

City of Groveland
E.L. PURYEAR BUILDING
243 SOUTH LAKE AVENUE
GROVELAND, FLORIDA 34736
(352) 429-2141

EVELYN WILSON
MAYOR

MIKE RADZIK
VICE MAYOR



RANDOLPH WAITE
COUNCIL MEMBER

MIKE SMITH
COUNCIL MEMBER

DINA SWEATT
COUNCIL MEMBER

CITY COUNCIL WORKSHOP
MARCH 2, 2020
6:15 P.M.

ANITA GERACI-CARVER
CITY ATTORNEY

VIRGINIA WRIGHT
CITY CLERK

MIKE HEIN
CITY MANAGER

GENERAL INFORMATION AND INSTRUCTIONS

The Mayor will ask for comments from the public, requesting that anyone desiring to speak on an item. When recognized by the Mayor, please approach the podium and speak into the microphone, stating your name, address, if you are a citizen that lives in the Groveland City limits, and then present the information you desire. Each person has a maximum of five (5) minutes to speak.

Items listed in the "Consent Agenda" will be approved by Council in their entirety by a single motion, unless otherwise indicated by Council. These are routine items not anticipated to be controversial and are placed on the Consent Agenda to expedite the meeting. If a Council Member, staff member or member of the public wishes to discuss any item on the Consent Agenda, they can request the item be removed from the Consent Agenda for discussion. The remaining items on the Consent Agenda will be voted on with one motion being made for all items on the Consent Agenda. Then the item removed from the Consent Agenda will be separately considered and voted on.

Items identified with a double asterisk (**) are quasi-judicial functions of the City Council other than land use; the Council Members disclose any ex parte communications.

Groveland Code of Ordinances Sec. 2-58 (f). Any person desiring to address the Council shall first secure the permission of the presiding officer and shall give his name and address for the record. All remarks shall be addressed to the Council as a body and not to any member thereof unless permission to do so is first granted by the presiding officer. Unless further time is granted by the presiding officer or the council, member of the public shall limit their discussion or address to no more than five minutes. No question shall be asked a council member or city official except through the presiding officer.

If your address is exempt from public record you are not required to state it. In addition, do not give out your Social Security Number, phone number, email address or any other information you do not want others to have access to as the meetings are recorded and those recordings are considered public record.

Pursuant to the provisions of Chap. 286, F.S., Sec. 286.0105, if a person decides to appeal any decision made by this body with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based and is advised to make such arrangements at his or her own expense.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statute, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office no later than 5:00 p.m. the day of the meeting.

**PUBLIC NOTICE AND AGENDA OF THE CITY OF GROVELAND CITY COUNCIL
WORKSHOP RECREATION ADVISORY COMMITTEE DISCUSSION SCHEDULED
TO CONVENE AT 6:15 P.M., MONDAY, MARCH 2, 2020 IN THE E.L. PURYEAR
BUILDING LOCATED AT 243 S. LAKE AVENUE, GROVELAND, FLORIDA 34736**

MAYOR	EVELYN WILSON	evelyn.wilson@groveland-fl.gov
VICE MAYOR	MIKE RADZIK	mike.radzik@groveland-fl.gov
COUNCILMEMBER	MIKE SMITH	mike.smith@groveland-fl.gov
COUNCIL MEMBER	DINA SWEATT	dina.sweatt@groveland-fl.gov
COUNCIL MEMBER	RANDOLPH WAITE	randolph.waite@groveland-fl.gov
CITY MANAGER	MIKE HEIN	michael.hein@groveland-fl.gov
CITY CLERK	VIRGINIA WRIGHT	virginia.wright@groveland-fl.gov
SERGEANT AT ARMS	CHIEF SHAWN RAMSEY	shawn.ramsey@groveland-fl.gov
CITY ATTORNEY	ANITA GERACI-CARVER, ESQ.	

Please note: Most written communication to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

PLEDGE OF CONDUCT

- **We may disagree, but we will be respectful of one another.**
- **We will direct all comments to issues.**
- **We will avoid personal attacks.**
- **Audience members wishing to speak must be recognized by the Mayor.**
- **Speaking without being recognized will be considered “Out of Order.”**

AGENDA

Call to Order

Roll Call

1. Discussion: Recreation Advisory Committee Duties and Responsibilities

Adjournment

Groveland Code of Ordinances Sec. 2-58 (f). Any person desiring to address the council shall first secure the permission of the presiding officer and shall give his name and address for the record. All remarks shall be addressed to the council as a body and not to any member thereof unless permission to do so is first granted by the presiding officer. Unless further time is granted by the presiding officer or the council, members of the public shall limit their discussion or address to no more than five minutes. No question shall be asked a councilmember or city official except through the presiding officer. If your address is exempt from public record you are not required to state it. In addition do not give out your Social Security Number, phone number, email address or any other information you do not want others to have access to as the meetings are recorded and those recordings are considered public record.

