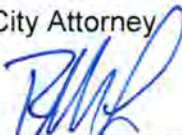





**CITY OF PALM BEACH GARDENS
CITY COUNCIL
Agenda Cover Memorandum**

**Meeting Date: August 3, 2017
Resolution 50, 2017**

Subject/Agenda Item: Appointing Members to the Charter Review Committee

- Recommendation to APPROVE**
 Recommendation to DENY

<p>Reviewed by:</p> <p>City Attorney</p>  <p>_____ R. Max Lohman, Esq.</p>	<p>Originating Dept.: City Clerk</p>  <p>_____ Patricia Snider, CMC, City Clerk</p>	<p>Costs: \$ <u>0</u> (Total)</p> <p>\$ _____ Current FY</p>	<p>Council Action:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ Conditions <input type="checkbox"/> Denied <input type="checkbox"/> Continued to:</p>
	<p>Advertised: NA</p> <p>Date:</p> <p>Paper:</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>Funding Source:</p> <p><input type="checkbox"/> Operating <input type="checkbox"/> Other</p>	<p>Attachments:</p> <ul style="list-style-type: none"> • Resolution 50, 2017
<p>Submitted by:</p> <p>Department Director</p>  <p>_____ Patricia Snider, CMC, City Clerk</p>		<p>Contract/Agreement:</p> <p>Effective Date: _____ N/A</p> <p>Expiration Date: _____ N/A</p>	
<p>Approved by:</p> <p>City Manager</p>  <p>_____ Ronald M. Ferris</p>	<p>Affected parties</p> <p><input type="checkbox"/> Notified <input checked="" type="checkbox"/> Not required</p>	<p>Budget Acct.#: N/A</p>	

BACKGROUND: At the July 13, 2017, meeting, City Council adopted Resolution 49, 2017, establishing the Charter Review Committee.

Below are the membership guidelines contained in Section 5 of Resolution 49, 2017:

- (a) Membership will consist of five regular members.
- (b) Each Councilmember will provide two to three names for consideration, and each appointment will be approved and voted on by the entire Council.
- (c) The guidelines for membership may include:
 - Be a property owner for a minimum of five years.
 - Shall not currently be serving on a City or County board or committee.
 - Able to attend both daytime and evening meetings.
 - Be a registered voter in the City.
 - May not be a lobbyist.
 - Have knowledge of municipal functions, municipal charters, the Florida Constitution, and the Florida Statutes pertaining to municipal law.
 - Should not present a conflict of interest on any subject matter discussed, reviewed, or decided upon.

As stated in (b) above, each Councilmember has provided the following names for consideration:

Mayor Marino

Brian Seymour, Attorney
110 Alegria Way (Mirabella)
561-650-0621 (Office)
561-379-6865 (Cell)

Steve Mathison, Attorney
226 Coral Cay Terrace (BallenIsles)
561-624-2007 (Office)
561-762-7830 (Cell)

Craig Allgood, Retired Manufacturing and Engineering
2252 Quail Ridge N. (Shady Lakes)
772-201-1882

Vice Mayor Marciano

Dr. Sheldon Rich, Pharmacist
1 Sheldrake Circle (PGA National)
248-932-8500

Meg Shannon, President of the Isles HOA
1111 Orinoco Way (The Isles)
561-775-1419

Craig Allgood, Retired Manufacturing and Engineering
2252 Quail Ridge N. (Shady Lakes)
772-201-1882

Councilmember Woods

Bill Champlin, Attorney
1001 Grande Isle Way (BallenIsles)
860-989-2778

Bob Goldfarb, Custom Clothier
191 Via Condado Way (Mirabella)
305-491-0083

Councilmember Lane

Ian Helsby. I would like to supplement the attached description of Ian Helsby. Ian is a member of MENSA. He is an accountant. He is on the Board at Mirasol. He is president of Esperanza at Mirasol Property Owners Association. He is a Director on the Palm Beach Gardens Historical Society. He is semi-retired. He holds a position as a director of his son-in-law's management consulting company.
170 Esperanza Way (Mirasol)
561-622-5958

Councilmember Litt

Joan Altwater, President of the Northlake Neighborhood Coalition, Inc.
9180 Cypress Hollow Drive (Cypress Hollow)
561-626-4929

Meg Shannon, President of the Isles HOA
1111 Orinoco Way (The Isles)
561-775-1419

Craig Allgood, Retired Manufacturing and Engineering
2252 Quail Ridge N. (Shady Lakes)
772-201-1882

