



# City of Hallandale Beach Charter Review Committee Meeting

400 S. Federal Highway  
Hallandale Beach, FL 33009  
[www.cohb.org](http://www.cohb.org)

Chair Irina Cotler  
Vice Chair Eve Paul  
Board Member Anthony Adelson  
Board Member Howard Garson  
Board Member Leo Grachow  
Board Member Etty Sims  
Board Member Michael Wead

City Attorney Jennifer Merino  
Staff Liaison Sheena D. James

## Meeting Minutes

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Tuesday, December 3, 2019

1:00 PM

Commission Chambers

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### 1. CALL TO ORDER

The Charter Review Committee Meeting was called to order by City Manager Greg Chavarria at 1:05 p.m.

### 2. ROLL CALL

**Present:** 7 Chair Irina Cotler, Vice Chair Eve Paul, Board Members Anthony Adelson, Howard Garson, Leo Grachow, Etty Sims and Michael Wead.

City Manager Greg Chavarria, City Attorney Jennifer Merino were also present.

### 4. NEW BUSINESS

#### A. ESTABLISHING DOCUMENTS & MEMBER LISTING

City Manager Greg Chavarria welcomed all attendees to the meeting. Each member of the Charter Review Committee and staff introduced him/herself to the other members of the Committee.

#### B. CHARTER REVIEW COMMITTEE FINAL REPORT - 2011/2012 REVIEW CYCLE

#### C. PROPOSED TIMELINE FOR 2019/2020 CHARTER REVIEW CYCLE

City Attorney Jennifer Merino, provided a verbal report and answered questions posed by the Charter Review Committee.

**Consensus:** To add the following for discussion on an upcoming agenda:

- Residency Requirement for Charter Review Committee members
- Qualifications for Charter Review Committee members
- Appointment of alternate members to serve on the Charter Review Committee

**Consensus:** To invite subject matter experts, City staff and City Commissioners to attend the Charter Review Committee meetings to give presentations to the Committee as needed.

- Nomination by Board Member Anthony Adelson and Board Member Leo Grachow to appoint Howard Garson as the Chair.
- Nomination by Board Member Irina Cotler to appoint Irina Cotler as Chair, seconded by Etty Sims.
- Nomination by Board Member Irina Cotler to appoint for Eve Paul as Vice Chair
- Nomination by Board Member Eve Paul to appoint Anthony Adelson as Vice Chair.

**TO APPOINT HOWARD GARSON AS CHAIR – BOARD MEMBER ANTHONY ADELSON, BOARD MEMBER HOWARD GARSON AND BOARD MEMBER LEO GRACHOW.** Nomination failed with a 3/7 roll call vote.

**TO APPOINT IRINA COTLER AS CHAIR – BOARD MEMBER IRINA COTLER, BOARD MEMBER EVE PAUL, BOARD MEMBER ETTY SIMS AND BOARD MEMBER MICHAEL WEAD.** Nomination carried with a 4/7 roll call vote.

**TO APPOINT EVE PAUL AS VICE CHAIR – BOARD MEMBER ANTHONY ADELSON, BOARD MEMBER IRINA COTLER, BOARD MEMBER ETTY SIMS AND BOARD MEMBER MICHAEL WEAD.** Nomination carried with a 4/7 roll call vote.

**MOTION BY BOARD MEMBER LEO GRACHOW, SECONDED BY BOARD MEMBER HOWARD GARSON TO INVITE COMMISSIONERS TO PARTICIPATE EITHER IN PERSON OR VIA EMAIL AND SCHEDULE SEPARATELY.**

Chair Irina Cotler suggested a friendly amendment to the Motion to give an option to email their written statements/comments ahead of time.

Board Member Howard Garson suggested an additional friendly amendment to give an option to submit an email ahead of time but express that their presence is requested.

Board Member Leo Grachow accepted both friendly amendments.

**MOTION BY BOARD MEMBER LEO GRACHOW, SECONDED BY BOARD MEMBER HOWARD GARSON TO INVITE EACH MEMBER OF THE CITY COMMISSION TO ATTEND ONE OF THE UPCOMING CHARTER REVIEW COMMITTEE MEETINGS TO SHARE ANY COMMENTS, CONCERNS AND INSIGHTS; AND TO GIVE THEM THE OPTION TO SUBMIT THEIR WRITTEN COMMENTS AHEAD OF TIME TO THE LIAISON TO BE FORWARDED TO THE COMMITTEE; THEIR PRESENCE IS REQUESTED.** The Motion carried with a 7/0 roll call vote as follows:

**AYES:** Board Member Anthony Adelson, Chair Irina Cotler, Board Member Howard Garson, Board Member Leo Grachow, Chair Eve Paul, Board Member Etty Sims and Board Member Michael Wead.

**NAYS:** None

**Consensus:** To research the ability for City Commission to amend the Charter without need for a Referendum.

**MOTION BY ETTY SIMS, SECONDED BY CHAIR IRINA COTLER, TO REVIEW THE CHARTER BY PRIORITY; MEMBERS WILL REVIEW INFORMATION AND PRESENT THEIR PRIORITIES FOR DISCUSSION AT A FUTURE MEETING.** The Motion carried with a 7/0 voice vote.

## 5. SCHEDULING NEXT MEETING

**Consensus** was reached to schedule the next meeting for: Thursday, December 19, 2019 at 10:00 am.

## 6. OTHER BUSINESS

**Consensus** was reached to schedule future meetings every other Tuesday at 10:00 am beginning Tuesday, January 7, 2020. Dates are subject to change as determined by the Committee.

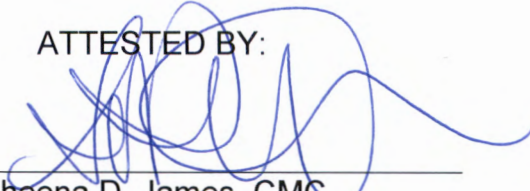
## 7. ADJOURNMENT

There being no further business to discuss before the Charter Review Committee, the meeting adjourned without objection at 3:12 p.m.

RESPECTFULLY SUBMITTED BY:

  
\_\_\_\_\_  
Irina Cotler, Chair

ATTESTED BY:

  
\_\_\_\_\_  
Sheena D. James, CMC  
Charter Review Committee Liaison

Adopted by Committee: December 19, 2019



# City of Hallandale Beach Charter Review Committee Meeting

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Chair Irina Cotler  
Vice Chair Eve Paul  
Board Member Anthony Adelson  
Board Member Howard Garson  
Board Member Leo Grachow  
Board Member Etty Sims  
Board Member Michael Wead

City Attorney Jennifer Merino  
Assistant City Manager Keven Klopp  
Staff Liaison Sheena D. James

## Meeting Minutes

---

Thursday, December 19,  
2019

10:00 AM

Commission Chambers

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### 1. CALL TO ORDER

Chair Irina Cotler called the meeting to order at 10:02 a.m.