Pursuant to the provisions of Chap. 286, F.S., Sec. 286.0105, if a person decides to appeal any decision made by this body with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based and is advised to make such arrangements at his or her own expense.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statute, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk’s Office at 352-429-2141 ext. 231 no later than 5:00 p.m. the day preceding the meeting.



MEMORANDUM

TO: HONORABLE MAYOR & CITY COUNCIL MEMBERS

VIA: MIKE HEIN, CITY MANAGER

FROM: MIKE WALKER, PARKS, FACILITIES, AND COMMUNITY SERVICES DIRECTOR

SUBJECT: RECREATION ADVISORY COMMITTEE (RAC) DUTIES AND RESPONSIBILITIES

DATE: MARCH 2, 2020

GENERAL SUMMARY/BACKGROUND: The Mayor and City Council recently requested a public workshop to discuss the duties and responsibilities of the Recreation Advisory Committee (RAC) which was established at the February 7, 2004 City Council meeting with Resolution 2014-05-13A. The meeting minutes from the February 7, 2004 meeting, Resolution 2004-05-13A, along with the City Charter Division 2 which pertain to the Recreation Advisory Committee are included for your review as “Attachments”.

The recreation advisory committee shall be advisory to the city council and to the city manager and his staff. The primary duties of the committee shall include the following:

- To serve in an advisory capacity to the council and city manager on matters pertaining to public recreation, parklands and related facilities.
- To serve in an advisory capacity to the council and city manager on matters pertaining to art, literature, music, theatre, and other related activities.
- To serve in an advisory capacity to the council and city staff with respect to the establishment of user/rental fee schedules for parks, sports fields and public facilities.
- To recommend solutions to scheduling and use conflicts of city recreational facilities.
- To establish rules and regulations for use and improvement of public parklands, recreation areas, squares, and grounds, including playgrounds, concessions and recreational and related facilities and programs installed and maintained therein.

- To serve in an advisory capacity to the council and city staff with respect to policies for the acquisition, development and improvement of parklands and recreational areas.
- To recommend to the council a comprehensive recreation and parkland use program based on the needs and interests of the community to assure and stimulate public interest, and to solicit to the fullest extent the cooperation of schools, local youth and public and private agencies.
- To give input on park and recreation grant requests and assist city council and city staff with lobbying granting agencies or organizations for funding.
- The committee may initiate such efforts and investigations as it deems appropriate in order to properly inform itself and to provide the greatest degree of assistance to the city council, the city manager and his staff and the public.

Important notes to add, the RAC currently consist of seven (7) members and has two (2) alternate positions that are currently vacant. Staff will bring forward at the March 16, 2020 Council meeting applications to fill the two (2) vacancies.

Also, reporting of the RAC monthly meetings, with direction from City Council, is being received on a monthly basis from staff and included in the City Manager's Report to City Council. Resolution 2004-05-13A does state that a committee report shall be written to City Council not less often than once a year, by March 31st of each year. The report shall include the accomplishments of the committee for the preceding year, and the current and future projects and goals.

Staff looks forward to having a productive conversation to accomplish any additions and changes if deemed necessary by City Council to the current duties and responsibilities of the Recreation Advisory Committee.

BUDGET IMPACT:

No impact.

LEGAL NOTE:

None.

STAFF RECOMMENDATION:

Staff will move forward with the direction of City Council as deemed appropriate.

ATTACHMENTS

1. Resolution 2004-05-13A – Amendment to Recreation Advisory Committee
2. February 7, 2004 City Council Meeting Minutes approving Resolution 2004-05-13A
3. City Charter Division 2. – Recreation Advisory Committee

ATTACHMENT 1
RESOLUTION 2004-05-13A

RESOLUTION 2004-05-13 A

A RESOLUTION ESTABLISHING THE GROVELAND RECREATION ADVISORY COMMITTEE; PROVIDING FOR MEMBERSHIP; PROVIDING FOR TERMS OF OFFICE; PROVIDING FOR ORGANIZATIONAL STRUCTURE; PROVIDING FOR DUTIES; PROVIDING FOR REPORTING RESPONSIBILITY; PROVIDING FOR RECORD KEEPING; PROVIDING FOR THE INCORPORATION OF CITY ORDINANCES OR RESOLUTIONS AS AMENDATORY HERETO; PROVIDING THAT THERE IS NO PROPERTY RIGHT IN SUCH OFFICE; PROVIDING FOR A REVIEW BY THE CITY COUNCIL TO CONTINUE THE COMMITTEE'S EXISTENCE; PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the City Council deems it desirable that a citizens committee be created to assist in providing input into the parks and recreation services provided by the City of Groveland and for the purpose of making recommendations to the City Council regarding issues relative to the provision of parks and recreation services within the City of Groveland; now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GROVELAND, FLORIDA, IN SESSION DULY AND REGULARLY ASSEMBLED:

SPECIAL PROVISIONS

Section 1. Committee Established. That the City Council of the City of Groveland, Florida, hereby establishes a citizens committee to assist the City Council as is hereinafter set forth. This citizens committee shall be named the Groveland Recreation Advisory Committee. The Committee, once established, shall continue in existence until further resolution of the City Council.

Section 2. Committee Duties. The Committee shall be advisory to the City Council and to the City Manager and his staff. The primary duties of the Committee shall include the following:

- A. To serve in an advisory capacity to the Council and City Manager on matters pertaining to public recreation, parklands and related facilities.
- B. To serve in an advisory capacity to the Council and City Manager on matters pertaining to art, literature, music, theatre, and other related activities.
- C. To serve in an advisory capacity to the Council and City staff with respect to the establishment of user/rental fee schedules for parks, sports fields and public facilities.
- D. To recommend solutions to scheduling and use conflicts of City recreational facilities.

E. To establish rules and regulations for use and improvement of public parklands, recreation areas, squares, and grounds, including playgrounds, concessions and recreational and related facilities and programs installed and maintained therein.

F. To serve in an advisory capacity to the Council and City staff with respect to policies for the acquisition, development and improvement of parklands and recreational areas.

G. To recommend to the Council a comprehensive recreation and parkland use program based on the needs and interest of the community to assure and stimulate public interest, and to solicit to the fullest extent the cooperation of schools, local youth and public and private agencies.

H. To give input on park and recreation grant requests and assist City Council and City Staff with lobbying granting agencies or organizations for funding.

The Committee may initiate such efforts and investigations as it deems appropriate in order to properly inform itself and to provide the greatest degree of assistance to the City Council, the City Manager and his staff and the public.

Section 2. Membership; Terms. The Committee shall consist of seven (7) members, who serve for terms of three (3) years. ~~One member~~ ~~Two of the members~~ must be a representative ~~include representatives~~ from South Lake High and Groveland Regional Recreation Entertainment Arts Team (GRREAT). The remaining six ~~five~~ members of the Committee shall be residents of the City of Groveland. No person shall be eligible for appointment who currently serves on two or more City boards or committees unless such person resigns from a board or committee prior to or coincident to commencing service to the Committee. The initial appointments shall be three (3) members for two years and two (2) members for one year. All subsequent appointments shall be for three (3) year terms. The City Council may in its discretion from time to time, name ex officio members to the Committee as it deems appropriate. Ex officio members may participate in all meetings, but shall not vote. The City Council may name two (2) members as alternate members to serve in the absence of a regular member for the purpose of establishing a quorum. The choice of alternate members to serve in the absence of a regular member shall be done on an alternating basis. Appointment of an alternate member shall be for a three year term.

GENERAL PROVISIONS

Section 1. Organization; Quorum. The members of the Committee shall select from their own membership a Chairman, a Vice Chairman and Secretary for a one year term and the Committee shall organize itself as it deems proper in order to appropriately carry out the duties assigned to it, including the enactment of rules of procedure. Roberts Rules of Procedure, newly revised shall be used for procedural rules in the absence of the adoption of alternative procedures. A majority of regular members of the Committee shall constitute a quorum necessary for the conduct of business of the Committee and meetings

shall be held at the call of the Chairman, or in his/her absence the Vice Chairman or at the call of a majority of regular members of the Committee or the City Manager. The Committee shall meet as often as necessary to achieve its goals and perform its duties but shall meet not less often than quarterly.

Section 2. Records; Meetings. All records and minutes of the Committee shall be filed with the City Manager's Office and shall be subject to the Public Records Law, Chapter 119 F.S. The Committee will receive such support from the City Manager's staff as is available. All meetings shall be open to the public and shall be conducted in a manner that is consistent with Chapter 286 F.S. The meetings shall be held at such times and places as will make them accessible to members of the public. It shall be the obligation of the chairman to inform the City Manager of the time and place of meetings so that notices of such meetings can be properly posted or otherwise disseminated.

