

**Charter Review Committee Meeting
City Hall – Council Chamber
405 Larue Avenue, Edgewood, Florida
Tuesday, September 13, 2016
6:00 p.m.**

KEITH FARMER **DAN DRUMMOND** **MIKE HENDRIX** **WILL MIMS** **WALTER MOON** **CHRIS RADER**
Chair Vice-Chair CRC Member CRC Member CRC Member CRC Member

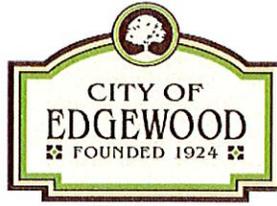
PUBLIC NOTICE

- A. Call Meeting to Order
- B. Approve Minutes of August 23, 2016 CRC Meeting
- C. Finalize and Approve Recommended Charter Changes
- D. Public Comment
- E. Adjournment

“More than one member of the City Council may be in attendance at this meeting and may participate in discussions.”

In accordance with the American Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, he or she should telephone the City Clerk at (407) 851-2920 or email bmeeks@edgewood-fl.gov 48 hours prior to the meeting.

THE NEXT CRC MEETING IS THURSDAY, SEPTEMBER 22, 2016 AT 6 P.M.



August 23, 2016
Charter Review Committee Meeting (CRC)

Attendees

Keith Farmer, Chairman
Mike Hendrix
Will Mims
Chris Rader
Dan Drummond, Vice Chair
Ray Bagshaw, Mayor (Council Liaison)

Absent

Walter Moon

Staff

Bea L. Meeks, City Clerk
Drew Smith, City Attorney
Chris Francisco, Police Chief

Approval of August 2, 2016 Minutes

CRC member Mims made the Motion to approve the August 2, 2016 minutes; Seconded by CRC member Rader. Unanimously approved (4/0).

Mayor Bagshaw announced an opening on the Planning & Zoning Board and he wanted to know if any members were interested in filling the vacancy. Charter Review Committee Chair expressed an interest to serve on the Planning & Zoning board. City Clerk Meeks confirmed for Mayor Bagshaw that she will send an appointment form application to CRC Chair Farmer.

Finalize and Approve Recommended Charter Changes

The committee was polled as to whether or not they favored having a City Manager form of government, or having a City Administrator with strong Mayor form of government.

CRC Member Mims said he favors having a City Administrator because the City's population is low.

CRC Chair Farmer said he favors having a City Administrator. He said if having a City Administrator "works out", a CRC committee can recommend having a City Manager.

CRC Member Rader said he favors having a City Manager.

City Clerk Meeks reminded the CRC about Mark Durbin saying he would not go to a City Manager form of government when there are only two departments in the City.

Mayor Bagshaw expressed his concern about a City Manager hiring out consultants to do the work that needs to be done. He said a City Manager may only be needed three days a week.

City Attorney Smith said there needs to be a City Manager and City Administrator conversation as it relates to the consideration of the day-to-day operations of the City. He said if you go with a City Administrator, you stay with a strong Mayor who cannot vote.

CRC Member Drummond said people have gotten used to seeing the Mayor work all over town and that should not happen. He said the next Mayor may not have the expertise to do the things that are being done now. He said he favors having a City Administrator, not a City Manager. CRC Member Drummond said that the Mayor should be compensated.

City Attorney Smith provided the following section of the Charter to show the duties of the City Clerk, and the amendment that would apply if you add a section to the Charter for a City Administrator:

- **Section 4.05. - City clerk.**

The city clerk shall be recommended by the mayor and appointed by the city council and shall serve at the pleasure of city council. The following are the major areas of responsibility of the city clerk:

- A. Custodian of municipal records in accordance with state law.
- B. Provide public notice of all meetings subject to Sunshine and State Law and keeps a journal of its proceeding.
- ~~C. Administration of the daily functions of city hall.~~
- D.C Record, type and distribute minutes of meetings and agendas.
- E.D Maintain city hall budget and expenditures within the approved annual budget.
- F.E Provide reports, personnel actions, etc., to the council.
- G.F Execute policies and directions issued by the council and expressed in resolutions, ordinances, the City Code of Ordinances and Charter.
- H. G. Perform other duties assigned by the mayor or council president.

The duties, hours, salary, etc., shall be established by the council who may also delegate the supervision of the city clerk to an elected official.

Section 4.07 – City administrator.

The city administrator shall be recommended by the mayor and appointed by the city council and shall serve at the pleasure of the city council. The city administrator shall be responsible for coordinating and integrating the administrative and executive functions of the city as directed by the mayor and consistent with the policy approved by the city council.

CRC Member Rader said he thinks now is a critical time to make changes.

City Attorney Smith explained that you do not have to create the City Administrator position by Charter, but if you don't, the Council does not have to have a City Administrator. CRC Member Drummond said he would like to take baby steps and encourage Council to hire a City Administrator. CRC Chair Farmer said you have to think long term.

City Clerk Meeks asked about Council assignments that currently exist in the Charter, and City Attorney Smith said that they may want to leave as liaisons because you only have two departments.