### 2. ROLL CALL

**Present:** 7 Chair Irina Cotler, Vice Chair Eve Paul, Board Members Anthony Adelson, Howard Garson, Leo Grachow, Etty Sims and Michael Wead.

City Attorney Jennifer Merino, City Manager Greg Chavarria and Assistant City Manager Keven Klopp were also present.

### 3. PLEDGE OF ALLEGIANCE

### 5. PUBLIC PARTICIPATION

There were no speakers.

### 4. APPROVAL OF DRAFT MINUTES

#### A. DECEMBER 3, 2019 CHARTER REVIEW COMMITTEE MEETING\*

**MOTION BY MEMBER LEO GRACHOW, SECONDED BY MEMBER HOWARD GARSON, TO APPROVE DRAFT MINUTES OF DECEMBER 3, 2019 AS PRESENTED.** Motion carried with a 7/0 voice vote.

City Attorney Jennifer Merino requested Item 5.B. be considered first on the Agenda.

### 5. NEW BUSINESS

#### A. PRESENTATION BY VICE MAYOR SABRINA JAVELLANA

Vice Mayor Sabrina Javellana was absent from the meeting. Having previously provided notice that she would unfortunately be unable to attend, she submitted written comments.

Following discussion of Vice Mayor Sabrina Javellana's written comments, the following consensus was reached.

**Consensus:**

- To proceed with exploration of recommendations presented as follows:
  - #1, supported by 7 (City Auditor)
  - #2, supported by 6 (Deletion of gender-based language)
  - #3, supported by 4 (Protection of Whistleblowers)
  - #4, supported by 4 (Citizens Bill of Rights)
  - #5, supported by 6 (Adoption of Broward Code of Ethics)
  - #6, supported by 7 (Ranked Choice voting)
  - #7, supported by 6 (Voter Registration offered by City Clerk's office)
- To invite Vice Mayor Sabrina Javellana to present at an upcoming meeting if desired.

**B. DISCUSSION OF POTENTIAL FOR LIVE BROADCASTING MEETINGS**

City Attorney Jennifer Merino provided a verbal report and answered questions posed by the Charter Review Committee.

**MOTION BY MEMBER LEO GRACHOW, SECONDED BY MEMBER HOWARD GARSON TO REQUEST THE CITY COMMISSION PROVIDE FUNDING FOR LIVE BROADCASTING OF CHARTER REVIEW COMMITTEE MEETINGS.** The Motion failed by a 3/4 roll call vote as follows:

**AYES:** Member Howard Garson, Member Leo Grachow and Member Michael Wead.

**NAYS:** Member Anthony Adelson, Chair Irina Cotler, Vice-Chair Eve Paul, Member ETTY Sims

**MOTION BY CHAIR IRINA COTLER, SECONDED BY MEMBER ETTY SIMS TO DIRECT STAFF TO PLACE A NOTATION ON THE CITY'S WEBSITE, STATING THAT VIDEO RECORDINGS OF CHARTER REVIEW COMMITTEE MEETINGS ARE OBTAINABLE BY REQUEST FROM THE CITY CLERK'S OFFICE.**

Member Howard Garson suggested a friendly amendment to direct staff to do no more than is legally required for notifications of Charter Review Committee meetings.

Chair Irina Cotler rejected the friendly amendment and called the Question.

**MOTION BY CHAIR IRINA COTLER, SECONDED BY MEMBER ETTY SIMS TO DIRECT STAFF TO PLACE A NOTATION ON THE CITY'S WEBSITE, STATING THAT VIDEO**



**RECORDINGS OF CHARTER REVIEW COMMITTEE MEETINGS ARE OBTAINABLE BY REQUEST FROM THE CITY CLERK'S OFFICE.** The Motion carried by a 6/1 roll call vote as follows:

**AYES:** Member Anthony Adelson, Chair Irina Cotler, Chair Eve Paul, Member ETTY Sims, Member Leo, Grachow, and Member Michael Wead.

**NAYS:** Member Howard Garson.

**MOTION BY MEMBER HOWARD GARSON TO SPEND AS LITTLE AS LEGALLY REQUIRED FOR NOTIFICATIONS OF CHARTER REVIEW COMMITTEE MEETINGS.**

Motion failed for lack of a second.

**MOTION BY BOARD MEMBER ETTY SIMS, SECONDED BY CHAIR IRINA COTLER TO HANDLE POSSIBLE EXPENSES OF THE CURRENT CHARTER REVIEW COMMITTEE AS THE NEED ARISES, AND TO ACCEPT THE CITY ATTORNEY'S OFFER TO ADDRESS THESE NEEDS AS NECESSARY THROUGH THE CITY MANAGER; AND TO CONSIDER A CHARTER AMENDMENT FOR ESTABLISHING A BUDGET FOR THE CHARTER REVIEW COMMITTEE AT SUBSEQUENT REVIEW CYCLES.**

After further discussion, Chair Irina Cotler called the Question.

**MOTION BY BOARD MEMBER ETTY SIMS, SECONDED BY CHAIR IRINA COTLER TO HANDLE POSSIBLE EXPENSES OF THE CURRENT CHARTER REVIEW COMMITTEE AS THE NEED ARISES, AND TO ACCEPT THE CITY ATTORNEY'S OFFER TO ADDRESS THESE NEEDS AS NECESSARY THROUGH THE CITY MANAGER; AND TO CONSIDER A CHARTER AMENDMENT FOR ESTABLISHING A BUDGET FOR THE CHARTER REVIEW COMMITTEE AT SUBSEQUENT REVIEW CYCLES.** The Motion carried by 7/0 voice vote.

C. APPROVAL OF SCHEDULE FOR REVIEW OF CHARTER BY PRIORITY\*

Assistant City Manager Keven Klopp gave a presentation and answered questions posed by the Committee.

**MOTION BY CHAIR IRINA COTLER, SECONDED BY MEMBER ETTY SIMS, TO ACCEPT THE PROPOSED SCHEDULE AS AMENDED; AND TO PROCEED WITH THE REVIEW METHODOLOGY (SEE EXHIBIT 1 ATTACHED AND MADE APART HEREOF).** The Motion carried with a 7/0 voice vote.

