



**MINUTES
MEETING OF THE CHARTER REVIEW BOARD**

**Thursday, June 27, 2019
6:00 p.m.**

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Roll Call

BY: Assistant City Clerk Meryl Girard

Those found to be present were:

Helen Dolland

David Iannacone

Cheryl Levy

Liron Offir

James Tabeek

City Manager Richard Salamon

Assistant City Manager Emilie Smith

City Attorney Kimberly Kisslan

Assistant City Attorney Tom Moss

City Clerk Felicia Bravo (telephonically)

Assistant City Clerk Meryl Girard

3. Moment of Silence and Pledge of Allegiance

4. Open Discussion

None

5. Introduction of Charter Review Board Members

Self-introductions were made by the Charter Review Board members and City staff.

A. Election of Chair

MOTION David Iannacone moved to elect Liron Offir as chairperson, was seconded by James Tabeek. All were in favor.

B. Election of Vice Chair

MOTION James Tabeek moved to elect David Iannacone as vice-chairperson, was seconded by Liron Offir. All were in favor.

6. Future Meeting Dates

Assistant City Clerk Meryl Girard shared a list of evenings that were available to meet in the Commission Chambers. She advised that most weekday mornings were available for meetings, either at 8:00 or 9:00 a.m.

The board members discussed their availability and it was decided that the board would meet on the fourth Thursday evening of each month at 6:00 p.m. The next Charter Review Board (CRB) meeting would be held Thursday, July 25, 2019 at 6:00 p.m.

City Attorney Kimberly Kisslan said that would conflict with Thanksgiving.

Assistant City Clerk Meryl Girard said that the meetings that fell around the holidays could be rescheduled.

7. Overview of the Sunshine Law

Assistant City Clerk Meryl Girard gave a brief presentation on the Code of Ethics and Florida Sunshine Law. She reminded the board members to be careful of discussing board business, especially those members who serve together on other advisory boards.

Assistant City Clerk Meryl Girard turned the meeting over to Chairperson Liron Offir.

8. Charter Review Discussion

Chairperson Liron Offir asked if anyone had concerns they would like to address before getting started. He asked if everyone had a chance to review the Charter and other backup information that was sent to board members.

City Manager Richard Salamon asked if the board would like staff to discuss their roles.

Chairperson Offir replied that was a good idea.

City Manager Richard Salamon advised that the City Manager's Office was there to help with any information the board might need regarding how the City runs. Either he or Assistant City Manager Emilie Smith would be present at all the board meetings, sometimes both of them. As the person in charge of the administrative operation of the City, he was there to provide anything needed to support the Charter Review Board members. He was not sure at his point what that might entail. He was available to help administratively and to provide context and information as needed.

Helen Dolland asked what the preferred method was to contact the City Manager.

City Manager Richard Salamon distributed his business card. Board members could either call or email his office. He reminded the board that if they email him, not to copy other board members on the correspondence. If he sent information for the entire board's consideration, for the CRB not to "reply all" in response.

Assistant City Manager Emilie Smith suggested the board copy her as well on any email. City Manager Richard Salamon concurred.

City Attorney Kimberly Kisslan advised that she and Assistant City Attorney Tom Moss were available to provide legal advice and guidance. At the end of the process if the board recommended certain provisions of the Charter to be changed, they would draft that language. Ultimately, that language would be presented to the City Commission to decide whether or not the revisions would be included on the November 2020 ballot. The Commission asked that the board's report to be concluded by January 2020, giving them time to consider the recommendations. Any ballot questions must be delivered to the Supervisor of Elections in June 2020. By way of reference, last time the Charter Review Board concluded and made a number of recommendations. The City Commission then had several joint meetings with the board to discuss some of those proposals with the CRB.

City Manager Salamon added that recommendations from this board would be made by simple majority; three of the five members voting on a measure.

City Attorney Kisslan said ten years ago, the Charter Review Board invited the elected officials to speak on different evenings, and receive their input. Each of the members were appointed by one of the elected officials. It was not a requirement, but something the board may consider doing. They also invited public input. Every meeting was an open to public discussion.

Assistant City Clerk Girard commented that several ads were placed in the newspaper encouraging public input. There were some residents who participated.

Chairperson Offir asked when the ads ran.

Assistant City Clerk Girard said the ads ran once the board was established. She suggested placing ads for the August and September meetings.

