

CHARTER REVIEW BOARD MEETING MINUTES  
CITY OF PORT ORANGE  
COUNCIL CHAMBERS – CITY HALL  
1000 CITY CENTER CIRCLE  
MARCH 12, 2018 AT 5:00 P.M.

A Regular Meeting of the Charter Review Board was called to order by Debbie Connors, Chair Person at 5:04 p.m.

Present: Debbie Connors, Chair Person  
Newton White, Vice Chairman  
Willie Scales  
Stan Hetrick

Absent: Wayne Wilcox

Also Present: Jake Johansson, City Manager  
Margaret Roberts, City Attorney  
Robin Fenwick, City Clerk

DISCUSSION/ACTION

2. Consideration of Minutes - February 13, 2018

Jake Johansson, City Manager, read the minutes from February 13, 2018 into the record as they were provided to the Board outside of the agenda packet and most had not read them yet.

Motion to approve the meeting minutes  
from February 13, 2018 as read was  
made by Vice Chair White, and  
Seconded by Member Scales. Motion  
carried unanimously by voice vote.

3. Contract Term for City Manager

Chair Person Connors opened the item by reading from the Employment Contract. Ms. Roberts read from the Charter, Section 4.02(a) "Appointment. The council shall appoint a city manager for an indefinite term by a two-thirds vote of all of the council members."

Vice Chairman White suggested allowing the Charter revision to include latitude for providing a term should the Council choose. Mr. Johansson discussed his thoughts on the topic. The position is an at-will position currently and Council can fire the City Manager at any given meeting.

Member Hetrick suggested using "no less than" as an option for Council to consider hiring at will or for a specific term.

Discussion was held with legal input regarding severance pay. Risks of changing the term from "indefinite" to "indefinite or for a term of not less than <a specific number> of years" was discussed. Mr. Johansson offered to do further research to determine risks other cities have run into.

Item will be discussed further at the next meeting.


#### 4. Civil Service Process Discussion

Chair Person Connors opened the item. Ms. Roberts read from the Charter, Section 4.06 Civil Service. She explained that the Civil Service process as outlined in the Charter provides the steps for Council to establish a civil service system. The Council enacted an Ordinance which establishes the Civil Service Advisory Board that makes recommendations to the City Manager. The Civil Service Advisory Board is not established by the Charter and is not under this Board's jurisdiction for discussion regarding changes.

**Items for next meeting:** Continue discussion on City Manager's Contract term and District voting vs. city wide voting

PUBLIC COMMENTS - There were none.

ADJOURNMENT - 6:29 p.m.

  
Debbie Connors, Chair Person

Attest:



Robin Fenwick, CMC  
City Clerk