

050471e

deadlines (full report to City Commission and allowing time for March election).

III. Adopt Agenda

Penny Wheat moved, Horace Moore seconded, to adopt the March 24, 2005 agenda, adding a category for "Public Comment" at the end of this and for future agendas. Motion carried 6-0.

IV. Elect Chair and Vice-Chair

Horace Moore moved, Odetta McLeish-White seconded, to elect Penny Wheat Chair. Motion carried 6-0.

Odetta McLeish-White moved, Larry Vettel seconded, to elect Matthew Cole Vice-Chair. Motion carried 6-0.

V. Adopt Rules

Larry Vettel moved, Matthew Cole seconded, to amend the rules by changing subsection 2.(D), Majority Vote, to read as follows:

Majority Vote – A majority vote of the members is required to adopt any measure.

Motion carried 6-0.

Horace Moore moved, Matthew Cole second, to adopt the rules as amended.

V. Scheduling of Future Meetings

Penny Wheat requested a calendar showing deadlines relevant to the Committee, and proposed the Committee use the City's planning districts to hold meetings to receive public input.

The Committee discussed best days of the week, frequency and times for the Committee to meet. Staff will e-mail the members of the committee, once they have an opportunity to review their schedules, requesting feedback as to the best dates and times available.

VI. Discussion of the Charge and Agenda for next meeting

It was requested staff provide the Committee with a list of cities for benchmarking. The list should include the number of commissioners, length of terms, term limits, time period between election and commencement of terms, date of election. It was also requested that staff contact Tallahassee to obtain a copy of adopted procedures for absentee ballots.

Bruce Delaney moved, Larry Vettel seconded, that the Chair and staff set the next and each future agenda. Motion carried 6-0.

VII. Adjournment. The meeting adjourned at 1:30 p.m.

Charter Review Committee Minutes

Meeting of April 21, 2005
Thursday, 1:00 p.m.
City Hall, Rm. 016

I. Call to Order

Chair Penny Wheat called the meeting to order at 1:00 p.m.

II. Roll Call

Members Present: Chair Penney Wheat
Matthew Cole
Bruce Delaney
Beverly Hill
Larry Vettel
Horace Moore, Sr. (Mr. Moore arrived after roll call at 1:05 pm)

Members Absent: Odetta McLeish-White

Staff Present: City Attorney, Marion Radson
Sr. Assistant City Attorney Charles Hauck
Staff Liaison SuAnn Williams
Sr. Legal Assistant to the City Attorney Alice Murnahan
City Attorney's Office Extern Angelique Knox
Mayor's Intern Daniel Jones

Others Present: None

III. Adopt Agenda

Matthew Cole moved, Horace Moore seconded, to adopt the April 21, 2005 agenda.
Motion carried 6-0.

At Chair Wheat's suggestion, Committee members and staff introduced themselves.

IV. Approve Minutes

Bev Hill moved, Horace Moore seconded, to approve the March 24, 2005 minutes.
Discussion ensued regarding Item IV. Adopt Rules, to amend the definition of "Majority Vote," because it was deemed to be redundant, to read: "Majority Vote – A majority vote of the members is required to adopt any measure." Motion carried 6-0.

V. Scheduling of Future Meetings

Chair Wheat requested an e-mail be sent to Member Odetta McLeish-White, suggesting that she contact the commissioner who appointed her to the committee to evaluate her continued availability to serve on the committee.

The Committee agreed to hold its regular meetings on the third Thursday of each month, from 1:00 – 3:00 p.m. Chair Wheat asked members to call if any member is unable to attend a meeting.

The Committee agreed to hold a public hearing on Tuesday, June 7, 2005, from 7:00 - 9:00 p.m., at the Auditorium, City Hall.

VI. Discussion of Charge

Chair Wheat requested the Committee Attorney to provide a history to the Committee, in narrative form, on how the charge to the Charter Review Committee evolved.

