

Sec. 2-48. - Special standing committees.

(1) *Findings.* The city hereby finds that it can best provide for the safety, welfare, health needs and development of the city and make the most effective use of its powers and provide services and facilities to the community by creating and establishing various committees of city council members and non-city council members who shall study, evaluate and recommend to the city council the various services and facilities needed to provide the citizens of the city the most efficient and effective government. To that end, the following standing advisory committees of the city council are established:

a. *Airport advisory committee.*

1. There is hereby created and established an airport advisory committee (the "airport committee") which shall consist of two city council members, together with three non-council members, consisting of the city manager, executive director of administrative services and the airport manager.
2. *Functions and responsibilities of airport committee.* The airport committee shall:
 - i. Study, investigate, develop, assist, advise and recommend to the city council on any and all matters pertaining to the needs of the airport and the promotion of the airport for both aviatinal and non-aviational purposes;
 - ii. Study the needs of and develop plans for the maintenance of all airport facilities including runways;
 - iii. Coordinate activities at the airport including special events, lease negotiations, landlord-tenant issues, Federal Aviation Administration and Florida Department of Transportation project activities;
 - iv. Coordinate the development and preparation of five-year work programs, airport master plans, timber management to avoid height obstructions; and
 - v. Provide city council with recommendations regarding airport master plans, obtain grants, budgeting, staffing, airport improvements, economic development of the airport industrial park and plans to promote the airport.

b. *Beautification advisory committee.*

1. There is hereby created and established a beautification advisory committee (the "beautification committee") which shall consist of two city council members, together with such non-council members appointed by the mayor with the consent and approval by resolution of the city council.
2. *Functions and responsibilities of the beautification committee.* The beautification committee shall:
 - i. Study, investigate, develop, assist, advise and recommend to the city council any and all matters pertaining to beautification, sanitation, environment and citizens' participation relating thereto;
 - ii. Advise and recommend plans to organizations and groups in the city and promote public interest in the general improvement of the appearance of the city;
 - iii. Participate with and serve as the city's representative on the joint city-county beautification committee;
 - iv. Develop plans and make preparations for the annual Florida Arbor Day, National Arbor Day (tree give away program), and for the City to be designated each year as Tree City USA;
 - v. Prepare, locate sites, and install and erect appropriate "Welcome to Lake City" signs.
 - vi. Initiate, promote and assist in the implementation of general community beautification.
 - vii. promote, cooperate with and coordinate the activities of individuals, agencies, organization and groups, public or private, whose plans, activities and programs bear on the appearance of the city.
 - viii. Prepare both general and specific proposals for improving the appearance of the city. such proposals may include suggested goals and standards for the aesthetic enhancement of the city or any part thereof, including public ways and areas, open spaces, and public and private buildings and projects.
 - ix. Participate in appropriate ways in the implementation of such proposals. This participation may including making studies of the visual assets and liabilities of the community, including surveys and inventories of an appropriate nature, with particular attention to the appearance of properties along the major streets and thoroughfares of the city.
 - x. Develop and supervise programs of the city and citizens cooperation to protect and upgrade such properties, consisting of, but not limited to contacts and discussions with citizen groups, business groups and individuals to encourage cooperative improvement of the city's appearance.
3. The two council members of the beautification committee shall represent the city at the city-county joint beautification committee, as it may exist from time to time.

