

**Charter Review Commission
Administration Staff
Subcommittee Meeting
September 2, 2015**

A meeting of the Charter Review Commission Administration Staff Subcommittee was held at Charlotte County Administration Complex, Room B-106, Port Charlotte, Florida

Roll Call

The following Administration Staff members were present:

Julie Mathis, Chairman
Stephen J. Vieira
John Hitzel
Donald McCormick

Citizens: Gary Roberts

Call to Order:

The meeting was called to order at 4:00 PM by Chairman Mathis.

Agenda Items:

- I. Citizens Input – None at this time.
- II. Old Business
The interviewees have all confirmed and are as follows:

County Attorney
Deputy County Administrator
County Administrator
Budget Director
Public Works Director
Community Development
Utilities Operations Manager
Director of Community Services
Economic Development Director
- III. New Business
The interview questions were chosen, discussed in detail, and changes made accordingly. Chairman Mathis requested the draft interview questions be typed and sent to members for final approval. This was accomplished and the interview questions were approved and included as an attachment.

IV. Discussion

The committee discussed the budget cycle for Municipal Service Benefit Unit. It was then determined to add this topic to final interview questions. Chairman Mathis and members also discussed the next subcommittee meeting on September 10, 2015 at 1:00 p.m., where the subcommittee will be interviewing; County Attorney, Community Development, Economic Development Director, Director of Community Services and Public Works Director. On September 11, 2015 at 1:00 p.m., the interviews conducted will be Deputy County Administrator, County Administrator, Utilities Operations Manager and Budget Director.

V. Citizens Input – None at this time.

VI. Adjournment: Upon motion made and seconded the meeting was adjourned at 4:27 PM.



Julie Mathis, Chairman

2015 - 2016
Charter Review Commission
Administration Staff Subcommittee

Interview Questions

1. What are your specific duties and in the performance of those duties what, if any, local government re-structuring could be proposed for the Charter that would improve your ability to deliver services?
2. In the performance of your duties are you affected by the Charter?
3. Have you had experience working under an elected Administrator, and what is your opinion on an elected Executive form of government?
4. In your experience is the non-interference clause observed? Is the method of enforcement adequate?
5. Is the Administrative Code current? (Charter Section 2.3 E.) The annual debt policy? (Charter Section 2.2 J.) Are economic impact statements faithfully prepared in accordance (Charter Section 2.2 I.)
6. Are there any aspects you know from other communities that the Charter Review Commission should consider for Charlotte County?
7. Is the two (2) year budget cycle working, does it impact the MSBU process?

In addition to the above, the following specific questions will only be asked of County Attorney Knowlton and Administrator Sandrock:

Should there be an entity for enforcement of the Charter? How should this enforcement be handled? Should there be penalties for non-compliance in addition to those for non-interference?

Should the reporting structure of the Director of Economic Development be changed?