

**CITY OF LIGHTHOUSE POINT
CHARTER REVIEW COMMITTEE
FINAL REPORT**

To: Kyle Van Buskirk, Mayor
Sandy Johnson, Commission President
Michael S. Long, Commission Vice President
Jason D. Joffe, City Commissioner
Everett Marshall III, City Commissioner
Patty Petrone, City Commissioner

From: Earl Maucker, Charter Review Committee Chair *EM*
Ginger Wald, Committee Attorney *GW*

Date: December 21, 2023

Re: Final report of the Charter Review Committee, proposed Charter amendments and ballot titles and summaries

At its meeting on December 20, 2023, the Charter Review Committee unanimously approved the final recommendations related to the City Charter.

Enclosed for your review is the Final Report, which complies with the guidelines outlined in Resolution 2022-2480.



**CITY OF LIGHTHOUSE POINT
CHARTER REVIEW COMMITTEE
FINAL REPORT**

January 2024

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I. INTRODUCTION

The Charter Review Committee (the “Committee”) was established by Resolution No. 2022-2480, on November 8, 2022 by City of Lighthouse Point City Commission (the “City”), providing for the Committee purpose, membership qualifications, membership terms, organization, meeting dates, amendment process, forum and records. In accordance with the approved meeting schedule, the Committee first met on January 18, 2023, thereafter on February 15, March 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, 2023, November 15 and December 20, 2023. The Committee reviewed the Charter, discussed amendments, proposed certain amendments and voted on the amendments. Attached as Addendum “A” are the official minutes of the Committee meetings.

Before we get into the particulars of this report and our recommendations, the members of the Committee would like to share some insights into our thinking, especially on key issues within the Charter. While our assignment was to review the entire Charter, the City Commission made it clear there were several significant issues that required our thorough attention. The main points included whether we should continue with a strong mayor form of municipal government, could we recommend an improved process for succession planning, i.e., filling vacancies of the mayor and/or city commissioners, and bring clarity to the method and manner of elections.

The first priority for us was to determine the form of government, because whatever we decided, there would be ramifications throughout the rest of our discussions. After weeks of intensive study, interviews with political experts, discussions with past and current city officials, a review of state statutes of municipal forms of government, a comparative analysis of other Florida municipal charters, and look at financial hypotheticals, we unanimously concluded that the City of Lighthouse Point should remain with a strong mayor form of government.

Our recommendation was founded on the belief that to change the City’s form of government would unnecessarily alter the culture of our community as envisioned by our founders. It would likely be more expensive; it would have consequences in management continuity and to make such a drastic change would not fundamentally improve government function for our residents. We also believe that our residents are sophisticated, well educated, have historically voted in exceptionally talented mayors and would likely continue to do so. While some members of the Charter Review Committee had varying opinions of the power structure of the mayor as it relates to the city commission, the vote to keep strong mayor was unanimous.

Under the strong mayor form of government, we did our best to clarify the process of replacing the mayor should the mayor die, become disabled, or inaccessible for whatever reason. We clarified language that defines the process of electing by majority vote from members of the city commission until the next general municipal election provided the next general municipal election is a minimum of ninety days from the date of the appointment or by special election at the discretion of the city commission as long as the special election is held within two years from the date of the vacancy in the office of mayor. The president of the commission would serve as acting mayor until the commission acted.

We recommend the same language for filling a vacancy on the city commission. In this case, the city commission would elect a qualified candidate by majority vote until the next general election or general municipal election provided there was a minimum of ninety days from the date of the election by the commission. Then at the next general election or general municipal election, the vacancy would be filled for the unexpired term. The revisions were to fill the vacancy until the earliest election available that would not require a special election and additional monies expended.

Members of the Charter Review Committee wanted to let you know that in addition to the City Administrator, we interviewed the Police and Fire Chiefs to get their perspective on proposed Charter changes. The Committee determined that a few of their recommendations were warranted to update the archaic language of the Charter. The other recommendations did not warrant Charter amendments. The Committee did agree to provide the Fire Chief's comments to be included in this report.

In other action, the Committee recommends that the City Commission consider modifying the ordinance related to the compensation to provide that the Mayor and the Commission be treated equally and that all changes to compensation should be determined by referendum.

Regarding gender issues imbedded in the Charter, the Committee considered two options: (1) provide a summary at the beginning of the Charter noting all pronouns be considered neutral; or (2) change the Charter to provide for gender neutral language. After a review of the limited number of changes needed, the Committee opted for option 2 and changed all references to gender neutral.

In conclusion of this introduction, I'd like to add a personal note as Chair of the Committee. We had a wonderful group of people to work with. In your infinite wisdom, you selected a group that was committed, hard-working, civil always and a pleasure to work with. Our counsel, Ginger Wald, was remarkable. Knowledgeable and patient - a steady hand throughout the process. And our Clerk - Jennifer Oh, was a delight. Always two steps ahead - always prepared and helpful. Without these two at the helm, our task would have been much harder.

Respectfully submitted,



Earl Maucker
Committee Chair

CITY OF LIGHTHOUSE POINT CHARTER REVIEW COMMITTEE FINAL REPORT

II. PROPOSED AMENDMENTS TO CHARTER AND CODE OF ORDINANCES

The Committee recommends the following Charter amendments and revisions to certain Code of Ordinances provisions for consistency with the amendments.

PART I - CHARTER

ARTICLE II. – FORM OF MUNICIPAL GOVERNMENT

Section 1. – The mayor.

(c) *The mayor's powers and duties:* The mayor shall be responsible for the proper exercise of ~~his~~ the executive and administrative powers of the office of the mayor, which shall ~~extend to include:~~

- (1) Supervising, directing and coordinating activities of the city's executive branch including its operating departments.
- (2) Enforcing within the city the provisions of the charter, city ordinances and all laws of the State of Florida.
- (3) Exercising powers granted to ~~him the mayor~~ in this charter and the laws of the State of Florida, concerning the appointment and removal of certain administrative employees and members of boards, commissions and committees.
- (4) Submitting annually to the commission for its consideration an operating budget and a capital improvement program and budget.
- (5) Exercising such other powers and performing such other duties as may be prescribed by this charter, by ordinance or resolution, or by applicable laws of the State of Florida.
- (6) Unless otherwise provided herein, the mayor shall be the appointing authority of all officers in the executive branch, subject to the approval of the city commission.

(e) *Filling a vacancy in the office of mayor:* In the event that a vacancy occurs in the office of a mayor, the commission shall forthwith elect by majority vote, from among its members, a mayor to serve until the next ~~city election~~ General Municipal Election, provided the next General Municipal Election is a minimum of ninety (90) days from the date of the appointment by the commission, or by Special Election at the discretion of the commission, as long as the Special Election is held within two (2) years from the date of the vacancy of the office of mayor. The commission shall select the mayor from among its members.

(f) *Organization to the executive branch:* The executive branch shall be comprised of the office of mayor, city administrator, and the following department heads: community development services director, finance director, fire chief, city clerk, chief of police, ~~city attorney~~, parks and recreation director, public works director, and librarian library director.

(h) *City treasurer Finance director:* The ~~city treasurer~~ finance director shall be appointed by the mayor, subject to confirmation of appointment by a majority vote of the city commission and ~~he~~ shall serve until ~~his~~ successor is appointed.

(k) *Removal department heads.* The mayor may bring charges against any serving department head for lack of qualifications, unsatisfactory performance, incompetence, neglect of duty or misconduct in reference to ~~his~~ department head's duties. The charges shall be presented in

writing to the accused department head concerned and to the city commission.

The mayor may discharge the accused upon presentation of histhe charges. The accused department head may within ten (10) days, by written request, petition the city commission for a public hearing ~~and may specify that hearing be public concerning the charges against him~~. The city commission, shall, upon proper petition, order that a public hearing be held within thirty (30) days. ~~concerning the charges. If the city commission shall find that the charges are sustained, the department head shall thereupon be permanently discharged, however, if the charges are not sustained, t~~ The city commission may by four-fifths (4/5) vote, reinstate the accused department head and dismiss the charges against him. the accused department head. If the city commission does not reinstate the accused department head, the accused department head is permanently discharged.

(o) *City administrator:* The mayor may shall appoint a city administrator, whose qualifications shall be subject to approval by the city commission, to carry out such functions and duties set out by the mayor. HeCity Administrator shall be responsible to the mayor. The city commission, by resolution, shall set the compensation of the city administrator. Removal of the city administrator shall be in the same manner as prescribed in removal of department heads.

(p) *Mayor's powers with respect to commission:* The mayor shall ~~have the duty to~~ attend commission meetings and ~~to~~ appear before the commission for the purpose of expressing the ~~mayor's his~~ views on matters before the commission. HeThe mayor shall also have the power to present messages, reports and other communications to the commission and to propose legislation for the commission's consideration. The mayor shall also have the power to call special meetings of the commission and to veto legislation as provided hereinafter.

(q) *Mayor's power to veto legislation:* Within ninety-six (96) hours after the adjournment of any commission meeting, the city clerk shall present to the mayor the record of proceedings of the meeting and all ordinances adopted at the meeting. The mayor, within seven (7) days of receipt of an ordinance, shall return it to the city clerk with ~~the mayor's or without his~~ approval, or ~~with his~~ disapproval by veto. If an ordinance is disapproved, the mayor shall attach a written statement explaining the reasons for ~~the his~~ veto. Ordinances vetoed by the mayor shall be considered at the next regular meeting of the commission and the commission may pass the ordinance over the veto by an affirmative vote of four (4) of its members. The effective date of an ordinance passed over the mayor's veto shall not be less than fifteen (15) days after the date of final passage. The Mayor's veto power shall extend to disapproving or reducing appropriation items in the budget or any ordinance, except for appropriations for auditing or investigating any part of the executive branch. The mayor shall not have the power to veto any emergency ordinance.

Section 2. – The commission and legislation.

(f) *Filling commission vacancies:* When a vacancy on the commission occurs for any reason, the commission shall within sixty (60) days, by majority vote, elect a person having the qualifications for the office of commission[er] to fill the vacancy until the next regular electionGeneral Municipal Election or General election, whichever occurs first, provided the next General Municipal Election or General election are a minimum of ninety (90) days from the date of the election by the commission. Then at the next general electionGeneral Municipal Election or General election, the vacancy shall be filled for the unexpired term. If the commission fails to fill a vacancy within sixty

(60) days, a ~~s~~pecial ~~e~~lection shall be held to fill the vacancy.

(g) President of the commission: Each ~~year, at the second meeting in March, the new~~ commission shall, ~~at the meeting at which it takes office~~, elect by a majority vote, one of its members as president of the commission. In the event of a vacancy of president of the commission, the commission shall elect, by majority vote, one of its members as president of the commission. The president shall preside at all meetings of the commission. ~~And he~~ The president shall serve as acting mayor during any inaccessibility, absence, vacancy, death or disability of the mayor. While so serving, ~~he~~ the president shall not serve as commissioner.

(h) Vice president of the commission: At the same meeting at which the president of the commission is elected, each commission shall also elect, by majority vote, a vice president of the commission. In the event of a vacancy of vice president of the commission, the commission shall elect, by majority vote, one of its members as vice present of the commission. The vice president shall preside at meetings of the commission during any inaccessibility, absence or disability of the president.

Article III. - FINANCE

Section 1. – Finance department.

The head of the finance department shall be the city treasurer finance director, who shall be appointed by the mayor subject to the approval of the city commission.

ARTICLE IV. – PERSONNEL

Section 1. – Employees ~~and nonelected officers~~.

All employees of the city ~~and all nonelected officers of the city who are members of the city of Lighthouse Point Police Department~~, other than department heads, shall be appointed or discharged by ~~his or her~~ the employee's respective department head by reason of ~~his or her~~ the employee's qualifications and fitness for employment in the city ~~service~~. No action of discharge of said employees ~~and nonelected officers of the city~~ will be final unless approved by the mayor.

Section 2. – Prohibitions.

No action affecting the employment status of an employee or applicant for a position in the municipal service, including appointment, promotion, demotion, suspension or removal, shall be taken or withheld by reason of race or political or religious opinions or affiliations of the affected person.

No person seeking appointment to or promotion in the service of the city shall give, render or pay any money, service or other valuable thing to any person in connection with such his test, appointment or promotion. No person shall be employed or retained in the municipal service who advocates or belongs to an organization advocating the overthrow or change of government by force or violence. Any person who willfully or corruptly violates any of the provisions of this section shall be subject to dismissal and such other punishment as may be provided by law. No city employee including but not limited to department head, shall actively participate in a municipal election on in behalf of any candidate. Violations of any of the provisions of this section shall be considered as a forfeiture of employment with the city, subject to the provisions of Article

II, Section 1(k)(removal of department heads) or Article IV, Section 1 (Employees) his office.

Article VI. – ~~POLICE, FIRE AND BUILDING DEPARTMENT(S), MUNICIPAL JUDGE, MUNICIPAL COURT, [RECREATION DEPARTMENT] DEPARTMENTS~~

Section 1. – Police department.

The police department of the City of Lighthouse Point, is hereby created and established. ~~The mayor, subject to approval of the city commission, may appoint additional patrolmen and officers for temporary service.~~ No person shall act as a ~~special patrolman, special detective or other police~~ officer for any purpose ~~whatever whatsoever~~, except on written authority of the ~~city commission, or the written authority of the~~ mayor ~~at times of grave emergency.~~

The chief of police of the City of Lighthouse Point, ~~Florida~~ shall be appointed by the mayor, subject to confirmation by a majority vote of the city commission. Removal of the chief of police shall be in the same manner as prescribed in removal of department heads and in accordance with §166.0494, Florida Statutes, by granting the chief of police the opportunity to appear at the next regularly scheduled public commission meeting for the chief of police to provide a full and complete response to the termination.

Section 2. – Fire department.

A fire department for the City of Lighthouse Point is hereby created and established, consisting of a chief and as many subordinate ~~firemen firefighter~~ and employees as may be necessary, all appointed in conformity with rules and regulations of the City of Lighthouse Point.

The fire chief shall be appointed by the mayor, subject to confirmation by a majority vote of the city commission. ~~He~~The fire chief shall be responsible to the mayor and shall be removed in the same manner as prescribed in removal of department heads.

Section 3. – Building and zoning department.

~~There is hereby established the building and zoning department of the City of Lighthouse Point.~~

Section 4. – Municipal judge.

Section 3. Library

The head of the library shall be the library director who shall be appointed by the mayor subject to the approval of the city commission.

Section 5. – Municipal court.

Section 46. – Recreation department. Parks and Recreation

The head of the recreation department parks and recreation shall be the parks and recreation director, who shall be appointed by the mayor subject to the approval of the city commission, of the appointment as well as the compensation.

Section 5. – Public Works Department

The head of the public works department shall be the public works director, who shall be appointed by the mayor subject to the approval of the city commission.

Article VII. ELECTIONS.

Section 1. – General and special elections. Elections by proclamation.

All ~~g~~General Municipal Elections and ~~s~~Special eElections, unless otherwise provided in the [this] ~~act~~herein, shall be called by proclamation of the mayor. General Municipal Elections and Special Elections shall be held in accordance with this Act and the City Code of Ordinances, and shall be called by proclamation of the mayor.

Section 3. – General municipal election. Method and Manner of Elections.