VII. Discussion of Informational Items

Charter Review Committee Information on Website

Discussion ensued regarding (1) the need to communicate to the public information, i.e., names of committee members, minutes, agendas, relevant sections of the code, and other documents; and (2) the capability of the City to provide the public access to these information/documents from a website.

In response to these concerns, James Scott, Broadcast Engineering Technician with the City, was called into the meeting to discuss certain aspects of the City's ability to provide information.

During this discussion, Chair Wheat asked that prior to the June 7 public meeting, the attorney give a brief explanation on the parameters of what it is the Committee is doing, to be taped and re-played on public access channel 12, beginning on or about May 19.

Interim Public Information Officer Bob Woods was called into the meeting to discuss in greater detail the multi-media aspects of the public meeting and capabilities of developing a website for public access. Chair Wheat will get with Bob Wood to discuss further details, including costs.

City Computer Services Director Les Auerbach discussed a committee website in creating links and other computer-related capabilities. Computer Services is to discuss with the Supervisor of Elections the possibility of creating a link on its web page to the newly created Charter Review Committee's web page.

Peer Cities/Election Turn-Out

The Committee requested staff obtain information on:

1. What is the voter turn-out in these same peer cities for elections back to 2000.
2. What changes, if any, have been made in the length of terms, term limits, and elections dates and cycles of these elections back to 2000, and if necessary to show differences, back a few more years.
3. What is the voter turnout when elections are held on the same day for all cities in one county, such as Volusia County. Call the Supervisor of Elections to see what other counties have cities holding their elections on the same day.

City's Cost for Elections

Data generated by the City's Finance Department was distributed.

Supervisor of Elections Cost for City Elections

Data not yet available, but will be forthcoming from Supervisor of Elections.

E-Mail with Attached "Proposals and Thoughts" from Beverly Hill

Committee Attorney Charles Hauck stated in response to Ms. Hill's question, that there is no single subject rule for one ballot.

VIII. Members Comment

Continued comments on the June 7 public meeting included the necessity for the committee to go through length of terms, term limits, and election dates and cycles.

IX. Public Comment

City Attorney Marion Radson distributed an informational sheet entitled "Charter Review Committee Costs." Chair Wheat will also present a preliminary report that will include data obtained, data still being sought, the creation of a website with e-mail capabilities, and that a public hearing has been scheduled for June 7. The City Attorney will let Chair Wheat know what he intends to include in the backup.

X. Adjournment. The meeting adjourned at 3:15 p.m.

Charter Review Committee Minutes

Meeting of May 19, 2005
Thursday, 1:00 p.m.
City Hall, Rm. 016

I. Call to Order

Chair Penny Wheat called the meeting to order at 1:05 p.m.

II. Roll Call

Members Present: Chair Penney Wheat
Matthew Cole
Bruce Delaney
Larry Vettel
Horace Moore, Sr.

Members Absent: Beverly Hill
Odetta McLeish-White

Staff Present: City Attorney, Marion Radson
Staff Liaison SuAnn Williams
City Attorney's Office Extern Angelique Knox
Law Office Manager Monique Hill
City Attorney's Office Externs Jose Quitera and Josh Cossey
Interim Public Information Officer Bob Woods
David Sams, Computer Services Computer Programmer

Others Present: Robert Brinkman

III. Approve Minutes

Larry Vettel moved, Bruce Delaney seconded, to adopt the April 21, 2005 agenda.
Motion carried 5-0.

IV. Pending Items

City Attorney Marion Radson informed the Committee that in the future staff will place tabs on portions of the backup to better identify the documents and explained that a (B) on the agenda indicated there is backup to that item.

Public Information

Chair Wheat informed the Committee that minutes and agendas were now on the website. Chair Wheat also had met with Bob Woods and Les Auerbach to discuss a technological solution for an e-mail location to which citizens could e-mail the committee with their input.

