

**Charter Review Committee Meeting  
City Hall – Council Chamber  
405 Larue Avenue, Edgewood, Florida  
Tuesday, August 2, 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

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## **PUBLIC NOTICE**

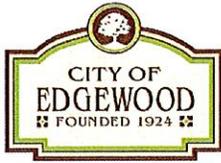
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- A. Call meeting to order
- B. Approve Minutes of July 12, 2016 CRC Meeting
- C. Presentation by Mark Durbin
- D. Address Change in Meeting Schedule
- E. Public Comment
- F. Adjournment

***“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](mailto:bmeeks@edgewood-fl.gov) 48 hours prior to the meeting.

**THE NEXT CRC MEETING IS SCHEDULED FOR AUGUST 23, 2016 AT 6:00 P.M.**



*From the desk of the City Clerk....*

*Bea L. Meeks, MMC, CPM, CBTO*

**TO: Charter Review Committee Members**

**DATE: July 27, 2016**

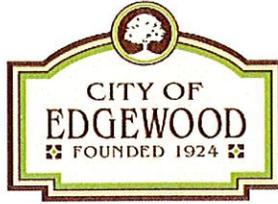
**RE: August 2, 2016 Agenda Packet**

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In response to discussion held in the July 12, 2016 CRC meeting, included in your packet are the following documents:

- **Provided by Council Member Susan Fortini**
  1. Draft City Manager/Administrator Job Description
  2. Mayor Job Description
  3. Option 1 Proposed Org Chart
  4. Option 2 Proposed Org Chart
  5. Council Member Job Description
- **Provided by Lynn Tipton, Florida League of Cities**
  1. Spreadsheet related to length of terms for council members and how they are elected
    - An update may be provided in the August 2, 2016 CRC meeting.

Thank you everyone.



July 12, 2016

City of Edgewood – Charter Review Committee Meeting Minutes

**Attendees**

Dan Drummond  
Mike Hendrix  
Will Mims  
Walter Moon  
Chris Rader  
Ray Bagshaw, Mayor

**Absent**

John Dowless, Council President  
Keith Farmer, Chairman

**Staff**

Drew Smith, City Attorney  
Bea L. Meeks, City Clerk  
Sgt. Vince Jackson

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CRC Vice-Chair Dan Drummond called the meeting to order at 6:00 p.m.

- **Approval of June 30, 2016 CRC Minutes**

**CRC Member Hendrix made the Motion to approve the CRC minutes of June 30, 2016 as presented; Seconded by CRC Member Walter Moon. Unanimously Approved (5/0)**

- **Presentation by Lynn Tipton, Florida League of Cities**

CRC Vice-Chair Dan Drummond introduced Lynn Tipton. Lynn gave a PowerPoint presentation (included in agenda packet) regarding City Charters.

During the presentation, it was agreed that Lynn will provide the City Clerk with information related to how a Mayor/Council Member is elected, as shown on chart shown in the PowerPoint presentation. She will also provide the terms and Mayoral salaries, if available.

Lynn said there is a group called the Florida City/County Manager's Association (FCCMA) that can provide someone to explain the City/Manager form of government, including the pros and cons, expectations and processes to adopt. She said Belle Isle did this in 2005. CRC Vice-Chair Dan Drummond requested to have someone speak at the August 2<sup>nd</sup> meeting, if available. Lynn said the speaker would be Mark Durbin.

Lynn explained the process of a Mayor appointing a CAO (Chief Administrative Officer) or COS (Chief of Staff). She explained the difference in their functions. She said this can be done by Ordinance instead of Charter. CRC Vice-Chair Dan Drummond asked for a copy of the Charter to be sent to Mark Durbin, and to let him know that there is discussion about having a Mayor/Administrator form of government.

CRC Member Chris Rader expressed his concerns about continuity, as it relates to the Mayor selecting a CAO. He is favorable of having five Commission members with the Mayor being able to vote. He said he bases this on the future and not the current elected officials.

