

**Charter Review Committee  
Meeting Minutes  
August 27, 2020**

**This meeting was conducted partially via teleconference Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron Desantis on March 20, 2020, extended via Executive order no. 20-112, and further extended by Executive Orders No 20-114, 20-150, and 20-179 municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54 (5)(b)2, Florida Statutes.**

**The City of Lake Wales held this hybrid virtual public meeting using the GoToMeeting Web/Teleconference service.**

8/27/2020 - Minutes

1. CALL TO ORDER & ROLL CALL

**Members Present:** Chevon Baccus, Andy Oguntola, Keith Wadsworth, Sara Jones, Jim Weaver

**Commission Members Present:** Al Goldstein

**City Staff:** Jennifer Nanek, City Clerk

**Guests:** Cindy Turner

Chair Chevon Baccus called the meeting to order. A quorum was present.

2. Minutes - August 13, 2020

The minutes of August 13, 2020 were reviewed. The Chair said that a distance was not recommended for the City Manager residency requirement. The board members concurred. Jennifer Nanek, City Clerk, said she would make the correction.

Keith Wadsworth made a motion to approve minutes as corrected. The motion was seconded and unanimously approved.

3. Review Of Charter Sections

Article VI. Financial Procedures:

Section 6.05 Capital program

The Chair said that she spoke with the Interim City Manager James Slaton about this section. Regarding the Capital program she said that staff has not been doing this, submitting it three months before the budget. It is submitted to the Commission with the Budget and recommended adjusting this. Sara Jones recommended using the same language as the budget. The Chair said on or before September 1st. There

was consensus on this.

There were no other changes recommended for Section 6.

Jim Weaver asked if the City has been negatively impacted by recent COVID19 pandemic. Al Goldstein, City Commissioner, reviewed the loss to our budget this year. The budget and budget process was reviewed and discussed.

#### Article VII. Municipal Borrowing, Finance and Taxation

The Chair said that most of the policy concerning borrowing is handled in the Ordinances. Nothing is in the Charter regarding investments but a policy is in the Ordinances. The Chair reviewed key elements of those policies. There was consensus to leave it as it is.

#### 4. Duties Of Commissioners

The chair reviewed the draft list of proposed duties.

[Begin draft]

#### DUTIES OF CITY COMMISSIONERS – DRAFT 2 – 8/27/2020

Individual commissioners have no express power, but members acting together as a city commission are responsible for:

- Adopting ~~mission~~, vision, goals and policies for the city (if mission is in charter)
- Representing the best interests of the city and its citizens
- Attending regular and special commission meetings and workshops
- Employing, overseeing and evaluating a city manager, who is responsible for the city's day-to-day operations
- Employing a city attorney and city clerk (removed evaluating)
- Adopting an annual budget and ad valorem tax rate, and approving any necessary amendments
- Setting rates for any special fees or assessments
- Adopting a 5-year Capital Improvement Program and prioritizing projects for annual funding
- Serving as the city's Community Redevelopment Agency, promoting economic growth
- Recruiting and approving recommended appointments to city boards, committees, commissions
- Approving the city's organization plan, operational departments and salary ranges
- Adopting a long-range comprehensive plan for land use, planning and zoning
- Providing for the public safety by supporting adequate police and fire services
- Adopting comprehensive personnel policies

- Ensuring that city pension programs are adequately funded
- Representing the city at various community events
- Promoting active citizen engagement in the affairs of the city

[End Draft]

Sara Jones asked that the Oxford Commas be used before and in a series. The Chair concurred and will add them.

Sara Jones suggested replacing overseeing the City Manager with supervising the City Manager. The board concurred.

There was a recommendation to specify budget amendments in the sentence about adopting a budget. This was discussed. Sara Jones suggested adding each fiscal year for the line on Adopting a 5-year Capital Improvement Program. There was consensus on this.

Andy Oguntola suggested separating economic growth from the line about serving as the Community Redevelopment Agency. Sara Jones suggested deleting the portion after the comma.

The segment on "planning and zoning" was dropped from "Adopting a long-range comprehensive plan" line.

There was discussion on board appointments. Commissioner Goldstein said he would like more information on potential appointments. Andy Oguntola suggested that procedures could be changed or discussed at a workshop. There was consent to remove the word recruiting and change approving to confirming. The Chair noted that the last line regarding Citizen engagement can include encouraging service on city boards.

Andy Oguntola said "Adopting local Laws, Ordinances and Resolutions" should be added. The board consented to this.

The Chair said that the issue of salary ranges was discussed at recent Commission meetings and asked if it should be left in or modified. This was discussed. It was decided to leave it in as they are approved in the budget.

It was decided to review the revised draft at the next meeting. Jim Weaver commended the Chair on putting the list together.

## 5. AROUND THE ROOM

Chair said we are making good progress and may be done ahead of time. We can come back and review what we have done.

Andy Oguntola asked about presenting these to the Commission. The Chair said we can discuss these at a workshop and they will be voted on at a Commission meeting.

## 6. COMMUNICATIONS AND PETITIONS

The Chair said she had input from a citizen, Cindy Turner, to drop the last 4 words from the proposed Mission statement. These are "for our being here".

The mission of the City of Lake Wales is to serve its citizens, build on the City's existing small town values, and adopt the Bok ethic charging each of us to make where we live a "bit better and more beautiful" for our being here.

Sara Jones said those words are needed to complete the quote. There was consensus to leave the draft as is. Cindy Turner said the mission statement should be stronger or clearer.

Cindy Turner, resident, said removing the words makes the mission sound more concrete. She also suggested our should be it. She also asked about a vision statement. The Chair recommended the Vision and goals be left to the Mayor and Commission. Andy Oguntola said the Vision may change with each Commission. There was agreement on this.

7. ADJOURN

The meeting was adjourned. Next Meeting is September 10, 2020.

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Chair

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City Clerk