



**MINUTES  
MEETING OF THE CHARTER REVIEW BOARD**

**Thursday, July 25, 2019  
6:00 p.m.**

**1. Call to Order**

Chairman Liron Offir called the meeting to order at 6:00 p.m.

**2. Roll Call**

BY: City Clerk Felicia Bravo

Those found to be present were:  
Helen Dolland (excused absence)  
David Iannacone (Vice Chair)  
Cheryl Levy  
Liron Offir (Chair)  
James Tabeek

City Manager Richard Salamon  
Assistant City Manager Emilie Smith  
City Attorney Kimberly Kisslan  
City Clerk Felicia Bravo

**3. Moment of Silence and Pledge of Allegiance**

#### **4. Open Discussion**

None

#### **5. Old Business**

##### **(A) Approval of Minutes – June 27, 2019**

MOTION A motion to approve the minutes made by David Iannacone was seconded by James Tabek. All were in favor,

##### **(B) Review of City Charter by Sections**

The Charter Review Board reviewed City Charter Articles I and II without comment.

##### ***Article III – Legislative Branch***

##### ***Section 3.02 Qualifications***

Member Cheryl Levy asked if Section 3.02 could have the qualifications for candidate residency could be longer. She suggested 18 months to 2 years. It was too easy to rent a home and run for office.

Member Jim Tabek suggested 3 to 5 years. He believed that people needed to know the City well prior to running for office.

Chairman Lee Offir paused the discussion to welcome Mayor Ryan.

Vice Chair David Iannacone asked what the length of time to run for office was in other cities. Staff stated they did not know.

Chairman Lee Offir commented he did not know if that would alienate candidates. Some people knew the City well after a short time, while others who lived here for quite some time did not.

Vice Chair David Iannacone asked for staff to look into residency requirements of other cities.

City Manager Richard Salamon would bring back the information for next meeting.

##### ***Section 3.03 Elections and Terms***

Vice Chair David Iannacone thought term limits were tricky.

The Charter Review Board agreed that they did not want term limits after a brief discussion.

## ***Mayor Ryan***

Chairman Lee Offir recognized Mayor Ryan, who addressed the board.

Mayor Ryan thanked the board for their service. He followed the Charter Review Board deliberations 10 years ago as a resident. Mayor Ryan asked the Charter Review Board if the position of Internal Auditor should report to the City Commission as a Charter Officer. Staff had surveyed other cities and the information would be given to them. The City had an Internal Auditor (IA) that reported to the City Manager. In 2010 and 2014, the issue was raised with concerns about the cost of creating the office. Other practical concerns were that it could inject politics into the office. Some communities had audit committees.

Mayor Ryan noted that some areas of the Charter did not make sense any more. Many areas could be adjusted or reworded. He asked them to recognize that each issue would be an additional ballot item. He invited their opinions on the practicalities. He took the process seriously. Some of the issues were mundane, while others could affect the course of the City. He had faith in their deliberations.

Chairman Lee Offir asked if there was a fiscal impact outlined in the materials for adding an Internal Auditor as a Charter Officer.

Mayor Ryan said there would be, but the City would balance a budget regardless. Choices related to funding one item versus another were always considerations. He did not know what the IA offices in other cities looked like. It depended on how robust the office was. In the post-Office of the Inspector General age, there was an outside source available to conduct inquiries.

The Charter Review Board thanked Mayor Ryan for his comments and returned to discussion regarding the Charter.

Vice Chair David Iannacone asked if the ballot could be bundled, and if a reason could be listed on the ballot for the change.

### ***Section 3.03 Elections and Terms (continued)***

The Charter Review Board asked to change obsolete language in this section.

The Charter Review Board had no changes to Sections 3.04 to 3.08.

### ***Section 3.09 Boards and Agencies***

Member Jim Tabeek asked if he could have more time to review this section.

It was explained that Section 3.10 Independent Audit was related to the Comprehensive Annual Financial Report (CAFR).

The Charter Review Board read the paragraph.

City Manager Richard Salamon explained that this was the CAFR, which was prepared annually. Appropriate controls were tested. There were notes to the audits and the CAFR had to meet specific standards. The audit ran from September to March annually. This was different from the internal auditor. There was no requirement for an internal auditor, but Sunrise had one.