c. *Community redevelopment advisory committee.*

1. There is hereby created and established a community redevelopment advisory committee (herein "CRAC") of the city council, which shall consist of the mayor and one city council member ("council members"), a member ("county board member") representing the Columbia County Board of County Commissioners (the "county board"), a member ("chamber member") representing the Lake City Columbia County Chamber of Commerce (the "chamber"), and seven non-council members ("non-council members"). The council members and seven non-council members shall be appointed by the mayor by resolution with the consent and approval of the city council. The county board member shall be a person designated from time to time in writing by the county board and whose designation shall be ratified and confirmed by resolution of the city council. The initial designated chamber member shall serve an initial term ending December 31, 2014. On January 1, 2015, and annually thereafter, the chamber member shall be the duly elected and acting president of the chamber whose name shall be certified to the city and whose designation shall be ratified and confirmed by resolution of the city council. The seven non-council members shall be either a resident of the city and/or operate a business in the city (preferably within the CRA area).
2. *Functions and responsibilities of the community redevelopment advisory committee.* The community redevelopment advisory committee shall:
 - i. Study, investigate, develop, assist, advise and recommend to the city community redevelopment agency ("CRA") in all matters pertaining to the promotion and development of the city's commercial and residential CRA areas through use of tax increment financing ("TIF") funds.
 - ii. Advise and recommend plans to organizations and groups in the city and promote public interest in the general improvement of the appearance of the city.
 - iii. Study, develop, and recommend amendments to the CRA plan and for the expenditure and growth of CRA tax increment funds.
 - iv. Study, investigate, develop and recommend to the CRA various ways to promote the development of the city's downtown and neighborhoods, including, but not limited to, work with the beautification committee to resolve the on-going challenge of landscape maintenance and improvements of the appearance of major intersections in the city.
 - v. To study and recommend to the CRA amendments to the city codes and ordinances to address vacant and dilapidated housing, commercial buildings and unsightly vacant lots and developing a master list of such identifiable properties.
 - vi. Review and study of zoning and land use regulations relating to the downtown district and making recommendations to the planning and zoning board for amendments to the zoning regulations which would improve and promote new development in the downtown and CRA area.
 - vii. Perform periodic review of the community redevelopment plan and when appropriate submit recommendations to the CRA for changes.
 - viii. Make written recommendations to the CRA on plan implementation, including developing an annual work program, setting project priorities, and developing incentives to further CRA efforts.
 - ix. Hold public meetings for the purpose of receiving citizen input related to the CRA area and to report such information to the CRA.
 - x. Evaluate and provide recommendations to the CRA on the expenditure or use of local, state and/or federal funds for redevelopment activities within the CRA area
- d. *Utility advisory committee.*
 1. There is hereby created and established the utility advisory committee (the "utility committee") which shall consist of two city council members, together with non-council members to be appointed by the mayor with the consent and approval by resolution of the city council.
 2. *Functions and responsibilities of the utility committee.* The utility committee shall:
 - i. Study, investigate, develop, assist, advise and recommend to the city council any and all matters pertaining to the city utility systems;
 - ii. Recommend from time to time to the city council action on establishing new kinds of utility services, preserving and expanding existing utility services, on the financial needs of the utility systems, on making any changes in the utility rates and charges and on making any changes in service which may be beneficial to the public;
 - iii. Initiate and review utility master planning efforts in the areas of water, sewer, natural gas and stormwater projects. Review and recommend approval of projects and requests for extension of water, sewer and gas lines for new development. Provide recommendations regarding major annual maintenance programs, i.e., lift station rehabilitation, leak detection

programs, water tank refurbishment, systems enhancements, pilot programs to explore new or innovative operational techniques, utility standards, outside engineering proposals involving engineering services for water, sewer, gas and drainage projects.

- iv. Except as otherwise provided for herein or in the City Code, the city council shall take no action with respect to making major improvements to the existing utility systems, extending and providing new developments and subdivisions with utility services, or make any changes in the utility rates and charges, without first receiving from the utility committee its recommendations relating to such changes.
- (2) *Appointment of advisory committee members.* Except as otherwise provided for herein, both city council and non-council members on each of the respective advisory committees created herein shall be appointed by the mayor with the consent and approval by resolution adopted by the city council. The mayor shall designate the chairperson of each of the respective advisory committees. Members of all advisory committees created herein shall serve without compensation.
 - (3) *Mayor to be ex-officio member of committees.* The mayor may serve as an ex-officio member of each committee created in this section.
 - (4) *Role of non-council advisory committee members.* The role of the non-council members on each of the advisory committees shall be to act in an advisory capacity to the council members of each respective advisory committee with staff support, recommendations, suggestions and such data and information relating and pertaining to the functions, responsibilities and duties of the respective advisory committees to assist and help the city council members of the respective advisory committees in reaching prudent decisions and recommendations to city council and to the CRA as to the CRAC. Said members shall be entitled to make motions and vote on all matters coming before the respective advisory committees.
 - (5) *Role of advisory committees.* The role of each advisory committee created herein is advisory only and all of the recommendations and decisions of each respective advisory committee must be submitted in writing to the city council, or to the CRA as to the CRAC, for its discussions and considerations at a regular or special meeting and shall be subject to the approval or disapproval of or modification by the city council, or CRA as to the CRAC.
 - (6) *Creation of additional committees.* The city council may, from time to time, by resolution, establish and create additional advisory committees of the city council or other citizens' committees. The number of members, the purpose, function and responsibilities of any such additional committees or boards shall be stated in the resolution creating any additional committee. The members of any such additionally created committee shall be appointed by the mayor with the consent and approval by resolution adopted by the city council with one of such members being appointed chairperson thereof by the mayor.
 - (7) *Term.* Except as provided for herein, the members of each of the standing advisory committees herein created and established shall be appointed for a term of two years and, subject to being reappointed by the mayor may serve on an advisory committee for one or more consecutive terms. Members reappointed to serve on an advisory committee may be reappointed by the mayor with the consent and approval by resolution of the city council. Vacancies occurring on an advisory committee for reasons other than the expiration of terms shall be filled in the same manner that the original appointments are made and shall be filled for the unexpired term of the member whose place has become vacant. The initial members of each advisory committee shall be appointed for a period terminating September 30, 2013. Thereafter the term of all members shall be for two years commencing October 1, 2013.
 - (8) *Committee rules.* Each advisory committee herein created and established may adopt rules for the transaction of business and shall keep minutes of its discussions, findings, and recommendations, all of which shall be open to public inspection. Robert's Rules of Order, newly revised, as amended from time to time shall govern the deliberations of each advisory committee.
 - (9) *City attorney.* The city attorney shall render each committee legal advice when and as needed.
 - (10) *Committee secretary.* The city clerk shall serve as the secretary to each committee created by the city council, with the duty to:
 - a. Provide notice of each meeting of the committee to all members of the committee, members of the city council, city attorney and local news media at least 24 hours (excluding Saturday, Sunday and holidays) prior to the meeting;
 - b. Record and make, or cause to be made, the minutes of each committee meeting;
 - c. Within no less than seven days prior to each meeting furnish copies of the minutes of each preceding committee meeting to all members of the committee, the city manager, city council members and the city attorney.
 - (11) *Committee meetings.* Each advisory committee herein created shall hold meetings when and as needed as determined by its respective chairperson, the mayor, or the city manager. The chairperson of each committee shall establish the time and place of any meeting which shall be noticed in writing at least five days prior to the meeting and shall be open to the public and shall comply with