Kimberlee A. Fowler, Attorney
67 Dunbar Road (PGA National)
561-386-2180

In order for proposed Charter amendments to be on the March 13, 2018 ballot, staff has prepared the following timeline:

1. July 13, 2017, City Council meeting, adopt a Resolution establishing the Charter Review Committee.
2. August 3, 2017, City Council meeting, adopt a Resolution appointing members to the Charter Review Committee.
3. Begin meeting the week of August 7, 2017, which will allow seven weeks for the Committee to develop the proposed changes and prepare the final report.
4. The City Clerk's office has tentatively reserved the Council Chambers every Monday and Wednesday beginning August 7th through September 20th. This will allow the Chair and members ample time to meet.

5. October 12, 2017, City Council meeting, Charter Review Committee to present final report to Council.
6. November 2, 2017, City Council meeting, Referendum Ordinance – first reading.
7. December 7, 2017, City Council meeting, Referendum Ordinance – second reading and adoption.
8. February 2, 2018, at Noon. Ballot language due to the Supervisor of Elections.

There have been inquiries regarding the frequency of the Charter Review Committee meetings.

As a point of clarification, as stated in Resolution 49, 2017, Section 6, Meetings, the meetings shall be at the call of the chairperson, beginning the week of August 7, 2017, allowing seven weeks for the Committee to meet and prepare the final report for Council consideration.

Mondays and Wednesdays were merely a **place holder** since these two days were consistently available over the seven-week period that the Committee will be meeting.

This does **not** mean the Committee will be meeting two days a week; it simply offers flexibility to accommodate the schedules of the Committee members.

Once the Committee is formed, a calendar of available dates can be presented for discussion and selection based on the availability of the Chambers.

Following the Committee appointments, the City Clerk's department will:

- Provide each Committee member with the training information and links to complete the **required** Palm Beach County Commission on Ethics training. This must be completed **prior** to the first meeting.
- Prepare and administer Oaths of Office at the Committee's first meeting.
- Assist with the coordination of the Orientation training session.
- Assist with the coordination of the dates and times of the meetings.
- Reserve Council Chambers, prepare and post the meeting notice, and ensure coverage to record the meeting.
- Prepare action minutes for review and adoption after each meeting.

STAFF RECOMMENDATION: Staff recommends **APPROVAL** of Resolution 49, 2017 as presented.

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RESOLUTION 50, 2017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM BEACH GARDENS, FLORIDA, APPOINTING MEMBERS TO THE CHARTER REVIEW COMMITTEE; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, at the July 13, 2017, Council meeting, the City Council adopted Resolution 49, 2017, establishing the Charter Review Committee and the membership guidelines; and

WHEREAS, the City Council deems approval of this Resolution to be in the best interest of the health, safety, and welfare of the residents and citizens of the City of Palm Beach Gardens and the public at large to establish a Charter Review Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM BEACH GARDENS, FLORIDA, that:

SECTION 1. The foregoing recitals are hereby affirmed and ratified.

SECTION 2. Below are the membership guidelines contained in Section 5 of Resolution 49, 2017:

- (a) Membership will consist of five regular members.
- (b) Each Councilmember will be entitled to appoint one member to the committee and may provide two to three names for consideration. Each appointment shall be subject to and conditioned upon approval by a majority vote of the entire Council.
- (c) The guidelines for membership **may** include:
 - Be a property owner for a minimum of five years.
 - Shall not be currently serving on a City or County board or committee.
 - Able to attend both daytime and evening meetings.
 - Be a registered voter in the City.
 - May not be a lobbyist.
 - Have knowledge of municipal functions, municipal charters, the Florida Constitution, and the Florida Statutes pertaining to municipal law.
 - Should not present a conflict of interest on any subject matter discussed, reviewed, or decided upon.

SECTION 3. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 2017.

CITY OF PALM BEACH GARDENS, FLORIDA

BY: _____
Maria G. Marino, Mayor

ATTEST:

BY: _____
Patricia Snider, CMC, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

BY: _____
R. Max Lohman, City Attorney

VOTE:

AYE NAY ABSENT

MAYOR MARINO	_____	_____	_____
VICE MAYOR MARCIANO	_____	_____	_____
COUNCILMEMBER WOODS	_____	_____	_____
COUNCILMEMBER LANE	_____	_____	_____
COUNCILMEMBER LITT	_____	_____	_____

