



**CITY OF WEST PARK  
CHARTER REVIEW COMMITTEE MEETING AGENDA  
CITY HALL, COMMISSION CHAMBER  
1965 SOUTH STATE ROAD 7, WEST PARK, FL 33023**

**TUESDAY, MARCH 29, 2022  
6:00 P.M.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. OPPORTUNITY FOR PUBLIC TO ADDRESS COMMITTEE**
- 5. APPROVAL OF MINUTES**
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
  1. Discuss changing the supermajority vote requirement for the City Administrator and City Attorney
- 8. FUTURE AGENDA ITEMS**
- 9. FOR THE GOOD OF THE ORDER**
- 10. ADJOURNMENT**

# **RULES OF PROCEDURE**

## **WHO MAY SPEAK**

Meetings of the Charter Review Committee are open to the public. They are not; however, public forums. Any resident who wishes to address the Committee on any subject within the scope of the Committee's authority may do so, providing it is accomplished in an orderly manner and in accordance with the procedures outlined below.

## **SPEAKING ON ITEMS ON THE AGENDA**

- **Regular Agenda Items** – These are items, which the Committee will discuss individually in the order listed on the agenda. By majority vote, the Charter Review Committee may permit any person to be heard on an item at a non-public hearing.
- **Public Hearing Items** – This portion of the agenda is to obtain input from the public. The chair will permit any person to be heard on the item during formal public hearings.

## **SPEAKING ON SUBJECTS NOT ON THE AGENDA**

Any resident may address the Committee on any items pertaining to Committee business during the **Opportunity for The Public To Address the Committee** portion of the agenda. Persons wishing to speak must sign in with the City Clerk before the start of the meeting.

## **ADDRESSING THE COMMITTEE, MANNER & TIME**

By majority vote the Charter Review Committee may invite citizen discussion on any agenda item. In every case where a citizen is recognized by the Chair to discuss an agenda item, the citizen shall step to the podium/microphone, state his or her name and address for the benefit of the city clerk, identify any group or organization he or she represents and shall then succinctly state his or her position regarding the item before the Charter Review Committee. Any question, which shall be related to the business of the Committee and deemed appropriate by the Chair, shall be directed to the Chair and the Chair shall then re-direct the question to the appropriate Committee Member or City staff to answer the citizen question which shall be related to the business of the Committee.

All comments or questions of the public are to be directed to the Chair as presiding officer only. There shall be no cross conversations or questions of any other persons. The length of time each individual may speak should be limited in the interest of order and conduct of the business at hand. Comments to the Committee by individual citizens shall be limited to **three (3) minutes** during the citizens request period. The City Clerk shall be charged with the responsibility of notifying each citizen thirty (30) seconds before said time shall elapse and when said time limit has expired.

## **DECORUM**

If a member of the audience becomes unruly, the Chair has the right to require the person to leave the room. If a crowd becomes unruly, the Chair may recess or adjourn the meeting. Please turn off all cell phones and pagers.

## **CONTACT INFORMATION**

If anyone has questions or comments about anything on the meeting agenda, please contact the City Administrator at 954-989-2688.

## **AMERICANS WITH DISABILITY ACT**

In accordance with the Americans with Disabilities Act and Florida Statute 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact the city clerk no later than three (3) days prior to the meeting at (954)-989-2688 for assistance.

**CITY OF WEST PARK  
CHARTER REVIEW COMMITTEE MEETING MINUTES  
TUESDAY, MARCH 8, 2022**

A meeting of the City of West Park Charter Review Committee was held in the Commission Chamber, City Hall, 1965 South State Road 7, West Park, Florida at **6:00 pm** on **Tuesday, March 8, 2022**.

**1. CALL TO ORDER**

The meeting was called to order at 6:03 p.m.

**2. ROLL CALL**

The City Clerk called the roll and declared a quorum. The following Committee members were present: Ms. Florence Thomas Bowers, Ms. Janice Minnis, Ms. Sheila Powell, Mr. James Sparks, and Ms. Carolyn Hardy.

Also present were: W. Ajibola Balogun, City Manager; Chris Wallace, Finance Director; Burnadette Norris-Weeks, City Attorney; Gia Lagana, Project Coordinator; and Alexandra Grant, City Clerk.

**3. SUNSHINE LAW AND ETHICS TRAINING – City Attorney**

The City Attorney presented the Sunshine Law and Ethics training along with an overview of the Charter.

**4. SELECTION OF CHAIR AND VICE CHAIR**

**Selection of Chair:**

**A motion was made by Ms. Hardy, seconded by Ms. Powell, to appoint Ms. Minnis as Chair.**

**In a roll call vote, all voted in favor, with the exception of Ms. Thomas Bowers.**

**Selection of Vice Chair:**

**A motion was made by Ms. Thomas Bowers, seconded by Mr. Sparks, to appoint Ms. Powell as Vice Chair.**

**In a roll call vote, all voted in favor, with the exception of Ms. Hardy.**

The meeting was turned over to Ms. Minnis, as the new Chair.

**5. PLEDGE OF ALLEGIANCE**

Ms. Minnis led all present recited the Pledge of Allegiance.

**6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMITTEE**

There were no public comments.

**7. OLD BUSINESS**

**8. NEW BUSINESS**

**9. FUTURE AGENDA ITEMS**

**A motion was made by Ms. Hardy, and seconded by Mr. Sparks, to add discussion of a compensation increase for the Mayor and City Commission on the next agenda.**

**In a roll call vote, all voted in favor.**

**10. FOR THE GOOD OF THE ORDER**

Discussion was held on the best day and time to hold meetings going forward.

Via consensus, the Committee agreed to meet on Tuesdays at 6:00 p.m., as needed.

Via consensus, the Committee agreed to meet next on Tuesday, March 15, 2022 at 6:00 p.m.

**11. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:24 pm.

Respectfully Submitted By:

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A. Grant, City Clerk