



## **CHARTER REVIEW COMMITTEE January 16, 2025**

*City Commission Conf. Rm  
City Hall – 228 S Massachusetts Ave*

### **AGENDA**

- I. Approval of November 21, 2024 Minutes**
- II. Review Commission District Boundaries**
- III. Comments from the Public**
- IV. Adjourn**

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding, or those requiring language assistance (*free of charge*) should contact the City of Lakeland ADA Specialist, Kristin Meador, no later than 48 hours prior to the proceeding, at (863) 834-8444, Email: [ADASpecialist@lakelandgov.net](mailto:ADASpecialist@lakelandgov.net). If hearing impaired, please contact the TDD numbers: Local – (863) 834-8333 or 1-800-955-8771 (TDD-Telecommunications Device for the Deaf) or the Florida Relay Service Number 1-800-955-8770 (VOICE), for assistance.

# DRAFT

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Charter Review Committee

November 21, 2024

## **Charter Review Committee November 21, 2024**

The Charter Review Committee met in the City Commission Conference Room. Chair Mike Workman and Members Terry Coney, Jim Edwards, Kim Elmhurst, Ellis Hirsch, Frank McCaulley, Scott Reed, James Ring, Jason Rodda, Veronica Rountree, Jim Scelfo, and Pat Steed were present. Members Lincoln Jacobs and Teddra Porteous were absent. City Attorney Palmer Davis, City Clerk Kelly Koos, and Employee Association President Stacy Smith were present.

Mike Workman called the meeting to order at 3:04 pm.

### **Approval of October 31, 2024 Minutes**

Mike Workman requested a correction to page 4 of the October 31, 2024 minutes as follows:

Replace "Mike Workman: From a global perspective there are ordinances and civil service rules in addition to the charter."

with

"Mike Workman asked whether, from a global perspective there are ordinances and civil service rules in addition to the charter."

**Action: Frank McCaulley moved to approve the minutes as corrected. Terry Coney seconded and the motion carried unanimously.**

### **Review of Language Changes from Previous Meeting**

#### **Sec 1**

Palmer Davis presented.

**Action: Pat Steed moved to approve. Kim Elmhurst seconded and the motion carried unanimously.**

#### **Sec 3**

Palmer Davis reviewed the changes. A resolution provided term limits for most municipal boards, restricting members to 2 consecutive terms. This term limit provision does not apply to the Civil Service Board. The Commission, as a matter of practice, has observed the 2-term limit for their appointments. Term limits do not apply to the employee-elected members. Term limits do not apply to boards created by special acts of the legislature.

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Every year, the Commission appoints a member to the Civil Service Board and the employees elect a member to the Civil Service Board.

Mark Farrington explained the process. He interviews applicants and then makes a recommendation to the Commission. For the 7th member, he interviews applicants and invites a few to meet the Civil Service Board. The Civil Service Board chooses the appointment.

Stacy Smith said it can be difficult to find volunteers to serve. Term limits could potentially be a problem.

**Action: Terry Coney moved to approve the changes as presented. Ellis Hirsch seconded and the motion carried unanimously.**

## Sec 4

Palmer Davis presented.

**Action: Ellis Hirsch moved to accept Sec 4 as presented. Jim Edwards seconded and the motion carried unanimously.**

## Sec 6

Palmer Davis presented. This change would authorize the City Manager to employ the Civil Service Director after consultation with the Civil Service Board. The City Manager may also terminate or suspend the Civil Service Director after consultation with the Civil Service Board. This change creates clearer lines of authority.

**Action: James Ring moved to accept Sec 6 as presented. Frank McCaulley seconded and the motion carried unanimously.**

## Sec 8

Palmer Davis reviewed. This section adds a vice chair. If the office of chair becomes vacant, a new chair is elected by the group. The vice-chair serves only until a new chair is selected. No one may serve more than 3 consecutive terms as chair or vice chair. The offices of chair and vice-chair shall not be held simultaneously by either appointees of the City Commission or by electees of the City employees.

**Action: Jason Rodda moved to approve as presented. Kim Elmhurst seconded and the motion carried unanimously.**

## Sec 9

Palmer Davis reviewed.

