 as amended, Sec. 10.10; and

WHEREAS, consistent with Ordinance No. 2025-98, the Tampa City Council hereby sets forth the objectives and duties, and provides additional direction governing the organization, conduct of meetings, and scope of work of the City of Tampa Charter Review Advisory Commission.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL
OF THE CITY OF TAMPA, FLORIDA:

SECTION 1: OBJECTIVES OF THE CHARTER REVIEW COMMISSION

- A. The Charter Review Commission shall review the Tampa Home Rule Charter of 1975, as amended, and propose any amendments or revisions by majority vote, which may be advisable for placement on the ballot on March 2, 2027.
- B. The CRC shall provide a report with recommendations to the City Council regarding proposed amendments and revisions to the Home Rule Charter, no later than September 17, 2026. Each motion of City Council to place a proposal for a Charter amendment on the ballot shall be by a two-thirds vote of the City Council. The City Council shall then present to the Mayor an ordinance passed by a two-thirds vote placing the proposed amendments on the March 2, 2027, ballot for consideration, pursuant to Section 166.031, Florida Statutes. If placed on the ballot and passed by majority of the electors voting on the amendments, such amendments shall take effect on May 1, 2027, the start of the new term of office for the Mayor and City Council.

SECTION 2: APPOINTMENT AND COMPOSITION OF THE CRC

- A. The Charter Review Commission shall be composed of nine members appointed by resolution, with each member of City Council nominating one member, and the

Mayor nominating two members. Members are required to reside in the district of the City Council member who nominates them.

- B. The City Council and the Mayor shall each appoint an additional individual to serve as alternates. City Council shall select its alternate by nomination and majority vote.

SECTION 3: QUALIFICATIONS FOR MEMBERSHIP

- A. All members of the Charter Review Commission must be residents and registered electors of the City of Tampa for at least one year prior to the time of their appointment to the CRC, and shall remain so during the entirety of the CRC's existence.
- B. No member of the state legislature, the Hillsborough County Board of County Commissioners, any employee or elected officer of the City of Tampa, or any relative of the aforementioned as defined by the City of Tampa Code of Ethics shall be eligible for appointment.
- C. Prior to appointment, all members of the CRC including alternates shall have completed an application for appointment, have completed the background check required of all City board appointees, and have filed Form 1, Statement of Financial Interests, with the Office of City Clerk.
- D. The City Clerk shall administer an oath or affirmation of office to the CRC membership after they have been appointed by resolution of City Council and prior to the start of their initial meeting.
- E. If a member of the CRC resigns or is otherwise unable to continue to serve, the respectively designated City Council or Mayoral alternate, dependent upon whom made the initial appointment of the CRC member being replaced, shall be appointed to fill the term of the resigning member.
- F. CRC members are expected to attend all meetings. Any member who misses more than two meetings consecutively or more than three meetings in total shall be removed from membership on the CRC and shall be replaced by a designated alternate.
- G. The designated City Council and Mayoral alternates shall meet all attendance requirements in order to be knowledgeable on the issues before the CRC in the event that a vacancy occurs; however, during their tenure as alternates, the alternates shall not have any vote on the CRC, nor be actively involved in those deliberations.
- H. Any member who experiences a change of status as a resident of the City of Tampa during the tenure of the CRC shall forfeit his or her membership on the CRC and shall be replaced by appointment of the respectively designated City Council or Mayoral alternate.
- I. If a vacancy should occur in an alternate position, the appointment should remain with the original designation as either the Mayor's or City Council's appointee.
- J. Members shall serve without compensation, but may be reimbursed for any necessary expenses incurred in the conduct of the business of the CRC as approved by the Chair of City Council.
- K. Each member's term of office will be from the date of appointment by resolution until the Charter Review Commission's dissolution. The CRC shall be dissolved upon its final report being received and filed by the City Council, and shall be dissolved

automatically if no amendments or revisions are recommended to the City Council by the submission deadline of September 17, 2026.