**Consensus:**

- Committee members will forward suggestions via email to City Attorney along with any background information.
- Staff will email suggestions from individual committee members to the full committee so that they can review and reply to City Attorney and staff as needed.
- Staff to prepare potential charter changes that they would like the Charter Review Committee to consider, incorporate staff presentations at the 2<sup>nd</sup> Meeting in January.
- City Manager's Office to review each section of the charter with the committee at the next meeting.
- Presentations will be heard during the beginning of the meeting.

## 6. OLD BUSINESS

### Consensus:

- To request the City Commission, provide any feedback to the Charter Review Committee by January 30, 2020.
- To add to the appropriate future agenda consideration of a Charter amendment to establish a residency requirement for Charter Review Committee members.

## 7. SCHEDULING NEXT MEETING

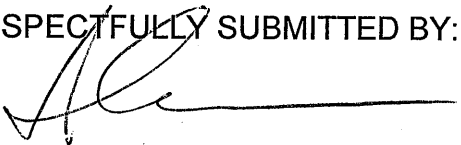
The next meeting is scheduled for January 7, 2020 at 10:00 am in the Commission Chambers.

## 8. OTHER BUSINESS

## 9. ADJOURNMENT

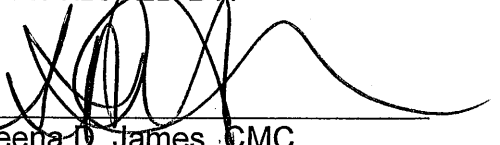
There being no further business to discuss before the Charter Review Committee, the meeting adjourned without objection at 12:07 p.m.

RESPECTFULLY SUBMITTED BY:



Irina Cotler, Chair

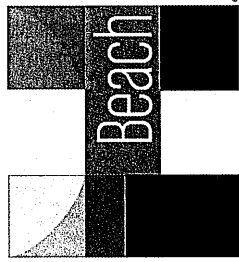
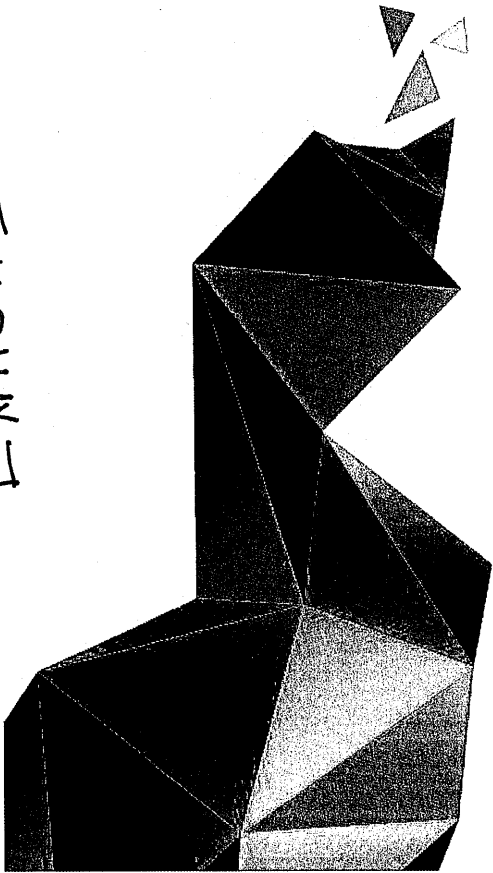
ATTESTED BY:



Sheena D. James, CMC  
Charter Review Committee Liaison

Adopted by Committee: January 7, 2020

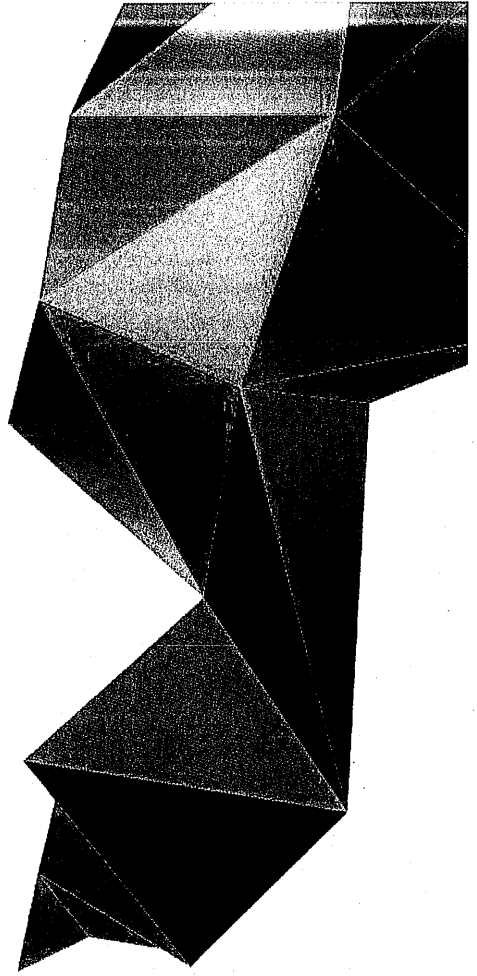
Exhibit 1



Beach

Hallandale Beach  
PROGRESS. INNOVATION. OPPORTUNITY.

# Charter Review Committee 2019/2020





# **Setting Priorities**

Staying on Schedule

## **By the Numbers**

**9 Articles in the Charter**

**7 Board Members**

**4 Months**

**1 Report**

# Setting Priorities

Staying on Schedule

## Staff recommendation\*:

- Proceed Article by Article
- Prioritize based upon the amount of discussion anticipated within each Article
- The more discussion likely, the higher the priority, the earlier it is raised
- If little discussion is anticipated, the lower the priority; it comes up later

\*based on experience

# Setting Priorities

Staying on Schedule -- Staff's proposal, a starting point

Meeting #3	7-Jan-20	ARTICLE III.	CITY COMMISSION
Meeting #4	21-Jan-20	ARTICLE IV.	ELECTIONS AND REFERENDUMS
Meeting #5	4-Feb-20	ARTICLE VIII.	CHARTER AMENDMENTS
Meeting #6	18-Feb-20	ARTICLE V.	ADMINISTRATION
Meeting #7	3-Mar-20	ARTICLE VI.	OFFICERS
Meeting #8	17-Mar-20	ARTICLE VII.	OFFICIAL CONDUCT
Meeting #9	31-Mar-20	ARTICLE IX.	POWERS OF THE CITY
Meeting #10	14-Apr-20	ARTICLE II.	TRANSITION SCHEDULE
Meeting #11	28-Apr-20	FIRST DRAFT OF FINAL REPORT	CORPORATE LIMITS
		SECOND DRAFT OF FINAL REPORT	REVIEW AND APPROVAL
			REVIEW AND APPROVAL

# Setting Priorities

Staying on Schedule

## Questions:

What if this Board is different than previous Boards?

What if flexibility in the schedule is needed?