The city commission shall prescribe by ordinance the method and manner of holding all elections in said city, and shall provide when and how ~~special elections~~General Municipal Elections and ~~s~~Special eElections shall be called and held, which are not provided by the terms of this charter, and all elections shall be conducted substantially on the principles adopted for state elections. ~~The city commission shall by ordinance provide for absentee balloting in all elections.~~

Section 4. – Registration; city elections. Special Election.

Any city election called under this Article VII which is not a General Municipal Election, as set forth in the City Code of Ordinances, shall be a Special Election. Special Elections shall be held concurrently with either the General Municipal Election or General election, as defined in F.S. § 97.021(17) or a Primary election, as defined in F.S. § 97.021(31) unless there is an express resolution passed by the city commission providing for an alternative date for such election along with an allocation of sufficient funding to pay for such election.

ARTICLE VIII. – MISCELLANEOUS

Section 5. – Charter Review Committee

- (a) There shall be a Charter Review Committee authorized to review and propose changes to the Charter of government for the City of Lighthouse Point commencing no less than once every ten (10) years. The City may appoint a Charter Review Committee at any time it determines there is a need prior to the commencement of the ten (10) year period.
- (b) The Charter Review Committee shall consist of ten (10) members. Each Commissioner shall nominate one (1) responsible and qualified member. The Mayor shall appoint the remaining members, which shall consist of an attorney, a former Commissioner, a former Charter Review Committee member, one current Commissioner and one City employee. The qualifications for all Charter Review Committee members, except for the City employee member, shall be a qualified elector and resident of the City, with residency of not less than one (1) year prior to date of appointment to the Charter Review Committee. City staff liaison and an attorney from the City Attorney's office will attend meetings as support personnel.
- (c) The term of each member of the Charter Review Committee shall be one (1) year from the date of the first Charter Review Committee meeting after appointment. The term may be extended by the Mayor for an additional six (6) months. If a vacancy occurs on the Committee during the term,

- the Mayor may appoint a responsible and qualified member for each vacated position as set forth above.
- (d) The Mayor shall select the Chair of the Charter Review Committee. The Committee members shall elect a vice-chair and other officers as may be deemed necessary, at the first meeting of the Committee, which officer shall serve at the pleasure of the Committee. The Chair shall preside over meetings of the Committee, shall be the spokesperson for the Committee, shall assign work to the attorney for the committee, and cause to be carried out such other business as the Committee deems necessary. In the absence or unavailability of the Chair, the Vice-Chair shall serve as presiding officer. The Vice-Chair shall have and exercise all duties of the Chair for meetings over which the Vice-Chair is called to preside.
- (e) The Charter Review Committee shall submit to the Commission such alterations, revisions, and amendments, if any, to the Charter. A majority vote of the Committee shall be required to submit amendments to the Commission. The Board Attorney shall prepare a report to be delivered to the City Commission. Included within the report shall be the proposed amendments, along with the ballot title and summary. The Committee's recommendations shall be nonbinding and the Commission shall have the sole discretion to determine which amendments, if any, it places on the ballot, the final working of any amendments, and the timing of any election on Charter amendments. Upon final approval by the Commission, a referendum will be held where an amendment is presented to the electorate for final adoption.
- (f) The City Clerk shall maintain copies of all written, recorded, and electronic records of the Charter Review Committee in conformance with the laws of the State of Florida, as may be amended.

City Code of Ordinances Chapter 22 – Elections:

Sec. 22-3. – Qualifying to fill unexpired term.

If at any General Municipal eElection a vacancy is to be filled for the unexpired term of a city commission seat, pursuant to the provisions of Article II, Section 2(f) of the Charter, and any candidate desires to fill such vacancy for the remainder of the unexpired term, then such candidate must file, at the time of filing his affidavit of candidacy, a written statement with the city clerk indicating that the candidate is running for such commission vacancy and that if elected such candidate shall be elected only for the balance of the unexpired city commission term.

Sec. 22-13. – General municipal election dates.

A General Municipal Election shall be held every two (2) years, with commissioners and mayor being elected for four-year terms. The city commission, pursuant to the authority of F.S. §101.75, modifies the date of its gGeneral mMunicipal eElection in 2008 and, to the extent there is an election in the city, in each subsequent year that is a multiple of four, accordingly, to coincide with the presidential preference primary in those years. In 2008, the city's general municipal election shall occur on January 29, 2008.

Sec. 22-14. – Qualifying period for general municipal elections.

The city commission hereby provides that the qualifying period for the 2008 gGeneral mMunicipal eElection and the gGeneral mMunicipal eElection in each subsequent year that is the multiple of four, shall run for 14 days. For the 2008 gGeneral mMunicipal eElection, the qualifying period will

be from noon on November 2, ~~2008-2007~~ through noon on November 16, 2007. The dates for the qualifying period for future ~~g~~General ~~m~~Municipal ~~e~~Elections in years that are a multiple of four shall be established to be consistent with F.S. § 101.75, as may be amended from time to time, and the timelines and dates of the county supervisor of elections for those elections.

III. BALLOT TITLE AND SUMMARY

The following is each charter amendment proposal title and summary:

CITY OF LIGHTHOUSE POINT CHARTER AMENDMENT PROPOSAL NO. 1 – FILLING A VACANCY IN THE OFFICE OF MAYOR

Should the Charter be amended to provide for the newly appointed mayor to serve until the next general municipal election, if appointment is within ninety days from next general municipal election, and provide upon the vacancy of office of the mayor, the ability of Commission to hold a special election within two years from the date of vacancy of office of mayor?

CITY OF LIGHTHOUSE POINT CHARTER AMENDMENT PROPOSAL NO. 2 – FILLING A COMMISSION VACANCY

Shall the Charter be amended to provide that the person appointed to fill the commission vacancy serve until the next general municipal election or next general election, whichever is earliest, provided either election is held within ninety days of the appointment by the commission?

CITY OF LIGHTHOUSE POINT CHARTER AMENDMENT PROPOSAL NO. 3 – PRESIDENT AND VICE-PRESIDENT OF THE COMMISSION

Shall the Charter be amended to provide that annually at second meeting in March, the commission elect the president and vice president of the commission and commission president shall serve as acting mayor during any inaccessibility, vacancy, death or disability of the mayor and commission vice president shall serve as president during any inaccessibility, absence or disability of commission president?

CITY OF LIGHTHOUSE POINT CHARTER AMENDMENT PROPOSAL NO. 4 – REPLACEMENT OF TITLES OF THE DEPARTMENT HEADS AND REMOVAL OF CITY ATTORNEY FROM EXECUTIVE BRANCH

Shall the Charter be amended to rename the titles of the departments heads within the City to provide for the current titles being utilized in the City and remove the city attorney from the executive branch?

CITY OF LIGHTHOUSE POINT CHARTER AMENDMENT PROPOSAL NO. 5 – PROVIDE CLARIFICATION OF APPOINTMENT OF POLICE OFFICERS AND REMOVAL OF POLICE CHIEF

Shall the Charter be amended to remove the mayor's appointment, subject to approval of city commission, of special patrolmen, special detectives and other officers for temporary service and provide for only police officers to act in that capacity, except upon written authority of the mayor, and provide for procedures of removal of police chief?

CITY OF LIGHTHOUSE POINT CHARTER AMENDMENT PROPOSAL NO. 6 – PROVIDE FOR SPECIAL ELECTIONS, GENERAL MUNICIPAL ELECTIONS AND ELECTION PROCEDURES

Shall the Charter be amended to provide for general municipal election and special election and that special elections be held concurrently with general municipal election, general election or primary election, unless the City commission passes a resolution providing an alternative date and sufficient funding for a special election and removal of the language that the City commission by ordinance provide for absentee balloting in all elections?

CITY OF LIGHTHOUSE POINT CHARTER AMENDMENT PROPOSAL NO. 7 – CHARTER REVIEW COMMITTEE EVERY 10 YEARS

Shall the City Charter provide for the appointment of a Charter Review Committee at least every 10 years, consist of 10 members qualified to serve as residents of the City and one City employee, appointed by each commissioner and the mayor, with committee members serving for terms of one year, and submission to the city commission any amendments to the Charter?

CITY OF LIGHTHOUSE POINT CHARTER AMENDMENT PROPOSAL NO. 8 – REMOVAL AND MAKING NEUTRAL ALL GENDER SPECIFIC REFERENCES IN THE CHARTER

Shall the City Charter be amended to remove and make neutral all gender specific references?

CITY OF LIGHTHOUSE POINT CHARTER AMENDMENT PROPOSAL NO. 9 – ELMINATION OF OBSOLETE PROVISIONS AND CORRECTING GRAMMAR AND PUNCTUATION

Shall the City Charter be amended to eliminate and/or correct several obsolete and outdated provisions that are inconsistent with current government laws and practices and correction of grammatical and punctuation errors?

IV. ADDITIONAL RECOMMENDATIONS OF THE COMMITTEE

The Committee discussed certain other provisions of the Charter and the Code of Ordinances while making their recommendations on Charter amendments. The Committee recommended the following additional considerations for the Commission that did not require amendments to the Charter.

- A. Compensation for the Mayor and Commission. The Committee recommended that the City Commission consider modifying the ordinance related to compensation to provide that the Mayor and the Commission be treated equally and both changes to compensation should be determined by referendum.
- B. Fire Chief recommendations made to the Committee. The Committee determined that these recommendations did not require Charter amendments. The Committee did agree to provide the Fire Chief's comments to be included in this report to the Commission. See attached Addendum "B".

ADDENDUM “A”

OFFICIAL MINUTES WITH ATTACHMENTS

Meeting Dates:

January 18, 2023

February 15, 2023

March 15, 2023

April 19, 2023

May 17, 2023

June 21, 2023

July 19, 2023

August 16, 2023

September 20, 2023

October 18, 2023

November 15, 2023

December 20, 2023

January 18, 2023

Meeting Minutes



CITY OF LIGHTHOUSE POINT, FLORIDA CHARTER REVIEW COMMITTEE MEETING MINUTES

January 18, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, and utilizing communications technology via the Zoom virtual meeting platform.

The public was permitted to participate by:

- Joining the meeting by live stream through Zoom Video Communications. Instructions to join via Zoom were available on the City's website: www.lighthousepoint.com.
- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Earl Maucker called the January 18, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:00 p.m.

Pledge of Allegiance

Roll Call

Earl Maucker, Chair	Craig Pugatch
Matt Hinkle	Abby Stafford
Michael S. Long	Becky Word
Margaret McGrath - absent	Marc Wites
Tom Oates	Michael D. Cirullo, City Attorney – late arrival
Lynn Spinella Pagans - late arrival	Ginger Wald, Special Counsel
	Jennifer M. Oh, Committee Liaison

Approval of Minutes – none

At the request of Mr. Maucker, Attorney Ginger Wald introduced herself to the Committee.

Public Comments and Requests Regarding Agenda Items – none

1. Introductions

All Committee members introduced themselves.

Presentation by City Attorney

City Attorney Cirullo provided an overview of The Sunshine Law and Public Records and reviewed a Memorandum entitled – “How to Amend a Charter.”

Unfinished Business: None

New Business:

2. Select Vice Chair

Mr. Oates nominated Mr. Pugatch to serve as Vice Chair.

Mr. Long nominated Ms. Spinella Pagans to serve as Vice Chair.

Mr. Pugatch declined the nomination.

Ms. Spinella Pagans accepted the nomination and briefly discussed her qualifications. Nominations were then closed.

Lynn Spinella Pagans was selected to serve as Vice Chair on a roll call vote of 9:0:1 as follows:
Yes: Mr. Long, Mr. Hinkle, Mr. Oates, Mr. Pugatch, Ms. Stafford, Ms. Word, Mr. Wites, Mr. Maucker, Ms. Spinella Pagans

3. Review meeting schedule/timeline

Mr. Maucker reviewed the tentative meeting schedule. Attorney Wald explained that the meeting schedule is tentative and can be revised. She defined a quorum as a majority of Committee members present.

Discussion ensued regarding the 6:00 p.m. meeting start time.

A **motion** was made by Mr. Long to change the meeting time to begin at 6:30 p.m., following the same schedule, seconded by Ms. Spinella Pagans, and carried as follows:

Yes: Mr. Hinkle, Mr. Long, Mr. Oates, Ms. Spinella Pagans, Mr. Pugatch, Ms. Stafford, Ms. Word, Mr. Wites and Mr. Maucker

City Attorney Cirullo will advise the City Commission of the time change at their next Commission meeting.

Public Comments and Requests from the Floor

Mayor Kyle Van Buskirk addressed the Committee and thanked them for their efforts and for sharing their time and knowledge.

Items for Next Agenda

A consensus of the Committee was to identify conceptual issues or topics early on to establish a timeline for discussion.

Extensive discussion ensued regarding what topics to address and if there were any issues that the City Commission would like reviewed. Mr. Long recalled that the City Commission discussed succession planning, compensation of City Commissioners, and the form of government.

Lengthy discussion followed regarding different forms of government, and included the following:

Hearing a presentation about different forms of government, reaching out to other cities of similar size that have changed their form of government, economic impacts to operate under another form of government, pros and cons of changing the current form of government, and unintended consequences.

City Attorney Cirullo and Attorney Wald will prepare an overview of different forms of government to be presented at the next meeting. Additionally, Mr. Maucker requested that each member prepare three or four topics to discuss at the next meeting.

Discussion ensued regarding an email forwarded to the Committee regarding forms of government. Attorney Wald asked that the email be recirculated by Ms. Oh and included in the next agenda packet.

Mr. Wites asked for clarification about the Sunshine Law. City Attorney Cirullo explained that the Committee can communicate with residents, the Mayor, and members of the City Commission, however, they cannot discuss charter-related issues with each other. He added that any email communications or text messages are public records and should be saved and forwarded to the city. Ms. Wald confirmed that communication with a higher board is not a violation of the Sunshine Law.

Ms. Wald discussed the final report. She explained that she will compile the final report and it will be voted on by the Committee. Any recommendations will be transmitted to the City Commission for consideration.

Mr. Maucker asked Leo Bentz if he would like to speak. Mr. Bentz, resident, and former Mayor asked for examples of other forms of government. Mr. Pugatch briefly explained a hybrid or weak mayor system.

Reports/Communications - none

Next Meeting Date

February 15, 2023 at 6:30 PM

Adjournment

There being no further business, the meeting was adjourned at 7:32 p.m.

By: Earl Maucker
Earl Maucker, Chair

By: Jennifer M. Oh
Jennifer M. Oh, Committee Liaison

February 15, 2023

Meeting Minutes



CITY OF LIGHTHOUSE POINT, FLORIDA CHARTER REVIEW COMMITTEE MEETING MINUTES

February 15, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, and utilizing communications technology via the Zoom virtual meeting platform.

The public was permitted to participate by:

- Joining the meeting by live stream through Zoom Video Communications. Instructions to join via Zoom were available on the City's website: www.lighthousepoint.com.
- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Earl Maucker called the February 15, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:30 P.M.

