

## **ORDINANCE 2021-2178**

**AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING CHAPTER 2, ARTICLE 2, OF THE CITY CODE OF ORDINANCES; PROVIDING FOR AMENDMENTS TO THE RULES OF MEETINGS OF THE CITY COUNCIL AND SPECIAL STANDING COMMITTEES; PROVIDING FOR AMENDMENTS TO THE COMPOSITION, FUNCTIONS, AND RESPONSIBILITIES OF VARIOUS SPECIAL STANDING COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS** the City Council adopted rules of its meetings in 1968, and said rules were codified in the City Code of Ordinances and from time to time said rules have been amended; and

**WHEREAS** the City Council finds that it is in the best interests of the citizens of the City of Lake City that the rules of meetings be updated; and

**WHEREAS** it is the intent of the City Council that its rules fully provide its deliberations and actions be conducted and taken openly in order that the members of the public may be fully informed; and

**WHEREAS** it is the intent of the City Council that it provide universal rules for the meetings of the City Council and its Special Standing Committees; and

**WHEREAS** it is the finding of the City Council that the members of the public must be fully informed if they are to be intelligently advised as to the conduct of public business by the Council; and

**WHEREAS** the City Council further finds that it is in the best interests of the City to find and provide opportunities for the public to be heard on propositions before the Council; and

**WHEREAS** the City Council further finds that it is in the best interests of the citizens of the City of Lake City to minimize the expenses and delays associated with future amendments to the rules of meetings.

**NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA AS FOLLOWS:**

**Section 1.** The above recitals are true and accurate and adopted and incorporated herein.

**Section 2.** The following Sections of Chapter 2, Article 2 of the City Code of Ordinances titled “City Council” which pertain to rules of meetings are amended as follows (words ~~stricken~~ are deletions; words underlined are additions):

## **Article II. City Council**

### Section 2-31 ~~Regular m~~ Meetings of the City Council

- (a) The City Council shall determine and establish by ordinance or resolution the rules governing its own proceedings and the time and place for holding its meetings.
- (b) The presiding officer of the city council shall be the mayor or, in his or her absence, the vice-mayor. The presiding officer, or a majority of the city council shall preserve strict order and decorum at all regular and special meetings of the council.
- (c) Before proceeding with the business of the city council, the city clerk shall call the roll of the councilmembers, the city manager, the city attorney, and the sergeant-at-arms.
- (d) Every question coming before the city council shall be stated and the decision of the council shall be announced.
- (e) Unless a councilmember declares a conflict, his or her silence shall be recorded as an affirmative vote.
- (f) The presiding officer shall vote on all questions; the presiding officer shall be the last name called on the roll.
- (g) The presiding officer shall sign all ordinances and resolutions adopted by the council during the officer’s presence. The city clerk and city attorney shall also sign as appropriate.
- (h) The city clerk, or a designee, shall be present at all meetings of the city council and shall keep a record of the council proceedings as required by law. The city clerk shall also enter in full all ordinances and resolutions in an ordinance book and a resolution book, provided and kept for those purposes. Said books may be maintained electronically and shall be public records. Furthermore, the city clerk shall cause all ordinances to be codified in the Code of Ordinances.
- (i) ~~(a)Time. T~~ Unless otherwise duly scheduled and properly noticed, the city council shall hold regular meetings on the first and third Monday of each

month, commencing at 6:00 p.m., ~~or at such other hour of said day as may be designated by the mayor or written notice given to the council members, city manager, city clerk, city attorney and local news media at least 24 hours prior to said meeting.~~ However, when the day fixed for any regular meeting of the city council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day that is not a holiday without further notice.

- (j) ~~(b)~~ *Place.* All regular or special meetings of the city council shall be held in the city council's chambers at the City Hall in Lake City, Florida, or at such other location anywhere, within Columbia County, Florida, as may be designated by the caller of the meeting in the notice calling the meeting.

#### Section 2-32. - Special meetings.

The mayor, the city manager or three or more councilmembers ~~of the city council~~ may call special or emergency meetings of the council; provided, however, that each councilmember shall be given reasonable ~~at least 12 hours'~~ ~~written~~ notice. Such ~~which~~ notice shall be served ~~personally~~ upon each councilmember: personally, electronically, or left at his or her usual place of residence. ~~Whenever practicable, each member shall receive 12 hours' notice.~~ The notice calling the special meeting shall state the date and hour of the meeting and the purpose for which such meeting is called, and no business shall be transacted at such meeting, except such as is stated in the notice.

#### Section 2-33. Meetings open to public.

Except as specifically permitted by law, all ~~All~~ meetings of the city council shall be open to the public, and ~~any visitors~~ the public shall have access to the minutes and records of such meetings at all reasonable times.

