

City of Coconut Creek InterOffice Memorandum

To: City Commission

Date: April 16, 2025

From: Charter Review Board

Subject: Final Report

The Charter Review Board held its first meeting on January 14, 2025, and subsequently held thirteen meetings. The final meeting was held on April 16, 2025. At that meeting, upon motion duly made and seconded, the Board voted to approve six (6) proposed amendments to the City Charter consolidated into 5 ballot questions as contained in the attached Draft Ordinance of Proposed Charter Amendments.

Of particular note, the Charter Review Board recommends revising the timing of the Charter Review Board to coincide more closely with regularly scheduled elections. The current review cycle demonstrates the basis for the recommendation. The Charter Review Board was initiated in January 2025, consistent with the Charter requirement that it be initiated in January every five (5) years. The next election is not until November 2026, a full eighteen (18) months after the Board concludes its business. If the Charter Review Board is initiated in January every six (6) or every eight (8) years, it will always coincide with an upcoming election. The Charter Review Board recommends changing the schedule but would like the City Commission to determine the length of time between reviews. If the City Commission chooses six (6) years, beginning the change in 2030 (five years from the current review) is recommended. If the City Commission chooses eight (8) years, beginning the change in 2032 is recommended (seven (7) years from the current review). The relevant charter language is as follows:

Section 907. - Charter Review; Charter Review Board.

In January, 1980 [2030/2032], and every ~~five (5)~~ [six (6)/eight (8)] years thereafter, the Commission will in January appoint a Charter Review Board consisting of five (5) electors of the City, one (1) from each district, holding no other office, appointment or employment in the government of the City of Coconut Creek except on advisory bodies of the City. Commencing with the reorganization of the City Commission on March 13, 2029 and thereafter, the composition of the Charter Review Board will include an appointed elector from each of the four (4) districts, and one (1) appointed elector who is selected by the Elected Mayor and resides in any district of the City; all of whom must not hold any other office, appointment or employment in the government of the City of Coconut Creek except on advisory bodies of the City. In addition, the Commission may appoint a Charter Review Board at any other time as it may deem necessary or desirable, having the required composition as stated herein. Such Board must review the Municipal Charter, and within one hundred twenty (120) days after such appointment, submit to the Commission such alteration, revisions, and amendments, if any, to this Charter, as in its judgment are desirable. The Commission will submit to the electors not later than the next succeeding general election or municipal election any such proposed alterations, revisions, or amendments. The members appointed to said Board will serve without compensation and their terms will expire one hundred twenty (120) days after their appointment.

Regardless of the Charter Review Board review cycle designated in the Charter, the City Commission retains the right to convene a Charter Review Board at any time it deems necessary or desirable.

The Charter Review Board hereby respectfully submits to the City Commission the proposed amendments to the City Charter with the request that the City Commission select the six (6) or eight (8) year charter review cycle and the proposed amendments be submitted to the voters of the City in a referendum to be held on November 3, 2026.

In addition to the proposed Charter Amendments the Charter Review Board submits the following for the City Commission's future consideration:

- 1) Consider revising the criteria for Planning and Zoning Board Members provided in Section 13-16(b) of the City Code of Ordinances to include experience in economic development:
 - (b) *Composition.* The planning and zoning board shall consist of five (5) members and one (1) alternate. Members shall, to the extent practicable, represent interests, specialties and qualifications in any of the following fields:
 - (1) Architecture, construction, economic development, engineering, environmental science, land use, land development, landscape architecture, law, real estate, sustainability, or urban planning; or
 - (2) Alternatively, demonstrate strong and sincere commitment to the intent set forth in this section or possession of an outstanding reputation for civic activity and interest, integrity, and responsibility, with preference to applicants who have completed Coconut Creek Citizen's Academy.
- 2) Consider, upon implementation of an elected mayor position, increasing the expenses allocated for the Mayor.

Craig Valvo, Chair

Alex Escoriaza, Vice Chair

Jonathan Ahlbum

David Mintzes

Mohammed Razib