The Committee then heard a report from Computer Services' Computer Programmer David Sams on the (1) method for placing documents related to the committee on the internet (which staff from the City Attorney's Office will handle) and (2) a method for accepting e-mail messages sent to the Committee by the public. An "out-of-office reply" was discussed that would allow an automatic forwarding of the e-mail to members of the Committee. Also discussed was creating a mail box where the e-mails would be available for the Committee to view, and an individual would not be required to staff that function. An automatic response can be created as part of the "out-of-office reply" to the e-mails. It would be permissible for a Committee member to respond off-line to a citizen's concern, as long as more than one Committee member is not engaged in the discussion, as it would be a Sunshine Law violation.

A sign up sheet was passed along to the Committee members so they could indicate their preference on whether they desired their e-mail addresses to be included on the website for the purpose of receiving comments. Staff was requested to send those members absent an e-mail asking their preference as well.

Matthew Cole suggested that, if possible, it would be more simplistic to have the Committee's website accessed by www.cityofgainesville.org/crc. Mr. Sams indicated that should not be a problem.

CRC Public Hearing – June 7, 2005

Interim Public Information Officer Bob Woods gave a report on advertising and televising of the public hearing on June 7. The coordination of a live television broadcast of the June 7 public hearing has been accomplished. A Press Release will be issued now, and then another 48 hours prior to the hearing. Mr. Woods will act as liaison between the Committee and media. Chair Wheat will provide Mr. Woods with a list of additional people, including former mayors and commissioners, to be provided a copy of the Press Release.

Chair Wheat suggested that a physical address be placed on the Committee's website where information could be sent from individuals without computer access. The City Attorney's physical address will be used.

Charge – 2005 Charter Review Committee

City Attorney Marion Radson presented two reports, prepared by Senior Assistant City Attorney Charles Hauck, on the History of the Charter Review Committee's Charge, with

attached backup, and a report on the Distinction between Amendments made by Referendum versus by ordinance.

Chair Wheat requested that Mr. Radson include in his taped presentation a breakdown of, "here's what can be done by ordinance," and "here's what can be done by referendum." Election dates can be changed by ordinance and terms of office necessitated by the change in election date can also be changed by ordinance. The terms of office can only be changed by referendum (such as from a three-year to a four-year term).

Regarding the timeline, at the next regular meeting of the Committee, they would like a pictorial explanation, using one example such as if the City Commission wants to hold an election in November 2006, these are the timelines in relation to "what they've decided and when they need to do things," focusing on the three main issues before them. Mr. Radson will include this as part of his presentation.

V. Discussion of Informational Items

City Attorney's Office Law Extern, Angelique Knox, prepared and presented reports on the Florida peer cities: (a) voter turnout in peer cities since 2000; (b) voter turnout in Volusia County since 2000; (c) changes made in cycle of elections since 2000; and (d) data received from the Florida Division of Elections.

The Committee discussed a report provided by the Alachua County Supervisor of Elections on costs of elections. Committee member Beverly Hill, who was former Alachua County Supervisor of Elections, will be asked at the next meeting to explain the breakdown of the City's costs in these elections.

City Attorney's Office Manager Monique Hill presented the Charter Review Committee's agenda item on its request for additional appropriation of funds for costs and expenses, and in addition Chair Wheat will announce at that time the public hearing to be held on June 7, 2005, at 7:00 p.m. at the City Commission Chambers.

VI. Informational Items

The Committee noted the Rules, as revised at its April 21, 2005 meeting. Staff reported no communication has been received from Member Odetta McLeish-White as to her desires to remain on the Committee.

VII. Member Comment

The Committee discussed that at its next regular meeting on June 16, 2005, after the City Commission adopts a proposed ordinance setting the dates for its next municipal elections, they would like to see a Gantt Chart, outlining timelines in relation to "what they've decided and when the need to do things."

VIII. Public Comment

Mr. Robert Brinkman gave further input on "instant runoff," which the State of Florida practiced in its elections from 1913 – 1931. Mr. Brinkman indicated he would try to research this concept further for the Committee.

XI. Adjourn

The Chair adjourned the meeting at 2:55 p.m.