How do we make sure we cover everything?

What if we run out of time?

Let's continue....

# Setting Priorities

Staying on Schedule

**STEP #1: Articles this Board seeks to discuss:**

<b>ARTICLE III.</b>	<b>CITY COMMISSION</b>	<b>0-7</b>
<b>ARTICLE IV.</b>	<b>ELECTIONS AND REFERENDUMS</b>	<b>0-7</b>
<b>ARTICLE VIII.</b>	<b>CHARTER AMENDMENTS</b>	<b>0-7</b>
<b>ARTICLE V.</b>	<b>ADMINISTRATION</b>	<b>0-7</b>
<b>ARTICLE VI.</b>	<b>OFFICERS</b>	<b>0-7</b>
<b>ARTICLE VII.</b>	<b>OFFICIAL CONDUCT</b>	<b>0-7</b>
<b>ARTICLE I.</b>	<b>POWERS OF THE CITY</b>	<b>0-7</b>
<b>ARTICLE IX.</b>	<b>TRANSITION SCHEDULE</b>	<b>0-7</b>
<b>ARTICLE II.</b>	<b>CORPORATE LIMITS</b>	<b>0-7</b>

# Setting Priorities

Staying on Schedule

## Questions:

- ✓ What if this Board is different than previous Boards?

What if flexibility in the schedule is needed?

How do we make sure we cover everything?

What if we run out of time?

Let's continue....



# Setting Priorities

Staying on Schedule

## Flexibility

If a topic is not finished, it will be placed on the next meeting's agenda.

It is always up to the Board.

## Make sure to cover everything

Staff is prepared with a tracking system (next slide)

Meetings will get longer if and as progress stalls

# Setting Priorities

Staying on Schedule

## Step 2: Ready for the real work to begin

ARTICLE III. - City Commission		
Meeting 3	Number of Topics	Section #s if known (or subject matter)
Anthony		
Howard		
Leo		
Irina		
Eve		
Etty		
Michael		
TOTAL		

# Setting Priorities

Staying on Schedule

## Step 2: The real work

### Example 1: Attendance requirement

ARTICLE III. - City Commission		
Meeting 3	Number of Topics	Section #s if known (or subject matter)
Anthony	1 (example)	example: "3.09(2)(c)" or "Commissioner forfeits seat if 3 months missed"
Howard		
Leo		
Irina		
Eve		
Etty		
Michael		

# Setting Priorities

Staying on Schedule

## Step 2: The real work

### Example 2: 60 days to implement

ARTICLE IX. - Transition Schedule		
Meeting 9		
	Number of Topics	Section #s if known
Anthony	1 (example)	Example 9.05(1)
Howard	1	Example 9.05(1)
Leo	1	Example 9.05(1)
Irina	1	Example 9.05(1)
Eve	1	Example 9.05(1)
Etty	1	Example 9.05(1)
Michael	1	Example 9.05(1) - Everyone wants to discuss - might choose to take out of order

# Setting Priorities

Staying on Schedule

## Questions:

- ✓ What if this Board is different than previous Boards?
- ✓ What if flexibility in the schedule is needed?
- ✓ How do we make sure we cover everything?

What if we run out of time? (Meetings will get longer)

# Setting Priorities

Staying on Schedule

## Suggested Guidelines

- 1 It is the Board's intent to discuss/decide every topic that each member chooses to bring up
- 2 One member's desire to discuss a topic receives equal priority with any other member's desire to speak about another topic
- 3 Topics first discussed, but not decided, during a meeting will automatically be placed on the agenda for the next meeting.
- 4 Topics will not be discussed at a third meeting without an affirmative vote\*



# Setting Priorities

Staying on Schedule

in other words, a topic left undecided after two meetings will be handled as a "no action" decision unless the Board specifies otherwise.

(staff will continually remind the board of this)

# Setting Priorities

Staying on Schedule

## Questions:

- ✓ What if this Board is different than previous Boards?
- ✓ What if flexibility in the schedule is needed?
- ✓ How do we make sure we cover everything?
- ✓ What if we run out of time?

Other questions?

To proceed.....

# Setting Priorities

## Staying on Schedule

Article Number	Title	Count of Charter Review Board Members that anticipate discussion of potential changes within this article.	Board Verified Priority*
ARTICLE III.	CITY COMMISSION	#	TBD
ARTICLE IV.	ELECTIONS AND REFERENDUMS	#	TBD
ARTICLE VIII.	CHARTER AMENDMENTS	#	TBD
ARTICLE V.	ADMINISTRATION	#	TBD
ARTICLE VI.	OFFICERS	#	TBD
ARTICLE VII.	OFFICIAL CONDUCT	#	TBD
ARTICLE I.	POWERS OF THE CITY	#	TBD
ARTICLE IX.	TRANSITION SCHEDULE	#	TBD
ARTICLE II.	CORPORATE LIMITS	#	TBD

\*Articles with the most members anticipating discussion can be scheduled for the earliest meeting agendas. Priority order will be revised if and as necessary pursuant to the Board's directive.

Move on to Specific Topic  
Identification? Or place that on the  
agenda for meeting #3?



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Board Member Michael Wead

City Attorney Jennifer Merino  
Assistant City Manager Keven Klopp  
Staff Liaison Sheena D. James

## Meeting Minutes

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Tuesday, January 7, 2020

10:00 AM

Commission Chambers

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### 1. CALL TO ORDER

Chair Irina Cotler called the meeting to order at 10:02 a.m.

### 2. ROLL CALL

**Present:** 6 Chair Irina Cotler, Vice Chair Eve Paul, Board Members, Howard Garson, Leo Grachow, Etty Sims and Anthony Adelson.

Consensus was reached to authorize Board Member Anthony Adelson to participate during the meeting via telephone conference.

**Absent:** 1 Board Member Michael Wead

City Attorney Jennifer Merino, City Manager Greg Chavarria and Assistant City Manager Keven Klopp were also present.

### 3. PLEDGE OF ALLEGIANCE

### 4. PUBLIC PARTICIPATION

### 5. APPROVAL OF DRAFT MINUTES

A. DECEMBER 19, 2019 CHARTER REVIEW COMMITTEE  
MEETING

**MOTION BY BOARD MEMBER HOWARD GARSON, SECONDED BY BOARD MEMBER LEO GRACHOW TO APPROVE DRAFT MINUTES OF DECEMBER 19, 2019 AS PRESENTED.** Motion carried with a 6/0 voice vote

### 6. NEW BUSINESS

## A. OVERVIEW OF CHARTER SECTIONS

Assistant City Manager Keven Klopp gave a presentation and answered posed by the Charter Review Committee.