**Comments:**

***Council Member Neil Powell:***

Said he feels some stipend should be set aside in the budget for Council Members and the Mayor. He said he would like for the CRC to consider this.

***Council Member Lee Chotas:***

Council Member Chotas thanked the CRC members for serving on the committee. He noted that the current Charter allows the Mayor to hire an administrator. He said Council would need to provide funds in the budget for an administrator.

CRC Vice-Chair Drummond asked committee members to identify problems with the current form of government:

- Walter Moon: Explained that the current form of government is imposing on the current Mayor. He said he would like to have a Council/Manager form of government.
- Dan Drummond: Said there should be consideration given to paying the Mayor, or pay a professional; be it an administrator or manager.
- Walter Moon: Said it needs to be decided what the Mayor's functions would be versus that of a Manager/Administrator; the duties would determine the compensation.
- Mayor Bagshaw: Confirmed that the current Charter allows Council to add a department head.
- City Attorney: City Attorney Smith said that there is no restriction on the number of employees that the City can have. He said there is nothing to prohibit the Mayor from hiring someone to assist him; it just has to be funded.

- Chris Rader: Said he thinks the City needs someone by Charter to administer the management of the City.
- Dan Drummond: Expressed his concerns with the powers of a City Manager. He said he is opposed to having a strong Mayor form of government. He feels the Mayor still should receive some compensation.
- Mayor Bagshaw: Stated that he did not think a full-time administrator is needed. Lynn said the smallest City with a manager is 43 in population. She said he works part-time.

**Council Member Susan Fortini:**

Council Member Fortini said she is not in favor of a stipend. She suggested starting with a job description, with the Mayor's focus on strategic goals and an Administrator working on day-to-day operations.

CRC Vice-Chair Dan Drummond polled the Committee as follows:

**Paying the Mayor?**

- Chris Rader: Yes
- Mike Hendrix: Yes
- Walter Moon: Yes
- Will Mims: Yes
- Dan Drummond: Yes

**Compensation for Council?**

- Walter Moon: No
- Chris Rader: Yes
- Mike Hendrix: Yes
- Will Mims: Yes

The CRC members expressed concerns about putting too many things on the ballot. City Attorney Smith said that education of the electorate is important. Mayor Bagshaw pointed out that there are ways of doing things that do not affect the Charter.

In response to CRC Vice-Chair Dan Drummond, Lynn said she can provide a job description of a City Administrator. In response to CRC Member Mike Hendrix, Lynn said traditionally employees answer to the City Manager.

City Attorney Smith recommended that the Mayor not be able to vote on Ordinances, as provided in the Charter.

CRC Vice-Chair Dan Drummond polled the Committee as follows:

**Current form of 5 Council Members and 1 Mayor?**

Dan: Yes

**Terms?**

Walter Moon: 3

Chris Rader: 3 or 4

Mike Hendrix: 3 or 4

Mayor Bagshaw: 3

Council Member Powell said the discussion regarding terms was held before and two year terms were agreed to by Council.

Lynn said keep in mind there are three fiscal years for every year.

**It was the consensus of the CRC that term limits would not be considered**

The CRC requested that Mark Durbin be prepared to explain/discuss the following:

- Roles of Manager/Administrator (pros and cons)
- Compensation for Mayor and how to integrate between Mayor and Administrator
- Compensation of Council
- Remove provision that Mayor is fourth vote if there are only 3 members in attendance
- Makeup of the Council/5 plus one or keep the same

Having no further discussion, CRC Member Chris Rader made the Motion to adjourn at 8:00 p.m.; Seconded by CRC Member Walter Moon.

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Keith Farmer, Chairman

ATTEST:

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

## City of Edgewood City Manager/Administrator Job Description

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**SUMMARY:** Directs and manages the day-to-day operations of the City under direction of the Mayor, to include management and oversight of all City departments and maintenance functions. The City Manager/Administrator is responsible for the implementation of all policy set by the Council. Work may either be performed by the incumbent or delegated to subordinate staff. The Manager directs the City staff of XX full-time and XX part-time employees. The Manager is responsible for developing and administering the \$3-4 million budget.