CRC Members were polled again on their preference of having a City Administrator versus having a City Manager:

CRC Member	Favor
Will Mims	City Administrator
Mike Hendrix	City Administrator –Not by Charter
Keith Farmer	City Administrator – By Charter
Chris Rader	City Manager – Five members elected body with voting Mayor and a City Manager working at the pleasure of Council. In the alternative, City Administrator by Charter.
Dan Drummond	City Administrator – Not by Charter

Public Comments

Edgewood business owner Fran Pignone said she thinks she can serve on the CRC. She said the City needs a professional administrator.

CRC Chair Farmer asked that in the September 13, 2016 meeting, members be prepared to approve a list of recommendations to send to Council for a Charter referendum.

City Attorney Smith explained that he will draft the language for the referendum based on the committee's comments. City Clerk Meeks explained the calendar requirements for the first and second reading of the referendum Ordinance. She explained that the referendum information has to go to the Supervisor of Election's office when she sends the list of qualified candidates for the City's election.

CRC Chair Farmer said the committee needs to decide Council Member's terms. He asked the committee to think about it and be prepared to discuss in the next meeting. CRC Member Mims said he favors three year terms; CRC Member Hendrix agreed.

CRC Member Hendrix said he feels there needs to be a decision about compensation at the next meeting too. CRC Member Mims said he agrees with compensation for the Mayor but not for council members. CRC Chair Farmer said he is split as to compensation for the Mayor and Council Members. CRC Member Rader said he agrees with 3-year terms. CRC Member Drummond favored 3-year terms with

discussion of when the terms are staggered. It was the consensus of the committee to stagger the terms. CRC Member Rader reminded City Clerk Meeks that she wanted consideration for having a 1- week qualifying period, as opposed to the current 2-week qualifying period. City Attorney Smith suggested Council compensation but not in their current term.

In response to CRC Member Rader, City Attorney Smith explained the Charter provision regarding when the Mayor votes on an Ordinance. The Mayor said he has never voted since he has been in office. CRC Member Rader asked the City Attorney to bring back language removing the Mayor's vote.

CRC Chair Farmer provided the following list for consideration in the next meeting:

- Staggered three year terms for Council Members
- 1-week municipal candidate qualifying period
- Mayor's vote per the current Charter
- City Administrator

City Attorney Smith reminded the Committee that he will have draft language prepared for their consideration in the next meeting.

Having no further discussion, CRC Member Hendrix made the Motion to adjourn at 8:13 p.m.; Seconded by CRC Member Drummond.

Keith Farmer, Chairman

ATTEST:

Bea L. Meeks, MMC, CPM, CBTO
City Clerk

City Charter Amendment 1:

Shall the Edgewood Charter be amended to provide for the hiring of a city administrator recommended by the mayor and appointed by the city council?

Section 4.07. - City administrator.

The city administrator shall be recommended by the mayor and appointed by the city council and shall serve at the pleasure of the city council. The city administrator shall be responsible for coordinating and integrating the administrative and executive functions of the city as directed by the mayor and consistent with the policy approved by the city council.

City Charter Amendment 2:

Shall the Edgewood Charter be amended to change the staggered two year terms of council member and the mayor to staggered three year terms for council members and the mayor?

Section 3.04. - Election and terms.

The regular election of the city elected officials shall be held in the manner provided in Article VI of this Charter, and the term of office for each elected official shall be for three (3) years, two (2) years, which term shall begin upon the expiration predecessor official's term.

Section 4.02. - Mayor; qualifications and terms of office.

The mayor shall be a qualified elector who is a bona fide resident of the City of Edgewood for at least one year prior to the date of qualifying to run for City office and registered to vote. If he/she shall cease to possess any such qualification during his/her term of office, he/she shall forfeit the office and the council shall remove him/her. He/she shall be elected for a term of three (3) years, two (2) years which term shall begin upon the expiration of the predecessor official's term, and serve until his/her successor takes office.

~~Section 7.01. - Schedule.~~

~~With the adoption of this Charter amendment two (2) council members, and the mayor shall be elected in odd numbered years, and three (3) council members shall be elected in even numbered years.~~

City Charter Amendment 3:

Shall the Edgewood Charter be amended to remove provisions that call for at least four members of the city council or three members plus the mayor to cast votes when an ordinance is under consideration and retain that portion of the Charter that provides a simple majority of those voting shall be required for the adoption of an ordinance?

Section 3.13. - Ordinances and resolutions in general.

Ordinances may be enacted and resolutions may be adopted in accordance with any applicable requirements of State law.

A. Form. Each ordinance or resolution shall be introduced in writing and shall embrace but one subject and matters properly connected therewith. The subject shall be clearly stated in the title. No enactment shall be revised or amended by reference to its title only. Ordinances or resolutions to revise or amend shall set out in full the revised or amended act, section, subsection, or paragraph of a section or subsection.

B. Procedures. A proposed ordinance or resolution shall be advertised and adopted in accordance with state law.

C. Adoption. ~~A proposed ordinance requires the vote of at least four (4) members of the council or three (3) members plus the vote of the mayor for the adoption of the ordinance.~~ For the adoption of an ordinance, a simple majority of those voting shall be required.

D. Effective Date. Except as otherwise provided in this Charter, every adopted ordinance and resolution shall become effective upon adoption or as otherwise specified therein.