City Attorney Jennifer Merino, opined as requested throughout the presentation.

## B. REVIEW OF ARTICLE III. CITY COMMISSION\*

City Attorney Jennifer Merino, gave a presentation and answered question posed by the Charter Review Committee.

### **Consensus:**

- City Attorney's Office will manage each proposal submitted by Charter Review Members by preparing a memorandum outlining the relevant charter section, issue or question and the proposal(s) to be discussed.

**MOTION BY MEMBER HOWARD GARSON, SECONDED BY BOARD MEMBER LEO GRACHOW, TO TABLE DISCUSSION OF ASSIGNING MAYOR VS. ELECTED MAYOR UNTIL AFTER DISCUSSION OF NUMBERED COMMISSION SEATS.** The motion carried by a 6/0 voice vote.

Motion by Chair Irina Cotler to encourage all members of Charter Review Committee to submit their proposals with objective reasoning and success measures for evaluation; this is not a requirement.

After further discussion, Chair Irina Cotler withdrew her Motion.

### **Consensus:**

- To encourage members of the Charter Review Committee to include objective reasoning and success measures for evaluation along with each of their proposals for consideration.

The Charter Review Committee discussed the current structure of the City Commission and the need for changes to this section of the Charter.

### **Consensus:**

- To provide comparative research of other surrounding municipalities including form of government, structure, how officials are elected.

Board Member Paul announced an upcoming Community Meeting in the Northwest quadrant of the City on January 14<sup>th</sup>, 2020, 6:30 pm and encouraged Board Members to attend, take notes and to provide feedback to the Charter Review Committee at the next meeting.



City Attorney Jenifer Merino encouraged members to attend the Community Meeting as they see fit but urged them not to engage with each other or make broad public statements.

Following discussion, the following consensus was reached.

**Consensus:**

- To move forward with drafting a proposed Charter Amendment language for Seven (7) City Commission seats with a mixed (at-large/districting) structure; and to bring back proposal at a future meeting for further discussion.
- Contact League of Cities to obtain a model Charter and City Code for review.
- Bring back information regarding resident districting for discussion.
- Forward article mentioned regarding Hybrid/Mixed City Commission structure to Committee for review.
- Encourage all participants to provide proposals in written form ahead of meeting for consideration.

Board Member Anthony Adelson arrived in-person at the meeting at 12:46pm.

The Charter Review Committee discussed Filing of Vacancies and the need for changes to this section of the Charter.

**Consensus:**

- Draft proposed Charter Amendment language as discussed regarding filling of vacancies along with a memorandum and present a future meeting for discussion. Proposal will consider the following: *circumstances for City Commission appointment vs. election, how/when a vacancy is announced and the type of advertising required, timeframe for receipt of applications, define a method of how a tie will be broken and identify a time period within which the appointment will take office.*

**C. REVIEW AND APPROVAL OF DISCUSSION SCHEDULE FOR FUTURE MEETINGS\***

**Consensus:**

- Review of Article IV – Elections and Referendums at the next meeting.

**7. OLD BUSINESS**

None

**8. SCHEDULING NEXT MEETING**

The next meeting is scheduled for January 21, 2020 at 10:00 am in the Commission Chambers.

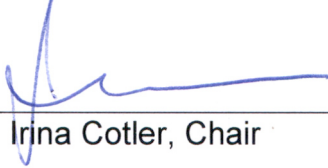
## 9. OTHER BUSINESS

None

## 10. ADJOURNMENT

There being no further business to discuss before the Charter Review Committee, the meeting adjourned without objection at 1:05 p.m.

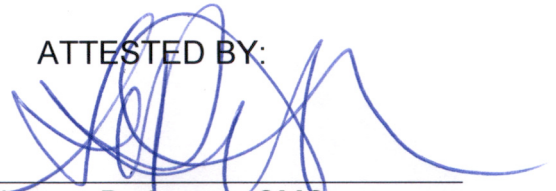
RESPECTFULLY SUBMITTED BY:



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Irina Cotler, Chair

ATTESTED BY:



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Sheena D. James, CMC  
Charter Review Committee Liaison

Adopted by Committee: January 21, 2020



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## Meeting Minutes

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Tuesday, January 21, 2020

10:00 AM

Commission Chambers

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### 1. CALL TO ORDER

Chair Irina Cotler called the meeting to order at 10:01 a.m.

### 2. ROLL CALL

**Present:** 6 Chair Irina Cotler, Vice Chair Eve Paul, Board Members: Howard Garson, Etty Sims, Anthony Adelson and Michael Wead.

City Attorney Jennifer Merino, City Manager Greg Chavarria and Assistant City Manager Keven Klopp were also present.

### 3. PLEDGE OF ALLEGIANCE

### 4. PUBLIC PARTICIPATION

### 5. APPROVAL OF DRAFT MINUTES

A. JANUARY 7, 2020 CHARTER REVIEW COMMITTEE MEETING\*

**MOTION BY BOARD MEMBER GARSON, SECONDED BY BOARD MEMBER SIMS TO APPROVE DRAFT MINUTES OF JANUARY 7, 2020 AS PRESENTED.** Motion carried with a 6/0 voice vote

### 6. REVIEW OF ARTICLE III. CITY COMMISSION (CONTINUED)

A. PROPOSED REVISION OF SEC. 3.09, VACANCIES

City Attorney Jennifer Merino gave a presentation and answered questions posed by the Charter Review Committee.

Following discussion. The following consensus was reached:

- To include an advertising requirement to post vacancy on the City's website.
- To allow a City Commissioner to participate via telephone provided there is a quorum physically present at the meeting.
- To table consideration of the process to fill Mayoral seat in the event of a vacancy.
- To proceed with drafting Charter Amendments as discussed and to bring back at a future meeting for consideration.

#### B. CONSIDERATION OF COMMISSIONER COMPENSATION PROVISIONS

##### Consensus:

- Item #6.B was deferred for consideration at the next Charter Review Committee meeting.

#### C. CONSIDERATION OF MAYOR'S JOB DESCRIPTION

Vice Chair Paul gave a presentation and answered questions posed by the Charter Review Committee.

City Attorney Jennifer Merino opined throughout the discussion.

##### Consensus:

- To research and clarify mayoral activities which are ceremonial in nature but could result in financial impact to the City such as signing of contracts, declaration of state of emergency, requirements for declaration of Martial Law; to include charter amendment requiring an audit trail for any signature required on City contracts or other documents to include (identifying resolution/ordinance number); and to draft Charter amendments which limit these mayoral activities and to bring back for future consideration.

