



## CITY OF COCONUT CREEK CITY COMMISSION WORKSHOP MINUTES

Government Center  
4800 W. Copans Road  
Coconut Creek, Florida

Date: April 7, 2021  
Time: 9:00 a.m.  
Meeting No. 2021-0407WS

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### CALL TO ORDER

Mayor Rebecca A. Tooley called the meeting to order at 9:03 a.m.

### PRESENT UPON ROLL CALL:

Mayor Rebecca A. Tooley  
Vice Mayor Joshua Rydell  
Commissioner Lou Sarbone  
Commissioner Sandra L. Welch  
Commissioner Jacqueline Railey  
City Manager Karen M. Brooks  
Deputy City Manager Sheila Rose  
Deputy City Attorney Kathryn Mehaffey  
City Clerk Leslie Wallace May

Mayor Tooley explained that Governor Ron DeSantis' Executive Order 20-52, as continuously extended, and Section 252.38, Florida Statutes, authorized all local governments to waive procedures and formalities otherwise required by both state and local law as necessary to allow local governments to continue to perform public work and take whatever prudent action is necessary to ensure the health, safety, and welfare of the community. She noted that the meeting was being conducted live with a quorum physically present consistent with the Governor's Order and State law. Deputy City Attorney Mehaffey explained the procedures for public participation and comment for the meeting.

City Clerk May stated that there were no advanced public comments received for the meeting and no one who had signed in to speak.

### DISCUSSION – COMMISSION COORDINATION

City Manager Brooks outlined the purpose of the Workshop to ensure new and returning Commissioners were on the same page and ensure meeting efficiency. She referred to the Commission manual and noted the Commission could provide feedback as they discussed the items. She encouraged the Commissioners to review the City's Vision and Mission for future updating during the Vision 2030 planning process.

City Manager Brooks reviewed the budget and financial documents, and where to find information as needed.

Discussion continued regarding the Commission schedule, including Workshops, summer vacation, budget hearings, and agenda review. City Manager Brooks explained the purpose of the Consent Agenda and asked the Commissioners for feedback regarding preferences for items to be placed on the Consent Agenda. Vice Mayor Rydell stated that all budget items should be on a regular agenda item, even when routine. The general agreement was to limit consent agenda items to those that are routine, procedural, and without financial value. The Commission discussed Vice Mayor Rydell's assertion and availability of documents online in advance of the meeting.

Mayor Tooley asked how many people were currently listening to the Commission meetings and the number of cities video streaming. City Manager Brooks responded that she would research the answer and report back.

City Manager Brooks explained the purpose of Commission Communications during regular meetings and asked the Commissioners to review the concept of Time Certain, and whether it was serving the Commission as currently in place. Vice Mayor Rydell asserted that COVID-19 had shifted the norms and explained the original intent of the Time Certain was to move things along for the benefit of the residents waiting for their items. Commissioner Sarbone agreed and commented that staff reports and Commission Communications should be moved to the end of the agenda. Deputy City Attorney Mehaffey asked the Commissioners to consider whether Time Certain items should be considered prior to 7:30 p.m. Discussion ensued regarding agenda management and accommodation for residents attending meetings. The general agreement was to remove the time certain, with the understanding that it may be added to individual Agenda Items as needed. Additionally, reports from the Commission, City Manager and City Attorney would be moved to the end of the Agenda.

City Manager Brooks discussed Commission offices and staffing and encouraged the Commission to bring forth training requests. Vice Mayor Rydell asked that every public meeting be on the Commission calendar. Discussion ensued regarding items to include on the calendar and attending meetings of other groups.

City Manager Brooks reviewed the Advisory Boards and Committees and explained the process for appointments. Discussion ensued regarding whether to vote on appointments individually or as a slate, whether nominations should come from the Commissioner's district, and professional standards for Boards. By consensus, the Commission asked the City Manager to reopen the application process until April 12 to invite additional Board applications.

Continuing, City Manager Brooks explained the City's form of government and the role of staff. Discussion ensued regarding the flow chart. City Manager Brooks provided direction on how to handle vendor solicitations and resident complaints and concerns. Commissioner Welch asked that resident concerns be shared with the Commissioners when they are in their districts. Discussion ensued regarding how issues communicated by the Commissioners and received directly are handled and responding to concerns in other districts.

Commissioner Railey asked for additional information regarding Sunshine Laws in communication between City Commissioners, and staff provided clarification.

*Vice Mayor Rydell left the meeting at 10:11 a.m.*

City Manager Brooks reviewed the list of organizations and Boards that the City participates in and discussed her recommendations. Discussion ensued regarding the League of Mayors and whether the City should be involved. City Manager Brooks discussed the City Manager's Office's involvement in organizations and its board appointments and reviewed the list of appointments of Commission members.

Commissioner Welch discussed the board she was serving on and the importance of the Commissioners being involved and aware of what was occurring. She stated that Vice Mayor Rydell would be a valuable lead on the Regional Climate Change Taskforce. Commissioner Sarbone asked that the item be brought up on a future agenda. Discussion continued and Commissioner Railey agreed to serve as an alternate on the Metropolitan Planning Organization (MPO). The Commission and staff discussed the Solid Waste Working Group, as well as the ongoing solid waste issues and related education.

City Manager Brooks provided information on training for newly-elected officials and other training opportunities. She stated there were funds in the City budget for training and encouraged the Commissioners to take advantage of opportunities as appropriate. She noted the Commissioners had always been aware of priorities and been judicious in their activities. City Manager Brooks answered questions regarding travel and the Commissioners shared their training experiences.

City Manager Brooks reviewed a brief snapshot of the major issues currently being faced by the City, including active and upcoming issues and those staff is monitoring.

Commissioner Sarbone asked for an update on the MainStreet development. Deputy City Manager Sheila Rose provided a brief update.

Commissioner Sarbone asked about negotiations regarding the compact with the Seminoles and attendance at related conferences. Discussion ensued on the history of the City's involvement and legislative opportunities.

Commissioner Welch thanked staff for the weekly updates that had started during COVID-19 and stated she would like for them to continue. City Manager Brooks asked whether too many charts were being included in the weekly updates. Discussion ensued regarding regularly disseminating COVID-19 information.

Commissioner Welch asked for an update on Code Enforcement measures related to COVID-19. The Commission and staff discussed COVID-19 restrictions related to businesses and public meetings in Coconut Creek and other municipalities, as well as the County.

Mayor Tooley asked that palm cards be made to promote the CocoGRAM, CocoALERT, and the City's website so Commissioners could share them when residents ask how to get information about City happenings.

Commissioner Welch commended staff for the new design of the City's website.

City Manager Brooks asked if there were any further comments regarding the issues list, and there were none.

## **ADJOURNMENT**

The meeting was adjourned at 11:01 a.m.

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Leslie Wallace May, MMC  
City Clerk

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Dated