



155 F Road Loxahatchee Groves, FL 33470

TO: Town Council of Town of Loxahatchee Groves

FROM: Francine L. Ramaglia, Town Manager

DATE: May 7, 2024

SUBJECT: Consideration of Ordinance No. 2024-03 on 1st Reading - Uniform Requirements for Town Advisory Boards

Background:

Over the years, the Town Council has adopted several resolutions dealing with various Town advisory boards, including, but not limited to, the Scholarship Fund Committee, Charter Review Committee, Unified Land Development Code Review Committee, Finance Advisory and Audit Committee, and the Roadway, Equestrian Trails and Greenway Advisory Committee. Each resolution provides for the composition, term, appointment procedure, removal, etc. To ensure consistency and a more efficient procedure, the Town Attorney has drafted Ordinance No. 2024-03, an advisory board ordinance that applies to all Town advisory boards, committees, and commissions unless otherwise set forth in the Code.

The ordinance provides uniformity for its advisory boards in composition, quorums, eligibility, appointment, terms, removal, vacancies, officers, procedures, and meetings. The ordinance also provides the Town Council with the authority to adopt other resolutions (or ordinances) that address the particular qualifications for members of each board and the time and frequency of meetings. It provides for an application process for potential board members, and the Town Council will review the applications and vote on the members and alternates for each board. Board members will serve two-year staggered terms and will continue to serve until successors are appointed.

On April 16, 2024, at their Workshop meeting, the Town Council review and discuss proposed Ordinance No. 2024-03 regarding Town Advisory Boards and to make any changes to prepare the ordinance for first reading. The revision includes amending Section 2-23(a)(2)(c) to add “or a member of the public”.

Also included with this agenda item are the proposed considerations received thus far Town committees. These will be brought back to Council for approval along with second reading of this ordinance on June 4, 2024.



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Recommendation:

Motion to approve ***Ordinance No. 2024-03*** authorizing uniform requirements to Town advisory boards on first reading.