#### Section 2-34. - Agenda.

All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the city council shall, ~~at least six business hours prior to each council meeting,~~ be delivered to the city clerk, whereupon the city clerk shall immediately arrange a list of such matters according to the order of business, the Agenda, and furnish each councilmember, of the city council the city manager, and the city attorney with a copy of the Agenda prior to the council meeting ~~and~~ as far in advance of the meeting as time for preparation will permit. No matter shall be considered by the city council at any meeting unless it shall have been first submitted to the city clerk and placed upon the Agenda as provided in this section; ~~unless, for emergency matters,~~ such requirement is waived by the unanimous consent of the councilmembers.

~~□ Sec. 2-35. — Presiding officer.~~

~~□ (a) The presiding officer of the city council shall be the mayor or, in his absence, the vice mayor. The presiding officer shall preserve strict order and decorum at all regular and special meetings of the council. He shall state every question coming before the city council, announce the decision of the council on all subjects and decide all questions of order, subject, however, to an appeal to the council, in which event a majority vote of the council shall govern and conclusively determine such question of order. He shall vote on all questions, his name to be called last. He shall sign all ordinances and resolutions adopted by the council during his presence.~~

~~(b) In the event of the absence of the mayor, the vice mayor shall sign ordinances or resolutions as then adopted.~~

~~□ Sec. 2-36. — Call to order; presiding officer.~~

~~□ The mayor, or in his absence, the vice mayor shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the council to order. In the absence of the mayor, the mayor may appoint one of the other members of the council as vice mayor during his absence. If the mayor fails to appoint a vice mayor to preside during his absence, the remaining members of the council shall select and designate one of the councilmembers to act as mayor during the absence of the mayor. The vice mayor shall preside at the meetings and shall assume all the duties of the mayor during the mayor's absence.~~

~~Section. 2-37. — Roll call.~~

~~Before proceeding with the business of the city council, the city clerk shall call the roll of the members, and the names of those present shall be entered in the minutes. The roll call shall include the city attorney and sergeant at arms.~~

~~Section. 2-38. - Quorum.~~

~~Three councilmembers of the city council shall constitute a quorum at any regular or special meeting of the city council. In the absence of a quorum, the presiding officer may, or shall, at the insistence of any plurality of the councilmembers present, adjourn the meeting from day to day until such time as a quorum may be present. A councilmember of the city council may be compelled to attend any meeting of the council upon unanimous vote of those attending the meeting. The presiding officer shall instruct the chief of police sergeant-at-arms or his the designated officer to bring such absent councilmember or councilmembers to said meeting forthwith; provided, however, that no councilmember shall be compelled to attend any meeting if such councilmember is sick or ill or otherwise incapacitated and unable to physically be present.~~

Section. 2-39. - Order of business.

~~Promptly a~~ At the hour set by the city council, for on the day of each regular or special meeting, the councilmembers of the city council, the city manager, the city clerk, the city attorney, and the sergeant at arms chief of police shall take their regular stations in the council chambers at the meeting site, and the business of the council shall be taken up for consideration and disposition. in the following order: The Agenda prepared by the city clerk in accordance with Section 2-34 shall initially be considered as the order of business. It may be amended as necessary or appropriate prior to adoption by the council.

~~(1) Roll call.~~

~~(2) Approval of minutes of previous meeting.~~

~~(3) Petitions, remonstrances and communications.~~

~~(4) Introduction and adoption of resolutions and ordinances.~~

~~(5) Report of department heads and committees.~~

~~(6) Unfinished business.~~

~~(7) New business.~~

~~(8) Miscellaneous.~~

~~(9) Appropriations.~~

~~(10) Adjournment.~~

Section. 2-40. - Reading of minutes.

Unless a reading of the minutes of a council meeting is requested by a councilmember of the council, such minutes may be approved without reading. ~~if the city clerk has previously furnished each member with a synopsis thereof.~~ At least three days prior to each meeting, the city clerk shall furnish each councilmember of the city council and the city attorney with a copy of the minutes of the preceding meeting.

Section. 2-41. - Rules of debate.

(a) Debate from chair. The mayor or vice-mayor or such other councilmember of the city council as may be presiding may move, second and

debate from the chair, subject only to such limitations of debate as are by these rules imposed on all councilmembers and shall not be deprived of any of the rights and privileges of the councilmember by reason of being ~~his acting as~~ the presiding officer.

(b) Getting the floor; improper references to be avoided. Every councilmember desiring to speak shall address the chair, and, upon recognition by the presiding officer, shall confine ~~himself~~ all comments to the question under debate, avoiding all personalities and indecorous language.

