



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE 02/16/2021

SUBMITTED BY: Marshall Labadie, Town Manager

SUBJECT: Discussion on the Charter Review Process

SUMMARY:

At its January 5, 2021 meeting, Town Commission expressed its desire to commence a discussion of the Charter Review Process. Section 11.01 of the Town Charter provides for the Town Commission to appoint a Charter Review Board every ten (10) years to review the Charter. The Charter Review Board once appointed would review Part 1 – Charter of the Town Code of Ordinances and recommend any changes (amendments) to the Town Commission. The Town Commission may accept, deny or modify any recommended amendments by the Charter Review Board at the conclusion of their review process. Additionally, the Town Commission can approve any desired amendments not recommended by the Charter Review Board. Pursuant to Sec. 1.05, any Charter amendment(s) approved by the Town Commission are adopted via an administrative ordinance. The administrative ordinance process involves a first and second read with the latter preceded by a public notice.

The Town Commission needs to consider the following when considering the establishment of the Charter Review Board.

- Review Board size and composition; and,
- Appointment process; and,
- Virtual or physical attendance; and,
- Start time and review duration.

Lastly, the Charter Review process will be facilitated by the Town Manager and Town Attorney with all deliberations and recommendations recorded by the Town Clerk.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDATION:

Town Commission discussion and guidance.