

**CHARTER REVIEW COMMISSION  
MINUTES OF SPECIAL MEETING  
OCTOBER 27, 2009  
Draft**

A special meeting of the Charter Review Commission (CRC) was held at the Administration Complex, Room B-106, Port Charlotte, Florida, for the purpose of developing a list of questions to be submitted to prospective legal counsel in connection with the interview process.

Roll Call:

The following members were present:

*Ken Doherty (Chairman)*

*Kevin Russell (Vice Chairman)*

Call to Order:

The meeting was called to order at 4:00 pm EST by *Chairman Doherty*. *Chairman Doherty* welcomed a citizen who was attending the meeting and explained to him the purpose of this meeting was to review a list of ten (10) questions that had been submitted by CRC membership. These questions are to be sent to the applicants as part of the interview process.

Agenda Items:

*Chairman Doherty* began the discussion by saying that he had roughed out a list of his own based on the list that was received and *Vice Chairman Russell* indicated that he had done the same. They proceeded to examine each question and added their own and prioritized them, discussed the language and intent. **A copy of the final list is attached to these Minutes as Attachment "A" and made a part hereof.** A particular item that was discussed was the issue of Board Certification. *Vice Chairman Russell* explained that certification is optional and an attorney can choose to pass a test for certification in his/her field and maintain certification through continuing education. Both *Chairman Doherty* and *Vice Chairman Russell* indicated that experience can be given equal or more weight than actual Certification. *Vice Chairman Russell* indicated that the Certification applicable to this position would be "Board Certified in City, County and Local Government Law." Both *Chairman Doherty* and *Vice Chairman Russell* agreed that the issue of certification should be addressed by all applicants at the interview and they will

be asked their respective opinion(s) on this so that the members can determine the value of Certification.

The list of questions was reviewed after discussion and given to administrative support for typing and forwarding to each of the four (4) applicants. Likewise, an appropriate cover letter was reviewed and edited. The applicants will be requested to furnish their responses by e-mail by Tuesday, November 17, 2009 at noon, for dissemination to the membership prior to the next meeting being held on Thursday, November 19, 2009.

Public Input:

Citizen *Park Pilikian* attended the meeting and at the conclusion *Chairman Doherty* asked if he had any questions. *Chairman Doherty* and *Vice Chairman Russell* outlined the Charter Review Commission function and a brief history of it in Charlotte County. *Chairman Doherty* referred him to the website: <http://www.charlottecountyfl.com/CharterReviewCommission/>. In response to a question by *Mr. Pilikian*, *Vice Chairman Russell* emphasized that it is the voters who make the decision as to the Amendments which the CRC proposes. *Chairman Doherty* advised *Mr. Pilikian* of the upcoming meetings and invited him to attend.

Adjournment:

The meeting was adjourned at 5:00 p.m. EST.

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Kenneth W. Doherty, Chairman

**CHARTER REVIEW COMMISSION  
CHARLOTTE COUNTY, FLORIDA  
ATTORNEY APPLICANT QUESTIONS  
Attachment "A"**

- 1) Name:
- 2) Firm:
- 3) Billing Rate:
- 4) Charge for travel (Y/N):
- 5) Certifications:
- 6) In what Florida counties/cities have you served previously in a capacity similar to this request from the Charlotte County Charter Review Commission?
- 7) Have you served as a Florida County and/or City Attorney or Assistant Attorney? If so, was it a Charter County at the time you served? What other governmental experience have you had?
- 8) Regular meetings will be held on the third (3<sup>rd</sup>) Thursday of every month. There will also be special meetings scheduled by the sub-Committees. How much notice will be needed for you to attend these special meetings?
- 9) List any administrative or quasi-judicial matters of which you or your firm is counsel of record which are pending before Charlotte County. Matters should include Plan Amendments, Re-zonings, Permit Applications, Special Exceptions or Variances.
- 10) List any litigation which you or your firm has pending or threatened against Charlotte County, its Constitutional Officers, the City of Punta Gorda, dependent or independent districts in the County or entities owned or controlled by Charlotte County.
- 11) How would you handle a situation if a conflict of interest arises subsequently to being selected?
- 12) In laymen's terms, concisely describe the role of legal counsel representing the Charter Review Commission.

THESE MINUTES ARE NOT OFFICIAL  
UNTIL ADOPTED BY THE  
CHARTER REVIEW COMMISSION

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