Pledge to the Flag

Roll Call

Earl Maucker, Chair
Lynn Spinella Pagans, Vice Chair
Jay Ghanem – new member
Matt Hinkle
Michael S. Long
Tom Oates

Craig Pugatch
Abby Stafford - absent
Becky Word
Marc Wites
Ginger Wald, Special Counsel
Jennifer M. Oh, Committee Liaison

Approval of Minutes

A **motion** to approve the Charter Review Committee minutes from the meeting of January 18, 2023 was made by Mr. Long, seconded by Ms. Spinella Pagans and CARRIED 8:0:2 as follows:
Yes: Mr. Hinkle, Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Spinella Pagans, Ms. Word, Mr. Wites, and Mr. Maucker
Absent: Ms. Stafford
Abstained: Mr. Ghanem (not present at the first meeting)

Mr. Maucker introduced Jay Ghanem and explained that he is replacing Margaret McGrath, who unexpectedly passed away. Mr. Ghanem introduced himself to the Committee.

Public Comments and Requests Regarding Agenda Items

Leo Bentz, resident, spoke in favor of a city manager form of government.

Presentation by City Attorney

Attorney Wald provided a PowerPoint presentation on municipal forms of government.

A lengthy discussion ensued regarding all forms of government with a particular interest in the city manager form of government vs. the strong mayor form of government.

Ms. Wald explained that the mayor can be granted certain powers under the charter. She discussed the importance of defining the executive powers and being very clear about what those powers are.

Mr. Maucker stated that the purpose of tonight's agenda is to identify topics and establish a timeline for discussion, adding that this is not the time to debate a city manager vs strong mayor form of government.

There was a brief discussion regarding the average tenure and salary for a city manager. Ms. Wald said that several city managers don't make it past three to five years and that data regarding compensation packages will be researched.

Unfinished Business:

1. Identify conceptual topics for review and establish a timeline for discussion.

Mr. Long discussed Article 1, General Provisions, Sections 1-5, and stated that no changes should be made. There were no objections.

An extensive conversation regarding topics for discussion followed. There was a consensus to discuss Article II in its entirety, and that the form of government and filling vacancies for mayor and city commissioners should be a priority.

Mr. Maucker identified the following items for discussion:

- Form of government
- Filling vacancies for mayor & city commissioners
- Succession
- Mayor and city commission compensation
- Role of mayor with respect to the city commission
- Use of term "elections"
- How to appoint or replace mayor/commissioners
- Succession of positions – hiring and firing
- Process for discharging
- Pros of commission duties
- Police and Fire
- Review elections
- Planning and Zoning
- Reconvening charter review

New Business: None

Public Comments and Requests from the Floor

Leo Bentz, resident, discussed the current form of government and the charter review process.

**Items for Next Agenda
Reports/Communications**

Mr. Oates recognized Mr. Bentz for his participation and commented that the Committee is simply making suggestions to the Mayor and City Commission.

Next Meeting Date

March 15, 2023

Adjournment

There being no further business, the meeting was adjourned at 8:02 P.M.

By: Earl Maucker
Earl Maucker, Chair

By: Jennifer M. Oh
Jennifer M. Oh, Committee Liaison

LEO L. BENTZ
3000 N.E. 31st Avenue
Lighthouse Point, FL 33064

February 15, 2023

Members of Charter Review Committee
City of Lighthouse Point

Dear Committee Members,

I am advocating for a City Manager or the Council-Manager form of Government for our City of Lighthouse Point.

It is quite apparent from the information that you have already received that the Florida League of Cities appears to recommend the Council- Manager. In addition, the great majority of cities in Florida of any size have adopted this form. Our neighbor, Hillsboro Beach, adopted the Council- Manager about five years back.

Many of our residents may not be aware that our Strong Mayor is elected to that office and that there are no required qualifications for this office, other than being a resident. No prior experience in managing a city or managing a business of any kind is required. If we don't change our charter, our next candidate for Mayor need only funds sufficient to purchase a lot of campaign literature and signs and we residents could wind up with an inexperienced Strong Mayor as a manager of our one hundred city employees with a \$22,000,000 Budget. (My apology to our present and past mayors.)

This Council-Manager form of government would make it possible for the city commissioners we elect to hire a qualified City Manager with many years of actual experience in managing a city.

All the residents of Lighthouse Point need to have the opportunity to cast their votes for this better "City Manager" or Council-Manager form of government.

Sincerely,

Leo L. Bentz

**ONE GOOD REASON
FOR A CITY MANAGER FORM OF GOVERNMENT.**

After spending the bond issue money for a new Fire Station, a new Recreation Building, a new Public Works Building and Library Improvements, through some strange job by job process, it finally comes to attention of our Mayor and City Commissioners that our Building Department is grossly undersized. (See Minutes below.)

Not wanting to be critical of our current and past Mayors, I do believe a good City Manager would have known and, at one time, advised the Commissioners of all these needed facilities and the timing and costs involved in making each one.

Leo L. Bentz, 3000 N.E. 31st Avenue.

Below is a copy of Page 4 of Minutes January 24, 2023,

City Commission Meeting

2. Discussion on repurposing the old Fire Station for use as the Building Department

Mayor Van Buskirk stated Administration was looking for direction on what to do with the old Fire Station. He responded briefly to Mr. Bell's public comments, outlining the increase in permit applications over the past 10 years and discussing turnaround times on complete permit packets. He stated there was a need for the seven (7) trades within the Building Department to be able to review a set of plans at the same time. He explained the goal was to improve the effectiveness and efficiency of the Building Department.

Building Official Beaudoin described the space available for the Building Department. He stated having a space large enough for plans to be reviewed in the office would stop reviewers from needing to move them to another location and would reduce the incidences of errors and lost plans.

Commissioner Long stated he supported moving the Building Department to a location that was

safe, secure, and built for the next 50 years, but he did not believe the old Fire Station was the solution. He discussed issues that had led to moving the Fire Department out of the old building and stated they had found the renovation costs to be excessive.

Commissioner Johnson disagreed. She stated the building was there, and most of what needed to be done to move the Building Department into it was cosmetic and would cost much less than new construction. She stated even if it only lasted 10 or 15 years, that would give them time to talk about building a new structure.

Discussion ensued regarding renovation costs.

Commissioner Long asked that tight numbers be brought forward.

Commissioner Joffe stated he was originally against this move, and appreciated the Mayor bringing the discussion forward. He noted that after touring the old Fire Station and hearing Mayor Van Buskirk's vision, he was open to weighing the costs of tearing the building down against the cost of renovating the space for the Building Department. Continuing, Commissioner Joffe stated no one would consider the space the Building Department is currently in as an appropriate place to work. He stated he wanted the renovation to be put out to bid and for staff to present a more thorough plan.

Commissioner Petrone stated she saw the potential and supported the move. She noted she was concerned there was no elevator, and that the offices may need to be on the first floor.

Commissioner Marshall said that tearing the building down was foolish. He commented on the size of the Building Department and stated he believed the building should be renovated for their use. He stated the renovation should include windows so the employees could see outside, and that the project should move forward.

Commissioner Johnson stated whatever was done with the old Fire Station, the Building Department could not continue operating in its current space.

Commissioner Joffe stated he was not convinced that giving the Building Department more space would translate to improved service.

Commissioner Long stated he wanted the City to spend the money and do it right from the beginning, rather than spending it on a temporary solution.

Discussion continued regarding potential costs and funding sources, as well as improving the efficiency of the Building Department with the addition of space.

March 15, 2023

Meeting Minutes



CITY OF LIGHTHOUSE POINT, FLORIDA CHARTER REVIEW COMMITTEE MEETING MINUTES

March 15, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, and utilizing communications technology via the Zoom virtual meeting platform.

The public was permitted to participate by:

- Joining the meeting by live stream through Zoom Video Communications. Instructions to join via Zoom were available on the City's website: www.lighthousepoint.com.
- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Earl Maucker called the March 15, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:30 P.M.

Pledge to the Flag

Roll Call

Earl Maucker, Chair	Craig Pugatch
Lynn Spinella Pagans, Vice Chair - absent	Abby Stafford
Jay Ghanem - absent	Becky Word
Matt Hinkle	Marc Wites - absent
Michael S. Long	Ginger Wald, Special Counsel
Tom Oates	Jennifer M. Oh, Committee Liaison

Approval of Minutes

A **motion** to approve the Charter Review Committee minutes from the meeting of February 15, 2023 was made by Mr. Long, seconded by Mr. Oates and CARRIED 7:0:3 as follows:
Yes: Mr. Hinkle, Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Stafford, Ms. Word, and Mr. Maucker
Absent: Mr. Ghanem, Ms. Spinella Pagans, Mr. Wites

Mr. Maucker announced a change to the agenda and explained that City Administrator Lavisky will attend the April 19, 2023 meeting.

Public Comments and Requests Regarding Agenda Items - None

Unfinished Business: None

New Business:

1. City Administrator John Lavisky to provide an overview of the current form of government.

Mr. Lavisky will attend the April 19th meeting.

Ms. Word presented two questions for City Administrator to address at the next meeting:

- Are there any restrictions to the position of city administrator under the current form of government?
- Are there any issues that need to be addressed in filling a vacancy in the office of the mayor?

Mr. Maucker directed that any other questions for Mr. Lavisky to be prepared to answer be emailed to Ms. Oh.

2. Review and discuss Article II, Form of Municipal Government

Mr. Maucker explained that the City Commission has requested two or three major items for the Charter Review Committee to discuss, one of which is the form of government. Mr. Maucker recommended sampling everyone's thoughts regarding the form of government before any other topics are discussed.

Mr. Maucker requested Attorney Wald to review the language in Article II, Sections 1 and 2.

Mr. Pugatch discussed the use of the terms regular election, general election, and special election, and recommended defining the term "election." Extensive discussion followed regarding election terms and who can call an election.

Mr. Maucker directed Mr. Pugatch to work with Attorney Wald to draft language for further discussion at the April meeting.

Additional discussion ensued regarding a hybrid form of government and balancing the powers of the position of mayor by granting more control to the commission.

Committee members who spoke in favor of keeping the strong mayor form of government included: Mr. Hinkle, Ms. Word, Mr. Maucker, Mr. Pugatch, Mr. Oates, and Ms. Stafford. Mr. Long expressed an interest in exploring a city manager form of government. Further discussion followed regarding removing some power from the office of the mayor and investing more power in the city administrator.

Mr. Long later clarified his remarks saying he was not opposed to the strong mayor form of government but thought there could be a better distribution of power in the office of the mayor.

The consensus of the Committee was to keep the current form of government and to further discuss modifying the executive and administrative powers in the office of the mayor.

(To be discussed at a later date)

- Section 1. The mayor, Subsection (e), Filling a vacancy in the office of mayor
- Section 2. The commission and legislation, Subsection (f), Filling commission vacancies

Public Comments and Requests from the Floor - None

Items for Next Agenda

Mr. Pugatch and Attorney Wald will define the term "elections."

Reports/Communications

Next Meeting Date

April 19, 2023

Adjournment

There being no further business, the meeting was adjourned at 7:30 P.M.

By: Earl Maucker
Earl Maucker, Chair

By: Jennifer M. Oh
Jennifer M. Oh, Committee Liaison

April 19, 2023

Meeting Minutes



CITY OF LIGHTHOUSE POINT, FLORIDA CHARTER REVIEW COMMITTEE MEETING MINUTES

April 19, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, utilizing communications technology via the Zoom virtual meeting platform.

The public was permitted to participate by:

- Joining the meeting by live stream through Zoom Video Communications. Instructions to join via Zoom were available on the City's website: www.lighthousepoint.com.
- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Earl Maucker called the April 19, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:30 P.M.

Pledge to the Flag

Roll Call

Earl Maucker, Chair
Lynn Spinella Pagans, Vice Chair - absent
Jay Ghanem
Matt Hinkle - absent
Michael S. Long
Tom Oates

Craig Pugatch
Abby Stafford
Becky Word
Marc Wites
Ginger Wald, Special Counsel
Jennifer M. Oh, Committee Liaison

Approval of Minutes

A motion to approve the Charter Review Committee minutes from the meeting of March 15, 2023 was made by Mr. Long, seconded by Mr. Pugatch and CARRIED 8:0:2 as follows:

Yes: Mr. Ghanem, Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Stafford, Ms. Word, Mr. Wites and Mr. Maucker

Absent: Ms. Spinella Pagans, Mr. Hinkle

Public Comments and Requests Regarding Agenda Items - none

Unfinished Business:

1. City Administrator John Lavisky to provide an overview of the current form of government.

City Administrator Lavisky introduced himself and discussed his tenure with the City. He said the City is managed very well and spoke favorably of the strong mayor form of government.

City Administrator Lavisky discussed the city manager form of government. He provided questions and answers for the Committee to consider, such as:

- What kind of person will the City attract to serve as a city manager?
 - It would be a stepping stone until a bigger opportunity comes along.
- What if the city manager wants to bring in their own team?
 - Long-term department heads could be terminated with no input from the elected officials.
- Who would be in charge during a declared emergency?
 - Under the current form of government, there is no debate over who is in charge.

City Administrator Lavisky spoke of the recent loss of Mayor Troast and a possible void in leadership. He said there was no doubt to him that the commission president was to immediately take charge in the absence of the mayor.

Continuing, City Administrator Lavisky reviewed Article II, Section 1(0) *City administrator*: “The mayor may appoint a city administrator whose qualifications shall be subject to approval by the city commission, to carry out such functions and duties set out by the mayor....” He referenced the term may appoint. He said that the mayor cannot do both jobs and needs a city administrator. He suggested changing the language to define the mayor as the chief executive officer and the city administrator as the chief administrative officer.

City Administrator Lavisky addressed comments from the March 15th meeting:

- Are there any restrictions to the position of city administrator under the current form of government?
 - There are no issues to be addressed.
- Are there any issues that need to be addressed in filling a vacancy in the office of the mayor?
 - Better define who is in charge in the event a vacancy occurs in the office of the mayor, suggesting the commission president should be in charge

Mr. Maucker explained that the Committee has not formally decided on a recommendation regarding the form of government, adding that there was a clear consensus to keep the strong mayor form of government at the March 15th meeting. He will later ask the members who were not able to attend that meeting to discuss their opinion.

Committee Questions for City Administrator Lavisky

What specific duties should be empowered by the city administrator?

- None noted.

- Are the powers of the Lighthouse Point city administrator stronger than the City of Plantation city administrator?
 - Yes, they are.
- What changes should we consider for the future?
 - Giving the city administrator the authority to fire employees.
- Are there any changes to the way the City operates that would allow it to run better or more efficiently?
 - The City is well managed now.
- What issues does the City face now that it didn't 20 years ago?
 - Most notably, regulations. Grant funding is harder to get, and there is more time involved for record keeping.
- What are your thoughts about elevating from within or hiring from the outside?
 - There are some departments where it would be better to elevate from within. There is not a lot of turnover here and it creates movement within the agency.
- Do you feel comfortable knowing one person can fire you?
 - There is an option to appeal to the city commission, and a 4/5 vote can override the mayor. You may consider changing it to a 3/5 vote.

Mr. Maucker suggested giving City Administrator Lavisky a chance to review the Charter and prepare a memorandum outlining additional recommendations for the Committee to evaluate at a later date.

Mr. Maucker asked to hear from Mr. Ghanem and Mr. Wites about their thoughts on changing the form of government. Both spoke in favor of keeping the strong mayor form of government.

Mr. Maucker discussed formalizing the Committee's recommendation on the form of government. Ms. Wald said that it was not required.

