

Report to Mayor Chip Block

From: Janet M. Saura

Date: July 7, 2023

Re: Progress Report on Proposed Amendments to Charter for Commissioner's Review

Thank you for the opportunity to work on behalf of the community in consultation with Attorney Bill Doney, the Commissioners, Community Members and external experts in preparing proposed amendment(s) to the Jupiter Inlet Colony Charter. This is a responsibility I have taken seriously, actively seeking input from pertinent resources to assist the Commissioners and to ultimately support voters within JIC to make the best-informed decision when considering the Town-Manager system of government for JIC. Please allow this report to serve as an update of the progress to date.

Stated Objective: Prepare draft amendment(s) to the Jupiter Inlet Colony Charter authorizing a professional town-manager form of government for consideration to the JIC Commissioner's for adoption, rejection, or modification, with a final draft amendment presented as a referendum to JIC voters in the March 2024 ballot.

Working Backwards Timeline: Attorney Bill Doney and I have conducted a meeting and scheduled working session to create the first working draft. Once we have a working draft for discussion, it is my intent to offer to meet individually with each JIC Commissioner to review the recommended charter language, pros and cons of alternative draft language, identify any hotly-debated topics and seek each Commissioner's individual feedback for consideration in the drafting. [target: July/August 2023]

Once complete, Bill Doney and I will host a two-hour in person informational session to discuss recommended language with members of the community, hopefully hosted within the JIC Beach Club. [Target: September 2023]

With the benefit of inputs from Commissioners, the Community and external experts, we will prepare a draft proposal for the Commissioners consideration. [Target: October, 2023].

Primary and Secondary Source Review: To inform the drafting of the proposed referendum primary and secondary resources have been and will continue to be consulted.

- a. I immediately undertook a literary review of peer reviewed published articles regarding the creation, roles and responsibilities, and accountability of a Town Manager form of government. The literary review provided analytical research regarding the relative efficiency of a Town Manager system, comparative policy analysis of a town manager and mayoral systems, general authority, accountability efforts and metrics of Town Managers and successful attributes of Town Managers.
- b. Conducting research of Florida Municipal Codes, I have reviewed and mapped various charters including Charters from: Juno Beach, Ocean Ridge, Palm Beach Shores and Loxahatchee Groves.
- c. I have also reviewed the International City/County Manager Association (ICMA) ethics.
- d. With the invaluable support of Sherry Karas, we have conducted informational conversations and have gathered job descriptions of Town Managers from the following Florida municipalities:

Lighthouse Point, Juno Beach, Loxahatchee Groves, Palm Beach Shores, Ocean Ridge,
Manalapan.

Florida League of Cities: Florida League of Cities is a valuable resource and network of professionals to inform the project. Through the Florida League of Cities experts, the proposed charter will provide the community an informational packet/Frequently Asked Questions to help inform and educate constituents on the differences in various governmental designs.

Thank you and I will continue to keep you updated on our progress.

Janet M. Saura