Vice Chair David Iannacone asked what the difference was.

City Manager Richard Salamon answered that the internal auditor looked into financial controls of a department handling cash and checks. The internal auditor reported to the Finance Director, who reported to the City Manager. He gave another example of the type of information that the IA would research. City Manager Richard Salamon added that the IA provided reports to the City Manager regarding operations and reviews. If the IA was a Charter Officer, that person would not have to report to staff. The City Manager would always need an internal auditor that reported to him in addition to a chartered position, if one was created.

### ***Commissioner Sofield***

Chairman Lee Offir recognized Commissioner Sofield, who addressed the Charter Review Board.

Commissioner Sofield approached the CRB and explained his concerns. He asked what they have discussed to date.

Chairman Lee Offir advised that they were reviewing the sections today and the last meeting was organizational.

Commissioner Sofield stated that he thought the Fire Chief should be a Charter Officer. The Commission tended kept each other in check.

Ms. Levy asked his opinion on the qualification for office issue.

Commissioner Sofield believed that if there was an issue, the residency requirement needed to be enforced.

Member Jim Tabeek commented that he wanted to set up a meeting with the Fire Chief about being a Charter Officer.

City Manager Richard Salamon was asked how the fire chief was handled in other cities.

City Manager Richard Salamon replied it was usually either as a charter officer or reporting to the City Manager. City Manager Richard Salamon said he would perform a survey of other cities regarding this issue.

The Charter Review Board had no comments on Sections 3.11 and 3.12.

Vice Chair David Iannacone asked about newspapers of general circulation.

City Attorney Kimberly Kisslan stated that some statutes required a publication in a newspaper of general circulation. She advised that one of the City requirements did not follow the statute, as the statute now required 10 days in advance publication rather than 7 days.

The Charter Review Board had no comments on Sections 3.13 – 3.16.

It was noted that Section 3.17 related to Charter Officers had reserved space, as the IA used to be a Charter Officer.

City Manager Richard Salamon was asked what the benefit of having a police chief as a charter officer was. City Manager Richard Salamon explained that the budget was still ultimately the responsibility of the City Manager, but the division of power kept public safety as a primary focus of the police department, rather than devolving to business operational concerns.

Vice Chair David Iannacone asked why there was a difference between the manner in which the fire chief and the police chief were handled by the Charter.

Member Jim Tabeek said he did not know the reason for the difference.

City Attorney Kimberly Kisslan advised that sometimes a fire chief acted as the city manager, but could not do so under dual office holding provisions of Florida Statutes if a fire chief was a charter officer.

City Manager Richard Salamon informed the Charter Review Board that succession planning was the business of the City Commission and each department had succession plans. Charter Officers had more robust budgets. Any issues with budgets of Charter Officers could go directly to the City Commission if the charter officer had concerns.

Vice Chair David Iannacone asked for a survey of other cities for a police and fire chiefs as charter officers.

City Manager Richard Salamon stated he would do that.

#### ***Article IV Administration***

The Charter Review Board had no comments on Sections 4.01 – 4.06, but commented that the employee oath was governed by State Statutes and may need to be updated. Additionally, they suggested updating the qualifications of the internal auditor in Section 4.08.

City Manager Richard Salamon again advised that the IA reported to the Finance Director.

The Charter Review Board had no comments on Section 4.09.

***Article V Financial Procedures***

The Charter Review Board had no comments regarding Article V.

***Article VI Elections***

The Charter Review Board had no comments regarding Article VI.

Chairman Liron Offir said he had no further comments. He asked if anyone had anything they wanted to add.

City Clerk Felicia Bravo added that the Division of Elections offered an opinion (DE-05) dated July 15, 2009 regarding the role of the qualifying officer. She would provide it to the Charter Review Board.

**6. New Business**

**(A) CRB Discussion with Commissioner Sofield**

This item was discussed earlier in the meeting.

**7. Adjournment**

Seeing no further business, the meeting adjourned at 7:29 p.m.

Respectfully submitted by:

Felicia M. Bravo, City Clerk