New Business:

2. Discussion of proposed revisions regarding the definition of elections in the City Charter and Code of Ordinances.

Ms. Wald outlined the agenda backup materials. Mr. Pugatch provided handouts with proposed language for each section identified.

The proposed language is as follows:

INTERCHANGING TERMINOLOGY

The terms “regular city election”, “general election” and “regular election” as set forth in the City Charter could be amended and substituted with the term “general municipal election” as set forth in the City Code of Ordinances. This would eliminate confusion as to the type of election in the Charter and be consistent with the Code, as the Code sets the date of the general municipal election.

The term “special election” as set forth in the City Charter, could be defined as any city election called under Article VII which is not a General Municipal Election. Special elections should be held concurrently with other state and federal elections for purposes of cost unless there is an express resolution passed by the city commission providing for an alternative date for the election along with an allocation of sufficient funding to pay for such election.

PROPOSED MODIFIED PROVISIONS

Article II. Section 1(e) *Filling a vacancy in the office of mayor:* In the event that a vacancy occurs in the office of a mayor, the commission shall forthwith elect by majority vote a mayor to serve until the next regular city election General Municipal Election. ~~The commission shall select the mayor from among its members.~~

Article II. Section 2(f) *Filling commission vacancies:* When a vacancy on the commission occurs for any reason, the commission shall within sixty (60) days, by, majority vote, elect a person having the qualifications for the office of commission[er] to fill the vacancy until the next ~~regular election~~General Municipal Election. Then at the next ~~general election~~General Municipal Election, the vacancy shall be filled for the unexpired term. If the commission fails to fill a vacancy within sixty (60) days, a ~~s~~Special ~~e~~Election shall be held to fill the vacancy.

Article VII. Elections

Section 1. – General and special elections. Elections by proclamation.

~~All general and special elections, unless otherwise provided in the [this] act, shall be called by proclamation of the mayor. General Municipal Elections and Special Elections shall be held in accordance with this act and the City Code of Ordinances. The mayor may call an election by proclamation in the event that an election is not provided for under this act of the City Code of Ordinances.~~

Section 3. – General municipal election. Method and Manner of Elections.

The city commission shall prescribe by ordinance the method and manner of holding all elections in said city, and shall provide when and how ~~special elections~~ General Municipal Elections and ~~s~~Special ~~e~~Elections shall be called and held, which are not provided by the terms of this charter, and all elections shall be conducted substantially on the principles adopted for state elections. ~~The city commission shall by ordinance provide for absentee balloting in all elections.~~

Section 4. – Registration; city elections. Special Election.

Any city election called under this Article VII which is not a General Municipal Election, as set forth in the City Code of Ordinances, shall be a Special Election. Special Elections shall be held concurrently with either the General Municipal Election or General election, as defined in Section 97.021(17), Florida Statutes or a Primary election, as defined in Section 97.021(31), Florida Statutes, unless there is an express resolution passed by the city commission providing for an alternative date for such election along with an allocation of sufficient funding to pay for such election.

City Code of Ordinances Chapter 22 – Elections:

Sec. 22-3. – Qualifying to fill unexpired term.

If at any General Municipal election a vacancy is to be filled for the unexpired term of a city commission seat, pursuant to the provisions of Article II, Section 2(f) of the Charter, and any candidate desires to fill such vacancy for the remainder of the unexpired term, then such candidate must file, at the time of filing his affidavit of candidacy, a written statement with the city clerk indicating that the candidate is running for such commission vacancy and that if elected such candidate shall be elected only for the balance of the unexpired city commission term.

Sec. 22-13. – General municipal election dates.

The city commission, pursuant to the authority of F.S. §101.75, modifies the date of its ~~g~~General ~~m~~Municipal ~~e~~Election in 2008 and, to the extent there is an election in the city, in each subsequent year that is a multiple of four, accordingly, to coincide with the presidential preference primary in those years. ~~In 2008, the city's general municipal election shall occur on January 29, 2008.~~

Sec. 22-14. – Qualifying period for general municipal elections.

The city commission hereby provides that the qualifying period for the 2008 ~~g~~General ~~m~~Municipal ~~e~~Election and the ~~g~~General ~~m~~Municipal ~~e~~Election in each subsequent year that is the multiple of four, shall run for 14 days. For the 2008 ~~g~~General ~~m~~Municipal ~~e~~Election, the qualifying period will be from noon on November 2, 2008 through noon on November 16, 2007. The dates for the qualifying period for future ~~g~~General ~~m~~Municipal ~~e~~Elections in years that are a multiple of four shall be established to be consistent with F.S. § 101.75, as may be amended from time to time, and the timelines and dates of the county supervisor of elections for those elections.

Ms. Wald explained, if directed, she will formally prepare the changes and have them available at the next meeting for review and approval. A consensus was reached, and Mr. Maucker directed Ms. Wald to proceed and requested that any changes be clearly marked.

Public Comments and Requests from the Floor

Jason Joffe, resident and City Commissioner, explained that the Committee's recommendations will be going to the City Commission and possibly to the voters. He asked that the Committee please consider little things.

Items for Next Agenda

- Filling vacancies Article 2, Sec 1(e) and Section 2(f).

Mr. Pugatch will prepare the proposed language and invited others to bring ideas to the table as well. Ms. Word recommended language confirming that the commission president is in charge in the absence of the mayor. Mr. Long suggested defining the commission president as vice mayor and the position to be given the duties of the mayor until a permanent appointment is made or until the next election. He also would like the term "vacancy" better defined.

Mr. Maucker discussed inviting the police chief and fire chief to discuss the language included under Article VI. Section 1. Police department and Section 2. Fire department. Ms. Word suggested inviting a former mayor as well.

- Invitations will be extended to Police Chief Licata to attend the May meeting and Fire Chief Weech to attend the June meeting. A former mayor will be invited to a later meeting.

Mr. Long inquired about communication with City Commissioners regarding Charter Review Committee items at noticed City Commission meetings. Ms. Wald recommended that City Commissioners attend a Charter Review Committee meeting if they have questions or to recommend that certain topics be discussed.

Reports/Communications

Mr. Ghanem asked if there was an open invitation for City Commissioners to attend. It was confirmed that the Charter Review Committee meetings are noticed meetings open to the public.

Ms. Word thanked Mr. Pugatch for his hard work.

Next Meeting Date

May 17, 2023

Adjournment

There being no further business, the meeting was adjourned at 7:48 P.M.

By: Earl Maucker
Earl Maucker, Chair

By: Jennifer M. Oh
Jennifer M. Oh, Committee Liaison

CITY OF LIGHTHOUSE POINT CHARTER REVIEW COMMITTEE
SUMMARY OF THE PRESENT TERMINOLOGY REGARDING ELECTIONS

City Charter:

Article II. Section 1(e) *Filling a vacancy in the office of mayor:* In the event that a vacancy occurs in the office of a mayor, the commission shall forthwith elect by majority vote a mayor to serve until the next *regular city election*.

Article II. Section 2(f) *Filing commission vacancies:* When a vacancy on the commission occurs for any reason, the commission shall within sixty (60) days, by, majority vote, elect a person having the qualifications for the office of commission[er] to fill the vacancy until the next *regular election*. Then at the next *general election*, the vacancy shall be filled for the unexpired term. If the commission fails to fill a vacancy within sixty (60) days, a *special election* shall be held to fill the vacancy.

Article VII. Elections

Section 1. – General and special elections. All *general and special elections*, unless otherwise provided in the [this] act, shall be called by proclamation of the mayor.

Section 3. – General municipal election. The city commission shall prescribe by ordinance the method and manner of holding all elections in said city, and shall provide when and how *special elections* shall be called and held, which are not provided by the terms of this charter, and *all elections* shall be conducted substantially on the principles adopted for *state elections*.

City Code of Ordinances Chapter 22 – Elections:

Sec. 22-3. - Qualifying to fill unexpired term. If at any *general election* a vacancy is to be filled for the unexpired term of a city commission seat, pursuant to the provisions of Article II, Section 2(f) of the Charter...

Sec. 22-13. – General municipal election dates. The city commission, pursuant to the authority of F.S. §101.75, modifies the date of its *general municipal election* in 2008 and, to the extent there is an election in the city, in each subsequent year that is a multiple of four, accordingly, to coincide with the presidential preference primary in those years.

Sec. 22-14. – Qualifying period for general municipal elections. The city commission hereby provides that the qualifying period for the 2008 *general municipal election* and the *general municipal election* in each subsequent year that is the multiple of four, shall run for 14 days. For the 2008 *general municipal election*, the qualifying period will be from noon on November 2, 2008 through noon on November 16, 2008. The dates for the qualifying period for future *general municipal elections* in years that are a multiple of four shall be established to be consistent with F.S. §101.75, as may be amended from time to time, and the timelines and dates of the county supervisor of elections for those elections.

INTERCHANGING TERMINOLOGY

The terms “regular city election”, “general election” and “regular election” as set forth in the City Charter could be amended and substituted with the term “general municipal election” as set forth in the City Code of Ordinances. This would eliminate confusion as to the type of election in the Charter and be consistent with the Code, as the Code sets the date of the general municipal election.

The term “special election” as set forth in the City Charter, could be defined as any city election called under Article VII which is not a General Municipal Election. Special elections should be held concurrently with other state and federal elections for purposes of cost unless there is an express resolution passed by the city commission providing for an alternative date for the election along with an allocation of sufficient funding to pay for such election.

PROPOSED MODIFIED PROVISIONS

Article II. Section 1(e) *Filling a vacancy in the office of mayor:* In the event that a vacancy occurs in the office of a mayor, the commission shall forthwith elect by majority vote a mayor to serve until the next General Municipal Election.

Article II. Section 2(f) *Filing commission vacancies:* When a vacancy on the commission occurs for any reason, the commission shall within sixty (60) days, by, majority vote, elect a person having the qualifications for the office of commission[er] to fill the vacancy until the next General Municipal Election. Then at the next General Municipal Election, the vacancy shall be filled for the unexpired term. If the commission fails to fill a vacancy within sixty (60) days, a Special Election shall be held to fill the vacancy.

Article VII. Elections

Section 1. –Elections by proclamation. General Municipal Election and Special Elections, shall be held in accordance with this act and the City Code of Ordinances. The mayor may call an election by proclamation in the event that an election is not provided for under this act or the City Code of Ordinances.

Section 3. – Method and Manner of Elections. The city commission shall prescribe by ordinance the method and manner of holding all elections in said city, and shall provide when and how General Municipal Elections and Special Elections shall be called and held, which are not provided by the terms of this charter, and all elections shall be conducted substantially on the principles adopted for state elections.

Section 4. - Special Election. Any city election called under this Article VII which is not a General Municipal Election, as set forth in the City Code of Ordinances, shall be a Special Election. Special Elections shall be held concurrently with either the General Municipal Election or General election, as defined in Section 97.021(17), Florida Statutes or a Primary election, as defined in Section 97.021(31), Florida Statutes, unless there is an express resolution passed by the city commission providing for an alternative date for such election along with an allocation of sufficient funding to pay for such election.

City Code of Ordinances Chapter 22 – Elections:

Sec. 22-3. - Qualifying to fill unexpired term. If at any General Municipal Election a vacancy is to be filled for the unexpired term of a city commission seat, pursuant to the provisions of Article II, Section 2(f) of the Charter...

Sec. 22-13. – General municipal election dates. The city commission, pursuant to the authority of F.S. §101.75, modifies the date of its General Municipal Election in 2008 and, to the extent there is an election in the city, in each subsequent year that is a multiple of four, accordingly, to coincide with the presidential preference primary in those years.

Sec. 22-14. – Qualifying period for general municipal elections. The city commission hereby provides that the qualifying period for the 2008 General Municipal Election and General Municipal Election in each subsequent year that is the multiple of four, shall run for 14 days. For the 2008 General Municipal Election, the qualifying period will be from noon on November 2, 2008 through noon on November 16, 2008. The dates for the qualifying period for future General Municipal Election in years that are a multiple of four shall be established to be consistent with F.S. §101.75, as may be amended from time to time, and the timelines and dates of the county supervisor of elections for those elections.

May 17, 2023

Meeting Minutes



CITY OF LIGHTHOUSE POINT, FLORIDA CHARTER REVIEW COMMITTEE MEETING MINUTES

May 17, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, utilizing communications technology via the Zoom virtual meeting platform.

The public was permitted to participate by:

- Joining the meeting by live stream through Zoom Video Communications. Instructions to join via Zoom were available on the City's website: www.lighthousepoint.com.
- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Earl Maucker called the May 17, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:30 P.M.

Pledge to the Flag

Roll Call

Earl Maucker, Chair	Craig Pugatch - arrived at 7:08 pm
Lynn Spinella Pagans, Vice Chair - absent	Abby Stafford
Jay Ghanem	Becky Word
Matt Hinkle	Marc Wites
Michael S. Long	Ginger Wald, Special Counsel
Tom Oates	Jennifer M. Oh, Committee Liaison

Approval of Minutes

A **motion** to approve the Charter Review Committee minutes from the meeting of April 19, 2023 was made by Mr. Long, seconded by Mr. Ghanem and CARRIED 8:0:2 as follows:

Yes: Mr. Ghanem, Mr. Hinkle, Mr. Long, Mr. Oates, Ms. Stafford, Ms. Word, Mr. Wites and Mr. Maucker

Absent: Ms. Spinella Pagans, Mr. Pugatch

Public Comments and Requests Regarding Agenda Items - none

The agenda order was rearranged, and New Business was discussed first.

New Business:

3. Review and discuss Article VI, Section 1. Police department
 - Police Chief Licata to provide comments

Chief Licata reviewed proposed changes to sections of the Charter related to the Police Department and entertained questions from the Committee. He also discussed new legislation going into effect on July 1, 2023, related to chiefs of police.

The proposed changes are as follows:

ARTICLE II. – FORM OF MUNICIPAL GOVERNMENT

Section 1. – The mayor.

(k) Removal of department heads. The mayor may bring charges against any serving department head for lack of qualifications, unsatisfactory performance, incompetence, neglect of duty or misconduct in reference to his department head's duties. The charges shall be presented in writing to the department head concerned and to the city commission.

The mayor may discharge the accused upon presentation of his the charges. The accused may within ten (10) days, by written request, petition the city commission for a hearing and may specify that hearing be public concerning the charges against him the accused. The city commission, shall, upon proper petition, order that a hearing be held within thirty (30) days concerning the charges. ~~If the city commission shall find that the charges are sustained, the department head shall thereupon be permanently discharged, however, if the charges are not sustained, t~~ The commission may by four-fifths (4/5) vote, reinstate the department head and dismiss the charges ~~against him~~.

Lengthy discussion ensued regarding a majority vote versus a four-fifths vote to reinstate a department head.

A **motion** to leave the language unchanged was made by Mr. Oates. Additional discussion ensued regarding gender references. The Committee determined to use titles, rather than pronouns. Mr. Pugatch recommended amending the motion to read as follows: "...~~If the city commission shall find that the charges are sustained, the department head shall thereupon be permanently discharged, however, if the charges are not sustained, t~~ The commission may by four-fifths (4/5) vote, reinstate the department head and dismiss the charges ~~against him~~." Mr. Oates agreed to amend the motion. Mr. Pugatch seconded, and the motion CARRIED 8:1:1 as follows:

Yes: Mr. Ghanem, Mr. Hinkle, Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Stafford, Mr. Wites, and Mr. Maucker

No: Ms. Word

Absent: Ms. Spinella Pagans

Mr. Pugatch recommended that the City Commission further consider whether a 4/5 vote should be required to reinstate a department head.

