



**CITY OF PARKLAND  
CHARTER REVIEW BOARD  
TUESDAY, SEPTEMBER 26, 2017 – 6:00 PM  
6600 UNIVERSITY DR  
PARKLAND, FL 33067**

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- I. CALL TO ORDER**
  - PLEDGE**
  - ROLL CALL**
  
- II. MINUTES APPROVAL**
  - A. Charter Review Board - Aug 29, 2017 6:00 PM**
  
- III. COMMENTS FROM THE PUBLIC**
  
- IV. COMMENTS FROM THE BOARD CHAIR AND BOARD MEMBERS**
  - A. Tentative October Meeting Date - Tuesday, Oct. 31, 2017**
  
- V. APPROVAL OF THE AGENDA**
  
- VI. NEW BUSINESS**
  - A. Article V. - City Manager**
  - B. Article VI. - City Clerk**
  
- VII. OLD BUSINESS**
  - A. Article III. The Mayor & City Commission: Section 3.02 - Districts**
  - B. Article III. - The Mayor and City Commission: 3.06 - Regular and Special Meetings**
  
- VIII. COMMENTS FROM THE CITY ATTORNEY**
  
- IX. ADJOURNMENT**



## CITY OF PARKLAND

Meeting: Tuesday, September 26, 2017

## AGENDA SUMMARY

Agenda Item: 6.A

### DISCUSSION

**SHORT TITLE:** Article V. - City Manager

**SUBMITTED BY:** Jennifer Johnson

**DEPARTMENT:** Charter Review Board

**SPONSOR:**

**ORIGIN OF REQUEST:**

### STAFF RECOMMENDATION

### GOALS & OBJECTIVES

**Goal(s):**

**Objective(s):**

### BACKGROUND & PURPOSE

#### 5.01 - Appointment.

The Commission may appoint a City Manager who shall be the administrative head of the municipal government answerable to and under the direction and supervision of the City Commission. The City Manager shall hold office at the pleasure of the City Commission. Until the Commission so acts, the City Commission shall appoint an interim City Manager. Upon the appointment of the City Manager as herein provided, the City Manager shall receive such compensation as the Commission may determine and the City Manager shall furnish such bond as the Commission may require, the premium therefore to be paid by the City.

(Ord. No. 88-10, § 3, 8-3-1988)

#### 5.02 - Removal.

The City Manager may be removed by a majority vote of the City Commission at any time in accordance with the following procedure:

- (1) The City Commission shall adopt a motion setting forth an intent to consider the removal of the City Manager. The motion shall set forth the reasons. The City Clerk shall reduce the motion to writing and serve same on the City Manager.
- (2) Within ten (10) days after said reasons are served upon the City Manager, a special meeting shall be held to consider the reasons for dismissal and to take action regarding the removal of the City Manager by Resolution.
- (3) At said special meeting the City Commission shall present the reasons for removal and the City Manager shall be given an opportunity to reply.

(Ord. No. 2006-19, § 6, 8-9-2006)

#### 5.03 - Non-interference.

The Commissioners are prohibited from interfering with the performance of duties of any officers or employees appointed by the City Manager, or any comments, criticisms or suggestions with regard to the performance by any said officers or employees shall be presented by the Commissioners to the City Manager for his consideration.

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**FISCAL IMPACT**

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**ITEM APPROVAL**



## CITY OF PARKLAND

Meeting: Tuesday, September 26, 2017

## AGENDA SUMMARY

Agenda Item: 6.B

### DISCUSSION

**SHORT TITLE:** Article VI. - City Clerk

**SUBMITTED BY:** Jennifer Johnson

**DEPARTMENT:** Charter Review Board

**SPONSOR:**

**ORIGIN OF REQUEST:**

### STAFF RECOMMENDATION

### GOALS & OBJECTIVES

**Goal(s):**

**Objective(s):**

### BACKGROUND & PURPOSE

#### ARTICLE VI. - CITY CLERK

##### 6.01 - Appointment.

The City Commission may appoint a City Clerk who shall serve at the pleasure of the City Commission.

##### 6.02 - Duties.

The City Clerk shall give notices of the meetings of the City Commission, keep minutes of the proceedings, shall authenticate by signature and keep in a book kept for that purpose, all ordinances and resolutions.

(Ord. No. 88-10, § 4, 8-3-1988)

##### 6.03 - Bond.

The City Commission shall obtain and pay for a surety bond for the City Clerk and all employees performing duties in connection with the collection, custody and disbursement of City monies. The amount of said bond shall be determined by the Commission.

