



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes Charter Review Advisory Board

Wednesday, March 31, 2021

6:00 PM

City Hall Room 244

1. Call to Order

Chair Sias called the meeting to order at 6:03 p.m.

2. Roll Call

Present 6 - Chair Sias, Vice Chair Pool, Board Member Duval, Board Member Bilski, Board Member Majorino and Board Member Bartolotta
Absent 2 - Board Member Loverdi and Board Member Willis

Also Present

City Attorney Amber Slayton, Assistant City Attorney Michael Golen, City Clerk Heather Taylor, Assistant City Clerk Adrian Jimenez-Jianelli

3. Pledge of Allegiance

The Pledge of Allegiance was led by Chair Sias.

4. Public Comment

There was no public comment.

5. Approval of Minutes

A. [21-0498](#) Approval of the February 25, 2021 Charter Review Meeting Minutes.

Discussion took place regarding ability of alternate members to make motions and vote.

A motion was made by Board Member Pool, seconded by Board Member Bartolotta, to approve the minutes as presented. The motion carried unanimously on a voice vote.

6. Presentations

A. [21-0508](#) Assistant City Attorney Michael Golen: Sunshine Law (Public Records and Public Meetings), Ethics, and Meeting Procedures.

Mr. Golen provided a presentation including public meetings and records, definitions, public notice of meetings, penalties, examples of violations, electronic messages from private computers or phones, and answered questions on in-person or email responses and social media.

Ms. Slayton explained the differences between open meeting requirements and public record requirements.

Mr. Golen continued his presentation on public records request and retention.

Ms. Slayton stated all public records should be forwarded to the City Clerk.

Mr. Golen spoke on ethics, prohibited conduct and relationships, voting and voting conflict of interest, Florida Ethics Commission, definition of a relative, penalties, meeting procedures, quorum and motions, discussions, and requests of staff liaisons.

Ms. Taylor stated she will provide the board with the Florida Ethics Commission contact information and pamphlet.

7. Unfinished Business

- A. [21-0509](#) Continued Discussion Regarding Commission Direction to Review Charter Language in a Reference to Approval of Agreements/Contracts and Mayoral Signature on Interlocal Agreements and to Incorporate this Topic into Review of City Manager and Commission Role.

Ms. Taylor read the Commission direction into the record.

Discussion took place regarding Section 9.01(I) relative to signatures upon the approval of City Commission, Commission and City Manager roles, current process for approval of items by Commission, reviewing roles and providing guidance, developing signature criteria based on financials, ensuring best interest of the City, Commission involvement and level of approval, criteria to sign documents relative to items approved in the annual budget, documents placed on consent agenda for Commission approval,

Ms. Slayton responded to questions regarding responsibility for determining items to be placed on the consent agenda, process for approval of agenda items, and termination clauses within contracts.

Discussion continued regarding criteria for agreements to be sign by the City Manager without Commission approval, and providing notification of signed agreement to the Commission.

A motion was made to amend by Board Member Bilski, seconded by Vice Chair Pool, to recommend to City Commission that Section 9.01(I) be amended and verbiage be added relative to providing the City Manager permission to sign any contracts, agreements, or applications that have been approved in the annual budget or that have no financial impact and are in the best interest of the City and that the City Manager shall notify Commission of contracts, agreement, or applications that he/she approved.

Pros of this recommendation included less administrative work for Commission and quicker processing time of documents. Cons of this recommendation included potential use for abuse.

The motion carried by voice vote.

Discussion took place regarding Section 5.03(d) of the City Charter relative to the requirement of the Mayor to sign all Interlocal Agreements.

Ms. Slayton spoke to the current process, and provided clarification of the Commission direction.

Discussion continued regarding common practice for the City Manager to sign interlocal agreements, language for optional signature of the Mayor or City Manager, consistency in process, and duties of City Manager

A motion was made by Board Member Bilski, seconded by Vice Chair Pool, to recommend removing the language in Section 5.03(d) relative to the requirement for the Mayor to sign all interlocal agreements and to add language giving the City Manager the responsibility to sign all interlocal agreements. The motion carried by voice vote.

Pros of this recommendation included consistency and procedures, streamline of the process, and it is defined role of the City Manager.

Ms. Slayton explained the process for recommendations to the City Commission regarding Charter amendments.

B. [21-0504](#)

Discussion and Action Regarding a 2021 Annual Meeting Schedule.

Discussion took place regarding the annual meeting schedule including board member conflicts, adding a meeting for July, and ability to cancel meetings if not needed.

A motion was made by Board Member Bilski, seconded by Board Member Pool, approve the annual meeting schedule as amended to add a July meeting. date. The motion carried by voice vote.

8. Updates

There were no updates.

9. Future Agenda Items

Future agenda items include discussion regarding City Manager and Commission roles for April's meeting and discussion regarding election procedures for June's meeting.

Discussion took place regarding prior discussion during the Commission Joint Meeting.

10. Public Comment

There was no public comment.

11. Adjournment

Chair Sias adjourned the meeting at 7:36 p.m.

By: _____
Andrew Sias, Chair

Minutes approved on the ___ day of _____, 2021.