### **A. ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Directs and manages the daily operations of the City. Provides direction to all City functions falling under the authority of the City Council and Mayor;
  - Supervises all subordinate department heads and administrative staff
  - In concert with the Mayor and the City Council, hires, trains, evaluates performance, and disciplines senior management personnel. Oversees this process for all City employees through subordinate managers
  - Establishes policies and procedures for the overall City functions
  - Oversees and participates in the resolution of inquiries and complaints from residents and other City organizations
  - Establishes, monitors and evaluates progress towards goals and objectives of the administration
2. Serves as a liaison between City staff, the Mayor, and the City Council: attends all meetings of the City Council; briefs Council Members on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of City operations and projects; provides analysis as needed to assist the Council to make informed policy decisions; prepares meeting agendas; and provides administrative support to the Mayor and Council Members as needed.
3. Responsible for the preparation and execution of the annual budget; reviews departmental budget requests from all City functions for inclusion in the administrative recommendation to the City Council; coordinates the scheduling of budget meetings; and ensures compliance with all legal and procedural requirements.
4. Performs financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration: gathers information relevant to topic; evaluates data and makes recommendations based on findings; prepares reports; and makes presentations to the City Council and other interested parties.

5. Oversees day to day operations of all City departments and maintains all City facilities and environmental responsibilities. City facilities include but are not limited to City Hall, Police Dept, Parks, City right-of-ways, retention ponds, stormwater drainage systems, streets & roads, sidewalks, tree removals, etc.
6. Facilitates problem solving at all levels in the organization; works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the departmental level.
7. Facilitates internal and external communication throughout all levels of the organization: conducts meetings with department heads and key management staff; focuses individual departmental efforts on the overall goals and objectives of the City; serves as a liaison between the Mayor and City Council and staff.
8. Coordinates with the Mayor on special projects for the City, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services: defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides administrative support to the project as needed.
9. Oversees professional contractors and/or consultants providing services for City projects: participates in the evaluation and selection of contractors/consultants; interfaces with and monitors the contractors/consultants to ensure timely and quality completion of project; facilitates cooperation with the project throughout the organization, and provides information and support as needed.
10. Develops and executes a comprehensive and on-going marketing plan for the City, to include but not limited to special events, city website development/maintenance, resident newsletters, direct mail, social media and print collateral, ensuring brand consistency through all mediums.
11. Assists the Mayor and City Council with strategic and long-range planning for the City; participates in planning efforts at the local and regional level

## **B. MINIMUM REQUIREMENTS**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying.

1. Education/Training: Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or related field. A Master's degree is highly desirable.
2. Experience: 7 years of progressively responsible experience in municipal government or equivalent setting

3. ICMA credential preferred
4. Edgewood resident preferred

This is a part-time, salaried position (24-30 hours per week).

DRAFT

# City of Edgewood Mayor Job Description

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**SUMMARY:** The Mayor officially represents both the City of Edgewood government and community; acts as presiding officer at meetings; identifies and discusses issues impacting the City of Edgewood; receives and considers public input and makes appropriate decisions in a manner which encourages full and open discussion. This is a salaried, elected, full-time position.