The board agreed to run ads for public input for the September and October meetings.

David Iannacone asked if there were any housekeeping items that were necessary. Last time there were a lot of Council/Commission repetitive changes.

City Attorney Kisslan replied she did not consider that her role. That draft referred to was from 1989.

Assistant City Clerk Girard responded that was when the form of government was changed from strong Mayor to Council/Manager, and the City Council was renamed City Commission.

City Attorney Kisslan added that staff members were not the policy makers, the board members were the ones who would make recommendations.

City Manager Salamon agreed that staff was not here to try and influence the board or guide their focus. From a legal or administrative perspective, staff was here to provide the answers to questions, not direct the CRB's discussion. Staff would do its best to assist, and if they needed to bring in other resources, they would. Staff was there to help the board make better decisions. Staff also ensured that direction was given from the board as a whole, not from individuals. Each of member served on the CRB, but it was the board as a whole that should make requests of staff. This did not preclude individual questions, but when something went into more detail, it was beneficial that the response was shared with the entire board.

Chairperson Offir clarified that the eight-page legal description in the Charter was accurate and did not warrant discussion.

City Attorney Kisslan responded it was current.

City Clerk Felicia Bravo advised that the City Clerk's Office provided administrative services to the Charter Review Board in 2009; arranged the meetings and reserved location, provided public notice of the meetings, attended the meetings, and took minutes. The City Clerk's Office compiled the agenda and all backup material. The City Clerk's Office worked with the City Attorney's Office and the City Manager's Office to collate and provide additional information. Ms. Bravo reiterated the City Manager's comments that staff was here to provide assistance to the board, so that it could arrive at its own decision. Staff would help shepherd the members through the process, but the process belonged to the board.

Chairperson Offir asked if there was a document in which they could add revisions and edits. At the next meeting, he asked for board members to provide their preliminary thoughts and recommended changes. He would like each member to have a document that showed the proposed items and bring forward.

Assistant City Clerk Girard asked if they would like the Charter emailed as a Word document.

Chairperson Offir agreed that a Word document was fine, but asked if there a way for the City Clerk's Office to collate all the responses. The easiest thing would be Google Doc, but he was not sure how that would work with the Sunshine Law.

City Attorney Kisslan said she was comfortable with the City Clerk's Office mailing Word versions of the Charter to review independently, but sharing of the changes should be done in a public forum. She said the previous board went through the Charter section by section, asking if there were any proposed changes and discussion ensued.

Chairperson Offir said he understood. If that was the case, then he is not sure the board would even need the Word documents. After polling the board members, it was decided that they would advise if a Word document is needed at a later time.

James Tabeek said that he had googled other municipal charters, and it a good way to see the differences between cities across the country. It was a helpful tool.

David Iannacone asked if the board wanted to go through the Charter in its entirety or review it section by section.

Chairperson Offir answered that even if the board decided to review it en masse, the size of the document would ultimately lend itself to reviewing by section. Meetings could be devoted to reviewing certain sections. He asked if there were historically any suggestions on this, as some sections would be quicker to review than others. He thought the board should go through the Charter as it comes. The board had no objections to this suggestion.

Chairperson Offir said he would like to extend an invitation to the Commissioners for their input, thoughts or concerns. He asked if the invitation would come from him, as Chair, from the board or staff.

City Attorney Kisslan replied that the City Clerk would reach out to the Commission and schedule it. Each Commissioner could have a set amount of time.

Assistant City Clerk Girard asked if the board would like to invite the Commission beginning with the next CRB meeting.

Chairperson Offir recommended as early as possible. He said comparing other model charters was a great idea. If a board member found one that stood out, it could be discussed at the next meeting.

Assistant City Clerk Girard asked the CRB members to email her and copies would be distributed at the next meeting.

Chairperson Offir added it could even be something as discrete as a pertinent section of a particular Charter.

City Manager Salamon reminded the CRB that if one Commissioner was addressing the CRB at a public meeting, then the other members of the Commission could not be present. All five of the Commissioners would not be invited to speak at one time. They would be scheduled individually.

Chairperson Offir said their input did not even need to be a full half hour of their time.

City Attorney Kisslan suggested asking each Commissioner how much time they would need to address the CRB.

7. Adjournment

Seeing no further business, the meeting adjourned at 6:28 p.m.

Respectfully submitted by:

Meryl Girard, Assistant City Clerk