

**CITY OF COOPER CITY  
CHARTER REVIEW BOARD MEETING  
FEBRUARY 17, 2016  
6:00 PM**

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

Chair de Jesus called the meeting to order at 6:01 PM. Present were board members Meltzer, Sullivan, Grave, Lanza, Megna and Chair de Jesus. Lorenzo Calhoun was absent. Dr. Clarke arrived at 6:06 PM.

**2. Approval of Minutes**

February 3, 2016

**MOTION:** To approve the minutes from the meeting of February 3, 2016.

**Moved by Frank Lanza. Seconded by Howard Meltzer. All aye on roll vote. Motion passed.**

**3. Public Input**

There was no one in attendance wishing to speak at this meeting.

**4. Old Business**

Chair de Jesus requested that the City Manager ensure that notice is sent to all residents by whatever means available to solicit public input to the Charter Review Board.

*At this time, Chair de Jesus requested that the items previously numbered 2 Under New Business on the Agenda be heard first as these were presented by him and he would likely be called away early for a major family event.*

***Consent was signified with no opposition by any board member.***

*\*The following items have been renumbered for clarity and consistency.*

**5. New Business**

**A. Request Submitted by Chair de Jesus - Including Proposed Language for Proposed Amendments**

**1. Section 4.01. City Manager (4)(I)**

To supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget and advise the commission on the advantages or disadvantages of contract and bid proposals. No purchase shall be made, contract let or obligation incurred for any item or service which exceeds the current budget appropriation without a supplemental appropriation by the commission. The Manager may issue such rules governing purchasing procedures within the administrative organization as the commission shall approve.

**MOTION:** To change the word may to shall in the final sentence of this section.

**Moved by Mr. Meltzer. Seconded by Ms. Megna. Motion passed with all aye and no opposition.**

## 2. Section 5.02. Submission of budget and message.

The Manager shall on or before July 1 of each year submit to the commission a budget for the ensuing fiscal year, together with a message, which shall outline proposed financial policies, describe important features of the budget; explain any major changes from the current year in financial policies, expenditures and revenues; summarize the city's current and overall financial and debt position and include such other material as he/she deems desirable, and as the commission or charter may require.

**MOTION:** To table this item until the City Atty. can write additional clarifying language for this section that reflects the intent of the following submitted language: **Prior to the submittal to the commission the Manager shall have no less than two (2) open public meetings which shall be noticed. Published notice covering each such meetings shall appear in at least one daily newspaper of general circulation within the city once and at least one form of City notification at least ten (10) days prior to the meeting dates to solicit input for recommended funding for projects and programs of public interest. Such recommendations shall be presented to the commission for review and consideration. Upon completion of said public meetings the Manager shall have no less than two (2) open public meetings with the commission for the same purpose.**

Moved by Mr. Lanza. Seconded by Dr. Clarke. Motion passed with all ayes.

## 3. Section 5.10. Independent audit of city accounts.

The commission shall provide for an independent annual or more frequent audit of all city accounts and shall request the auditing firm to make recommendations for improving the city's financial practices. Such audit shall be made by a Certified Public Accountant and/or firm of such accountants, who have no personal interest, direct or indirect, in the fiscal affairs of the city government or any of its officers **[whom shall report directly to and communicate directly with the commission. Upon completion]** such independent audit shall be furnished **[directly]** to the commission.

*At this time, Chair de Jesus passed the gavel to Vice Chair Lanza and excused himself from the remainder of the meeting to attend to family business.*

**MOTION:** To table the item until City Atty. Wolpin can provide some additional clarification language for this section that reflects the intent of the submitted language directing the audit firm to report directly to the commission and limiting the number of years that any one firm may function as the independent auditor.

**Moved by Ms. Megna. Seconded by Mr. Meltzer. Motion passed with all ayes and no opposition signified.**

**B. Request submitted by Mayor Ross for consideration**

**A request to add to the Charter the following:**

*The Administrative Assistant to the City Commission should be directly responsible to the City Commission specifically, not reporting to the City Manager, and must be responsible in dealing with issues of a confidential nature (be subject to a confidential agreement).*

**MOTION:** To add to the Charter, a section directing that the Administrative Assistant to the City Commission be hired, fired and be directly responsible to Commission with confidentiality; including any necessary references to the position that may be necessary throughout the Charter.

**Moved by Ms. Megna. Seconded by Mr. Meltzer. Motion passed with all ayes and no opposition signified.**

**C. Request Submitted by Board Member Meltzer for Discussion  
Article III Legislative**

**1. Section 3.06 (1) Compensation; expenses**

The City Commission may determine any change in the monthly salary of the mayor and commissioners by ordinance, but no ordinance increasing such salary shall become effective until the date of commencement of the terms of commissioners elected at the next regular election.

**MOTION:** To request the City Attorney to draft clarifying language to the Charter that would require any salary increases for the commission to be done so only through referendum approving commission salary increase ordinance.

**Moved by Ms. Megna. Seconded by Dr. Clarke. Motion passed with all ayes and no opposition signified.**

**2. Section 3.10 Vacancies, forfeitures of office, filling of vacancies. (2) Forfeiture of office.**

A commissioner shall forfeit their office if said person, (a) lacks at any time during a term of office any qualification for the office prescribed by this charter or law; (b) violates

any standard of conduct or code of ethics established by law for public officials; (c) is convicted of a felony while in office; (d) fails to attend regular meetings for a consecutive period of more than three (3) months.  
**MOTION:** To request the City Attorney to draft clarifying language limiting the number of regular meetings to 6 in a year that any commissioner may be absent from with particular qualifying exceptions for certain extenuating circumstances.

**Moved by Mr. Sullivan. Seconded by Ms. Megna. Motion passed with all ayes and no opposition signified.**

## **6. Adjournment**

**MOTION:** To adjourn.

**Moved by Dr. Clarke. Seconded by Ms. Megna.**

**The meeting was adjourned with no opposition at 7:13 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 at the meeting. Anyone wishing to appeal any decision made by the Cooper City Commission 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.