SECTION 4: DUTIES OF THE CHARTER REVIEW COMMISSION

- A. The Charter Review Commission, its members, and all of its proceedings shall comply with all applicable requirements of Florida Statutes governing ethics, open meetings, and public records, and the City of Tampa Code of Ethics.
- B. The CRC shall select from its own membership a Chairperson to conduct the business of the meetings, and a Vice Chairperson who will serve in the absence of the Chairperson.
- C. The initial meeting shall include an overview of the Sunshine Law, the public records law, and state and city codes of ethics.
- D. A majority of the members of the Charter Review Commission, excluding alternates, shall constitute a quorum necessary to conduct official business.
- E. The Charter Review Commission shall meet no less frequently than twice each month, and may meet more often at its discretion.
- F. The CRC shall provide an opportunity for a public comment, consistent with section 286.0114, Florida Statutes, at the meeting before taking final action on its proposed recommendations to the City Council.
- G. All meetings of the CRC shall be open to the public consistent with Florida law. In-person public comment of no more than fifteen minutes in total shall be afforded at the start of each meeting. Alternative methods of communicating comments to the CRC such as a webform submission shall be provided.
- H. The CRC may by majority vote establish additional rules for its operation and proceedings, as it deems desirable, consistent with the ordinance and resolutions governing the conduct of its meetings and provided there is no conflict with state or municipal law.
- I. The recommendations of the CRC shall be submitted to the City Council in written form, no later than the September 17, 2026, meeting of City Council.

SECTION 5: SCOPE OF WORK

- A. The Charter Review Commission shall review the Tampa Home Rule Charter of 1975, as amended, and propose any amendments or revisions to the Tampa City Council for placement on the March 2, 2027, municipal election ballot.
- B. The CRC will review proposals for non-substantive housekeeping changes to the Charter submitted to the City Council by the City Attorney.
- C. Questions by the Tampa City Council will be submitted to the CRC for Commission discussion and recommendation.

SECTION 6: ADMINISTRATIVE SUPPORT

- A. The City Clerk shall be responsible for noticing the meeting, recording the minutes as required by Florida law, and tracking attendance.

- B. A professional facilitator to facilitate the charter review process, and legal counsel who is not a city employee will both be engaged to support the CRC during its tenure.
- C. Suggestions for non-substantive housekeeping changes to the Charter language will be provided by the City Attorney to the City Council for its consideration.
- D. The City Council Chair will coordinate with T&I and Marketing and Communications on creating the City of Tampa Charter Review Advisory Commission webpage, a public comment submission webform, and social media communications.
- E. The CRC may request the City Administration or City Council to provide information or support that it believes is necessary to fulfill its duties and objectives.

SECTION 7: TIMELINE OF MILEPOSTS

The following timeline is subject to change by motion of City Council:

November 20, 2025

- This resolution presented to City Council for adoption.

December 18, 2025

- Adoption of resolution appointing the Charter Review Advisory Commission members and alternates, and designating the facilitator and legal counsel.

January 2026

- Charter Review Advisory Commission meetings begin.
- The CRC will receive for its review the proposals for non-substantive housekeeping changes to the Charter submitted by the City Attorney to the City Council.
- The CRC will receive the questions submitted by the Tampa City Council for discussion.

September 17, 2026

- Deadline for submission of final Charter Review Advisory Commission recommendations to City Council.

September 24, 2026

- Workshop for initial review of recommendations and proposed amendments to the Charter.

October 1, 2026

- City Council final review of recommendations and proposed amendments to the Charter.
- Approval of Charter amendments to be submitted to voters.
- Motion to direct CRC legal counsel to draft the ordinance setting forth the ballot questions and summary language and set for first reading on November 5, 2026.

November 5, 2026

- First reading of the ordinance by City Council.

November 19, 2026

- Second reading and adoption of the ordinance by City Council.

- Ordinance forwarded after the Mayor's signature to the Supervisor of Elections for Spanish translation and preparation for the March 2027 ballot.

December 3 or 17, 2026

- Dependent on the date of a potential mayoral veto, reconsideration of the ordinance by City Council requiring a two-thirds vote for override.

January 4, 2027

- Final deadline for submission of ballot language to the Supervisor of Elections.

March 2, 2027

- Election Day

SECTION 8: EFFECTIVE DATE

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TAMPA, FLORIDA, ON
NOV 20 2025.

ATTEST:


SHIRLEY FOXX-KNOWLES
CITY CLERK


ALAN CLENDENIN
CHAIR, TAMPA CITY COUNCIL

PREPARED BY:

e/s
MARTIN SHELBY
CITY COUNCIL ATTORNEY

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