

**CITY OF LIGHTHOUSE POINT
FLORIDA**

RESOLUTION NO. 2022-2480

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LIGHTHOUSE POINT, FLORIDA, ESTABLISHING GUIDELINES AND
APPOINTING MEMBERS TO SERVE ON THE CHARTER REVIEW
COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Chapter 2, Administration, Article II, Mayor, Section 2-35, Advisory Committees of the Code of Ordinances of the City of Lighthouse Point, stipulates the composition of appointing Advisory Committees; and,

WHEREAS, Mayor Van Buskirk recommends approval of the Charter Review Committee guidelines, a copy of which is attached hereto in Exhibit "A," and,

WHEREAS, Mayor Van Buskirk appoints Earl Maucker, who will also serve as the Committee chair, Marc Wites, Lynn Spinella Pagans, Michael S. Long, Becky Word, Craig Pugath, Abby Stafford, Tom Oates, Margaret McGrath, and Matt Hinkle to serve on the Charter Review Committee, and;

WHEREAS, the City Commission has determined it to be in the best interest of the residents of the City of Lighthouse Point that the named individuals be appointed to serve on the Charter Review Committee as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE
CITY OF LIGHTHOUSE POINT, FLORIDA, THAT:**

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

Section 2. Attached hereto and made a part hereof are the Charter Review Committee guidelines.

Section 3. The provisions of said Charter Review guidelines are hereby approved.

Section 4. The City Commission of the City of Lighthouse Point, Florida, hereby confirms the appointments by Mayor Kyle Van Buskirk of the following members to the Charter Review Committee for a one-year term until January 2024: Earl Maucker, Marc Wites, Lynn Spinella Pagans, Michael S. Long, Becky Word, Craig Pugath, Abby Stafford, Tom Oates, Margaret McGrath, and Matt Hinkle.

Section 5. This Resolution shall become effective immediately upon its passage and adoption.

**CITY OF LIGHTHOUSE POINT
FLORIDA**

RESOLUTION NO. 2022-2480

PASSED this 8th day of November, 2022.

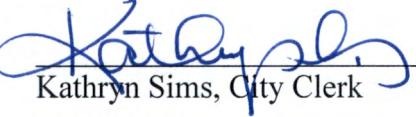
BY:

Jason D. Joffe, Commission President



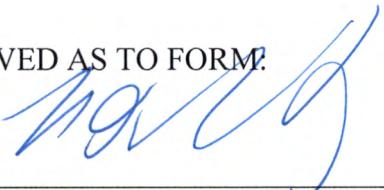
ATTEST:

BY:


Kathryn Sims, City Clerk

APPROVED AS TO FORM:

BY:


Office of the City Attorney

Commission President Jason D. Joffe
Commission Vice President Sandy Johnson
Commissioner Michael S. Long
Commissioner Everett Marshall III
Commissioner Patty Petrone

Yes	No	Absent
✓		
✓		
✓		
✓		
✓		

EXHIBIT "A"



CHARTER REVIEW COMMITTEE

CREATION

The Charter Review Committee was established by Mayor Kyle Van Buskirk and approved by the City Commission on the ____ day of November, 2022.

PURPOSE OF THE COMMITTEE

The Charter Review Committee is hereby authorized to review and propose changes to the Charter of government for the City of Lighthouse Point. The Committee shall function in an advisory capacity to the City Commission.

MEMBERSHIP

The Charter Review Committee shall consist of ten (10) regular members. Each City Commissioner shall nominate one (1) responsible and qualified member. The additional five (5) members shall be appointed by the Mayor, and will include: 1) an attorney 2) a former City Commissioner 3) a former Charter Review Committee member 4) one current City Commissioner, and 5) one City employee. Each member shall be a resident of the City (with the exception of the City employee.) A City staff liaison and an attorney from the City Attorney's office will attend meetings as support personnel. The City staff liaison will prepare agendas, post meetings, attend meetings, and prepare minutes of the meetings.

Six (6) members shall constitute a quorum. All members shall serve without compensation.

QUALIFICATIONS AND TERMS

Each member of the Charter Review Committee shall be a qualified elector and resident of the City of Lighthouse Point and shall have resided within the City of Lighthouse Point for a period of not less than one (1) year prior to his/her appointment.