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**Action: Terry Coney moved to approve this section as presented. Kim Elmhorst seconded and the motion carried unanimously.**

## Sec 11

Palmer Davis presented. The Committee felt that this section was unnecessary given the City Manager's already-existing duty to recommend pay plans and budgets to the City Commission. In addition, the Civil Service Board no longer performs this function.

**Action: James Ring moved to delete Sec 11 and mark it reserved. Veronica Rountree seconded and the motion carried unanimously.**

## Sec 12

Palmer Davis presented. The Committee agreed that the amount of notice prior to the adoption or amendment of rules by the Civil Service Board should be increased from two (2) weeks to not less than 30 days. The last sentence of this section is recommended to be deleted as redundant.

**Action: Jim Edwards moved to approve as presented. Pat Steed seconded and the motion carried unanimously.**

## Sec 14

Palmer Davis presented. This section no longer reflects the City's process for hiring employees or establishing salaries.

**Action: James Ring moved to delete Sec. 14 and mark it reserved. Jason Rodda seconded and the motion carried unanimously.**

## Sec 15

Palmer Davis presented and recommended that this section be amended to reflect the different probationary periods for new employees, which is twelve months, and for employees promoted, demoted or laterally transferred to another classification, which is six months.

**Action: Terry Coney moved to approve as presented. Scott Reed seconded and the motion carried unanimously.**

## Next Steps

Palmer Davis explained that the pension system is the subject of the next section of the charter. Because of the technical nature of these provisions, with many of the provisions the result of recommendations from pension attorneys and other subject matter experts, the committee did not want to address them unless there was a recommendation from

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the pension attorney or pension staff for changes. There are no recommendations from either. The pension portion of the charter can be amended by ordinance if future changes are necessary.

**Action:** James Ring moved to not review the pension section of the charter. Veronica Rountree seconded and the motion carried unanimously.

## **District Boundaries**

The Committee will need to vote on the written legal descriptions of the proposed new boundaries at its next meeting, which is December 19, 2024.

**Kim Elmhorst moved to delegate the non-substantive wordsmithing/clean up of all of the provisions of the Charter, such as consistent pronoun usage and grammar, to City Attorney Palmer Davis. Scott Reed seconded and the motion carried unanimously.**

The Committee discussed the presentation to the Commission.

Mike Workman talked with Commissioner Mike Musick. The Commission has been reviewing their proposals as we have been moving forward. He thought that has been helpful. Mr. Workman would like to know if the committee has anything specific they thought he should present. He planned to ask the Commission if there was something they wanted to see in the presentation.

Kim Elmhorst assumed the issues the committee heavily discussed are the ones Mr. Workman would want to review for the commission.

James Ring announced that this was his final meeting. He leaves for deployment on Saturday to report to the Pentagon. He enjoyed serving with each of the CRC members. He appreciated that this was not a controversial group.

**Public Comment – None**

**Adjourned - 3:47 p.m.**

- **Sec. 10. - City commission.**

The city commission shall consist of seven (7) electors of the city, including the mayor, elected at large, all of whom shall hold office for four (4) years or until their successor takes office. One each of the commissioners shall have been for one (1) year immediately prior to taking office, a resident of that part of said city described as follows:

~~*District A:* Being that part of said city bounded on the east by State Road 35 and on the south by the Seaboard Coast Line Railroad tracks, extending westerly and northerly to the city limits line;~~

~~*District B:* That part of said city lying east of State Road 35 and north of Seaboard Coast Line Railroad tracks, extending easterly and northerly to the city limits line;~~

~~*District C:* That part of said city lying south of the Seaboard Coast Line Railroad tracks and west of State Roads 35 and 37 extending westerly and southerly to the city limits line;~~

~~*District D:* That part of the city lying south of Seaboard Coast Line Railroad tracks and east of State Roads 35 and 37 extending easterly and southerly to the city limits line of the City of Lakeland;~~