## **A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

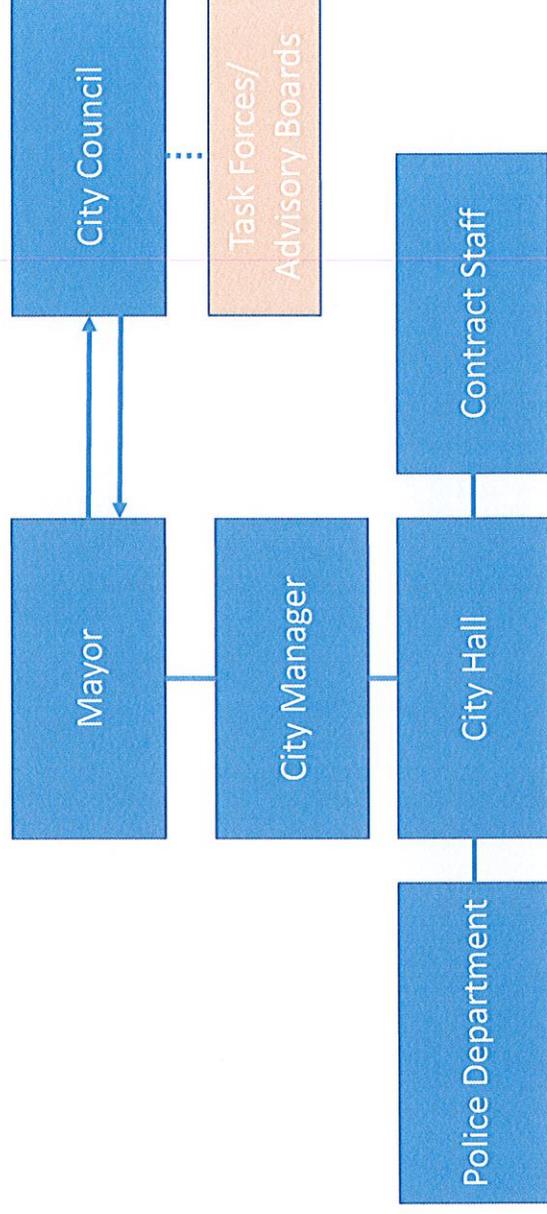
1. Serves as Official head of and Spokesperson for the City of Edgewood:
  - Provides leadership and strategic vision in all city affairs
  - Provides direction and planning for the long-term, strategic growth and well-being of the City
  - Serves as the city's representative before local, state and federal agencies; conducts intergovernmental affairs and provides community leadership when dealing with outside entities
  - Performs ceremonial duties on behalf of the community
  - Greets important visitors, gives formal and informal talks, and takes part in public events.
  
2. Serves as presiding, but non-voting Officer at Council Meetings:
  - The Mayor recognizes speakers for debate and motions, and rules on questions of Council procedure.
  - Runs meeting using Roberts Rule of Order and abides by all Sunshine Laws
  - Preserves order at City Council meetings
  - Encourages the attendance of Council members at meetings and addresses non-attendance
  - Identifies actual or potential conflicts of interest
  - May call special meetings.
  
3. Executes Official Documents
  - Must sign ordinances, contracts and other documents authorized by the Council
  
4. Regularly and thoroughly prepares for each City Council Meeting:
  - Reads and reviews agenda materials supplied
  - Provides detailed input for the City Comprehensive Plans, City Budget, City Capital Improvement Program, City Policies and procedures and other City documents that impact City policy
  - Conducts site visits as appropriate
  - Solicits and receives input from affected parties and the general public
  - Contacts affected parties to solicit input
  - Participates meaningfully in consideration of agenda items
  - Participates in discussion of issues; including requesting additional data and/or considering various perspectives whether the Council Member's personal views, those of testifying citizens or as well as citywide impacts on policies and proposals before the Council

- Actively listens to ensure a complete appreciation of each proposal and the respective positions of the petitioner, affected parties (businesses, residents, etc.), and the City staff
  - Responds to constituent requests for information or assistance with problem resolution; sometimes acts as liaison between the City and the general public.
  - Participates in special study subcommittees or task forces to provide information for City Council consideration
  - Assumes responsibility for accomplishing necessary research by talking to appropriate individuals or requesting that the staff undertake appropriate research
5. Appoints the City Manager/Administrator and annually evaluates the performance of the City Manager, in concert with the City Council
  6. Regularly reviews and provides input to the annual budget and tax levy with City Council
  7. Provides input and reviews capital improvements programs with City Council:
    - Views the long-range goals and needs of the City residents and businesses
    - Recommends the policies to solve future issues and adjust to social and economic trends
    - Creates advisory boards to secure feedback and input from the community to assist in long-range planning