### **7. REVIEW OF ARTICLE IV. ELECTIONS AND REFERENDUMS**

#### A. CONSIDERATION OF QUALIFYING FEE PROVISIONS

Board Member Etty Sims gave a presentation and answered questions posed by the Charter Review Committee.

After further discussion by the Committee, no further action was taken on this item.

#### B. CONSIDERATION OF TERM LIMITS

Consensus:

- To defer discussion for future meeting.

**8. FOR INFORMATIONAL PURPOSES**

**A. RESEARCH STUDIES & ARTICLES**

City Manager Chavarria and Assistant City Manager Klopp gave a presentation and overview of the research studies and articles presented and answered questions posed by the Charter Review Committee.

Consensus:

- To evaluate a Charter Amendment requiring the City to do baseline survey on a regular basis (e.g. every 8 -10 years); and to bring back for consideration.
- Gather voter breakdown by precinct from the last election and forward to the Charter Review Committee.
- Research and provide information on how districts are decided.
- Consider a hybrid structure to provide a way of balancing the need for representation throughout the City i.e. lower vs. higher density areas.
- Consider ranked choice voting as a means to provide opportunity for increased number of candidates.
- Require redistricting following the completion of a census or when new census data becomes available.
- To proceed with drafting Charter Amendments as discussed and bring back at a future meeting for consideration.

**9. SCHEDULING NEXT MEETING**

The next meeting is scheduled for February 4, 2020 at 10:00 am in the Commission Chambers.


**10. OTHER BUSINESS**

None

**11. ADJOURNMENT**

There being no further business to discuss before the Charter Review Committee, the meeting adjourned without objection at 12:35p.m.

RESPECTFULLY SUBMITTED BY:

  
\_\_\_\_\_  
Irina Cotler, Chair

ATTESTED BY:

  
\_\_\_\_\_  
Sheena D. James, CMC  
Charter Review Committee Liaison

Adopted by Committee: February 4, 2020



# City of Hallandale Beach Charter Review Committee Meeting

400 S. Federal Highway  
Hallandale Beach, FL 33009  
www.cohb.org

Chair Irina Cotler  
Vice Chair Eve Paul  
Board Member Anthony Adelson  
Board Member Howard Garson  
Board Member Etty Sims  
Board Member Brian Stewart  
Board Member Michael Wead

City Attorney Jennifer Merino  
Assistant City Manager Keven Klopp  
Staff Liaison Sheena D. James

## Meeting Minutes

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<b>Tuesday, February 4, 2020</b>	<b>10:00 AM</b>	<b>Commission Chambers</b>
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### **1. CALL TO ORDER**

Chair Irina Cotler called the meeting to Order at 10:01 a.m.

### **2. ROLL CALL**

**Present:** 6 Chair Irina Cotler, Vice Chair Eve Paul, Board Members: Howard Garson, Etty Sims, Anthony Adelson and Michael Wead.

City Manager Greg Chavarria and Assistant City Manager Keven Klopp were also present.

Mayor Joy Coper was also in attendance at the meeting.

City Attorney Jennifer Merino was absent from the meeting.

Radu Dodea, Director of Human Resources arrived at the meeting at 10:20 a.m.

### **3. PLEDGE OF ALLEGIANCE**

### **4. PUBLIC PARTICIPATION**

Joy Cooper, Hallandale Beach resident and Mayor of the City of Hallandale Beach was called to speak. Mayor Cooper gave a presentation and addressed questions posed by the Charter Review Committee.

#### Consensus:

- To conduct a salary survey for elected officials within Broward County; and to provide the results to the Committee for evaluation.
- Draft Charter Amendment(s) requiring a super majority (4/1) vote for terminating contracts with cause/for cause for those that serve at the will of the City Commission i.e. City Manager and City Attorney.
- Draft Charter Amendment(s) requiring that if removal of any at will position/termination of contract is being considered, the City Commission must obtain a legal opinion from someone with Human Resources expertise regarding the incumbent's conduct over the foregone term of the contract.



- Draft Charter Amendments(s) to update the Mayoral Job Description to state Mayor is the spokesperson for City, and will work with staff during emergencies, will conduct other ceremonial duties as required.
- Staff to research best practices and determine if there are other methods for termination of contracts for those at will positions (City Attorney and City Manager).
- Research and provide feedback regarding possible update of the City's termination policy for general employees to require City obtain a legal opinion from someone with Human Resources expertise if legally enforceable.
- Draft Charter Amendment(s) to more closely regulate the Travel Fund Policy for Elected Officials.
- The above Charter Amendments will be brought back for consideration at the March 20<sup>th</sup>, 2020 Charter Review Committee Meeting.

## **5. APPROVAL MINUTES**

### **A. JANUARY 21, 2020 CHARTER REVIEW COMMITTEE MEETING**

Board Member Adelson noted a scrivener's error on page 2, to correct the misspelling of "Martial Law."

The Staff Liaison noted the correction.

**MOTION BY BOARD MEMBER GARSON, SECONDED BY BOARD MEMBER SIMS TO APPROVE DRAFT MINUTES OF JANUARY 21, 2020 AS AMENDED.** Motion carried with a 6/0 Voice vote.

## **6. REVIEW OF ARTICLE III. CITY COMMISSION (CONTINUED)**

### **A. CONSIDERATION OF COMMISSIONER COMPENSATION PROVISIONS**

No action was taken on this Item. Will be brought back on March 20, 2020 with items discussed under Item 4. Public Participation.

## **7. REVIEW OF ARTICLE VIII. CHARTER AMENDMENTS**

### **A. CONSIDERATION OF SEC. 8.01(2), INITIATION BY PETITION**

No action was taken on this Item.

### **B. CONSIDERATION OF SEC. 8.01(3), CHARTER REVIEW COMMITTEE**

No action was taken on this Item.

## **8. PRESENTATION**

## A. ELECTORAL SYSTEMS FOR MUNICIPAL GOVERNMENT

City Manager Chavarria and Assistant City Manager Klopp gave a presentation and answered questions posed by the Committee.

Chair Cotler re-opened the floor for public comment.

Brian Stewart, Hallandale Beach resident was called to speak.

Faith Fehr, Hallandale Beach resident was called to speak.

### Consensus

- To draft a Charter Amendment(s) to require elected officials meet certain requirements for holding office; and to require they host at least one Townhall/Community Meeting per quarter and to provide a report on findings to the City Commission.

Mayor Joy Cooper was called to speak.

There being no further speakers, Chair Cotler closed the floor for public comment.

### Consensus:

- To request a copy of the voting results by precinct for the past two elections; and to forward information to the Charter Review Committee.
- To research and provide feedback on the 'Jungle Electoral System' on why it is recommended; include pros and cons; also include issue, proposal and backup information and bring back for consideration at a future meeting.
- To revisit the proposal for 'Redistricting/Districting Electoral System' and evaluate a specialized alternative electoral system; to consider revising the general municipal election cycle if needed; and to bring back options for review by Committee at a future meeting.

