

**CITY OF COOPER CITY  
CHARTER REVIEW BOARD MEETING  
February 3, 2016  
6:00 PM**

**1. Call to Order/Roll Call**

Chair de Jesus opened the meeting at 6.05 PM. Present were Howard Meltzer, Sean Sullivan, Joseph Grave, Frank Lanza, Toni Megna and Chair de Jesus. Lorenzo Calhoun arrived at 6:14 PM.

**2. Approval of Minutes**

January 27, 2016

**Moved by Mr. Lanza. Seconded by Ms. Megna. All aye. Motion passed unanimously.**

**3. Public Input**

Chair de Jesus recognized the public input period and asked for any speakers to make themselves known. Seeing none, he closed the Item.

**4. Old Business**

**a. 4.01 City Manager**

Accepting draft of clarification language provided by the City Attorney. City Atty. Wolpin read, ***"The City Commission shall, by ordinance, resolution and/or employment contract, establish a job description for the office of city manager and shall provide standards for the work schedule and terms and conditions of employment of the city manager, which shall be consistent with the city manager's duties and responsibilities under the city charter and with the city manager's exempt status as a full-time, salaried, executive employee under the federal Fair Labor Standards Act."*** as drafted.

**MOTION:** To accept the City Attorney's draft under Section 4.01 City Manager, containing clarifying Charter language as drafted.

**Moved by Ms. Megna. Seconded by Mr. Lanza.**

**All aye on roll call vote with Dr. Clarke and Mr. Calhoun absent. Motion passed.**

**b. 4.01 (2) Qualifications.**

Accepting draft of clarification language provided by the City Attorney. City Atty. Wolpin read, ***" Further, the City Commission shall, by employment contract or as a condition within the City Commission Resolution appointing the City Manager, require the City Manager to establish residency within the corporate limits of the City within one (1) year from the date of his or her appointment as City Manager, and to maintain City residency for the duration of his or her City service, unless said residency requirement is waived, extended or released by resolution which is adopted by the City Commission. The City residency requirement shall also be applicable to any person already serving as City Manager of the City at the time that this provision is approved by the electors of the City, except that, in such***

*circumstances, City residency shall be established by the City Manager within six (6) months after the effective date of this provision, and shall thereafter be maintained by the City Manager, subject to the waiver, extension and release provisions which are set forth above."* as drafted.

**MOTION:** To accept the City Attorney's draft under Section 4.01 (2) Qualifications, containing clarifying Charter language as drafted.

**Moved by Ms. Megna. Seconded by Mr. Grave.**

**Motion passed 5-2 with Mr. Meltzer and Mr. Sullivan dissenting. Mr. Calhoun was present.**

**c. 4.01 (4) (C)**

Accepting draft of clarification language provided by the City Attorney.

City Atty. Wolpin read, *"The terms "department heads" and "designated assistant department heads", as used in this paragraph (C), also applies to those persons who are not employees of the City but perform the functions or duties of a department head or designated assistant department head of the city. The term "confirmation", as used in this paragraph (C), requires examination and approval by majority vote of the city commission."* as drafted.

**MOTION:** To accept the City Attorney's draft under Section 4.01 (4) (C), containing clarifying Charter language as drafted.

**Moved by Mr. Lanza. Seconded by Mr. Grave.**

**Motion passed 6-1 with Mr. Meltzer dissenting.**

**d. 4.01 (4) (E)**

Accepting draft of clarification language provided by the City Attorney.

City Atty. Wolpin read, *"after inviting and considering individual commissioner input and public input."* as drafted.

**MOTION:** To accept the City Attorney's draft under Section 4.01 (4) (E), containing clarifying Charter language as drafted.

**Moved by Mr. Meltzer. Seconded by Mr. Lanza.**

**All aye on roll call vote. Motion passed.**

**e. 4.02 City Clerk; Appointment and Duties**

Accepting draft of clarification language provided by the City Attorney.

City Atty. Wolpin read, *"The appointment or removal of the City Clerk by the City Manager shall be subject to examination and approval by majority vote of the City Commission, in the same way as the City Commission examines and approves appointments and removals of department heads and designated assistant department heads under City Charter Section 4.01 (4)(C),"* as drafted.

**MOTION:** To accept the City Attorney's draft under Section 4.02 (1) containing clarifying Charter language as drafted.

**Moved by Ms. Megna. Seconded by Mr. Calhoun.**

**Motion passed 5-2 with Mr. Meltzer and Mr. Sullivan dissenting.**

5. **New Business**

With no new business presented, Chair de Jesus asked the Board to continue to consider all of the items that they have discussed and voted on and explained that he would make an effort to present a unified consensus of all of the amendments for consideration to the Commission at the conclusion of their session.

6. **Adjournment**

**The meeting was adjourned at 6:32 PM**

**NOTICE:** This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Office of the City Clerk, 954-434-4300 ext. 220, not later than two days prior to such proceeding. One or more members of the City of Cooper City Commission and Advisory Boards may be in attendance and may participate as the public does at the meeting. Anyone wishing to appeal any decision made by the Charter Review Board with respect to any matter considered at such meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Agenda items may be viewed online at [www.coopercityfl.org](http://www.coopercityfl.org) or at the Office of the City Clerk, City of Cooper City, 9090 SW 50 Place, Cooper City, Florida, 33328, 954-434-4300.