(c) Interruptions. A councilmember, once recognized, shall not be interrupted when speaking unless it be to call him or her to order, or as otherwise provided in this section. If a councilmember, while speaking, is called to order, ~~he the councilmember~~ shall cease speaking until the question of order be determined, and, if in order, ~~he the councilmember~~ shall be permitted to proceed.

(d) Privilege of closing debate. The councilmember moving the adoption of an ordinance or resolution or any motion shall have the privilege of closing the debate.

(e) Motion to reconsider. A motion to reconsider any action taken by the council may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session of the council. Such motion shall be made by one of the prevailing side, but may be seconded by any councilmembers, and may be made at any time and have precedence over all other motions or while a councilmember has the floor; it shall be debatable. Nothing in this section shall be construed to prevent any councilmember of the council from making or remaking the same or any other motion at a subsequent meeting of the council.

(f) Remarks of councilmember; entry in minutes. A councilmember may request, through the presiding officer, the privilege of having an abstract of ~~his~~ the councilmember's statement on any subject under consideration by the councilmember entered in the minutes. If the city council consents thereto, such statement shall be entered in the minutes.

(g) Synopsis of debate; entry in minutes. The clerk may ~~be directed by the presiding officer, with consent of the council, to~~ enter in the minutes a synopsis of the discussion on any question coming ~~regularly~~ before the council.

(h) Rules of order. Except in conflict with the provisions of this section, Robert's Rules of Order, Newly Revised, shall govern the deliberations of the council.

Section. 2-42. - Addressing the council through presentation.

Any person desiring to address the council through presentation shall first notify the city clerk of such desire and state the purpose or matter he desires to bring before the council. The city clerk shall place the request upon the agenda under its proper heading of business, provided the person seeking to address the council has made his request of the city clerk ~~six hours~~ prior to the final completion of the Agenda. ~~meeting; provided, however, that under the following headings of business, unless the presiding officer rules otherwise, any qualified person may address the council without securing such prior permission:~~

(1) Written communications. Interested parties or their authorized representatives may address the council or councilmembers by written communications at any time ~~in regard to matters then under discussion.~~

~~(2) Oral communications.~~

~~Taxpayers or residents of the city, or their authorized legal representatives, may address the council by oral communication on any matter concerning the city's business, or any matter over which the council has control; provided, however, that preference shall be given to those persons who may have notified the city clerk in advance of their desire to speak in order that the same may appear on the agenda of the council.~~

~~(3) Reading of protests, petitions or communications. Interested persons or their authorized representatives may address the council by reading of protests, petitions, or communications relating to zoning, sewer and street proceedings; hearings on protests, appeals and petitions; or similar matters, in regard to matters then under consideration.~~

Section. 2-43. - Addressing the council after motion made.

After a motion is made by the council, no person shall address the council without first securing the permission of the presiding officer so to do.

Section. 2-44. - Public Participation; m~~Manner of addressing council; time limit.~~

During the Public Participation portion of the meeting, any member of the public may address the city council concerning: an Agenda item, the city's business, or any matter over which the council has control. The address may include the reading of protests, petitions, or communications.

Each person addressing the council shall stand at the podium or take a seat in front of the council, shall give his or her name and address in an audible tone of voice for the records, and unless further time is granted by the council, shall limit his or her address to ~~15~~ 3 minutes. All remarks shall be addressed

to the council as a body and not to any councilmember or other individual. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a councilmember of the council, without the permission of the presiding officer.

~~Section. 2-45. — Silence constitutes affirmative vote.~~

~~Unless a member of the council states that he is not voting, his silence shall be recorded as an affirmative vote.~~

Section. 2-46. - Decorum.

(a) By councilmembers. While the council is in session, the councilmembers must preserve order and decorum, and a councilmember shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council nor disturb any councilmember while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise provided in this section.

(b) By persons. Except as specifically set forth herein, any member of the public making oral comments to the council shall abide by all rules of discussion and decorum applicable to councilmembers. Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while ~~addressing the council~~ attending a meeting shall be ~~barred~~ removed by the presiding officer from ~~further audience before the council~~ the meeting, unless permission to continue is granted by a majority vote of the council.

Section. 2-47. - Enforcement of decorum.

The chief of police, or such members of the police department as ~~he~~ he may be designated, shall be sergeant-at-arms of the council meetings. ~~He, or they,~~ The sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the council meeting. Upon instructions of the presiding officer, it shall be the duty of the sergeant-at-arms to ~~place~~ remove from the meeting any person who violates the order and decorum of the meeting. ~~under arrest, and cause him to be prosecuted under the provisions of this article, the complaint to be signed by the presiding officer.~~ It shall also be the duty of the sergeant-at-arms to compel absent members of the council to attend any meetings upon instructions from the presiding officer or other members of the council as provided in this ~~section~~ Article.