and abide by the requirements of the laws of Florida regarding public meetings, including the provisions and requirements of F.S. chs. 112, 119 and F.S. § 286.

- (12) *Committees advisory to council, or CRA as to the CRAC.* Committees herein created and established by the city council shall act only in an advisory capacity to the city council, or the CRA as to the CRAC, and shall have no authority to legally obligate the city or CRA in any way whatsoever. Each committee shall report its recommendations to the city council, or the CRA as to the CRAC, at a regular or special meeting of the city council so that the city council or CRA may determine if the recommendations of the committee should be accepted in whole or part and implemented by formal action of the city council, or CRA as to the CRAC.

Notwithstanding any provision in this section to the contrary, the committee of the whole shall have the right to consider and make recommendations to the city council on any and all matters without first having received recommendations from any of the respective committees.

None of the respective advisory committees shall have the authority to enter into contracts for and on behalf of the city which financially obligates the city or CRA for the expenditure of either CRA or city funds.

(Code 1968, § 2-18; Ord. No. 2006-1052, § 1, 1-17-06; Ord. No. 2007-1133, § 1, 4-7-08; Ord. No. 2008-1172, § 1, 12-15-08; Ord. No. 2009-1183, § 1, 4-20-09; Ord. No. 2009-1191, § 1, 9-21-09; Ord. No. 2011-2011, § 1, 8-1-11; Ord. No. 2013-2043, § 1, 1-21-14)

Editor's note— Ord. No. 2011-2011, § 1, adopted Aug. 1, 2011, changed the title of § 2-48, from special standing advisory committees and advisory boards to special standing committees.

Cross reference— Utilities, ch. 102.

Sec. 2-49. - Committee of the whole council.

- (a) *Committee of the whole council.* There is hereby created and established the committee of the whole, which shall consist of all members of the city council. The mayor shall be the chairman of the committee.
- (b) *Functions and responsibilities of the committee of the whole council.* The committee of the whole council shall:
- (1) Schedule and conduct workshop meetings to consider any matter pertaining to the functioning of the city, including any of the functions and responsibilities assigned to any of the special committees created in section 2-48 of this article;
 - (2) Represent the city and serve on any joint city-county committee composed of the members of the city council, the Columbia County Board of Commissioners and, when applicable, the Mayor of Fort White.
- (c) The mayor, or in his/her absence, the vice mayor, shall preside at all meetings of the committee of the whole and the rules of proceedings of the council shall apply and be observed in all meetings of the committee of the whole as far as such rules may be applicable. The committee of the whole shall meet as often as is necessary to do so in order to carry out the business or matters referred to it by the council. The mayor or any two members of the council may call a meeting of the committee of the whole upon 24 hours written notice to all members, the city manager, the city attorney and the city clerk. All meetings shall be open to the public. The city clerk shall serve as the secretary of the committee of the whole.

(Code 1968, § 2-19; Ord. No. 2006-1052, § 2, 1-17-06; Ord. No. 2007-1133, § 2, 4-7-08; Ord. No. 2011-2011, § 2, 8-1-11)

Editor's note— Ord. No. 2011-2011, § 2, adopted Aug. 1, 2011, changed the title of § 2-49, from advisory committee of the whole council to committee of the whole council.