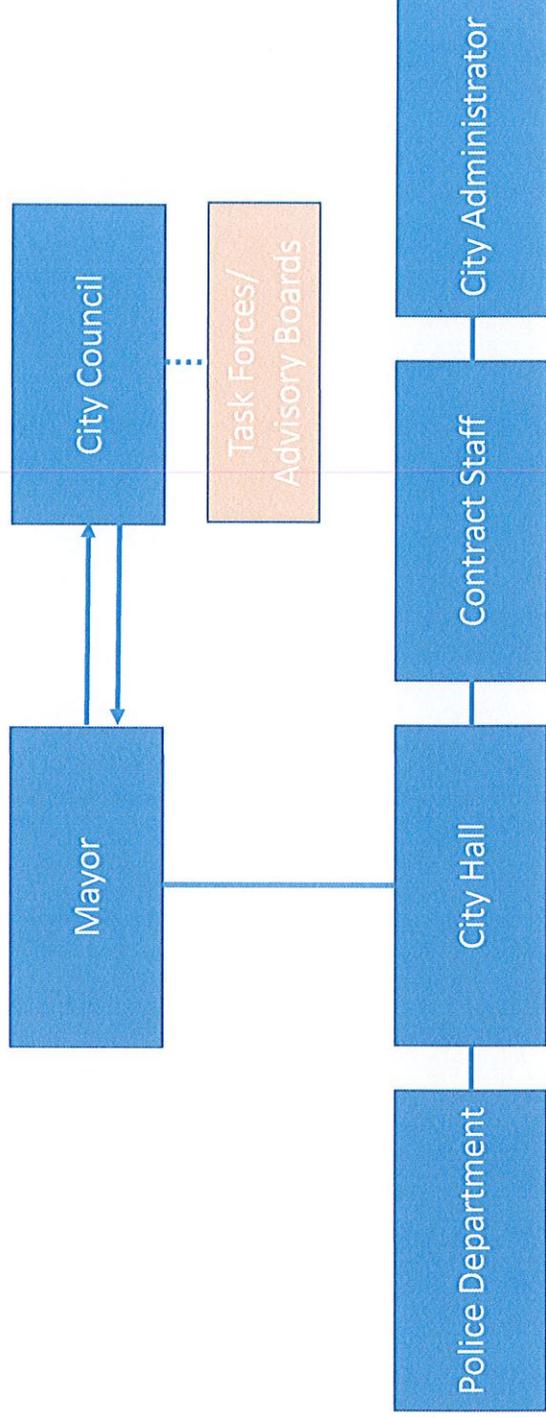
## **B. MINIMUM REQUIREMENTS**

1. Elected by the residents of the City of Edgewood
2. Registered to vote
3. Has resided in the City of Edgewood for at least 3 years
4. At least 21 years of age

# Option 1: City “Manager” Proposed Org Chart



# Option 2: City “Administrator” Proposed Org Chart\*



\*Does not provide buffer or eliminate Mayor's involvement in day-to-day operations

# City of Edgewood

## Council Member Job Description

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**SUMMARY:** To identify and discuss issues impacting the City of Edgewood, receive and consider public input, make appropriate decisions in a manner which encourages full and open discussion, and exercise all the powers that State Statutes and City Ordinances empower to the City, Mayor and Council Members to lawfully govern the community.

The City Council will be the judge of the election and qualification of its own members, subject to review by the appropriate county or state courts. The term for a Council Member is XX years and is a non-paid, volunteer position.

