



City of Delray Beach

Workshop Meeting - Draft

City Commission

Mayor Shelly Petrolia
Vice Mayor Ryan Boylston
Deputy Vice Mayor Shirley Ervin Johnson
Commissioner Adam Frankel
Commissioner Juli Casale

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Monday, August 24, 2020

2:00 PM

Virtual Meeting

Workshop Meeting at 2:00 PM

Pursuant to Executive Order 20-69, during the COVID-19 State of Emergency, City Commission meetings may be held virtually. Members of the public wishing to view City Commission meetings should log into the City's website, <https://www.delraybeachfl.gov/i-want-to/watch/city-meetings>, where the meeting will be live-streamed for the public.

The Workshop Meeting was called to order at 2:00 p.m.

The roll call was taken by City Clerk Katerri Johnson. The following were present:

Present: 5 - Mayor Shelly Petrolia, Deputy Vice Mayor Shirley Ervin Johnson, Commissioner Adam Frankel, Vice-Mayor Ryan Boylston, and Commissioner Juli Casale

Pursuant to Section 3.12 of the Charter of the City of Delray Beach the Mayor has instructed me to announce a Workshop Meeting of the City Commission to be held for the following purposes:

WS.1. DISCUSSION REGARDING BOARDS AND COMMITTEES

Attachments: [Rules of Procedures 2020](#)
 [ADVISORY BOARDS AND COMMITTEES](#)

Others present:

Interim City Manager, Jennifer Alvarez
City Attorney, Lynn Gelin
City Clerk, Katerri Johnson

City Attorney Gelin requested direction on behalf of the staff regarding the Commission's mandate for the Board Appointment process.

Mayor Petrolia provided her colleagues with a brief history of the current board regulations in

place. The Commissioners shared the following ideas on how to improve the Board Appointee process.

Deputy Vice Mayor Johnson:

- Make the application deadline ten business days instead of calendar days.
- Limit the number of board positions an applicant is eligible to apply for.
- Alternate term limit expiration dates to prevent board vacancies.

The Commission then had a discussion.

City Clerk Katerri Johnson clarified that if an appointment is made and the person declines or accepts another position on another board, the Commissioner who made that appointment does not lose their turn.

Further discussion ensued about staggering board expiration dates. Deputy Vice Mayor Johnson felt that staggering the expiration dates was a good idea.

Commissioner Frankel:

- Believed that staggering the expiration dates would logistically complicate things for the City Clerk's Office.
 - Suggested that the City Clerk's Office send letters to newly appointed board members containing their term limit expiration date information.
 - Recommended that the Commission should receive a quarterly report of when board appointments are due to expire.

City Clerk Katerri Johnson suggested simplifying the process by requiring board members to complete their terms before pursuing another board opportunity.

Vice Mayor Boylston:

- Asked to see boards promoted more on the City's website.
- Agreed with setting the application deadline at ten business days.
- Suggested that when someone is appointed to a board, their name would then be excluded from the applicant pool for other open board positions.
- Moving forward if there are not enough applications then you go back out for advertising

Further discussion followed regarding changing the term of expiration dates of some of the Boards.

Ms. Gelin explained that some of the Boards are statutorily created like the DDA, CRA, and the Delray Beach Housing Authority, that it might create an issue to change dates when term expire.

Mayor commented that it was not pertinent to make that change.

Commissioner Casale:

- Recommended encouraging applicants to apply for other boards, should they get rejected from the original board they applied for.

- Posed a question for the City Clerk that if knowing prior to a meeting that there are not enough individuals to fill a seat, could other applicants be looked at from another list.

City Clerk Johnson felt that would be more of a policy decision to be made by the board.

Mayor Petrolia recapped what was discussed:

- Set the application deadline at ten business days.
- Once appointed to a board, the applicant will be removed from the application process for other open board positions.
- Continue with the same notice of deadlines.
- Requested that the Commission receive quarterly or semiannual reports documenting when board appointments will open or expire.
- Allow any Commissioner who only has one candidate to select be allowed to the opportunity to make a selection the next time that board appointment comes up.
- Publicly advertise/notice what the boards need, what their role would be and timeframes to serve. Better review of the applications to ensure the professional designations are specific to what is allowed in the criteria.
- Have the applicants rank their 1st, 2nd, 3rd or 4th choice for serving on a desired board.

City Attorney Gelin stated that the local rules could be amended to reflect that if a Commissioner was not afforded the opportunity to make a selection because there was only one applicant left, they would be afforded the next available selection.

There being no further business to discuss, the meeting was adjourned at 3:18 p.m.