



# TOWN OF DAVIE CHARTER REVIEW BOARD 2019/20

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## Charter Review Board Meeting Minutes January 21, 2020

### 1. PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:30 p.m.

### 2. ROLL CALL

Board Members present were Chair Donna Evans, Vice Chair Ken DeArmas, Adrienne Kaltman, Lynn Contreras, Ellen Christopher, Sidney Calloway, Aimee Zadak, and David Donzella.

Board Member Josette McDonnell arrived at 6:32 PM.

Board Member Nan Gault arrived at 6:33 PM.

In attendance were the Board liaison Town Clerk Evelyn Roig serving and Assistant Town Clerk Gillian Brewster recording the meeting. Also, present were Town Administrator Richard J. Lemack, Deputy Town Administrator Macciano K. Lewis, Assistant Town Administrator Phillip R. Holste, Town Attorney Elizabeth LoConte, and Planning and Zoning Manger David Quigley.

### 3. REPORTS/ACTION ITEMS

#### 3.1 Approval of January 7, 2020 Meeting Minutes

**Motion:** Vice Chair Ken DeArmas made a motion, seconded by Sidney Calloway to approved. All voted in favor.

#### 3.2 Section 6 - *Administrative Department*, revised language includes oath of office

##### Section 6. *Administrative Department*

Mrs. Roig introduced the oath of office language as the Board requested at the January 7, 2020 meeting. Mrs. Roig also advised that as part of the orientation process for new hires, all Town personnel executed an oath.

Ms. Christopher asked if the statutory oath taken by the staff was included in the Charter.

Mrs. Roig advised that the language was not included in the Charter but the language the Board requested for department directors was added.

**Motion:** Ken DeArmas made a motion, seconded by Sidney Calloway to approve. All voted in favor.

3.3 Section 13 *Elections*, revised language included statutory language to qualify via petition process.

Section 13. Elections

Mrs. Roig advised that the Board requested for language to be added for qualifying via petition. Mrs. Roig advised the language was added to reflect, "Pursuant to 99.095, Florida Statutes, a person seeking to qualify for nomination to any office may qualify to have their name placed on the ballot by means of the petitioning process." Mr. Calloway asked if what was being proposed was number 4. Mrs. Roig stated yes, and that the language came directly from the Elections Commission and the procedure for qualifying via petition is under this Statute.

Mr. Calloway advised that unless the Charter or an ordinance of a municipality authorized a petition to qualify, then it did not exist. Mr. Calloway inquired whether a municipality wanted that authority to have persons qualify for elected office by petition. He stated if the local government did not say this specifically, it was not addressed under this Statute.

Mrs. Roig advised that the Town experienced the qualifying via petition in the last election and when the Town contacted the Department of Elections it was clear that Chapter 99 had to be followed. The only authority the Town had was to waive the 1% fee that came to the Town. Ms. LoConte stated she would be happy to look into the matter for the next meeting and discuss it with the Town Clerk. Chair Evans stated the Board could pass this language as is and if the Town Council wanted to pass language as part of an ordinance they can do so at that time.

**Motion:** Ken DeArmas made a motion, seconded by Ellen Christopher to approve the language as is and in the event the Town wanted to put an ordinance to reference qualifying by petition, they can do so. All voted in favor.

3.4 Section 16. *Gender Neutral References*, revised language included catch all phrase.

Section 16. Gender Neutral References

Mrs. Roig advised the language was amended to read "Whenever a position title is referenced in this Charter, it shall be read as gender neutral description."

**Motion:** David Donzella made a motion, seconded by Ellen Christopher to approve. All voted in favor.

Section 7. The Town Council, Mayor and Legislation  
J. Salary for Councilmembers and Mayor

Mrs. Roig advised that the proposed language that was approved under Section 7. *The Town Council, Mayor and Legislation, J. Salary for Councilmembers and Mayor* at the December meeting through the motion made by Vice Chair DeArmas stated, “to increase the salary of the Councilmembers to \$30,000 and the Mayor’s ten percent (10%) greater than the Councilmembers with not cost of living increase effective upon passage of voter referendum of 2020.” Mrs. Roig inquired if the Board would be willing to rescind the motion and consider new language in order to be consistent with the Town’s fiscal year to reflect, the language would read “\$2,500 per month salary for Councilmembers and the Mayor ten percent (10% ) above the Councilmembers’ salary equating to \$2,700 per month with no cost of living increase to be implemented upon passage and to become effective on December 1, 2020 or December 1, 2022.”

**Motion:** Ken DeArmas made a motion, seconded by Aimee Zadak to rescind original motion. All voted in favor.

**Motion:** Ken DeArmas made an amended motion, seconded by Josette McDonnel to approve the language “Upon passage of voter referendum Town Council shall receive a salary of \$2,500 per month and the Mayor a salary a salary of \$2,700 per month without cost of living increase to be implemented upon passage and to become effective on December 1, 2020.” All voted in favor.

### 3.5 Charter Review Spreadsheet with Changes

Mrs. Roig advised that she handed out the spreadsheet which reflected the proposed Charter changes. She asked the Board if they reviewed the spreadsheet and if they found any discrepancies.

## 4. OLD BUSINESS

## 5. NEW BUSINESS

### 5.1 Charter Review Committee Report

Mrs. Roig provided an overview of the Charter Review process. Mrs. Roig advised that at this time the Board needed to prepare the 120-day report for Town Council with their recommendations. She stated that she could prepare the recommendations on the Board’s behalf and schedule a joint workshop with the Town Council which would take place on either February 4<sup>th</sup> or the 18<sup>th</sup> to go over the report. Mrs. Roig stated that she could also bring it back to a meeting for the Board’s review and approval and then a workshop could be scheduled with Town Council.

Mrs. Roig advised what the remaining process was once the report was approved by the Town Council.

Chair Evans advised that it would be a good idea to move forward and have a joint workshop with the Town Council. Mrs. Roig advised that she would confirm the Town Council's availability for the two February dates and will notify the Board.

The Board unanimously agreed to proceed with this process.

## **6. ITEMS FOR NEXT AGENDA**

## **7. SCHEDULING OF NEXT MEETING**

### **February 2020**

1. Tuesday, February 4, 2020 at 6:30 pm
2. Tuesday, February 18, 2020 at 6:30 pm

### **March 2020**

3. Tuesday, March 3, 2020 - CRB \*Report Due on this date

\*(Report is due one hundred and twenty (120) days from the first meeting at which a quorum is established.)

## **8. COMMENTS AND/OR SUGGESTIONS**

## **9. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:52 p.m.

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Date Approved

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Chair/Vice Chair