



**Comptroller Clerk's Office**  
**Administrative Functioning of the Charter Review Commission (CRC)**

1. Overseeing and directing CRC staff, in accordance with the direction of the CRC Chair and attorney.
2. Providing research as directed by CRC Chair, committee chairs, and attorney.
3. Preparing the Final Report of the CRC.
4. Preparing meeting agendas and backup materials for all regular business and committee meetings of the CRC.
5. Scheduling public hearings and securing facilities in each of the six commission districts.
6. Attending, recording, and preparing minutes for all meetings of the full CRC.
7. Attending, recording and preparing written reports for all committees formed by the CRC.
8. Publishing online copies of meeting minutes, committee meeting reports, audio/video, research results provided to members, meeting schedules and materials on the Comptroller's web site.
9. Preparing community outreach materials, in accordance with the direction of the CRC Chair.
10. Providing physical workspace for CRC temporary staff member.
11. Providing computer, software, and telephone for CRC staff member (including coverage services for when CRC staff member is not in office).
12. Providing meeting space for CRC committees and digital recorders for capturing of meeting content.
13. Providing current updates and status, as well as online history and background material, on the CRC via the Comptroller's web site.
14. Monitoring CRC budget and expenditures.