ARTICLE IV. – PERSONNEL

Section 1. – Employees ~~and nonelected officers~~.

All employees of the city ~~and all nonelected officers of the city who are members of the city of Lighthouse Point Police Department~~, other than department heads, shall be appointed or discharged by his or her respective department head by reason of his or her qualifications and fitness for employment in the city service. No action of discharge of said ~~employees and nonelected officers of the city~~ will be final unless approved by the mayor.

ARTICLE VI.

Section 1. – Police Department.

The police department of the City of Lighthouse Point, is hereby created and established. ~~The mayor, subject to approval of the city commission, may appoint additional patrolmen and officers for temporary service.~~ No person shall act as a ~~special patrolman, special detective or other~~ police officer for any purpose whatever, except on written authority of the ~~city commission, or the written authority of the~~ mayor ~~at times of grave emergency.~~

The chief of police of the City of Lighthouse Point, Florida shall be appointed by the mayor, subject to confirmation by a majority vote of the city commission. Removal of the chief of police shall be in the same manner as prescribed in removal of department heads and in accordance with §166.0494, Florida Statutes, by granting the chief of police the opportunity to appear at the next regularly scheduled public commission meeting for the chief of police to provide a full and complete response to the termination.

Attorney Wald will prepare removal language and implement language regarding the new legislation related to chiefs of police. Ms. Wald recommended further discussion related to the roles of the mayor, city commission, and city administrator.

Unfinished Business:

1. Review proposed changes regarding the definition of the term “elections” in the following sections of the City Charter and Code of Ordinances:
 - City Charter, Article II, Section 1(e)
 - City Charter, Article II, Section 2(f)
 - City Charter, Article VII, Section 1
 - City Charter, Article VII, Section 3
 - City Charter, Article VII, Section 4
 - City Code of Ordinances, Chapter 22, Section 22-3
 - City Code of Ordinances, Chapter 22, Section 22-13
 - City Code of Ordinances, Chapter 22, Section 22-14

Attorney Wald presented the item. She stated that the proposed changes discussed at the April 19, 2023 meeting are being presented for consideration.

Ms. Stafford asked where the term “General Municipal Election” is defined. Discussion ensued and the Committee determined that the definition should be clarified in the ordinance. The

Committee will recommend that the City Commission consider defining the term “General Municipal Election” in the ordinance.

A **motion** to accept the changes to the Charter as proposed and to propose changes to the ordinance to further define “General Municipal Election” on an upcoming agenda was made by Mr. Pugatch, and seconded by Ms. Stafford and CARRIED 9:0:1 as follows:

Yes: Mr. Ghanem, Mr. Hinkle, Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Stafford, Mr. Wites, Ms. Word, and Mr. Maucker

Absent: Ms. Spinella Pagans

2. Review and discuss filling vacancies:

- Article II, Section 1(e), Filling a vacancy in the office of mayor
- Article II, Section 2(f), Filling commission vacancies

Mr. Pugatch started to prepare language but determined that further discussion was needed. Discussion ensued regarding his thoughts about filling vacancies. The Committee determined to further discuss this item in June. Ms. Stafford requested it be moved to July, as she will be out of town. Consensus of the Committee was to discuss vacancies in July.

Public Comments and Requests from the Floor - none

Items for Next Agenda

- Review and discuss Article VI, Section 2. Fire Department
- Review proposed changes to:
 - Article II, Section 1(k)
 - Article IV, Section 1, Employees
 - Article VI, Section 1, Police Department
- Definition of General Municipal Election in Code of Ordinances

Reports/Communications

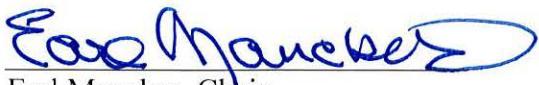
Mr. Pugatch asked if members could participate in future meetings via Zoom if they were not able to attend in person. Ms. Oh said that they could and requested that she be notified ahead of time.

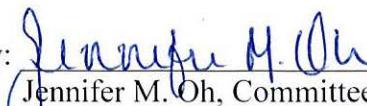
Next Meeting Date

June 21, 2023

Adjournment

There being no further business, the meeting was adjourned at 8:03 P.M.

By: 
Earl Maucker, Chair

By: 
Jennifer M. Oh, Committee Liaison

- **ARTICLE IV. - PERSONNEL**

SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD (DOCX) OF SECTIONEMAIL SECTIONCOMPARE VERSIONS

- **Section 1. - Employees and nonelected officers.**

~~Modified~~

SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD (DOCX) OF SECTIONEMAIL SECTIONCOMPARE VERSIONS

~~All employees of the city and all nonelected officers of the city who are members of the City of Lighthouse Point Police Department, other than department heads, shall be appointed or discharged by his or her respective department head by reason of his or her qualifications and fitness for employment in the city service. No action of discharge of said employees and nonelected officers of the city will be final unless approved by the mayor.~~

PROPOSED LANGUAGE

All employees of the city, other than department heads, shall be appointed and discharged by his or her respective department head (as authorized by the City Administrator and/or Mayor), based on his or her qualifications and fitness for employment in the city service.

(Laws of Fla. ch. 61-2430, § 14; Laws of Fla. ch. 65-1852, § 48; Ord. No. 423, § 3, 1-23-1979, ratified 3-13-1979)

Editor's note— Acts amendatory to Art. IV, § 1, were approved at referenda as follows:

- **ARTICLE VI. - POLICE, FIRE AND BUILDING DEPARTMENT[S]; MUNICIPAL JUDGE; MUNICIPAL COURT; [RECREATION DEPARTMENT]**

- **Section 1. - Police department.**

The police department of the City of Lighthouse Point, is hereby created and established. The mayor, subject to approval of the city commission, may appoint additional ~~patrolmen and officers for temporary service. No person shall act as a special patrolman, special detective or other police officer for any purpose whatever, except on written authority of the city commission, or the written authority of the mayor at times of grave emergency.~~

PROPOSED LANGUAGE

The police department of the City of Lighthouse Point, is hereby created and established. The mayor, subject to approval of the city commission, may appoint additional police personnel for temporary or emergency service. No person shall act as a police officer for any purpose whatever, except on written authority of the mayor.

The chief of police of the City of Lighthouse Point, Florida shall be appointed by the mayor, subject to confirmation by a majority vote of the city commission. Removal of the chief of police shall be in the same manner as prescribed in removal of department heads.

NEW PROPOSED LANGUAGE

Chief of Police: The Chief of Police shall be responsible for the prevention and control of crime, the safety and security of the city and its citizens, and the enforcement of the laws of the State of Florida, and the City of Lighthouse Point.

The chief of police and members of his department shall receive such compensation from the city as is approved by the city commission.

• **ARTICLE II. - FORM OF MUNICIPAL GOVERNMENT**

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)[COMPARE VERSIONS](#)

The City of Lighthouse Point shall be governed by a mayor-commission form of government, and its essential components shall be an elected chief executive known as the mayor and an elected legislative body to be known as the city commission.

• **Section 1. - The mayor.**

The executive and administrative power of the city shall be vested in and exercised by a mayor, who shall be elected by the qualified electors on an at-large non-partisan basis.

(a)

Qualifications for the office of mayor:

(b)

Compensation for the mayor:

(c)

The mayor's powers and duties: The mayor shall be responsible for the proper exercise of his executive and administrative powers, which shall extend to:

(1)

Supervising, directing and coordinating the activities of the city's executive branch including its operating departments.

(2)

Enforcing within the city the provisions of the charter, city ordinances and all laws of the State of Florida.

(3)

Exercising powers granted to him in this charter and the laws of the State of Florida, concerning the appointment and removal of certain administrative employees and members of boards, commissions and committees.

(4)

Submitting annually to the commission for its consideration an operating budget and a capital improvement program and budget.

(5)

Exercising such other powers and performing such other duties as may be prescribed by this charter, by ordinance or resolution, or by applicable laws of the State of Florida.

(6)

Unless otherwise provided herein, the mayor shall be the appointing authority of all officers in the executive branch, subject to the approval of the city commission.

(d)

Removal from and forfeiture of the office of mayor:

(e)

Filling a vacancy in the office of mayor: In the event that a vacancy occurs in the office of a mayor, the commission shall forthwith elect by majority vote a mayor to serve until the next regular city election. The commission shall select the mayor from among its members.

(f)

Organization to the executive branch: The executive branch shall be comprised of the office of mayor, city administrator, and the following department heads: Community development services director, finance director, fire chief, city clerk, chief of police, city attorney, recreation director, public works director and librarian.

(g)

City attorney and city prosecutor: The city attorney, city prosecutor and such assistants as shall be deemed necessary, shall be appointed by the mayor, subject to confirmation by the city commission of the appointment as well as the compensation. [Material Deleted]

(h)

City treasurer: The city treasurer shall be appointed by the mayor, subject to confirmation of appointment by a majority vote of the city commission and he shall serve until his successor is appointed. [Material Deleted]

(i)

City clerk: The city clerk shall be appointed by the mayor subject to confirmation of appointment by a majority vote of the city commission who shall set the annual salary of the clerk. The city clerk shall carry out the duties of his office under the direction of the mayor. The city clerk shall be the sole appointing authority to all employees in the office of city clerk subject to approval of the mayor with the concurrence of the city commission.

(j)

Department heads: Department heads shall be appointed by the mayor, subject to approval by the city commission. Department heads shall receive such compensation from the city as is approved by the city commission.

(k)

Removal of department heads: The mayor may bring charges against any serving department head for lack of qualifications, unsatisfactory performance, incompetence, neglect of duty or misconduct in reference to his duties. The charges shall be presented in writing to the department head concerned and to the city commission.

The mayor may discharge the accused upon presentation of his charges. The accused may within ten (10) days, by written request, petition the city commission for a hearing and may specify that hearing be public concerning the charges against him. The city commission, shall, upon proper petition, order that a hearing be held within thirty (30) days concerning the charges. **If the city commission shall find that the charges are sustained, the department head shall thereupon be permanently discharged, however, if the charges are not sustained, the commission may by four-fifths (4/5) vote, reinstate the department head and dismiss the charges against him.**

NEW LEGISLATION!

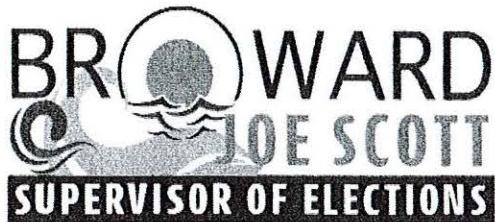
Effective July 1, 2023

SEE: Senate Bill 935

Bill amends F.S. 112.531 (Definitions)

Bill creates F.S. 112.5321 (Rights of chiefs of police)

City Attorney should review this new law to ensure there are no conflicts with the language in the city charter as it relates to the removal of the police chief.



Joe Scott, Supervisor of Elections
115 S. Andrews Ave, Rm. 102
Fort Lauderdale, FL 33301
(954) 357-VOTE • www.browardvotes.gov

April 14, 2022

Kathryn Sims, City Clerk
City of Lighthouse Point
2200 NE 38th Street
Lighthouse Point, FL 33064

Dear Ms. Sims:

As requested, please find below the cost estimate for having a special election in the Primary Election scheduled to be held on August 23, 2022. Qualifying period will be noon, Monday, June 13, 2022 through noon, Friday, June 17, 2022.

Here is the formula that is used to calculate the cost and numbers are rounded to the nearest hundred to give an estimate for one or two extra pages added to the ballot.

$\$0.70 \times (\# \text{ of registered voters}) + \$0.15 \times (\# \text{ of extra ballot pages}) \times (\# \text{ of registered voters})$

2022 August Primary Election (Estimate)

Lighthouse Point

$\$0.70 \times 8,697 = \$6,088$ (0 Additional Page)

$\$0.70 \times 8,697 = \$6,088 + (\$0.15 \times 1 \text{ Additional Page} = \$1,305) = \$7,393$

$\$0.70 \times 8,697 = \$6,088 + (\$0.15 \times 2 \text{ Additional Page} = \$2,609) = \$8,697$

Assumptions:

- Each side of a piece of paper is a page.
- If the city's race(s) and/or question(s) do not add additional pages, the number of extra pages will be zero and you will only be charged \$0.70 times the number of registered voters.
- We are providing the number of registered voters in your city as of today, we will bill based on the number of registered voters at book closing - 29 days before the election.

Please contact me with any questions at 954-712-1951 or JScott@browardvotes.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Scott".

Joe Scott
Supervisor of Elections

June 21, 2023

Meeting Minutes



**CITY OF LIGHTHOUSE POINT, FLORIDA
CHARTER REVIEW COMMITTEE MEETING MINUTES**

June 21, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, utilizing communications technology via the Zoom virtual meeting platform.

The public was permitted to participate by:

- Joining the meeting by live stream through Zoom Video Communications. Instructions to join via Zoom were available on the City's website: www.lighthousepoint.com.
- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Earl Maucker called the June 21, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:30 P.M.

Pledge to the Flag

Roll Call

Earl Maucker, Chair
Lynn Spinella Pagans, Vice Chair
Jay Ghanem
Matt Hinkle - absent
Michael S. Long - absent
Tom Oates

Craig Pugatch
Abby Stafford - absent
Becky Word
Marc Wites
Ginger Wald, Special Counsel
Jennifer M. Oh, Committee Liaison

Approval of Minutes

A **motion** to approve the Charter Review Committee minutes from the meeting of May 17, 2023 was made by Mr. Oates, seconded by Ms. Spinella Pagans, and CARRIED 7:0:3 as follows:
Yes: Mr. Ghanem, Mr. Oates, Mr. Pugatch, Ms. Spinella Pagans, Ms. Word, Mr. Wites and Mr. Maucker
Absent: Mr. Hinkle, Mr. Long, and Ms. Stafford

Public Comments and Requests Regarding Agenda Items – none

The agenda order was rearranged, and New Business was discussed first.

New Business:

3. Review and discuss Article VI, Section 2. Fire department
 - Fire Chief Weech to provide comments

Fire Chief Weech reviewed proposed changes to the section of the Charter related to the Fire Department and entertained questions from the Committee.

The proposed changes were presented as follows:

The Fire Chief has the responsibility to lead the operations and manage the administrative duties of the Lighthouse Point Fire Rescue Department under the direction of the Mayor and is responsible for carrying out the following functions mandated by the City Charter:

- Firefighting and Emergency Medical Rescue work in order to save lives and property and minimize damage from fires and other life-threatening emergencies.
- Take command at large scale and other life and property significant incidents.
- Partner with City Leaders to assess risks and provide mitigation strategies where appropriate.
- Training, equipping, maintaining, and supervising firefighters and paramedic personnel.
- Monitoring construction and occupancy standards of buildings for the purpose of fire prevention.
- Providing educational programs related to fire prevention.
- Resource management, maintenance, repair, testing, inspection, and preventive maintenance of apparatus and equipment assigned to the department and for training of the department personnel.
- Performing other duties as may be required by law.
- Foster an atmosphere in the Fire Rescue Department that promotes teamwork, high ethical standards, and a service-driven perspective.

