

CHARTER REVIEW COMMITTEE

MINUTES

November 23, 2020

Webex Conferencing System

5:30 p.m.

CALL TO ORDER Chairperson Singer called the meeting to order at 6:00 p.m.

PRESENT Chairperson David Singer, Vice Chairperson Otis Wheeler, Councilor Shelia Gilmour, Councilor Christine Forgey, Erin Donnally Drake, John Lunt and Allen Woods.

ABSENT None

ALSO PRESENT Members of the public.

CHAIR STATEMENT: This meeting is being recorded by the Charter Review Committee. If any other persons present were doing the same they must notify the chairperson at this time.

Chairperson Singer requested that the vote to accept the minutes for November 9th, 2020, be moved to the next Charter Review Committee meeting in December to allow a number of proposed amendments to the minutes be introduced. No objections were made.

Chairperson Singer opened discussion on Article 6 of the Charter: Administrative Organization. Suggestions and recommendations included:

- Section 6-2: Merit Principle - All appointments and promotions of City officers and employees shall be made on the basis of merit and fitness demonstrated by examination, **education and certification**, or by other evidence of competence and suitability.
- Section 6-4: Department of Planning and Development (a) Establishment, Scope - add “Zoning” before “Board of Appeals” to provide consistency throughout the whole Charter.
- Section 6-6: Department of Central Maintenance, questions were raised if this language should be removed from the Charter since Central Maintenance was now under the jurisdiction of the Department of Public Works. It was decided to continue this discussion until further research could be done.
- Section 6-7: Planning and Construction of Municipal Buildings and Other Facilities - amend the language of the last paragraph of the section to reflect the Planning and Construction Committee’s involvement and interaction with building projects.
 - Amend the language in subsection (b): Powers & Duties - “The Planning and Construction Committee shall be responsible for monitoring the physical condition of all municipal buildings and other facilities **and thereafter advising the Mayor**. The committee shall meet ~~from time to time~~ **twice a year** with representatives of municipal agencies to evaluate the need for additions, renovations, or remodeling of any existing building or facility or for the construction of new buildings or other facilities.”
- Section 6-8: Department of Human Resources, sentence before subsections (1) thru (4) - Amend the language “The functions of the Department of Human Resources shall include, **but not be limited to**, the following:”
- Section 6-9: Board of License Commissioners, it was noted that the Board had powers and responsibilities that may be too broad for this commission in regards to certain issues. A recommendation was made for the Charter Review Committee to suggest an ordinance be created that would contain more specific details in regards to the powers and duties of the License Commission.

- Section 6-10: Recreation Commission, it was noted that the Director of the Recreation Department may be submitting proposed amendments to this section at a later time.
- Section 6-11: Public Safety Commission (a) - Increase the number of Commission members from five (5) to seven (7); 5 regular members and 2 alternate members.
 - Subsection (d): Powers and Duties – “The Commission shall assist the Mayor in the supervision and oversight of the police, fire, **EMS and, in some instances, the Board of Health**, including the coordination of the administration of ~~both~~ **all** departments with one another, and with other City departments and agencies by making recommendations to the Mayor concerning.” And replace “both” with “all” in paragraphs 1, 2 and 3.
 - Creation of an Independent Review Board that would not include former public safety members.
 - Questions were raised as to the true definition of “special municipal employees”, mentioned in 6-11 (i), and if a Commission was given authority to issue subpoenas.
 - (f) Meetings, (1) – Amend language to specify how often the Commission would meet.
 - Committee Members Allen Woods, Erin Donnelly-Drake and Sheila Gilmour were assigned to propose language to reflect the need for the Commission to have a diverse membership.
- Section 6-12: Library Trustee 2(e) – Strike “the City Central Maintenance Department”, if need be.

Next meeting: December 7, 2020, at 5:30 pm, via Webex.

ADJOURNMENT: On a motion by Councilor Forgey, second by Councilor Wheeler, it was by roll call, 7 yes, 0 no,

VOTED: TO ADJOURN THE MEETING AT 7:53 P.M.