Each member shall serve for a term of one (1) year from the date of the first Charter Review Committee meeting. The term may be extended for an additional six (6) months at the discretion of the Mayor.

Any vacancy occurring on the Committee shall be filled by the Mayor. The person appointed shall be a qualified elector and shall have resided in the City for one (1) year prior to the date of his/her appointment.

ORGANIZATION

The Mayor shall select the chair. The Committee members shall at their first meeting after their appointment elect a vice-chair and other officers as may be deemed necessary, who 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 he/she is called to preside.

EXHIBIT “A”

Charter Review Committee
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The following order shall be observed in the transaction of business:

- 1) CALL TO ORDER**
- 2) PLEDGE**
- 3) ROLL CALL**
- 4) APPROVAL OF MINUTES**
- 5) PUBLIC COMMENTS REGARDING AGENDA ITEMS**
- 6) UNFINISHED BUSINESS**
- 7) NEW BUSINESS**
- 8) PUBLIC COMMENTS AND REQUESTS FROM THE FLOOR**
- 9) COMMITTEE REPORTS/COMMUNICATIONS**
- 10) ADJOURNMENT**

****MEETING DATES AND TIMES**

Meetings shall be held on the third Wednesday of the month at 6:00 p.m., and special meetings may be called more often if desired, upon 72 hours' notice by the chair. A meeting may be canceled by adoption of a motion approved by not less than six (6) members of the Committee.

AMENDMENT PROCESS

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

A majority vote of the Charter Review Committee shall be required to submit amendments to the City Commission. The Board Attorney shall prepare a report to be delivered to the City Commission. Included within the report shall be any proposed amendments, along with the ballot title and summary.

The Charter Review Committee's recommendations shall be nonbinding and the City Commission shall have the sole discretion to determine which amendments, if any, it places on the ballot, the final wording of any amendments, and the timing of any election on Charter amendments.

Upon final approval by the City Commission, a referendum will be held where an amendment is presented to the electorate for final adoption.

FORUM

Hybrid meetings will be held via the Zoom virtual meeting platform and in Fletcher Hall, 2200 NE 38th Street, Lighthouse Point, FL.

All meetings of the Charter Review Committee shall be open to the public. Public input is welcome and encouraged. Comments/input shall be accepted by the Committee in person, via email at LHPadmin@lighthousepoint.com, and the Zoom virtual meeting platform. The public may speak on any official agenda item(s) listed on the agenda. Time limit – three (3) minutes.

RECORDS

Meeting agendas will be available on the City's website and on the bulletin board located outside of City Hall.

EXHIBIT “A”

Meeting minutes shall be preserved and filed with the City Clerk.

October 25, 2022

Tentative Meeting Schedule
Third Wednesday of the Month at 6:00 PM

Wednesday, January 18, 2023	6:00 PM	Introduction Meeting
Wednesday, February 15, 2023	6:00 PM	Review Articles I & II
Wednesday, March 15, 2023	6:00 PM	Review Article II (continued)
Wednesday, April 19, 2023	6:00 PM	Review Article II (continued)
Wednesday, May 17, 2023	6:00 PM	Review Article II (continued)
Wednesday, June 21, 2023	6:00 PM	Review Articles III & IV
Wednesday, July 19, 2023	6:00 PM	Review Articles V & VI
Wednesday, August 16, 2023	6:00 PM	Review Articles VII & VIII
Wednesday, September 20, 2023	6:00 PM	Review Articles VII & VIII
Wednesday, October 18, 2023	6:00 PM	Approval of Modifications to be presented to City Commission
Tuesday, November 14, 2023	6:30 PM	City Commission Agenda – Review Charter Review Committee Report
Tuesday, November 28, 2023	6:30 PM	City Commission Agenda – 1 st reading (Thanksgiving is November 23 rd)
Tuesday, December 12, 2023	6:30 PM	City Commission Agenda – 2 nd and Final Reading

All meetings will be held in Fletcher Hall, 2200 NE 38th Street, Lighthouse Point, FL 33064

*Meeting schedule may be modified – Proposed schedule reflects the anticipated deadline for March 2024 ballot questions to be submitted.