### FISCAL IMPACT

### ITEM APPROVAL



## CITY OF PARKLAND

Meeting: Tuesday, September 26, 2017

## AGENDA SUMMARY

Agenda Item: 7.A

### DISCUSSION

**SHORT TITLE:** Article III. The Mayor & City Commission: Section 3.02 - Districts  
**SUBMITTED BY:** Jennifer Johnson **SPONSOR:**  
**DEPARTMENT:** Charter Review Board **ORIGIN OF REQUEST:**

### STAFF RECOMMENDATION

### GOALS & OBJECTIVES

**Goal(s):**

**Objective(s):**

### BACKGROUND & PURPOSE

Section 3.02 - Districts

At least three hundred sixty (360) and not more than four hundred eighty (480) days prior to the municipal election to be held in November 2008 and at least three hundred sixty (360) and not more than four hundred eighty (480) days prior to the municipal general election held every four (4) years thereafter, the City Commission shall by ordinance divide the City into four (4) commission districts. The districts shall be drawn as nearly as is practicable, on an equal population basis by contiguous boundaries. The districts shall be designated by numbers 1 through 4. ~~At the commencement of the redistricting process, the City Manager shall submit to the City Commission the names of three independent consultants with experience in drawing boundaries on either the municipal, county, state or federal levels. The consultants may not be employees of the City of Parkland. The City Commission shall retain one of three consultants for the purpose of drawing commission districts.~~ The City Commission shall retain the services of an independent consultant to assist it in the redistricting process. The consultant shall be chosen pursuant to a competitive Request For Proposal solicitation process in accordance with the City's procurement code. The consultant, in consultation with the City Manager or his designee, shall develop at least two redistricting plans for submission and consideration by the City Commission. At least fifteen days prior to the first reading of any ordinance on redistricting Commission districts, the City Commission shall hold a workshop at which the consultant shall be present and at which the public shall have an opportunity to be heard on the proposals submitted to the City Commission for consideration. The City Commission shall make the final decision as to any redistricting mandated pursuant to this section and may either accept, reject, or modify the plans submitted to it for review. The redistricting shall be adopted by ordinance. The drawing of district boundaries pursuant to this section shall not prevent any sitting City Commissioner from completing his/her term of office.

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**FISCAL IMPACT**

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**ITEM APPROVAL**



## CITY OF PARKLAND

Meeting: Tuesday, September 26, 2017

## AGENDA SUMMARY

Agenda Item: 7.B

### DISCUSSION

**SHORT TITLE:** Article III. - The Mayor and City Commission: 3.06 - Regular and Special Meetings

**SUBMITTED BY:** Andrew Maurodis

**SPONSOR:**

**DEPARTMENT:** City Commission

**ORIGIN OF REQUEST:**

### STAFF RECOMMENDATION

### GOALS & OBJECTIVES

**Goal(s):**

**Objective(s):**

### BACKGROUND & PURPOSE

Section 3.06 – Regular & Special Meetings

- (a) *Regular.* The Commission shall meet regularly at times and places as shall be specified by resolution.
- (b) *Special.* Special meetings of the Commission may be called by the Mayor or two (2) or more Commissioners. Notice of said special meeting shall be sent by the City Clerk to the City Commission. The notice shall contain the time, place and subject matter to be considered at said special meeting. No other subject shall be considered except in the case of an extreme emergency affecting the health, safety, and welfare of the citizens of Parkland. A unanimous vote of the Commissioners may waive the requirement of said notice. Said notice of special meeting shall be posted at City Hall and, if time permits, advertised in the newspaper. If there is insufficient time to advertise, then the notice shall be posted at a conspicuous entrance to the City. When posting the notice at a conspicuous entrance to the City, the notice only needs to read: "City Commission Meeting" and state the time and place.
- (c) *Quorum.* A quorum for any City Commission meeting shall consist of not less than three (3) members of the Commission. No action shall be taken by the City Commission without an affirmative vote of at least three commissioners; provided that a meeting may be adjourned or rescheduled by a vote of two commissioners where less than four commissioners are present.
- (d) *Attendance requirement.* Any member of the Commission missing three (3) consecutive regular meetings of the Commission, without excuse, shall create a vacancy in that office; provided that the absent member of the Commission shall receive written notice within three (3) days after he has missed his second consecutive meeting without consent. Absence shall be excused for good cause shown upon motion and vote of the majority of the Commission.

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**FISCAL IMPACT**

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**ITEM APPROVAL**