



CITY OF COCONUT CREEK CHARTER REVIEW BOARD MINUTES

Government Center
4800 West Copans Road
Coconut Creek, FL 33063

Date: January 28, 2025
Time: 5:00 p.m.
Location: Public Meeting Room
Adjacent to Commission Chambers

1. CALL TO ORDER

The meeting was called to order by Chair Craig Valvo at 5:03 p.m.

2. PRESENT UPON ROLL CALL:

Chair Craig Valvo - District E
Vice Chair Alex Escoriaza - District D
Jonathan Ahlbum - District A
David Mintzes - District B
Mohammed Razib - District C (*arrived at 5:13 p.m.*)

Also present: City Clerk Joseph Kavanagh and Deputy City Attorney Kathy Mehaffey.

Deputy City Attorney Mehaffey noted that the meeting was being conducted live with a quorum physically present and explained the procedures for the meeting.

APPROVAL OF MINUTES

3. A MOTION APPROVING THE MINUTES FROM PREVIOUS CHARTER REVIEW BOARD MEETING(S) (2025-0114).

MOTION: Mintzes/Escoriaza – To approve the Minutes of the January 14, 2025, Charter Review Board Meeting, as presented.

The Motion passed by a unanimous voice vote, with Mr. Razib not present at the time of the vote.

4. DISCUSSION BY MAYOR WELCH

5. DISCUSSION BY VICE MAYOR RAILEY

Deputy City Attorney Mehaffey explained that Mayor Welch, Vice Mayor Railey, and City Attorney Pyburn would be unable to attend the meeting and sent their regrets, as they were at the Broward County Commission meeting. She advised that Agenda Items 4 and 5 for the Mayor and Vice Mayor discussions would be rescheduled to a future meeting.

6. REVIEW OF CHARTER SECTIONS

Deputy City Attorney Mehaffey reviewed materials sent to the Board in response to

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requests at the January 22 meeting, including the resolution history to reflect Commission salaries and changes over time. She noted City Clerk Kavanagh was working to gather information from other cities on Commission compensation. City Clerk Kavanagh advised that he had received approximately 10 responses so far, which included every possible permutation. He stated once a substantial percentage of responses was received, staff would compile the results and present them to the Board.

Deputy City Attorney Mehaffey stated draft language for Section 303 regarding the City Manager and City Attorney would be available for review at the next meeting. She noted Section 604 would be brought back at a future meeting when City Manager Sheila Rose and Finance and Administrative Services Director Peta-Gay Lake were available to provide additional background on the budget process and answer any questions.

Section 304 – Prohibitions.

In reference to subsection a, Vice Chair Escoriza asked if a City Commissioner could lobby for another entity. Deputy City Attorney Mehaffey advised the activity was heavily regulated by the Broward County Office of the Inspector General and State law. Discussion ensued, and Deputy City Attorney Mehaffey stated she would follow up with additional information.

Mr. Mintzes asked about prohibitions on Commissioners with the City as a professional client. Deputy City Attorney Mehaffey explained there were a number of prohibitions spelled out explicitly in State law, as well as in the Broward County Code of Ethics.

Board Member Mohammed Razib joined the meeting at 5:13 p.m.

Deputy City Attorney Mehaffey continued with the review of Section 304. Discussion ensued briefly regarding 304.c, Interference with Administration, the inclusion of the Mayor in reference to the Commission members, and involvement of the Commission in staffing decisions, including the recent change in Chief of Police.

Deputy City Attorney Mehaffey continued the Charter review by section.

Chair Valvo asked for clarification on whether a sitting Commissioner had to resign to run for a County or State office. Deputy City Attorney Mehaffey and City Clerk Kavanagh explained the applicable laws. Discussion continued.

Vice Chair Escoriza referenced Section 303.b. and asked how ties were broken on the dais when only four (4) members of the Commission were present. Deputy City Attorney Mehaffey advised there was not an automatic tiebreaker. Discussion continued regarding provisions for quorum, voting and tie breaking, in various situations.

Discussion ensued regarding Section 307 – Investigations, including how an investigation was initiated, the process for investigation, and the appropriate forum for appeal. City Clerk Kavanagh provided additional details on the process for qualifying candidates for office.

Vice Chair Escoriza asked that Finance and Administrative Services Director Peta-Gay Lake address the Board to provide an updated opinion on Section 308 – Independent Audit and changes made. Deputy City Attorney Mehaffey explained language was added in accordance with State law and noted staff had expressed concern related to considering the number of auditors and auditing firms available to conduct the work.

Discussion continued regarding audit firm qualifications and the selection process.

Deputy City Attorney Mehaffey noted Section 309 – Procedure, addressed Commission meeting requirements on a general level, but additional regulations were laid out in the procedures ordinance, decorum policy, and Broward County requirements.

Discussion ensued on the difference between resolution and ordinance and concerns with voter fatigue when placing Charter changes on the ballot. Consensus was to discuss changes to align the Charter Review Board process with municipal election dates when reviewing Section 907.

In reference to Section 310 – Action Requiring an Ordinance, Vice Chair Escoriza asked for clarification on the impact fee ordinance currently before the City Commission. Deputy City Attorney Mehaffey outlined the process the City was currently undergoing to review and amend its schedule of impact fees, including the study completed, changes to State law, and the ordinance process. Discussion continued.

The Board and staff discussed distinctions between the Charter and City Code, as well as between ordinance and resolution.

Deputy City Attorney Mehaffey advised that Article IV of the Charter dealt entirely with the City Manager. She explained potential changes discussed by the 2020 Charter Review Board, including change to the residency requirement and amendments to align with contract requirements and State law had failed at referendum. Discussion ensued regarding residency requirements and qualifications for the City Manager role, length of term and contract renewal, and appointment of a deputy to attend meetings on behalf of the City Manager.

Chair Valvo suggested that in addition to the Mayor, Vice Mayor, Commissioners, and Finance Director, the Board may want to hear from the Police Department at a future meeting. Mr. Razib commented that it may be a topic to revisit following the meetings scheduled with members of the Commission. Discussion continued.

Consensus was to pick up the discussion with Section 405 – Removal, at the next meeting.

7. CONFIRMATION OF UPCOMING FEBRUARY MEETING DATES

City Clerk Kavanagh reviewed the calendar of upcoming meetings, as follows:

- Wednesday, February 5, 5 p.m., Public Meeting Room adjacent to Commission Chambers
- Tuesday, February 11, 5 p.m., Public Meeting Room adjacent to Commission Chambers
- Wednesday, February 19, 5 p.m., Public Meeting Room adjacent to Commission Chambers
- Wednesday, February 26, 5 p.m., Public Meeting Room adjacent to Commission Chambers

8. ADJOURNMENT

The meeting was adjourned at 7:00 p.m.



Joseph J. Kavanagh, MMC
City Clerk

2/11/2025
Date