Brief discussion ensued regarding education programs, the hiring process under the strong mayor form of government, the Fire Chief's interaction with the Mayor and City Administrator, the removal and appointment process for department heads, specifically the Police Chief and Fire Chief, and emergency powers for both the Police and Fire Departments. Fire Chief Weech discussed mutual agreements and automatic aid agreements that are currently in place and did not recommend modifications to emergency powers related to the Fire Department.

The proposed language will be emailed to the Committee and will be further discussed at the July 19th meeting.

Unfinished Business:

1. Review proposed changes related to the Police Department in the following sections of the City Charter:
 - Article II, Section 1(k), Removal of Department Heads
 - Article IV, Section 1, Employees
 - Article VI, Section 1, Police Department

Attorney Wald provided an overview of the proposed changes related to the Police Department.

The Committee recommended additional language changes as follows:

ARTICLE II. – FORM OF MUNICIPAL GOVERNMENT

Section 1. – The mayor.

(k) Removal of department heads. The mayor may bring charges against any serving department head for lack of qualifications, unsatisfactory performance, incompetence, neglect of duty or misconduct in reference to his department head's duties. The charges shall be presented in writing to the accused department head and to the city commission.

The mayor may discharge the accused upon presentation of his the charges. The accused may within ten (10) days, by written request, petition the city commission for a public hearing. The city commission shall, upon proper petition, order that a hearing be held within thirty (30) days. ~~If the city commission shall find that the charges are sustained, the department head shall thereupon be permanently discharged, however, if the charges are not sustained, t~~ The commission may by four-fifths (4/5) vote reinstate the accused department head and dismiss the charges ~~against him~~ against the accused department head. If the city commission does not reinstate the accused department head, the accused department head is permanently discharged.

ARTICLE IV. – PERSONNEL

Section 1. – Employees and ~~nonelected officers~~.

All employees of the city and ~~all nonelected officers of the city who are members of the city of Lighthouse Point Police Department~~, other than department heads, shall be appointed or discharged by his or her respective department head by reason of his or her qualifications and fitness for employment in the city. No action of discharge of said employees ~~and nonelected officers of the city~~ will be final unless approved by the mayor.

ARTICLE VI.

Section 1. – Police Department.

The police department of the City of Lighthouse Point is hereby created and established. ~~The mayor, subject to approval of the city commission, may appoint additional patrolmen and officers for temporary service. No person shall act as a special patrolman, special detective or other police officer for any purpose whatsoever, except on written authority of the city commission, or the written authority of the mayor at times of grave emergency.~~

The chief of police of the City of Lighthouse Point shall be appointed by the mayor, subject to confirmation by a majority vote of the city commission. Removal of the chief of police shall be in the same manner as prescribed in removal of department heads ~~and in accordance with §166.0494, Florida Statutes, by granting the chief of police the opportunity to appear at the next regularly scheduled public commission meeting for~~

the chief of police to provide a full and complete response to the termination.

Attorney Wald will provide recommendations for pronoun changes in August.

A **motion** to approve the proposed changes with additions discussed and revisions made related to the Police Department was made by Mr. Oates, seconded by Ms. Spinella Pagans, and CARRIED 7:0:3 as follows:

Yes: Mr. Ghanem, Mr. Oates, Mr. Pugatch, Ms. Spinella Pagans, Ms. Word, Mr. Wites and Mr. Maucker

Absent: Mr. Hinkle, Mr. Long, and Ms. Stafford

2. Review definition of “General Municipal Election”

Attorney Wald provided a definition of the term General Municipal Election in Section 22-13 of the Code of Ordinances to read as follows:

“A General Municipal Election shall be held every two (2) years, with commissioners and mayor being elected for four-year terms.”

A **motion** to approve the proposed changes to Section 22-13 of the Code of Ordinances as presented was made by Ms. Spinella Pagans, seconded by Mr. Oates, and CARRIED 7:0:3 as follows:

Yes: Mr. Ghanem, Mr. Oates, Mr. Pugatch, Ms. Spinella Pagans, Ms. Word, Mr. Wites and Mr. Maucker

Absent: Mr. Hinkle, Mr. Long, and Ms. Stafford

Public Comments and Requests from the Floor - none

Items for Next Agenda

- Review proposed changes by Fire Chief Weech to Article VI, Section 2. Fire Department
- Review and discuss filling vacancies: (continued from May 17, 2023)
 - Article II, Section 1(e), Filling a vacancy in the office of mayor
 - Article II, Section 2(f), Filling commission vacancies

Mr. Pugatch will provide options on succession planning, which will be distributed to the Committee prior to the next meeting.

Reports/Communications

Next Meeting Date

July 19, 2023

Adjournment

There being no further business, the meeting was adjourned at 7:26 P.M.

By: Earl Maucker By: Jennifer M. Oh
Earl Maucker, Chair Jennifer M. Oh, Committee Liaison

ARTICLE II. – FORM OF MUNICIPAL GOVERNMENT

Section 1. – The mayor.

(k) Removal department heads. The mayor may bring charges against any serving department head for lack of qualifications, unsatisfactory performance, incompetence, neglect of duty or misconduct in reference to his department head's duties. The charges shall be presented in writing to the accused department head concerned and to the city commission.

The mayor may discharge the accused upon presentation of his the charges. The accused department head may within ten (10) days, by written request, petition the city commission for a public hearing and may specify that hearing be public concerning the charges against him. The city commission, shall, upon proper petition, order that a public hearing be held within thirty (30) days. concerning the charges. If the city commission shall find that the charges are sustained, the department head shall thereupon be permanently discharged, however, if the charges are not sustained, t The city commission may by four-fifths (4/5) vote, reinstate the accused department head and dismiss the charges against him.the accused department head. If the city commission does not reinstate the accused department head, the accused department head is permanently discharged.

ARTICLE IV. – PERSONNEL

Section 1. – Employees and nonelected officers.

All employees of the city and all nonelected officers of the city who are members of the city of Lighthouse Point Police Department, other than department heads, shall be appointed or discharged by his or her employee's respective department head by reason of his or her employee's qualifications and fitness for employment in the city

~~service. No action of discharge of said employees and nonelected officers of the city~~ will be final unless approved by the mayor.

ARTICLE VI.

Section 1. – Police Department.

The police department of the City of Lighthouse Point, is hereby created and established. ~~The mayor, subject to approval of the city commission, may appoint additional patrolmen and officers for temporary service. No person shall act as a special patrolman, special detective or other police officer for any purpose whatever whatsoever, except on written authority of the city commission, or the written authority of the mayor at times of grave emergency.~~

The chief of police of the City of Lighthouse Point, ~~Florida~~ shall be appointed by the mayor, subject to confirmation by a majority vote of the city commission. Removal of the chief of police shall be in the same manner as prescribed in removal of department heads and in accordance with §166.0494, Florida Statutes, by granting the chief of police the opportunity to appear at the next regularly scheduled public commission meeting for the chief of police to provide a full and complete response to the termination.

The Fire Chief has the responsibility to lead the operations and manage the administrative duties of the Lighthouse Point Fire Rescue Department under the direction of the Mayor and is responsible for carrying out the following functions mandated by the City Charter:

- Firefighting and Emergency Medical Rescue work in order to save lives and property and minimize damage from fires and other life-threatening emergencies.
- Take command at large scale and other life and property significant incidents.
- Partner with City Leaders to assess risks and provide mitigation strategies where appropriate.
- Training, equipping, maintaining, and supervising fire fighters and paramedic personnel.
- Monitoring construction and occupancy standards of buildings for the purpose of fire prevention.
- Providing educational programs related to fire prevention.
- Resource management, maintenance, repair, testing, inspection, and preventive maintenance of apparatus and equipment assigned to the department and for training of the department personnel.
- Performing other duties as may be required by law.
- Foster an atmosphere in the Fire Rescue Department that promotes teamwork, high ethical standards, and a service driven perspective.

July 19, 2023

Meeting Minutes



**CITY OF LIGHTHOUSE POINT, FLORIDA
CHARTER REVIEW COMMITTEE MEETING MINUTES**

July 19, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, utilizing communications technology via the Zoom virtual meeting platform.

The public was permitted to participate by:

- Joining the meeting by live stream through Zoom Video Communications. Instructions to join via Zoom were available on the City's website: www.lighthousepoint.com.
- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Earl Maucker called the July 19, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:30 P.M.

Pledge to the Flag

Roll Call

Earl Maucker, Chair	Craig Pugatch
Lynn Spinella Pagans, Vice Chair – arrived late	Abby Stafford
Jay Ghanem - absent	Becky Word
Matt Hinkle – arrived late	Marc Wites
Michael S. Long	Ginger Wald, Special Counsel
Tom Oates	Jennifer M. Oh, Committee Liaison

Approval of Minutes

A **motion** to approve the Charter Review Committee minutes from the meeting of June 21, 2023 was made by Ms. Spinella Pagans, seconded by Mr. Oates and CARRIED 8:0:2 as follows:
Yes: Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Spinella Pagans, Ms. Stafford, Ms. Word, Mr. Wites and Mr. Maucker
Absent: Mr. Ghanem and Mr. Hinkle (arrived late)

Public Comments and Requests Regarding Agenda Items - None

Unfinished Business:

1. Review proposed changes related to the Fire Department in the following sections of the City Charter:
 - Article VI, Section 2, Fire Department

The Committee reviewed and discussed comments provided by Fire Chief Weech at the June 21, 2023 meeting.

A consensus was reached by the Committee, and no changes are recommended to Article VI, Section 2. Fire Department. The Committee would like the Fire Chief's comments to be included in the final memorandum to the City Commission for further consideration.

2. Review and discuss filling vacancies: (continued from May 17, 2023)

- Article II, Section 1(e), Filling a vacancy in the office of mayor
- Article II, Section 2(f), Filling commission vacancies

Discussion ensued regarding Article II. Section 2(g), President of the commission. Consensus was reached to make the following recommendations:

Each new commission shall, at the meeting at which it takes office, elect by a majority vote, one of its members as president of the commission. The president shall preside at all meetings of the commission. And he shall serve as acting mayor during any absence, vacancy, death or disability of the mayor. While so serving, he shall not serve as commissioner.

Mr. Pugatch provided a decision matrix related to vacancies in the office of the mayor and the city commission. A lengthy discussion ensued regarding the following: appointing a commissioner to the office of mayor, filling the vacant commission seat, duration of the term for both offices, special elections, and whether five commissioners are needed.

A **motion** was made to draft language addressing a vacancy in the office of mayor, and for the commission to appoint a commissioner as acting mayor until the next General Election (November) or General Municipal Election (March) by Mr. Pugatch, and seconded by Ms. Spinella Pagans.

Additional discussion ensued. It was determined to remove the term "acting" mayor. Attorney Wald read the definition of special election, which was previously approved by the Committee.

A **motion** was amended to include providing a minimum of 60 days to allow sufficient time for qualifying by Mr. Pugatch, and seconded by Ms. Spinella Pagans, and CARRIED 8:1:1 as follows:

Yes: Mr. Hinkle, Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Spinella Pagans, Ms. Stafford, Mr. Wites and Mr. Maucker

No: Ms. Word

Absent: Mr. Ghanem

A **motion** was made to draft language addressing a vacancy on the commission, stating that a vacant seat will be filled at the next General Election (November) or General Municipal Election (March) and allowing sufficient time to qualify by Mr. Pugatch, and seconded by Mr. Oates.

Discussion ensued regarding whether five commissioners are needed.

The **motion** was amended to have the Committee further discuss a process for appointing the fifth commissioner during the interim period by Mr. Pugatch, and seconded by Mr. Oates, and CARRIED 9:0:1 as follows:

Yes: Mr. Hinkle, Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Spinella Pagans, Ms. Stafford, Mr. Wites, Ms. Word, and Mr. Maucker

Absent: Mr. Ghanem

New Business: None

Public Comments and Requests from the Floor

Jason Joffe, resident and City Commissioner, addressed the Committee. Mr. Joffe asked the Committee to reconsider removing the term “absent” from Article II. Section 2(g), President of the commission. He provided an example of a temporary absence in the office of the mayor, and stated that operationally, important determinations will fall upon the City Administrator.

Items for Next Agenda

- Review and discuss proposed changes to the following:
 - Article II, Section 1(e), Filling a vacancy in the office of mayor
 - Article II, Section 2(f), Filling commission vacancies
 - Discuss process for appointing a fifth commissioner in the event of a vacancy
 - Article II, Section 2(g), President of the commission
 - Reconsider removing the term “absent”
- Review Departments

Reports/Communications

Next Meeting Date

August 16, 2023

Adjournment

There being no further business, the meeting was adjourned at 7:50 P.M.

By: Earl Maucker
Earl Maucker, Chair

By: Jennifer M. Oh
Jennifer M. Oh, Committee Liaison

Mayor Vacancy Decision Matrix

DECISION POINTS

Is the appointment an Interim or Permanent appointment?

Who –

(current charter provides for an existing commissioner)

- pros elected official by votes
- pros knowledge of City Government and Administration
- con creates commission vacancy (does it need to be filled?)
- con limits pool to 5 individuals, not necessarily executive qualified

Duration –

- Permanent – Current Charter provides until end of full Mayor term
- Until next Commission Election? (would never be more than two years)
- Interim - Until next available March or Nov Election (**proposed**) with sufficient lead time to run (**proposed** 60 days?)
 - Interim –require Special Election (time frame)
 - If Elected. How long is the term and does it restart clock on mayor term or is it always just until the finish of the prior term.
 - If election. Who serves in the interim pending Special Election or regular election.

Appointment of a Commissioner to Mayor Creates Resulting Vacancy on commission –

-Does that matter if it is for an interim period.

How to handle Tie votes? Do we care? The amount of YES votes are the same to carry an item is still 3 commissioners.

- Fill Commission seat with election? Duration of term?
- Fill Commission seat with appointment until end of normal term? (current)
- Do not fill commission seat (a commissioner returns after interim mayor term (whatever that time frame is up and new mayor seated be election)(**proposed**)
- If the appointment is decided to be a longer duration then just next available election, then one could fill by appointment until return of interim mayor as commissioner for the duration of his term.

Vacancy on Commission (other than due to Mayor Vacancy addressed above)

- Election or Appointment.
 - o Note, many favor a special or election process instead of appointment.
- If Appointment, how long,
- When is the next election held
 - o Next March or November election and election for what term? Special Election?
 - o What is the term of the newly elected commissioner? End of existing term? Keep the stagger the same?

If it is by appointment, should there be a dictated process for the commission?

Proposed Process

Mayor Vacancy

Fill Vacancy by Election (next available March or Nov Election as the case may be)(with sufficient lead time to run)(or commission can decide to hold special election).

-Term of the Elected Mayor would run until March election which is No less than 3 years but no more than 4 years from the date elected. (This would create a 3 to full 4 year term until the March Election (Length would depending on if mayor was elected at a March or midyear election)

-Interim Mayor to be appointed by commission to serve only until occurrence of the election above. This shall not create a "vacancy". No replacement commissioner. Commissioner to return to commission upon completion of interim mayor duties. (NOTE: Interim may choose to run for mayor which would create a vacancy on commission if elected. If not elected, could they return to commission? Would this be a resign to run issue if they are serving as Mayor when running?)

