

July 31, 2023

A regular meeting of the **CHARTER REVIEW BOARD** of the City of Pembroke Pines was called to order by Vice Chair Silverman and the roll called at 6:31 PM on Monday, July 31, 2023, at the Charles F. Dodge City Center, Pembroke Pines City Hall, Room A-101, 601 City Center Way, Pembroke Pines, Florida, 33025.

**Present:** Vice Chair Teri Silverman. Members Jack McCluskey, Robert Goggin, Victor Abbondandolo, Kristen Palacio and Christopher Ziadie. **Absent:** Paul Jaquith, Brian Andino and Shauna Hicks-Lee. **Also present:** Assistant City Attorney Quentin Morgan and Board Secretary Katherine Borgstrom.

Board Secretary declared a quorum.

#### **APPROVAL OF MINUTES:**

A motion by Member McCluskey, seconded by Member Goggin, to approve the minutes of the June 26, 2023 meeting passed unanimously.

#### **OLD BUSINESS:**

Article 4.08 Procurement – Assistant City Attorney Morgan replied that he has discussed this section with Dan Rotstein, Human Resources Director, concerning “scientific method” wording. Essentially, it refers to any standards used for promotion consideration, including, but not limited to, certification, testing – certain positions require obtaining a certain score for promotion, education degrees. Mr. Morgan stated the term was broad but specific language here could limit the scope of an evaluation. By consensus, the wording will not be changed.

Article 4.13 add wording “in writing.” From time to time (1<sup>st</sup> paragraph, fourth line – The Commission Auditor shall submit, in writing, an Annual Audit Plan...).

A motion by Member McCluskey, seconded by Member Palacio to insert wording “in writing” to Section 4.13.

Article 3 – already discussed.

Article 4 – City Manager hiring qualifications. Article 4.01 (2) – qualifications - The City Manager shall have a baccalaureate degree and three (3) years’ experience as a City Manager, Assistant City Manager, or three (3) years comparable experience as

determined by the City Commission. Members disagreed on moving baccalaureate up to masters. Members agreed to 3 consecutive years as city manager or assistant city manager.

Assistant City Attorney Morgan said the vote action on all sections of the charter discussed by the board would be put to a final vote at the next charter review board meeting. A super majority vote would be required to approve sending recommendations to the Commission who would need to agree to put it on the ballot.

Chair Silverman said discussion on Section 4.1(2) would, by consensus, be tabled to the next meeting since today's meeting although there was quorum, a super majority quorum would be needed.

Discussion on *removal* "may" changed to "must" in line 4.02(b).

Discussion on 4.02 (c) "*shall*".

Discussion on 4.03 third line absence, disability, change his/hers to *their* absence.

Discussion on 4.04 (f) Remove "and". Add "*if*"

Discussion on 4.05 (b) changed all mention of "manager" to "city manager."

Discussion on 4.06 – financial control experience "*and*"

Discussion on 4.07 (3) Prepare all contracts, bonds and other instruments, in writing, in which the municipality is concerned, and on each instrument the city attorney or their designee shall endorse their approval of the form and correctness. No contract with the municipality shall take effect until their approval is so endorsed thereon.

Discussion on 4.12 (i).

Discussion on 4.8.

Discussion on 5.03(b).

Discussion on 6.01 clarification No changes.

Discussion on 6.04 Chair Silverman asked about registered mail requirement.

Discussion on 7.01.

Discussion on 8.05 clerical changes.

Discussion on 9.02.

Chair Silverman said that eight items would be discussed at the next meeting. She said it was very important that all members attend the next board meeting to vote

**Draft Minutes**

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on the recommendations to be presented to the commission. The board can determine whether the September meeting would be necessary.

Assistant City Attorney Morgan said he would send two separate documents – one with substantive changes and the other with housekeeping modifications.

A motion was made to adjourn.

**ADJOURNED 7:35 PM**

Respectfully submitted by \_\_\_\_\_  
Marlene D. Graham, City Clerk