### A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Regularly and thoroughly prepares for each City Council Meeting:
  - Reads and reviews agenda materials supplied.
  - Becomes familiar with the City Comprehensive Plans, City Budget,
  - Capital Improvement Plan (CIP), City Policies, and other City documents that impact City policy.
  - Solicits and receives input from affected parties and the general public.
  - Contacts affected parties to solicit input.
  - Participates meaningfully in consideration of agenda items.
  - Participates in discussion of issues, including requesting additional data and/or considering various personal perspective: both from a Council Members/Mayors personal perspective, as well as the citywide perspective and proposals before the Council.
  - Actively listens to ensure a complete appreciation of each proposal and the respective positions of the petitioner, affected parties (businesses, residents, etc.), and the City staff.
  - Responds to constituent requests for information or assistance with problem resolution.
  - Acts as liaison between the City and the general public.
2. Participates in special study subcommittees, citizen advisory boards or task forces to provide information for City Council consideration. Assumes responsibility for accomplishing necessary research either by talking to appropriate individuals or requesting that the staff undertakes appropriate research.
3. Approves annual contracts for contract staff such as, but not limited to, Waste Management, City Planner, and City Attorney. Council members annually provide input and feedback regarding the performance of the City Manager, who reports directly to the Mayor.
4. Establishes and modifies goals and objectives for the City.
  - Establishes public policy for the City.
  - Ensures the enforcement of City ordinances.

- Reviews and approves an annual budget and tax levy.
  - Reviews and approves a capital improvements program for the City.
  - Views the long-range perspectives of the City.
  - Formulates the policies to solve future issues and adjust to social and economic trends.
5. Serves as Council Liaison to City/County commissions or other outside agencies serving Edgewood.
- Creates advisory boards, commissions and task forces, as needed
  - Conducts City business with county, state and federal agencies
  - Participates in intergovernmental programs and the work of the Florida League of Cities.
  - Participates in civic events providing leadership and promoting new ideas and new programs to improve the community and its surrounding area.
  - Attends training as required (ie., annual ethics training, crisis management, etc.)

## **B. MINIMUM REQUIREMENTS**

1. Elected by Edgewood residents
2. Registered to vote
3. Not filed for the same or any other office at the upcoming primary or election
4. At least 21 years of age
5. Resident of the city for at least 1 year prior to the election

## **C. ATTENDANCE**

1. Monthly Attendance of Meetings is required with an approximate per month time commitment consisting of XX hours. Additional meeting attendance may be required as necessary through the year. XX number of excused absences are permitted?
2. Expected to attend community events as possible.

*Although this is a is a non-paid, volunteer position, city-related business expenses are reimbursable according to the City Personnel Manual (??).*

Municipality (County)	2015 pop.	Form of Gov't.	seats	terms	notes	type
Williston (Levy)	2,848	Council-Weak Mayor	6		non-voting mayor	at-large
Indialantic (Brevard)	2,787	Council-Manager	5			
Bal Harbour (Miami-Dade)	2,778	Council-Manager	5	4		SMD
Carrabelle (Franklin)	2,765	Council-Manager	5	2	acts as C-M; charter C-WM	AL
Hypoluxo (Palm Beach)	2,691	Council-Strong Mayor	6		non-voting mayor	
Freeport (Walton)	2,667	Council-Strong Mayor	6		non-voting mayor	
Bonifay (Holmes)	2,665	Council-Weak Mayor	5			
Lake Helen (Volusia)	2,651	Council-Weak Mayor	5		charter vote 8/16 for C-M	
Port Richey (Pasco)	2,638	Council-Manager	5	2		
<b>Edgewood (Orange)</b>	2,635	Council-Strong Mayor	6	3	non-voting mayor	
Oakland (Orange)	2,624	Council-Manager	5			
Blountstown (Calhoun)	2,468	Council-Manager	5	2		SMD
Bushnell (Sumter)	2,459	Council-Manager	5	4		AL

Monticello (Jefferson)	2,458	Council-Weak Mayor	5		
Virginia Gardens (M-D)	2,416	Council-Strong Mayor	6		non-voting mayor
Lake Placid (Highlands)	2,415	Council-Strong Mayor	5		
Eagle Lake (Polk)	2,387	Council-Manager	5	2	AL
El Portal (M-D)	2,334	Council-Manager	5		change 2014: C-M
Malone (Jackson)	2,317	Council-Strong Mayor	6		non-voting mayor
Apalachicola (Franklin)	2,302	Council-Manager	5	4	AL