Commission vacancy (define, and exclude above)

- Election.
- When is the next election held?
 - o At the March or November election or with Special Election at discretion of commission (presently have that right).
 - o What is the term of the newly elected commissioner? End of existing term. Keep the current stagger the same?
- NOTE: circumstance of vacancy with a very short term remaining (worth running?) If shorter term than 6 mos (basically September 1 or later), then may leave vacant until regular March election?
- Appointment if no one runs?

August 16, 2023

Meeting Minutes



CITY OF LIGHTHOUSE POINT, FLORIDA
CHARTER REVIEW COMMITTEE MEETING MINUTES

August 16, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, utilizing communications technology via the Zoom virtual meeting platform.

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- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Earl Maucker called the August 16, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:30 P.M.

Pledge to the Flag

Roll Call

Earl Maucker, Chair	Craig Pugatch
Lynn Spinella Pagans, Vice Chair - absent	Abby Stafford
Jay Ghanem - absent	Becky Word – Arrived late
Matt Hinkle	Marc Wites
Michael S. Long - absent	Ginger Wald, Special Counsel
Tom Oates	Jennifer M. Oh, Committee Liaison

Approval of Minutes

A **motion** to approve the Charter Review Committee minutes from the meeting of July 19, 2023 was made by Ms. Stafford, seconded by Mr. Hinkle and CARRIED 6:0:4 as follows:
Yes: Mr. Hinkle, Mr. Oates, Mr. Pugatch, Ms. Stafford, Mr. Wites and Mr. Maucker
Absent: Mr. Long, Mr. Ghanem, Ms. Spinella Pagans
Late: Ms. Word

Public Comments and Requests Regarding Agenda Items - None

Unfinished Business:

1. Review and discuss proposed changes to the following:
 - Article II, Section 1(e), Filling a vacancy in the office of mayor
 - Article II, Section 2(f), Filling commission vacancies
 - Discuss process for appointing a fifth commissioner in the event of a vacancy
 - Article II, Section 2(g), President of the commission
 - Reconsider removing the term “absent”

Lengthy discussion ensued regarding filling a vacancy in the office of mayor. A consensus was reached with the following recommendations:

Article II. Section 1(e) Filling a vacancy in the office of mayor: In the event that a vacancy occurs in the office of a mayor, the commission shall forthwith elect by majority vote, from among its members, a mayor to serve until the next General Municipal Election, provided the next General Municipal Election is a minimum of ninety (90) days from the date of the appointment by the commission, or by Special Election at the discretion of the commission, as long as the Special Election is held within two (2) years from the date of the vacancy of the office of mayor.

Article II. Section 2(f) Filling commission vacancies: When a vacancy on the commission occurs for any reason, the commission shall within sixty (60) days, by majority vote, elect a person having the qualifications for the office of commission[er] to fill the vacancy until the next General Municipal Election or General election, provided the next General Municipal Election or General election are a minimum of ninety (90) days from the date of the election by the commission. Then at the next General Municipal Election or General election, the vacancy shall be filled for the unexpired term. If the commission fails to fill a vacancy within sixty (60) days, a Special Election shall be held to fill the vacancy.

Article II. Section 2(g) President of the commission: Each new commission shall, at the meeting at which it takes office, elect by a majority vote, one of its members as president of the commission. The president shall preside at all meetings of the commission. And he The president shall serve as acting mayor during any inaccessibility, absentee, vacancy, death or disability of the mayor. While so serving, he shall not serve as commissioner.

2. Recommendations for the use of pronouns throughout the Charter

Discussion ensued regarding pronouns throughout the Charter. The Charter addresses gender under Article I. Section 5. By consensus, no changes are recommended.

New Business:

3. Review of Departments

Ms. Oh gave a brief summary of department changes. The item will be discussed further at the September 20, 2023 meeting.

Public Comments and Requests from the Floor - none

Items for Next Agenda

- Approve proposed changes to the following:
 - Article II, Section 1(e), Filling a vacancy in the office of mayor
 - Article II, Section 2(f), Filling commission vacancies

o Article II, Section 2(g), President of the commission

- Review of Departments
- Reconvening Charter Review Committee
- Compensation of Mayor and City Commissioners

Discussion ensued regarding a timeline for the Committee to complete their review of the Charter. A consensus was reached to complete the review by October, and to review the report of recommendations to the City Commission in November.

Reports/Communications

Mr. Wites revisited changing the use of pronouns. He noted that there were very few sections that would require changes.

Next Meeting Date

September 20, 2023

Adjournment

There being no further business, the meeting was adjourned at 8:06 P.M.

By: Earl Maucker By: Jennifer M. Oh
Earl Maucker, Chair Jennifer M. Oh, Committee Liaison

September 20, 2023

Meeting Minutes



**CITY OF LIGHTHOUSE POINT, FLORIDA
CHARTER REVIEW COMMITTEE MEETING MINUTES**

September 20, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, utilizing communications technology via the Zoom virtual meeting platform.

The public was permitted to participate by:

- Joining the meeting by live stream through Zoom Video Communications. Instructions to join via Zoom were available on the City's website: www.lighthousepoint.com.
- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Earl Maucker called the September 20, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:30 P.M.

Pledge to the Flag

Roll Call

Earl Maucker, Chair	Craig Pugatch
Lynn Spinella Pagans, Vice Chair - Arrived late	Abby Stafford
Jay Ghanem	Becky Word
Matt Hinkle - Absent	Marc Wites
Michael S. Long	Ginger Wald, Special Counsel
Tom Oates	Jennifer M. Oh, Committee Liaison

Approval of Minutes

A **motion** to approve the Charter Review Committee minutes from the meeting of August 16, 2023 was made by Mr. Pugatch, seconded by Ms. Word and CARRIED 8:0:2 as follows:
Yes: Mr. Ghanem, Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Stafford, Ms. Word, Mr. Wites and Mr. Maucker
Absent: Ms. Spinella Pagans, Mr. Hinkle

Public Comments and Requests Regarding Agenda Items

Unfinished Business:

1. Review and consider approval of proposed changes to the following:
 - Article II, Section 1(e), Filling a vacancy in the office of mayor
 - Article II, Section 2(f), Filling commission vacancies
 - Article II, Section 2(g), President of the commission

Attorney Wald gave a brief overview of the proposed changes. Discussion ensued regarding the term “disability” under Article II. Section 2(g). Mr. Maucker explained the intent of the Committee and defined a disability as an occurrence that would render the individual unable to perform their duties.

A **motion** to accept the proposed changes as presented was made by Mr. Oates, seconded by Mr. Ghanem and CARRIED 9:0:1 as follows:

Yes: Mr. Ghanem, Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Stafford, Ms. Spinella Pagans, Ms. Word, Mr. Wites and Mr. Maucker

Absent: Mr. Hinkle

2. Review of Departments – continued from August 16, 2023

Ms. Oh gave an overview of proposed changes to the organization of the executive branch, including title changes and removal of departments included in the Code of Ordinances.

Discussion ensued regarding the use of pronouns. The Committee expressed concerns over the number of potential ballot questions if all pronouns were addressed throughout the Charter. There was a consensus reached to address pronouns in sections of the Charter that the Committee has recommended changes to.

Additional discussion followed regarding removing the city attorney from the executive branch. Consensus of the Committee was to remove the city attorney from the executive branch.

A **motion** to accept the proposed changes as presented, including removing the city attorney from the executive branch, was made by Mr. Oates, seconded by Ms. Spinella Pagans and CARRIED 9:0:1 as follows:

Yes: Mr. Ghanem, Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Stafford, Ms. Spinella Pagans, Ms. Word, Mr. Wites and Mr. Maucker

Absent: Mr. Hinkle

New Business:

3. Discuss reconvening Charter Review Committee

Discussion ensued regarding how often future Charter Review Committees should meet. There was a consensus for a Charter Review Committee to convene a minimum of every 10 years. Attorney Wald will prepare language for review at the October meeting. Guidelines according to Resolution 2022-2480 will be recommended in establishing the Committee.

4. Discuss compensation for Mayor and City Commissioners

Discussion ensued regarding compensation for the Mayor and City Commissioners. Attorney Wald confirmed that the Charter currently remains silent on compensation for elected officials. Consensus of the Committee was to recommend that the City Commission consider modifying the ordinance related to compensation, but that no specific language changes be included in the

final report. Additionally, Committee members agreed that both the Mayor and City Commissioners should be treated the same, and salaries for both should be determined by referendum.

Public Comments and Requests from the Floor - none

Items for Next Agenda

- Discuss Article II, Section 1(p) – Role of the Mayor with respect to the City Commission
- Review and consider approval of reconvening Charter Review Committee
- Review pronouns throughout the Charter – Mr. Wites will prepare a memorandum for review in October and a formal vote will be taken in November.
- Consider additional topics for discussion

Reports/Communications

Attorney Wald discussed preparation of the final report. There was a brief discussion about rescheduling meetings in November and/or December due to the holidays.

Next Meeting Date

October 18, 2023

Adjournment

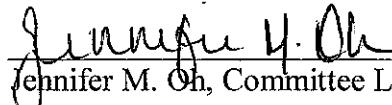
There being no further business, the meeting was adjourned at 7:39 P.M.

By:



Craig Ruzicka Acting Chair

By:



Jennifer M. Oh
Jennifer M. Oh, Committee Liaison

October 18, 2023

Meeting Minutes



CITY OF LIGHTHOUSE POINT, FLORIDA CHARTER REVIEW COMMITTEE MEETING MINUTES

October 18, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, utilizing communications technology via the Zoom virtual meeting platform.

The public was permitted to participate by:

- Joining the meeting by live stream through Zoom Video Communications. Instructions to join via Zoom were available on the City's website: www.lighthousepoint.com.
- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Jennifer Oh called the October 18, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:30 P.M.

Pledge to the Flag

Roll Call

Earl Maucker, Chair - absent

Craig Pugatch

Lynn Spinella Pagans, Vice Chair - absent

Abby Stafford

Jay Ghanem

Becky Word

Matt Hinkle

Marc Wites - absent

Michael S. Long - absent

Ginger Wald, Special Counsel

Tom Oates

Jennifer M. Oh, Committee Liaison

The Committee observed a moment of silence for City Administrator John D. Lavisky, who sadly passed away on October 13, 2023. Mr. Lavisky served the City of Lighthouse Point for 28 years, and he will be sorely missed.

Nominations were opened for the position of chair pro-tem. A **motion** was made by Mr. Oates to nominate Mr. Pugatch as chair pro tem. Mr. Pugatch accepted the nomination, the motion was seconded by Mr. Hinkle and CARRIED 6:0:4 as follows:

Yes: Mr. Ghanem, Mr. Hinkle, Mr. Oates, Ms. Stafford, Ms. Word, and Mr. Pugatch

Absent: Mr. Long, Mr. Maucker, Ms. Spinella Pagans, and Mr. Wites

Approval of Minutes

A **motion** to approve the Charter Review Committee minutes from the meeting of September 20, 2023 was made by Mr. Oates, seconded by Ms. Stafford and CARRIED 6:0:4 as follows:

Yes: Mr. Ghanem, Mr. Hinkle, Mr. Oates, Ms. Stafford, Ms. Word, and Mr. Pugatch

Absent: Mr. Long, Mr. Maucker, Ms. Spinella Pagans, and Mr. Wites

Public Comments and Requests Regarding Agenda Items - none

Unfinished Business:

1. Review and consider approval of proposed changes to the following:
 - Reconvening Charter Review Committee

Due to the number of Committee members in attendance, Mr. Pugatch recommended discussing proposed changes under Unfinished and New Business, but waiting to formally vote on anything. Discussion followed and it was determined that a quorum was present, and a vote may be taken. Attorney Wald clarified that the Draft Report was a discussion item, and did not require a vote at this time.

Attorney Wald presented the item.

There was a discussion regarding the proposed Charter Review Committees guidelines, and a consensus was reached to amend proposed Article III. Section 5(e) as follows:

The Charter Review Committee shall submit to the Commission ~~within ten (10) months of the appointment~~ such alterations, revisions, and amendments, if any, to the Charter.

A **motion** was made to approve the language under Article III. Section 5(e) as amended by Ms. Word, seconded by Mr. Hinkle and CARRIED 6:0:4 as follows:

Yes: Mr. Ghanem, Mr. Hinkle, Mr. Oates, Ms. Stafford, Ms. Word, and Mr. Pugatch
Absent: Mr. Long, Mr. Maucker, Ms. Spinella Pagans, and Mr. Wites

2. Review Draft Report provided by Attorney Wald

Attorney Wald presented a revised Draft Report. Mr. Pugatch asked that an email with the revisions be forwarded to the Committee. Attorney Wald asked that Committee members continue to review the report and offer any recommended changes.

3. Consider additional topics for discussion

Mr. Wites will provide a memorandum discussing pronouns at the November meeting. No other items were raised. If there are any other items, they can be directed to Ms. Oh for the next agenda.

New Business:

4. Discuss Article II, Section 1(p) Mayor's powers with respect to the commission

Attorney Wald reviewed Section 1(p). Mr. Oates discussed the mayor's power to call special meetings. Mr. Pugatch recalled that this item was raised before a decision was made regarding the form of government, adding that this section would have had to be addressed if the form of government was changed. No changes were recommended to Section 1(p).

Public Comments and Requests from the Floor

Jason Joffe, resident and City Commissioner, addressed the Committee. Mr. Joffe asked the Committee to re-review the language related to vacancies in the offices of mayor and city commissioner. He suggested considering a scenario where a vacancy had to be filled and it was more than 2 years before the next election.

He also expressed concerns over the proposed language in Article VII., Section 1. Elections by proclamation, stating that as it reads now, the mayor can call an election whenever he deemed fit.

Mr. Pugatch requested Attorney Wald to provide input for additional discussion addressing the question posed by Mr. Joffe. Ms. Word recalled that the language was changed due to the changes made in Section 2(f) filling commission vacancies.

Discussion ensued and the following changes were considered:

All general General Municipal Elections and Special eElections, unless otherwise provided in the (this) act herein, shall be called by proclamation of the mayor. General Municipal Elections and Special Elections shall be held in accordance with this act and the City Code of Ordinances, and shall be called by proclamation of the mayor. The mayor may call an election by proclamation in the event that an election is not provided for under this act of the City Code of Ordinances.

Items for Next Agenda

- Revisit language in Article II. Section 1(e) and Section 2(f)
- Revisit Article VII, Section 1.
- Review Draft Report, including Ballot Title and Summary

Reports/Communications

Attorney Wald explained ballot title and summary requirements.

The term of the Charter Review Committee expires in January 2024. The November meeting will determine whether or not an extension will be needed.

Next Meeting Date

November 15, 2023

Adjournment

There being no further business, the meeting was adjourned at 7:16 P.M.

By: Earl Maucker By: Jennifer M. Oh
Earl Maucker, Chair Jennifer M. Oh, Committee Liaison

November 15, 2023

Meeting Minutes



CITY OF LIGHTHOUSE POINT, FLORIDA CHARTER REVIEW COMMITTEE MEETING MINUTES

November 15, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, utilizing communications technology via the Zoom virtual meeting platform.

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- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Earl Maucker called the November 15, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:30 P.M.

