CITY OF COCONUT CREEK
CHARTER REVIEW BOARD MINUTES

Government Center
4800 West Copans Road
Coconut Creek, FL 33063

Date: January 14, 2025
Time: 6:00 p.m.
Meeting No. 2025-0114

1. CALL TO ORDER

The meeting was called to order by City Attorney Terrill Pyburn at 6:00 p.m.

2. PRESENT UPON ROLL CALL:

Jonathan Ahlbum - District A
David Mintzes - District B
Mohammed Razib - District C
Alex Escoriaza - District D
Craig Valvo - District E

Also present: City Clerk Joseph J. Kavanagh, Deputy City Attorney Kathy Mehaffey, and City Attorney Terrill C. Pyburn.

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

3. INTRODUCTION OF BOARD MEMBERS AND STAFF

Staff and Board members introduced themselves in turn.

4. OATH OF OFFICE

City Clerk Kavanagh administered the Oath of Office to the members of the Charter Review Board.

5. BOARD ORIENTATION: REVIEW OF GOVERNMENT-IN-THE-SUNSHINE, PUBLIC RECORDS, AND ETHICS LAWS

Deputy City Attorney Mehaffey provided an overview of what it means to be a board member and gave a thorough presentation on the following topics:

- Sunshine Law – Section 286.011, Florida Statutes;
- Public Records Law – Chapter 119, Florida Statutes;
- Social Media;
- Code of Ethics for Public Officers and Employees – Section 112.313, Florida Statutes;
- Board Basics; and
- Parliamentary Procedure.

Deputy City Attorney Mehaffey answered questions and encouraged the Board members to contact the City Attorney's Office with any further inquiries.

6.   REVIEW OF TASKS AND DUTIES OF CHARTER REVIEW BOARD

City Attorney Pyburn reviewed the tasks and duties of the Board and discussed the City Charter. She advised that the Board had 120 days from the date of appointment to complete the task and reviewed the next steps.

Board Member Craig Valvo asked for clarification on the City Commission role in approving the recommendations of the Board. City Attorney Pyburn explained briefly. Deputy City Attorney Mehaffey provided additional details.

Discussion ensued as to documents available for reference, including the minutes of the past Charter Review Board meetings, the final ordinance of the 2020 Charter Review Board, and the Charters of other municipalities. City Clerk Kavanagh outlined the steps to access resources on the City website.

7.   ELECTION OF CHAIR AND VICE CHAIR

City Attorney Pyburn opened the floor for nominations for the position of Board Chair.

Board Member David Mintzes nominated Craig Valvo as Chair, seconded by Board Member Alex Escoriaza. There being no further nominations, Mr. Valvo was named Board Chair.

City Attorney Pyburn opened the floor for nominations for the position of Vice Chair.

Board Member Mohammed Razib nominated Alex Escoriaza as Vice Chair, seconded by Chair Valvo. There being no further nominations, Mr. Escoriaza was named Vice Chair.

8.   ESTABLISHMENT OF MEETING SCHEDULE

The Board agreed to the following tentative meeting schedule:

Wednesday, January 22, 5 p.m., Planning and Zoning Room
Tuesday, January 28, 5 p.m., City Commission Chambers
Wednesday, February 5, 5 p.m., City Commission Chambers
Tuesday, February 11, 5 p.m., Planning and Zoning Room
Wednesday, February 19, 5 p.m., City Commission Chambers
Wednesday, February 26, 5 p.m., City Commission Chambers
Thursday, March 6, 5 p.m., City Commission Chambers
Wednesday, March 19, 5 p.m., City Commission Chambers
Wednesday, March 26, 5 p.m., City Commission Chambers
Wednesday, April 2, 5 p.m., City Commission Chambers
Tuesday, April 8, 5 p.m., Planning and Zoning Room
Wednesday, April 16, 5 p.m., City Commission Chambers
Wednesday, April 23, 5 p.m., City Commission Chambers
Wednesday, April 30, 5 p.m., City Commission Chambers

9.   INPUT FROM THE PUBLIC

There was no input from the Public.

10. ADJOURNMENT

The meeting was adjourned at 7:35 p.m.

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Joseph J. Kavanagh, MMC   Date
City Clerk