



**CHARTER REVIEW ADVISORY BOARD  
AGENDA  
October 3, 2023  
6:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES FROM PREVIOUS MEETING**
  - A. SEPTEMBER 5, 2023 CHARTER REVIEW ADVISORY BOARD MINUTES
- 4. OLD BUSINESS**
  - A. PROPOSED CHARTER AMENDMENTS
- 5. NEW BUSINESS**
- 6. OTHER BUSINESS**
- 7. PETITIONS FROM THE PUBLIC**
- 8. FUTURE AGENDA ITEMS**
- 9. ADJOURNMENT**

If a person decides to appeal any decision made by the Board, Agency, or Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (FS 286.0105)

Any person requiring auxiliary aids and services at this meeting may contact the City Clerk's Office at (954) 535-2705 at least 24 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by using the following numbers: 1-800-955-8770 or 1-800-955-8771.



## **CHARTER REVIEW ADVISORY BOARD MINUTES**

**September 5, 2023**

**6:00 PM**

### **1. CALL TO ORDER**

Chairperson Karen Black Barron called the September 5, 2023 Charter Review Advisory Board Meeting to order at 6:05 p.m.

### **2. ROLL CALL**

#### **PRESENT**

Chairperson Karen Black-Barron  
Vice Chairperson Easton Harrison  
Board Member Jennifer Chambers Conde  
Board Member Cristal Cotmon  
Board Member Nicole Hall  
Board Member Joyce Singletary-Odomes

#### **ABSENT**

Secretary James Malcolm Chapman

#### **ALSO PRESENT**

City Attorney Sidney Calloway  
Acting Advisory Board Liaison Pav Benasrie-Watson

### **3. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

#### **A. AUGUST 1, 2023 CHARTER REVIEW ADVISORY BOARD MEETING MINUTES**

Board Member Cotmon made a motion to approve the August 1, 2023 Charter Review Advisory Board meeting minutes. Board Member Chambers Conde, seconded the motion. The minutes were approved unanimously.

### **4. NEW BUSINESS**

### **5. OLD BUSINESS**

#### **A. REVIEW OF ARTICLE III**

Chairperson Black Barron asked that old business title and new business title be switched on the agenda going forward.

Discussion ensued amongst the Board regarding additional meeting days.

City Attorney Calloway explained the schedule and advised that it gives enough time for the review to be done.

Chairperson Black Barron suggested that a date be added to the non-vouchered account which will indicate when the elected official will receive a raise.

City Attorney Calloway explained the difference between the non-vouchered account and the salary. He stated that the non-vouchered account is not a salary and it must be used for a public purpose. For example, if the elected official is driving to a city related event, that is a public expense.

Chairperson Black Barron asked if the word "non" could be removed from the non-vouchered accounts. She also asked if an increase could be placed on the vouchered accounts.

City Attorney Calloway recommended getting the City Manager's opinion on this.

Board Member Hall stated that the Financial Services Director, explained that the non-vouchered account funds are given automatically, in conjunction with, the elected official's monthly salary.

Board Member Hall further stated that the non-vouchered account should be increased four years in an amount of up to 25%, especially due to inflation.

City Attorney Calloway stated that the Director of Financial Services, Asheley Hepburn, stated that the elected official does get a prorated salary and a prorated portion of the non-vouchered account, however, it is not coming out of the same account.

Chairperson Black Barron stated that she views non-vouchered as funds that are not accounted for and asked for a definition of what a non-vouchered is.

City Attorney Calloway stated that he believes that a recommendation can be made to suggest an increase for both the vouchered and non-vouchered accounts. These funds can be used for public purposes.

Board Member Cotmon stated she does not believe the salary should go before the electorate. There should be a raise in the salary every few years and there should just be one expense account instead of a vouchered and non-vouchered account.

Chairperson Black Barron stated that the residents should have a say in the salary amount, since they have to pay for it.

Discussion ensued regarding the amounts in each of the accounts.

City Attorney Calloway referred to Section 3.07, Number 2, and stated that the Mayor and Commission can raise the accounts to 200% if they choose to.

Board Member Hall stated that is why the board is recommending a certain amount up to 25%.

City Attorney Calloway stated that the best way to define non-vouchered is one where there is accountability. Each account should be used for public purposes and should have some type of supporting documentation.

Chairperson Black Barron asked if the elected officials are getting the money automatically, then there should be documentation of where this money is going.

City Attorney Calloway stated that the elected officials are individually subjected to ethics laws. The elected official has to make sure he or she can account for the monies from the non-vouchered accounts.

Vice Chair Harrison stated that even though the non-vouchered funds are given in conjunction with the salary, it should be used at the discretion of the elected official. He believes that elected officials should be able to serve their community and not be provided with strict guidelines.

City Attorney Calloway asked for clarification in Section 3.07, Number 2, where the annual expense accounts can be raised on a certain date to up to a certain amount. He inquired as to whether it should be left at expense accounts or separated as non and vouchered accounts.

Chairperson Black Barron asked Mr. Calloway to draft a broad definition of expense accounts for the Board to approve, to include accountability.

Board Member Chambers Conde asked about non-vouchered expenses being mentioned in the ordinance but not in the charter.

Board Member Cotmon asked about the salary being placed on the ballot and asked if the Board can recommend a cap.

City Attorney Calloway stated the Board can make a recommendation to the Mayor and Commission to change the amounts of the salary. This is specific to Section 3.07, Number 1.

City Attorney Calloway further stated that the Mayor and Commission should review their salary every 4 years. However, it still has to go on the ballot for approval by the voters.

Chairperson Black Barron asked City Attorney Calloway for a proposed ordinance of Section 3:07, Number 2.

Board Member Hall made a motion to recommend an increase of salary being presented to the Mayor and Commission for placement on the ballot. Board Member Cotmon seconded the motion.

Board Member Hall amended the motion to recommend an increase of salary being presented to the Mayor and Commission for placement on the ballot in amount of \$18,000 for the Mayor and \$15,000 for the Commissioners. Board Member Cotmon seconded the motion.

Chairperson Black Barron made a motion to table the amended motion to the next meeting. There was no second. The original amended motion was then voted on.

FOR: Vice Chairperson Easton Harrison, Board Member Jennifer Chambers Conde, Board Member Cristal Cotmon, Board Member Nicole Hall

AGAINST: Chairperson Karen Black-Barron, Board Member Joyce Singletary-Odomes

Motion passes: 4-2

**B. CITY ATTORNEY'S LEGAL FINDINGS**

There were none.

**6. OTHER BUSINESS**

**7. PETITIONS FROM THE PUBLIC**

There were none.

**8. FUTURE AGENDA ITEMS**

**9. ADJOURNMENT**

Being that there was no other business to come before the Charter Review Advisory Board, the meeting adjourned at 7:52 p.m.

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JAMES MALCOLM CHAPMAN, SECRETARY

ATTEST:

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VENICE HOWARD, CMC, CITY CLERK