Pledge to the Flag

Roll Call

Earl Maucker, Chair	Craig Pugatch - arrived late
Lynn Spinella Pagans, Vice Chair - absent	Abby Stafford
Jay Ghanem	Becky Word
Matt Hinkle	Marc Wites
Michael S. Long - absent	Ginger Wald, Special Counsel
Tom Oates - absent	Jennifer M. Oh, Committee Liaison

Approval of Minutes

A **motion** to approve the Charter Review Committee minutes from the meeting of October 18, 2023 was made by Ms. Stafford, seconded by Ms. Word and CARRIED 6:0:4 as follows:
Yes: Mr. Ghanem, Mr. Hinkle, Ms. Stafford, Ms. Word, Mr. Wites and Mr. Maucker
Absent: Mr. Long, Mr. Oates, Mr. Pugatch, and Ms. Spinella Pagans

Public Comments and Requests Regarding Agenda Items - none

Unfinished Business:

1. Review pronouns throughout the Charter

Mr. Wites discussed gender-neutral language throughout the Charter and proposed changes to the following:

ARTICLE II FORM OF MUNICIPAL GOVERNMENT

Section 1(c)

The mayor's powers and duties: The mayor shall be responsible for the proper exercise of ~~his~~the executive and administrative powers of the office of the mayor, which shall ~~extend to~~include:

Section 1(c)(3)

Exercising powers granted to ~~him~~the mayor in this charter and the laws of the State of Florida, concerning the appointment and removal of certain administrative employees and members of boards, commissions and committees.

Section 1(i)

City clerk: The city clerk shall be appointed by the mayor subject to confirmation of appointment by a majority vote of the city commission who shall set the annual salary of the clerk. The city clerk shall carry out the duties of ~~his~~the city clerk's office under the direction of the mayor. The city clerk shall be the sole appointing authority to all employees in the office of city clerk subject to approval of the mayor with the concurrence of the city commission.

Section 1(p)

Mayor's powers with respect to commission: The mayor shall have the duty to attend commission meetings and to appear before the commission for the purpose of expressing ~~his~~the mayor's views on matters before the commission. ~~He~~ The mayor shall also have the power to present messages, reports and other communications to the commission and to propose legislation for the commission's consideration. The mayor shall also have the power to call special meetings of the commission and to veto legislation as provided hereinafter.

Section 1(q)

Mayor's power to veto legislation: Within ninety-six (96) hours after the adjournment of any commission meeting, the city clerk shall present to the mayor the record of proceedings of the meeting and all ordinances adopted at the meeting. The mayor, within seven (7) days of receipt of an ordinance, shall return it to the city clerk with ~~the mayor's~~ or without his approval or with his disapproval by veto. If an ordinance is disapproved, the mayor shall attach a written statement explaining the reasons for ~~his~~the veto. Ordinances vetoed by the mayor shall be considered at the next regular meeting of the commission and the commission may pass the ordinance over the veto by an affirmative vote of four (4) of its members. The effective date of an ordinance passed over the mayor's veto shall not be less than fifteen (15) days after the date of final passage. The mayor's veto power shall extend to disapproving or reducing appropriation items in the budget or any ordinance, except for appropriations for auditing or investigating any part of the executive branch. The mayor shall not have the power to veto any emergency ordinance.

ARTICLE IV PERSONNEL

Section 2 (Paragraph 2)

No person seeking appointment to or promotion in the service of the city shall give, render or pay any money, service or other valuable thing to any person in connection with ~~his~~such test, appointment or promotion. No person shall be employed or retained in the municipal service who advocates or belongs to an organization advocating the overthrow or change of government

by force or violence. Any person who willfully or corruptly violates any of the provisions of this section shall be subject to dismissal and such other punishment as may be provided by law. No city employee, including but not limited to department heads, shall actively participate in a municipal election ~~in~~ on behalf of any candidate. Violations of any of the provisions of this section shall be considered as a forfeiture of employment with the city, subject to the provisions of Article II, Section 1(k) (removal of department heads) or Article IV, Section 1(Employees).

ARTICLE VI. – POLICE, FIRE AND BUILDING DEPARTMENTS

Section 2. (Paragraph 2)

The fire chief shall be appointed by the mayor, subject to confirmation by a majority vote of the city commission. ~~He~~The fire chief shall be responsible to the mayor and shall be removed in the same manner as prescribed in removal of department heads.

A **motion** to approve language as proposed was made by Mr. Wites, seconded by Mr. Hinkle and CARRIED 7:0:3 as follows:

Yes: Mr. Ghanem, Mr. Hinkle, Mr. Pugatch, Ms. Stafford, Ms. Word, Mr. Wites and Mr. Maucker

Absent: Mr. Long, Mr. Oates, and Ms. Spinella Pagans

Attorney Wald will incorporate the changes into the final report.

2. Consider edits to the proposed language to conform with the intent of the Committee's proposed changes for the following sections:
 - Article II, Section 1(e) Filling a vacancy in the office of mayor
 - Article II. Section 2(f) Filling commission vacancies

To confirm the intent of the Committee's proposed language, Attorney Wald presented scenarios for filling vacancies in the office of mayor and filling commission vacancies. The committee reviewed each scenario and did not recommend changes to Section 1(e).

Discussion ensued and the following change was recommended to Section 2(f):

“...to fill the vacancy until the next General Municipal Election or General election, whichever occurs first, provided the next General Municipal Election or General election are a minimum of ninety (90)..."

A **motion** to approve the language as amended was made by Mr. Ghanem, seconded by Mr. Wites and CARRIED 7:0:3 as follows:

Yes: Mr. Ghanem, Mr. Hinkle, Mr. Pugatch, Ms. Stafford, Ms. Word, Mr. Wites and Mr. Maucker

Absent: Mr. Long, Mr. Oates, and Ms. Spinella Pagans

- Article II. Section 2(g) President of the commission

Attorney Wald received communication from City Attorney Cirullo regarding Ordinance 2004-0838. The following changes were recommended related to the election of the Commission President and Vice President during those years where there is no City election:

(g) *President of the commission:* Each year, at the second meeting in March, the new commission shall, at the meeting at which it takes office, elect by a majority vote, one of its members as president of the commission. In the event of a vacancy of president of the commission, the commission shall elect, by majority vote, one of its members as president of the commission. The president shall preside at all meetings of the commission. And he The president shall serve as acting mayor during any inaccessibility, absentee, vacancy, death or disability of the mayor. While so serving, he the president shall not serve as commissioner.

(h) *Vice president of the commission:* At the same meeting at which the president of the commission is elected, each commission shall also elect, by majority vote, a vice president of the commission. In the event of a vacancy of vice president of the commission, the commission shall elect, by majority vote, one of its members as vice president of the commission. The vice president shall preside at meetings of the commission during any inaccessibility, absence or disability of the president.

Discussion followed about adding commas in the second sentence of each section as follows:

- (g)
“...the commission shall elect, by majority vote,...”
(h)
“...the commission shall elect, by majority vote,...”

Additionally, the following change was recommended to the last sentence in (h)
“...during any inaccessibility, absence...”:

A **motion** to approve the punctuation and language as amended was made by Ms. Stafford, seconded by Mr. Hinkle and CARRIED 7:0:3 as follows:
Yes: Mr. Ghanem, Mr. Hinkle, Mr. Pugatch, Ms. Stafford, Ms. Word, Mr. Wites and Mr. Maucker
Absent: Mr. Long, Mr. Oates, and Ms. Spinella Pagans

- Article VII., Section 1. Elections by Proclamation
(address concern regarding whether currently proposed language unintentionally creates a power to call election that was not intended by the committee)

The following changes were proposed:

All General Municipal Elections and Special Elections, unless otherwise provided herein, shall be called by proclamation of the mayor. General Municipal Elections and Special Elections shall be held in accordance with this act and the City Code of Ordinances, and shall be called by proclamation of the mayor.

A **motion** to approve the language as amended was made by Mr. Pugatch, seconded by Mr. Ghanem and CARRIED 7:0:3 as follows:

Yes: Mr. Ghanem, Mr. Hinkle, Mr. Pugatch, Ms. Stafford, Ms. Word, Mr. Wites and Mr. Maucker

Absent: Mr. Long, Mr. Oates, and Ms. Spinella Pagans

3. Review Draft Report provided by Attorney Wald

- Identify if proposed language warrants further discussion and Agenda

Discussion ensued regarding the preparation and presentation of the final report. It was determined that all members are encouraged to attend the presentation to the City Commission, Mr. Maucker will prepare the introduction letter, and all approved minutes will be included.

4. Consideration of whether an extension of the committee term is needed and timing for approval of Committee Report

Mr. Maucker and Attorney Wald agreed that a short 2-month extension is needed.

New Business: none

Public Comments and Requests from the Floor - none

Items for Next Agenda

- Review final report

Reports/Communications

Next Meeting Date

December 20, 2023

Adjournment

There being no further business, the meeting was adjourned at 7:25 P.M.

By: Earl Maucker
Earl Maucker, Chair

By: Jennifer M. Oh
Jennifer M. Oh, Committee Liaison

PROVIDED BY ATTORNEY GINGER WALD

General Municipal Elections: 3/12/24, 3/10/26, 3/14/28, 3/12/30 and 3/9/32

General Elections: 11/5/24, 11/10/26, 11/14/28 and 11/12/30

ARTICLE II. SECTION 1(e) *Filling a vacancy in the office of mayor:* In the event that a vacancy occurs in the office of a mayor, the commission shall forthwith elect by majority vote, from among its members, a mayor to serve until the next General Municipal Election, provided the next General Municipal Election is a minimum of ninety (90) days from the date of the appointment by the commission, or by Special Election at the discretion of the commission, as long as the Special Election is held within two (2) years from the date of the vacancy of the office of mayor.

Scenario 1: Mayor elected on 3/12/24; Mayor vacates office on 6/1/24; City Commission elects new mayor from its members on 7/6/24; New Mayor serves office until 3/10/26 (next General Municipal Election), unless the City Commission holds a Special Election before 3/10/26 (2 years from Commission election).

Scenario 2: Mayor elected on 3/12/24; Mayor vacates office on 12/10/25; City Commission elects new mayor from its members on 1/6/26; New Mayor serves office until 3/14/28 (less than 90 days until 3/10/26 General Municipal Election), unless the City Commission holds a Special election before 1/6/28 (2 years from Commission election).

Section 2. – The commission and legislation.

(f) *Filling commission vacancies:* When a vacancy on the commission occurs for any reason, the commission shall within sixty (60) days, by, majority vote, elect a person having the qualifications for the office of commission[er] to fill the vacancy until the next General Municipal Election or General election*, provided the next General Municipal Election or General election are a minimum of ninety (90) days from the date of the election by the commission. Then at the next General Municipal Election or General election, the vacancy shall be filled for the unexpired term. If the commission fails to fill a vacancy within sixty (60) days, a Special Election shall be held to fill the vacancy.

Scenario 1: Commissioner elected on 3/12/24; Commissioner vacates office on 6/1/24; City Commission elects new Commissioner from its members 7/6/24; New Commissioner serves office until 3/10/26 (next General Municipal Election) or 11/5/24 (next General election). At General Municipal Election 3/10/26, new elected Commissioner serves until 3/14/28 or at 11/5/24 General Election, the new elected Commissioner serves until 3/14/28.

Scenario 2: Commissioner elected on 3/12/24; Commissioner vacates office on 12/10/25; City Commission elects Commissioner from its members on 1/6/26; New Commissioner serves office until 11/10/26 (next General Election) or until 3/14/28 (next General Municipal Election).

Scenario 3: Commissioner elected on 3/12/24; Commissioner vacates office on 9/1/26; City Commission elects Commissioner from its members on 10/1/26; New Commissioner serves office until 3/15/28 (next General Municipal Election) (less than 90 days from General election).

* May need to add whichever occurs first, as long as a minimum of ninety days from date of the election by the commission.

December 20, 2023

Meeting Minutes



CITY OF LIGHTHOUSE POINT, FLORIDA CHARTER REVIEW COMMITTEE MEETING MINUTES

December 20, 2023

The Charter Review Committee meeting was held in Fletcher Hall, located at 2200 NE 38th Street, Lighthouse Point, FL, utilizing communications technology via the Zoom virtual meeting platform.

The public was permitted to participate by:

- Joining the meeting by live stream through Zoom Video Communications. Instructions to join via Zoom were available on the City's website: www.lighthousepoint.com.
- Joining the meeting by Zoom telephone. Instructions to join via Zoom telephone were available on the City's website: www.lighthousepoint.com

Call to Order

Earl Maucker called the December 20, 2023 meeting of the Charter Review Committee of the City of Lighthouse Point, Florida, to order at 6:30 P.M.

Pledge to the Flag

Roll Call

Earl Maucker, Chair	Craig Pugatch
Lynn Spinella Pagans, Vice Chair - absent	Abby Stafford
Jay Ghanem	Becky Word
Matt Hinkle	Marc Wites
Michael S. Long	Ginger Wald, Special Counsel
Tom Oates	Jennifer M. Oh, Committee Liaison

Approval of Minutes

A **motion** to approve the Charter Review Committee minutes from the meeting of November 15, 2023 was made by Mr. Ghanem, seconded by Ms. Stafford and CARRIED 9:0:1 as follows:
Yes: Mr. Ghanem, Mr. Hinkle, Mr. Long, Mr. Oates, Mr. Pugatch, Ms. Stafford, Ms. Word, Mr. Wites and Mr. Maucker
Absent: Ms. Spinella Pagans

Public Comments and Requests Regarding Agenda Items

Unfinished Business:

1. Review Final Report

Attorney Wald discussed the final report and the process for submitting the report to the City Commission. There were no additional changes noted by the Committee.

Mr. Maucker encouraged all members to attend the City Commission meeting, which is tentatively set for January 9, 2024. Ms. Oh will confirm the date and notify the Committee.

New Business: None

Public Comments and Requests from the Floor

Everett Marshall, resident and City Commissioner, thanked the Committee for their efforts and thanked Attorney Wald as well.

Items for Next Agenda - none

Reports/Communications

Next Meeting Date

Adjournment

There being no further business, the meeting was adjourned at 6:43 P.M.

MINUTES OF DECEMBER 20, 2023 WERE REVIEWED AND APPROVED BY COMMITTEE CHAIR EAL MAUCKER ONLY.

By: Earl Maucker
Earl Maucker, Chair

By: Jennifer M. Oh
Jennifer M. Oh, Committee Liaison

ADDENDUM “B”

The Fire Chief has the responsibility to lead the operations and manage the administrative duties of the Lighthouse Point Fire Rescue Department under the direction of the Mayor and is responsible for carrying out the following functions mandated by the City Charter:

- Firefighting and Emergency Medical Rescue work in order to save lives and property and minimize damage from fires and other life-threatening emergencies.
- Take command at large scale and other life and property significant incidents.
- Partner with City Leaders to assess risks and provide mitigation strategies where appropriate.
- Training, equipping, maintaining, and supervising fire fighters and paramedic personnel.
- Monitoring construction and occupancy standards of buildings for the purpose of fire prevention.
- Providing educational programs related to fire prevention.
- Resource management, maintenance, repair, testing, inspection, and preventive maintenance of apparatus and equipment assigned to the department and for training of the department personnel.
- Performing other duties as may be required by law.
- Foster an atmosphere in the Fire Rescue Department that promotes teamwork, high ethical standards, and a service driven perspective.