



*Life's Just Better Here*

**CHARTER REVIEW BOARD  
2020 WILTON DRIVE  
WILTON MANORS, FLORIDA 33305  
MONDAY, MAY 20, 2019 – 6:30 P.M.**

<b><u>MEMBERS</u></b>	<b><u>ATTENDANCE</u></b>
Michael Rajner,	P
Scott Newton, Vice Chair	P
Salvatore Torre	P
Christopher Ryan (arr. at 6:33 p.m.)	P
Doug Blevins	P

**Staff**

Leigh Ann Henderson, City Manager  
Kerry Ezrol, City Attorney  
Lisa Tayar, Prototype, Inc.

**I. Call to Order**

Ms. Henderson called the meeting to order at 6:30 p.m.

**II. Roll Call**

Roll was called by Ms. Henderson, and a quorum was present.

**III. Charter Review Board Scope and Duties**  
Ordinance No. 2019-002

Ms. Henderson highlighted portions of the ordinance that provide the scope and duties of the Board:

- Number of Board members and length of terms
- Purpose: To study the existing charter and make recommendations to the City Commission regarding any changes
- Number of required public hearings
- Three (3) votes required for any proposed item that will be sent to the City Commission
- Proposed amendments must be sent to the City Commission no later than February 25, 2020 – the last meeting before the March 1, 2020 deadline prescribed in the ordinance
- Advisory capacity of the Board
- Attendance requirements

[Mr. Ryan arrived at 6:33 p.m.]

If the Commission comes up with its own Charter ballot suggestions, the Board may be expected to be part of an education effort in the community to advance those suggestions, even though that role is not specified in the ordinance.

#### **IV. Election of Chair and Vice Chair**

**Motion** made by Mr. Blevins, seconded by Mr. Torre, to nominate Michael Rajner for Chair. In a voice vote, the motion passed unanimously (5-0).

**Motion** made by Mr. Ryan, seconded by Chair Rajner, to nominate Scott Newton for Vice Chair. In a voice vote, the motion passed unanimously (5-0).

#### **V. Establish Meeting Dates and Times**

**Motion** made by Vice Chair Newton, seconded by Mr. Ryan, to establish the regular meeting day and time of the Charter Review Board as the third Monday of the month at 6:30 p.m. In a voice vote, the motion passed unanimously (5-0).

#### **VI. Sunshine, Ethics, and Public Records Laws**

All members had met the training requirements, per Ms. Henderson.

#### **VII. Discussion of Outreach Efforts**

Ms. Henderson mentioned the following:

- It is the Commission's goal to have as much public outreach as possible
- The ordinance calls for a minimum of two (2) public hearings
- All meetings will be webcast, posted, and archived on the City webpage
- Email for the Board is [charterreview@wiltonmanors.com](mailto:charterreview@wiltonmanors.com)
- Information can be sent via the *Town Crier*, weekly e-blasts, and speaking to neighborhood association meetings
- The purpose of the outreach program is to have an open process so the public is informed about the Board meetings, public hearings, and to obtain feedback from the public.

Discussion ensued about how to handle the timing of public comments in meetings/hearings.

Mr. Ezrol advised they can hear public comment on a specific topic during a meeting if they wish. The Board decides its own rules and procedures.

With Board consensus, Chair Rajner announced that public comments would be limited to three (3) minutes initially, and two (2) minutes for final public comment at the end of the meeting.

The *Wilton Gazette*, the *Pelican*, the *Sun Sentinel*, and notices in the water bill were suggested as additional means of public outreach.

Mr. Ezrol stated that the Charter is part one of the Code of Ordinances. He recommended that the Board not concern itself about what can only be changed by referendum and what can be changed by ordinance when making their recommendations, noting that certain provisions of the Charter can only be changed through referendum.

There was a brief discussion on what items the City Commission may specifically want the Board to address, such as term limits and the election process.

The next meeting will address the Board's approach to the review process. Mr. Ezrol cautioned against trying to do a complete rewrite of the Charter, noting there may be multiple revisions. He stated there are legal requirements for how titles for the ballot language and ballot measure are drafted; the proposals cannot be bundled with other items when being voted upon.

Discussion ensued on which portions of the ordinance to address at the next meeting.

**Motion** made by Mr. Ryan, seconded by Mr. Torre, to amend the agenda to add discussion regarding the approach on how to review the Charter. In a voice vote, the motion passed unanimously (5-0).

### **Discussion Regarding Approach to Review of the Charter**

The Board discussed possible approaches for reviewing the Charter, and it was pointed out that Section 8 may be pre-empted by State legislature, which Mr. Ezrol will check. It was decided Article 1, Sections 1-8, will be addressed at the next meeting.

Regarding Article 4, Mr. Ezrol stated elections are subject to State law and Broward County regulations. Term limits and whether elections should be done by district are within the Board's purview. While term limits are not in the current Charter, they could be addressed in Article 3(a) (legislative).

Discussion returned to public outreach pertaining to the three (3) neighborhood association meetings. Outreach could be accomplished via emailed notice to the memberships and informal communications between the three neighborhood associations.

Updates from the Board could be given at the City Commission meetings at the end or, preferably, during public comment when more residents are present.

Ms. Henderson said she would document all the potential outreach efforts discussed, try to get deadlines for publications, and obtain scheduled meeting dates for neighborhood associations and other community groups. She would distribute the information before the next meeting.

Copies of communications to the public will be sent in draft form from Ms. Henderson to the Board, and she will bring a communication template for approval.

Discussion ensued on the importance of the public being informed that the Board will address elections and term limits at the next meeting.

Mr. Ezrol suggested that recommendations be submitted to him as they progress so he can work on a draft.

Upon request by Chair Rajner, Mr. Ezrol said he would give a presentation at the next meeting about procedures for amendment of Charter provisions. Any provision of the existing Charter that has already been adopted or re-adopted by referendum can be changed only by referendum. Mr. Ezrol will advise the Board which provisions of the existing Charter have been re-adopted by referendum.

It was noted that Vice Mayor Green and Commissioner Paul Rolli were in attendance.

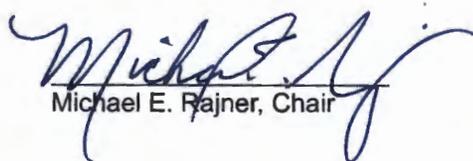
**VIII. Public Comment (None)**

**IX. Adjournment**

Upon motion duly made and seconded, the meeting was adjourned at 7:21 p.m.

[Minutes transcribed by J. Rubin, Prototype.]

Approved by the Charter Review Board on June 17, 2019

  
Michael E. Rajner, Chair