## 9. SCHEDULING NEXT MEETING

The next meeting is scheduled for February 18, 2020 at 10:00 am in the Commission Chambers.

## 10. OTHER BUSINESS

Board Member Garson provided a verbal report regarding possible charter amendment for including 'LGBTQ' language within the Charter; and requiring the City complete a Strategic Plan every ten (ten) 10 years.

No further action was taken.

## 11. ADJOURNMENT

There being no further business to discuss before the Charter Review Committee, the meeting adjourned without objection at 12:46 p.m.

RESPECTFULLY SUBMITTED BY:

*Irina Cotler*

by Electronic Signature on 1/12/21

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Irina Cotler, Chair

ATTESTED BY:

A handwritten signature in blue ink, appearing to read 'Sheena D. James', is written over a horizontal line.

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Sheena D. James, CMC  
Charter Review Committee Liaison

Adopted by Committee: February 18, 2020



# City of Hallandale Beach Charter Review Committee Meeting

400 S. Federal Highway  
Hallandale Beach, FL 33009  
www.cohb.org

Chair Irina Cotler  
Vice Chair Eve Paul  
Board Member Anthony Adelson  
Board Member Howard Garson  
Board Member Etty Sims  
Board Member Brian Stewart  
Board Member Michael Wead

City Attorney Jennifer Merino  
Assistant City Manager Keven Klopp  
Staff Liaison Sheena D. James

## Meeting Minutes

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Tuesday, February 18, 2020	10:00 AM	Commission Chambers
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### 1. CALL TO ORDER

Chair Irina Cotler called the meeting to Order at 10:04 a.m.

### 2. ROLL CALL

**Present:** 7 Chair Irina Cotler, Board Members: Howard Garson, Brian Stewart, Etty Sims, Anthony Adelson and Michael Wead.

Vice Chair Paul attended via telephone conference.

City Manager Greg Chavarria, City Attorney Jennifer Merino and Assistant City Manager Keven Klopp were also present.

**Motion by Chair Cotler, Seconded by Member Garson to authorize Vice Chair Paul to attend the meeting and participate via telephone conference.** Motion carried with a 7/0 Voice vote.

### 3. PLEDGE OF ALLEGIANCE

### 4. PUBLIC PARTICIPATION

### 5. APPROVAL OF MINUTES\*

#### A. FEBRUARY 4, 2020 CHARTER REVIEW COMMITTEE MEETING

Chair Irina Cotler noted amendments to page 2 of 5 (#4. Public Participation - 2<sup>nd</sup> Consensus) of the Draft Minutes of the February 4, 2020 meeting – to add charter amendment language to require a super majority (4-1) vote for terminating contracts...*'only when it is legally sufficient and except where there is misconduct.'*

**Motion by Chair Cotler, Seconded by Member Sims to approve Draft Minutes of the February 4, 2020 meeting as amended.** Motion carried with a 7/0 Voice vote.

## 6. REVIEW OF ARTICLE VIII. CHARTER AMENDMENTS (CONTINUED)

### A. CONSIDERATION OF SEC. 8.01(2), INITIATION BY PETITION

City Manager Chavarria gave a presentation.

#### Consensus:

- Staff to draft proposed Charter Amendments to clarify the role of the Supervisor of Elections during the petition process and outline specific requirements for format/content for the petition form; and
- Staff to provide charter comparables from other municipalities and bring back for discussion.

### B. CONSIDERATION OF SEC. 8.01(3), CHARTER REVIEW COMMITTEE

City Manager Chavarria gave a presentation.

#### **Motion by Member Adelson, Seconded by Chair Cotler to request staff:**

**draft Charter Amendments to state the City Commission is required to make appointments to the Charter Review Committee in the month of May prior to the year of the referendum; and to remove and replace the word 'diversity' in Section 8.01 with 'representation' in an effort to ensure representation which reflects the elected of the City. The Motion carried with a 7/0 Voice vote.**

#### **Motion by Member Garson, Seconded by Chair Cotler to request staff to:**

**draft Charter Amendments to require each Commissioner to first make their individual appointments and only after those five (5) appointments are completed may the two (2) at large members be appointed to the Charter Review Committee. The Motion carried with a 7/0 Voice vote.**

#### Consensus:

- To require that At-large appointments can only be made after a majority of the commissioner appointments are complete.

**Motion by Member Stewart, Seconded by Member Garson to require that if an individual Commissioner appointment is not made by May, then the vacancy becomes At-large. The Motion carried with a 7/0 Voice vote.**

**Motion by Vice Chair Paul, Seconded by Member Sims to advertise openings on the Charter Review Committee in February; and to require the City Commission complete appointments no later than April instead of May.** Motion carried with a 7/0 Voice vote

Chair Cotler opened the floor to public comment.

Carmen Gimenez, Hallandale Beach resident was called to speak.

Discussion regarding the purpose of the Charter Review Committee ensued.

Seeing no further speakers, Chair Cotler closed the floor to public comment.

**Motion by Member Sims, Seconded by Member Garson to establish a residency requirement for service on the Charter Review Committee.**

Member Adelson suggested a friendly amendment to state that First Priority will be given to Hallandale Beach residents; Second Priority will be given to those who can establish their ties to Hallandale Beach.

After further discussion, Member Adelson withdrew his amendment

**Motion by Member Sims, Seconded by Member Garson to establish a Hallandale Beach residency requirement for service on the Charter Review Committee.** The Motion carried with the following vote:

**Ayes:** 5 - Member Adelson, Member Sims, Member Wead, Member Garson and Vice Chair Paul

**Nays:** 2 – Member Stewart, Chair Cotler

**Motion by Member Garson, Seconded by Member Sims to require one (1) year residency at time of appointment to the Charter Review Committee.** The Motion carried with the following vote:

**Ayes:** 6 - Member Adelson, Member Sims, Member Wead, Member Garson, Member Stewart and Vice Chair Paul

**Nays:** 1 –Chair Cotler

**Motion by Member Sims, Seconded by Chair Cotler to require the City Commission**

**incorporate consideration of a Budget for the Charter Review Committee; and to state the Committee may request additional funds.** The Motion carried with the following vote:

**Ayes:** 7 - Member Adelson, Member Sims, Member Wead, Member Garson  
Member Stewart, Chair Cotler and Vice Chair Paul

**Nays:** 0 – None

**Motion by Member Garson, Seconded by Member Wead to require that all Charter Review Committee meetings be disseminated in the same manner as City Commission meetings are done.** The Motion failed with the following vote:

**Ayes:** 2 - Member Wead, Member Garson

**Nays:** 5 – Member Adelson, Member Sims, Member Stewart, Chair Cotler and  
Vice Chair Paul

## **7. REVIEW OF ARTICLE V. ADMINISTRATION (Charter Officer Appointments, etc.)**

*Member Michael Wead left the meeting at 1:09 P.M.*

**Motion by Member Adelson, Seconded by Member Garson, to clarify the process for removal of the City Manager and to require a super majority vote of (4-1).** The Motion carried with the following vote:

**Ayes:** 4 - Member Adelson, Member Garson, Member Stewart and Vice  
Chair Paul

**Nays:** 2 - Member Sims, Chair Cotler

**Absent:** 1 - Member Wead

*Member Sims left the meeting at 1:30 P.M.*

**Motion by Member Garson, Seconded by Member Adelson to amend the procedure for removal of the City Attorney to be the same as City Manager, requiring a super majority vote (4-1); and to require the legal opinion of outside counsel prior to termination.** The Motion carried with the following vote:

**Ayes:** 4 - Member Adelson, Member Garson, Member Stewart and Vice  
Chair Paul, Chair Cotler

**Nays:** 0 – None

**Absent:** 2 - Member Wead, Member Sims

Discussion of Auditor provisions.

Consensus:

- No action taken.

Discussion of system for election of Mayor and Commissioners.

Consensus:

- Staff to provide clarity and options on jungle voting and districting.

**8. SCHEDULING NEXT MEETING**

MARCH 3, 2020

**9. OTHER BUSINESS**

Consensus:

- To authorize Chair Cotler to attend and participate at the next meeting via telephone conference on March 17, 2020.

**10. ADJOURNMENT**

There being no further business to discuss before the Charter Review Committee, the meeting adjourned without objection at 1:38 p.m.

RESPECTFULLY SUBMITTED BY:

*Irina Cotler*

by Electronic Signature on 1/12/21

\_\_\_\_\_  
Irina Cotler, Chair

ATTESTED BY:



\_\_\_\_\_  
Sheena D. James, CMC  
Charter Review Committee Liaison

Adopted by Committee: March 3, 2020





# City of Hallandale Beach Charter Review Committee Meeting

400 S. Federal Highway  
Hallandale Beach, FL 33009  
www.cohb.org

Chair Irina Cotler  
Vice Chair Eve Paul  
Board Member Anthony Adelson  
Board Member Howard Garson  
Board Member Etty Sims  
Board Member Brian Stewart  
Board Member Michael Wead

City Attorney Jennifer Merino  
Assistant City Manager Keven Klopp  
Staff Liaison Sheena D. James

## Meeting Minutes

Tuesday, March 3, 2020	10:00 AM	Commission Chambers
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### 1. CALL TO ORDER

Vice Chair Eve Paul called the meeting to Order at 10:02 a.m.

### 2. ROLL CALL

**Present:** 6 Vice Chair Eve Paul, Board Members: Howard Garson, Brian Stewart, Etty Sims, Anthony Adelson and Michael Wead.

**Absent:** 1 Chair Irina Cotler

Member Stewart arrived at 10:04 a.m.

City Attorney Jennifer Merino and Assistant City Manager Keven Klopp were also present.

### 3. PLEDGE OF ALLEGIANCE

### 4. PUBLIC PARTICIPATION

### 5. APPROVAL OF MINUTES\*

A. FEBRUARY 18, 2020 CHARTER REVIEW COMMITTEE MEETING

**Motion by Member Garson, Seconded by Member Sims to approve the Draft Minutes of February 18, 2020 as presented.** The Motion carried with a 5-0 Voice vote.

Member Stewart was absent from the meeting during the vote.

### 6. CONTINUED CONSIDERATION OF ARTICLE III. CITY COMMISSION

A. PROVIDE CLARITY AND OPTIONS: JUNGLE VOTING AND DISTRICTING

**Motion by Member Stewart to amend the City Charter requiring district residency and district voting with an at-large Mayor.**

Motion dies for lack of a Second.

**Primary Proposal:**

**Motion by Member Stewart, Seconded by Member Adelson to amend the City Charter to require a Two (2) district solution, district residency, voted on by district, one at large Commissioner seat, rotating appointed Mayor for a two (2) year term, candidates must reside in the district for a minimum of 1 year at the time of qualifying. The Motion carried with the following votes:**

**Ayes: 5 -Member Adelson, Member Sims, Member Wead, Member Stewart and Vice Chair Paul**

**Nayes: 1 - Member Garson**

**Absent:** Chair Irina Cotler

**Alternative Proposal:**

**Motion by Member Garson, Seconded by Member Sims to offer an alternative Charter amendment requiring all Commissioners be elected at-large by a 'Jungle' electoral system, i.e. the top two (2) or three (3) vote getters will be elected to the position of Commissioner; with an appointed Mayor The Motion carried with the following votes:**

**Ayes: 5 -Member Adelson, Member Sims, Member Wead, Member Garson and Vice Chair Paul**

**Nayes: 1 - Member Stewart**

**Absent:** Chair Irina Cotler

Discussion for utilization of the Ranked Choice Voting system when it becomes feasible at the state level.

**Motion by Member Stewart, Seconded Adelson, to include recommendations in the**

**Final Report advising the City Commission that the Charter Review Committee considered Ranked Choice Voting as an option; however since this is not a feasible option at this time it may become feasible in the future and the City Commission is encouraged to revisit the idea. The Motion carried with a 6-0 Voice vote.**

Consensus:

- Staff to provide a legal opinion concerning the Charter Review Committee's ability to lobby the City Commission.

**7. REVIEW OF ARTICLE VI. OFFICERS**

**Motion by Member Adelson, Seconded by Member Stewart to update pronoun usage throughout the City Charter; and to utilize general neutral references as much as possible and provide for clarification where necessary. The Motion carried with a 6-0 Voice vote.**

**8. SCHEDULING NEXT MEETING**

MARCH 17, 2020

**9. OTHER BUSINESS**

Discussion regarding Commissioner Compensation and Travel Fund provisions.

Consensus:

- To reconsider Article III, City Commission for Commissioner Compensation Provisions at the next meeting March 17, 2020.

**10. ADJOURNMENT**

There being no further business to discuss before the Charter Review Committee, the meeting adjourned without objection at 12:08 p.m.

RESPECTFULLY SUBMITTED BY:

ATTESTED BY:

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Irina Cotler, Chair

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Sheena D. James, CMC  
Charter Review Committee Liaison

Adopted by Committee: TBD