***District A (NW):*** That part of the city extending northerly and westerly to the city limit boundaries from a boundary line on the south beginning at the western city limits and following the CSX railroad tracks from the western city limits to State Road 37 (N. Florida Avenue), then running south to Lime Street, then east to S. Iowa Avenue, then north to E. Orange Street, then east to a point of terminus at S. Ingraham Avenue, and a boundary line on the east beginning at the intersection of E. Orange Street and S. Ingraham Avenue and running north to E. Oak Street, then west to Mabel Avenue, then north to E. Peachtree Street, then west to N. Morgan Avenue, then north to E. Parker Street, then west to Lakeshore Drive, then north to U.S. Highway 92 (E. Memorial Boulevard), then west to State Road 33 (N. Massachusetts Avenue/Lakeland Hills Boulevard), then north to E. 1<sup>st</sup> Street, then west to U.S. Highway 98 North, and then north to the city limits line.

***District B (NE):*** That part of the city extending northerly and easterly to the city limit boundaries from a boundary line on the south beginning at the eastern city limits and running west and then north along E. Lake Bonny Drive to E. Main Street, then west and southwest to W. Lake Bonny Drive, then south and west along W. Lake Bonny Drive to E. Lime Street, then west to S. Lake Parker Avenue, then south along S. Lake Parker Avenue/Hollingsworth Road to Cumberland Street, then west to S. Ingraham Avenue, then south to Frank Lloyd Wright Way, then west to a point of terminus at State Road 37 (S. Florida Avenue), and a boundary line on the west beginning at the intersection of Frank Lloyd Wright Way and State Road 37 (S. Florida Avenue) and running north to Lime Street, then east to S. Iowa Avenue, then north to E. Orange Street, then east to S. Ingraham Avenue, then north to

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E. Oak Street, then west to Mabel Avenue, then north to E. Peachtree Street, then west to N. Morgan Avenue, then north to E. Parker Street, then west to Lakeshore Drive, then north to U.S. Highway 92 (E. Memorial Boulevard), then west to State Road 33 (N. Massachusetts Avenue/Lakeland Hills Boulevard), then north to E. 1<sup>st</sup> Street, then west to U.S. Highway 98 North, and then north to the city limits line.

***District C (SW):*** That part of the city extending southerly and westerly to the city limit boundaries from a boundary line on the north beginning at the western city limits and following the CSX railroad tracks from the western city limits to a point of terminus at State Road 37 (N. Florida Avenue), and a boundary line on the east beginning at the intersection of the CSX railroad tracks and State Road 37 (N. Florida Avenue) and running south to Easton Drive, then east to Cambridge Avenue, then south to E. Edgewood Drive, then east to Cleveland Heights Boulevard, then south to the city limits line.

***District D (SE):*** That part of the city extending southerly and easterly to the city limit boundaries from a boundary line on the north beginning at the eastern city limits and running west and then north along E. Lake Bonny Drive to E. Main Street, then west and southwest to W. Lake Bonny Drive, then south and west along W. Lake Bonny Drive to E. Lime Street, then west to S. Lake Parker Avenue, then south along S. Lake Parker Avenue/Hollingsworth Road to Cumberland Street, then west to S. Ingraham Avenue, then south to Frank Lloyd Wright Way, then west to a point of terminus at State Road 37 (S. Florida Avenue), and a boundary line on the west beginning at the intersection of Frank Lloyd Wright Way and State Road 37 (S. Florida Avenue) and running south to Easton Drive, then east to Cambridge Avenue, then south to E. Edgewood Drive, then east to Cleveland Heights Boulevard, then south to the city limits line.

and two (2) commissioners shall be elected at large, without regard to the district in which they may reside. The mayor shall likewise be elected at large. The present members of the city commission shall hold office for the terms for which they are respectively elected, unless a vacancy occurs by death, resignation or removal in accordance with the terms of this charter and respective successors to the present commissioners shall take office at the first city commission meeting in January after their election, or as soon thereafter as may be practicable.

(Ord. No. 2340, § 1, 4-5-82, election of 11-2-82; Ord. No. 2599, § 1, 8-6-84, election of 11-6-84; Ord. No. 2976, § 2, 12-21-87, election of 3-8-88; Ord. No. 4486, § 3, 11-17-03; [Ord. No. 5773](#), Att. A, 11-5-19)