Section. 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 councilmembers, together with ~~three~~ four non-council members, consisting of the city manager or their designee, executive director of administrative services and the airport manager, and two additional non-councilmembers to be appointed by the mayor with the consent and approval by resolution of the city council.

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~~ those matters pertaining to the needs of the airport and the promotion of the airport for both aviation~~al~~ and non-aviation~~al~~ 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

councilmembers, 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;~~

~~iii~~ ~~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;

iv ~~v~~. Prepare, locate sites, and install and erect appropriate "Welcome to Lake City" signs.

~~v~~ ~~vi~~. Initiate, promote and assist in the implementation of general community beautification.

~~vi~~ ~~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.

~~vii~~ ~~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.

viii ~~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.

~~ix 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 member"), and seven and six non-council members ("non-council public members").~~ The council members and ~~seven~~ six 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~~ six public 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. o 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 councilmembers, together with non-councilmembers 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~~ those matters pertaining to the city utility systems and referred to the utility committee by either the city manager or city council;

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 members 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, who shall be the committee presiding officer, of each of the respective advisory committees. Members of all advisory committees created herein shall serve without compensation.

(3) Mayor ~~to be~~ as 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 councilmembers 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 immediately be reported to the city council. Vacancies 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 of each year.

(8) Committee rules. Each advisory committee herein created and established shall abide by the rules for the city council meetings. Notwithstanding the foregoing, if necessary, a committee may adopt special rules for the transaction of its 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 or their designee shall serve as the secretary to each committee created by the city council, with the duty to:

a. Provide reasonable 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; which shall include the committee discussions, findings, and recommendations, all of which shall be open to public inspection.

c. Within no less than ~~seven~~ five 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.

Section. 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 councilmembers ~~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 councilmembers ~~of the city council~~, the Columbia County Board of Commissioners and, when applicable, the Mayor of Fort White.

(c) The mayor, or in his or 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 councilmembers ~~of the council~~ may call a meeting of the committee of the whole upon reasonable ~~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.

Section. 2-50. - Councilmembers may file protests against council action.

Any councilmember shall have the right to have the reasons for his or her dissent from, or protest against, any action of the council entered on the minutes.

Section. 2-51. - Ordinances, resolutions, motions and contracts.

(a) Preparation of ordinances. All ordinances shall be ~~prepared~~ reviewed by the city attorney. No ordinance shall be prepared for presentation to the council unless ordered by a majority vote of the council, or requested in writing by the mayor or the City Manager, or prepared by the city attorney on his or her own initiative.



(b) Approval by city attorney. All ordinances, resolutions and contract documents shall, before presentation to the council, have been approved as to form and legality by the city attorney.

(c) Introduction for passage or approval. Introduction for passage of ordinances, motions and contracts shall be as follows:

(1) Ordinances, resolutions, and other matters or subjects requiring action by the council must be introduced and sponsored by a councilmember of the council, or the city attorney may present ordinances, resolutions, and other matters or subjects to the council, and any councilmember may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted; otherwise, they shall not be considered.

(2) Every proposed ordinance or resolution shall be introduced in written or printed form and shall not contain more than one subject and matters properly connected therewith. The subject shall be clearly stated in the title.

(3) Except as provided in F.S. § 166.041(3)(c), a proposed ordinance may be read by title, or in full, on at least two separate days and shall, at least ten days prior to adoption, be noticed once in a newspaper of general circulation in the city.

(4) The city council may, by a two-thirds vote, enact an emergency ordinance without complying with the requirements of subsection (c)(3) of this section. However, no emergency ordinance or resolution shall be enacted which establishes or amends the actual zoning map designation of a parcel of land or that changes the actual list of permitted, conditional, or prohibited uses within a zoning category.

(5) All ordinances or resolutions passed by the council shall become effective ten days after passage or as otherwise provided therein.

(6) The enacting clause of all ordinances shall be "be it enacted by the people of the City of Lake City, Florida." The affirmative vote of a majority of councilmembers present shall be necessary to adopt any ordinance or resolution, and the passage of all ordinances and resolutions shall be taken by yeas and nays and be entered upon the minutes.

Section. 2-52. - Adjournment.

A motion to adjourn shall always be in order and decided without debate.

**Section 3.** Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**Section 4.** Conflicts. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this ordinance are hereby repealed to the extent inconsistent herewith.

**Section 5.** Codification. It is the intention of the City Council of the City of Lake City, Florida, that the provisions of this ordinance shall become and be made a part of the Code of the City of Lake City, Florida, and the sections may be renumbered in order to accomplish such intentions.

**Section 6.** This ordinance shall take effect immediately upon its adoption.

**PASSED** upon first reading this \_\_\_\_ day of \_\_\_\_\_ 2021.

**NOTICE PUBLISHED** on the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

**PASSED AND ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Audrey E. Sikes, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney