

OFFICIAL

REPORT OF THE ORGANIZATIONAL MEETING OF THE
ESCAMBIA COUNTY CHARTER COMMISSION
HELD NOVEMBER 14, 2002
BOARD CHAMBERS, THIRD FLOOR, ESCAMBIA COUNTY COURTHOUSE
223 PALAFOX PLACE, PENSACOLA, FLORIDA
5:00 P.M. - 7:10 P.M.
(First Meeting)

Members

Present: Charles F. Beall, Jr. Francis A. "Frank" Montenes
Johnny W. Blackmon E. P. "Ted" Nickinson, Jr.
Barbara Forehand "Bobbie" Brown Lucy Rentz
Laurel Dick Rita A. Riffel
Elbert Jones, Jr. Phyllis D. Sims
Denis McKinnon, Jr. Lamar Smith, MS
M. J. Menge Garrett W. Walton

Others

Present: George Touart, County Administrator
Janet Lander, County Attorney
Wanda M. McBrearty, Clerk's Deputy Finance Director
Cheryl Maher, Board Records Supervisor
Doris Harris, Deputy Clerk to the Board
Cheryl Lively, Executive Assistant, County Administrator's Office

Members

Absent: LeRoy Boyd

1. Call to Order - County Administrator George Touart.
2. Self introduction of all Commission Members and invited guests.
3. Discussion of purpose of Commission and scope of work led by County Attorney.

County Attorney Lander explained that the scope of work for the Commission is to develop a proposed Charter, which will be presented to the Board of County Commissioners and, ultimately, the voters will decide whether or not to adopt a Charter, noting that resource information was compiled and distributed to each member.

REPORT OF THE MEETING OF THE CHARTER COMMISSION - Continued

4. Discussion of Sunshine Laws led by County Attorney.

County Attorney Lander explained the Sunshine Law and advised the Commission that there can be no out of sunshine discussion relating to development of the proposed Charter and that the Commission must ensure: (1) that the meetings are properly advertised; (2) that the meetings are open to the public; and (3) that Minutes of the meetings are prepared and available for public review.

5. Adoption of or modifications to remainder of agenda.

The Commission adopted the agenda as prepared.

6. Election of Chairman.

After Ms. Riffel and Mr. Menge were nominated for Chairman, the Commission approved closing the nominations.

The Commission elected Mr. Menge as Chairman.

7. Election of Vice Chairman.

After Ms. Riffel, Mr. McKinnon and Mr. Beall were nominated for Vice Chairman, the Commission approved closing the nominations.

The Commission elected Ms. Riffel as Vice Chairman.

8. Adoption of Rules of Procedure.

Without objection, the Commission adopted Roberts Rules of Order as the Parliamentary Procedures to be used by the Commission.

Mr. Menge suggested that Mr. Montenes provide additional information at the next meeting as to Rules of Procedure that might be available in addition to Roberts Rules of Order.

REPORT OF THE MEETING OF THE CHARTER COMMISSION - Continued

9. Discussion of how the work of the Commission is to be structured and performed.

Mr. Menge advised that a Five-Phase Work Structure was attached to the agenda, with Pages 2 and 3 of the attachment detailing Items 1 and 2 of the Work Structure.

Mr. Menge suggested that the Commission utilize the provisions contained in other Charters as a guide for developing a Charter for Escambia County.

County Administrator Touart advised the Commission that the resource information that was distributed to the Commission members is actually the information listed on Page 2 of the agenda attachment, Item A, 1) through 5).

County Administrator Touart advised that, in order to streamline the process, he will work directly with Mr. Menge, as Commission Chairman, to ensure that requested information is provided to the Commission members.

10. Discussion of meeting times and meeting facilities.

County Administrator Touart advised that Board Chambers can be used for Commission meetings, noting that since other boards and committees also use the Chambers, the Commission's meetings will need to be coordinated with his staff, and general discussion ensued regarding meetings, with times and length to be more thoroughly discussed at the next Commission meeting.

11. Discussion of support staff and legal counsel.

Without objection, the Commission authorized Mr. Menge to contact the Whitman Center at The University of West Florida concerning available resources for support staff, etc.; Mr. Walton suggested that the Commission might find an attorney who would provide pro bono legal services, with Mr. Beall advising that the Florida Bar Association might be willing to notify its members, via facsimile, that the Charter Commission is seeking pro bono legal counsel.

County Administrator Touart advised that the Commission will need to prepare and submit a budget, which will have to be approved by the Board of County Commissioners.

REPORT OF THE MEETING OF THE CHARTER COMMISSION - Continued

12. Items added to the agenda - None.
13. Determination of next meeting date, place and topics of discussion.

After discussion concerning several issues, including meeting length, Public Forum time limits, and how to inform the public of the Commission's progress, Mr. Menge suggested that further discussion could be held at the next meeting concerning these issues.

Mr. Montenes suggested that a web page might be the appropriate vehicle to keep the public informed (*of the status of the Charter*).

Without objection, the next meeting was scheduled for December 16, 2002, at 5:30 p.m., in Board Chambers, with discussion to include the length of time to allot for Public Forum speakers, support staff and legal counsel, and a time line to accomplish the outlined Work Schedule, recognizing that the Work Schedule is subject to modification.

Mr. Menge suggested that County Administrator Touart be invited to attend the next meeting to acquaint the members with the structure of government, as it currently exists.

14. Public Forum.

Speakers:

**James Sideris
Gail Fournier
Ellen Roston**

15. Any Commission response - None.
16. Adjournment - Chairman Menge declared the meeting adjourned at 7:10 p.m.

APPROVED BY:

THE CHARTER COMMISSION

