



Charter Review Committee Meeting Minutes

Date: July 22, 2024

Time: 9:00 a.m.

Location: City Hall Auditorium; 1507 Bay Palm Blvd, Indian Rocks Beach, FL. 33785

Attendees:

- Ed Hoofnagle -Chair (via phone)
- Mark Arnold -Vice-Chair
- Allie Devore
- Elizabeth Flynn
- Kellee Watt
- City Attorney Randy Mora
- City Clerk Lorin Kornijtschuk

A & B. Call to Order and Pledge of Allegiance

- The meeting was called to order at 9:05 a.m. by Vice-Chair Arnold in the absence of Chair Hoofnagle.
- The Pledge of Allegiance was recited.

C. Roll Call

- Allison Devore: Present
- Elizabeth Flynn: Present
- Kellee Watt: Present
- Mark Arnold: Present
- Ed Hoofnagle: Present at 9:20 a.m. via phone

D. Approval of Minutes from July 8, 2024

- The minutes were approved unanimously following a motion by Member Watt and seconded by Member Devore.

E. Old Business

- Member Elizabeth Flynn asked how the public finds out about the Charter Review Committee Meetings.



- Clarification provided by Clerk Kornijtschuk that meeting notices are posted on the city website and calendar.
- City Attorney Mora distinguished between legal notice and reasonable notice.

F. New Business

- **Article 5: City Manager**

- Vice-Chair Arnold began the discussion on the role, powers, and duties of the City Manager.
- Member Flynn asked who signs contracts and the necessity for a two-signature process.
- Clarification by City Attorney Mora that the City Manager signs administrative documents, while the Mayor or Commissioners sign legislative documents. The consideration would be the nature of the document.
- Vice-Chair Arnold began the discussion on the broad scope of the City Manager's powers and whether anything is missing.
- City Attorney Mora provided a description of the role of the City Manager in a Commission / Manager form of government.
- Member Watt asked about the manager's qualifications, noting the requirement for an undergraduate degree and membership in the International City Manager's Association (ICMA).
- City Attorney Mora stated that every City Manager of the state is a member of the ICMA . He stated that the minimum qualification requirements for the City Manager are often shaped in the recruiting process.

- **Article 6: Charter Officers and Administrative Departments**

- Vice-Chair Arnold stated that the city has fewer charter officer positions than expected.
- City Attorney Mora stated that in most municipalities there are usually only two or three charter officers.



- Chair Hoofnagle asked whether the City Clerk should be a charter officer or an employee.
 - Member Flynn asked if there is a specific reason that most Charters had the City Clerk as a charter officer.
 - City Attorney Mora provided a historical context on the City Clerk's role.
 - City Attorney Mora stated that City Manager Mims advised him that he did not recommend any revisions to Article 4, 5 or 6.
 - Member Watt recommended keeping the City Clerk as a charter officer.
 - A consensus was reached not to make any revisions to the charter officers.
 - Member Flynn asked whose responsibility it is to create and approve the City Commission agendas.
 - City Attorney Mora stated the City Commission adopted Resolution 2015-24, which governs the rules of procedure and lays out how agendas are processed.
 - Vice-Chair Arnold suggested keeping procedures out of the Charter because it will be easier to adapt and change as situations change.
- **Article 7: Power to adopt.**
 - Member Devore asked who can introduce an Ordinance.
 - City Attorney Mora stated the Commission as the legislative body introduce an Ordinance. Citizens can go through the legislative process by making an appeal to the elected officials.
 - Vice-Chair Arnold asked what newspaper is of general circulation, and about other ways of getting information out to the public.
 - City Attorney Mora stated that the Tampa Bay Times is used by every municipality in Pinellas County. Digital or alternative platforms may go on the wayside. Newspapers have been the historical means for posting notices.



- Member Flynn asked how many Commissioners need to be at a meeting for it to be considered to be held.
- City Attorney Mora stated a quorum is a majority of the Commission, three of the five Commissioners must be in attendance.

G. Miscellaneous

- Next Meeting Date: August 12, 2024 at 9:00 a.m.
 - **City Attorney Mora confirmed the consensus is not to recommend any revisions on Articles 5, 6 or 7.**

H. Public Comment

- No members of the public either electronically or in person.

I. Adjournment

- Motion by Member Watt and seconded by Member Flynn to adjourn the meeting at 10:02 a.m.

Respectfully submitted,

Lorin A. Kornijtschuk
City Clerk

Date Approved