Tentative Meeting Schedule
Third Wednesday of the Month at 6:00 PM

Wednesday, January 18, 2023	6:00 PM	Introduction Meeting
Wednesday, February 15, 2023	6:00 PM	Review Articles I & II
Wednesday, March 15, 2023	6:00 PM	Review Article I & II (continued)
Wednesday, April 19, 2023	6:00 PM	Review Article II (continued)
Wednesday, May 17, 2023	6:00 PM	Review Article II (continued)
Wednesday, June 21, 2023	6:00 PM	Review Articles II (continued)
Wednesday, July 19, 2023	6:00 PM	Review Articles II (continued)
Wednesday, August 16, 2023	6:00 PM	Review Articles III & IV
Wednesday, September 20, 2023	6:00 PM	Review Articles III & IV (continued)
Wednesday, October 18, 2023	6:00 PM	Review Articles V & VI
Wednesday, November 15, 2023	6:00 PM	Review Articles V & VI (continued)
Wednesday, December 20, 2023	6:00 PM	Review Articles VII & VIII
Wednesday, January 17, 2024	6:00 PM	Review Articles VII & VIII (continued)
Wednesday, February 21, 2024	6:00 PM	Review Articles VII & VIII (continued)
Wednesday, March 20, 2024	6:00 PM	Review ALL Proposed Modifications
Wednesday, April 17, 2024	6:00 PM	Approval of Proposed Modifications to be presented to City Commission

City Commission Agenda		
Tuesday, May 14, 2024	6:30 PM	Review Charter Review Committee Report

City Commission Agenda		
Tuesday, May 28, 2024	6:30 PM	1 st Reading

City Commission Agenda		
Tuesday, June 11, 2024	6:30 PM	2 nd and Final Reading

All meetings will be held in Fletcher Hall, 2200 NE 38th Street, Lighthouse Point, FL 33064

*Meeting schedule may be modified to meet deadline to submit for November 2024 ballot

CITY OF LIGHTHOUSE POINT, FLORIDA
CITY COMMISSION AGENDA ITEM REPORT
DATE OF COMMISSION MEETING – November 8, 2022

AGENDA ITEM NO. - 9 -

PREPARED BY – Jennifer M. Oh

DIRECTOR APPROVAL -
ADMINISTRATOR APPROVAL - JPJ

SUBJECT: Resolution No. 2022-2480, establishing guidelines and appointing members to the Charter Review Committee.

1. BACKGROUND/HISTORY

At its October 25, 2022 meeting, the City Commission reviewed and discussed guidelines for the Charter Review Committee.

Membership and qualifications were proposed as follows:

The Charter Review Committee shall consist of ten (10) regular members. Each City Commissioner shall nominate one (1) responsible and qualified member. The additional five (5) members shall be appointed by the Mayor, and will include: 1) an attorney 2) a former City Commissioner 3) a former Charter Review Committee member 4) one current City Commissioner, and 5) one City employee. Each member shall be a resident of the City (with the exception of the City employee.)

Each member of the Charter Review Committee shall be a qualified elector and resident of the City of Lighthouse Point and shall have resided within the City of Lighthouse Point for a period of not less than one (1) year prior to his/her appointment.

Each member shall serve for a term of one (1) year from the date of the first Charter Review Committee meeting. The term may be extended for an additional six (6) months at the discretion of the Mayor.

2. FINDINGS/CURRENT ACTIVITY

Mayor Van Buskirk recommends appointing the following members to the Charter Review Committee:

Mayor Nominations

Nominee	Position
Marc Wites	Attorney
Earl Maucker (Chair)	Former City Commissioner
Lynn Spinella Pagans	Former Charter Review Committee member
Michael S. Long	Current City Commissioner
Becky Word	City Employee

City Commission Nominations

Nominee	Elected Official
Craig Pugath	Commission President Jason D. Joffe
Abby Stafford	Commission Vice-President Sandy Johnson
Tom Oates	Commissioner Michael S. Long
Margaret McGrath	Commissioner Everett Marshall III
Matt Hinkle	Commissioner Patty Petrone

Any proposed amendments will be placed on either the March 2024 or November 2024 ballot.

3. ATTACHMENTS

Resolution No. 2022-2480

Charter Review Committee Guidelines

Meeting Timeline – (March 2024 Election or November 2024 Election)

4. FINANCIAL IMPACT

None

5. ACTION OPTIONS/RECOMMENDATION

Recommend that the City Commission adopt the resolution confirming members to the Charter Review Committee effective January 1, 2023 for an one-year term until January 2024.