Section 3. Reimbursement of Expenses. Members of the Committee shall serve without compensation but shall be reimbursed for any necessary and reasonable expenses incurred in the conduct of the business of the Committee, if such expenses have received approval by the City Council prior to their expenditure.

Section 4. Reports. The Committee shall, not less often than once a year, make a written report to the City Council. The written report shall detail the accomplishments of the Committee for the preceding year and the Committee's current and future projects and goals. This report shall be submitted by March 31st of each year.

At the Committee's option, the Chairman of the Committee or such other person as the Committee shall designate may make a personal report to the City Council; in such event the City Manager shall advise the Chairman of the Committee when such report has been placed on the agenda of the City Council. The Chairman shall report to the Council on the work of the Committee, on any problems or concerns that the Committee is experiencing and on the current and future projects that the Committee desires to undertake.

Section 5. Compliance with Ordinances. The Committee shall comply with and abide by all ordinances or resolutions of the Council that are generally applicable to the Boards and Committees of the City of Groveland. The City Manager and the chairman shall coordinate to insure that the Chairman is aware of all such generally applicable ordinances or resolutions and the Chairman shall make these matters known to the members of the Committee at the earliest available opportunity. Such matters shall include but not be limited to attendance requirements, voting procedures, abstention from voting, filing of notices of conflict, the requirements of laws regarding ethics in the conduct of the public business, removal from office of members and similar matters of general concern. All existing or future ordinances or resolutions generally

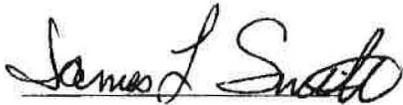
applicable to the Committee shall be deemed to be incorporated herein and by reference made a part of this resolution.

Section 6. Appointment and Removal. Appointment to the Committee shall not constitute a property right in the meaning of the Constitution of the United States or the State of Florida and the members of the Committee shall be appointed to and removed from the Committee in the manner as deemed appropriate by the City Council, in its sole discretion. The members of the Committee shall serve at the pleasure of the City Council.

Section 7. Continuance of Committee. No later than three years from the establishment of the Committee and every third year thereafter, the City Council shall place on its agenda and shall discuss whether or not the Committee should continue in existence, whether or not its functions and duties are appropriate because of change in circumstances and all other matters relevant to the continuing existence of the Committee.

Section 8. Effective Date. This resolution shall become effective immediately upon final passage and adoption.

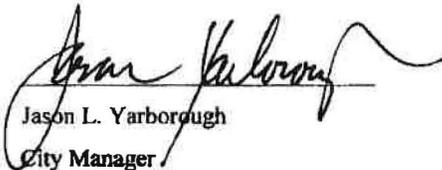
Passed and adopted by the City COUNCIL of the City of GROVELAND, Florida this 3rd Day of October 2004.



HONORABLE JAMES SMITH, MAYOR

City of Groveland Florida

ATTEST:



Jason L. Yarborough
City Manager

(SEAL)

Approved as to Form:

Anita Geraci

Anita Geraci

City Attorney

Passed First Reading 2-7-05

ATTACHMENT 2

FEBRUARY 7, 2004

CITY COUNCIL MEETING MINUTES



Minutes *Groveland City Council Meeting*

Meeting Notice Posted: February 2, 2004
Meeting Date: Monday, February 7, 2005
Meeting Place: Puryear Building, 243 S. Lake Avenue
Meeting Start Time: 7:01 p.m. Meeting End Time: 8:40 p.m.

Attendees:

James Smith	Mayor
John Griffin	Council Member
Roy Pike	Council Member
Richard Smith	Vice-Mayor
G.P. Sloan	Council Member
Jason Yarborough	City Manager
Anita Geraci	City Attorney
Lt. Barr	Sgt. at Arms

Meeting called to order by Mayor Smith.
Mr. Sloan gave the invocation.

1 Introduction of New Employees, by Mayor Smith

City Council Adjourns at 7:08 p.m.

2 City Council Convenes as Local Planning Agency

a. Ordinance 2005-02-07: Annexation, presented by Mrs. Greenham.

Mr. Pike made the motion to table Ordinance 2005-02-07 until February 21st.

Motion made by: Mr. Pike Seconded by: Mr. Griffin

Mr. J. Smith	Yea
Mr. R. Smith	Yea
Mr. Pike	Yea
Mr. Griffin	Yea
Mr. Sloan	Yea

Motion passed.

b. Ordinance 2005-02-08: Small Scale Comprehensive Plan Amendment, presented by Mrs. Greenham.

Mr. Sloan made the motion to forward Ordinance 2005-02-08 to the City Council.

Motion made by: Mr. Sloan Seconded by: Mr. R. Smith

Mr. J. Smith	Yea
Mr. R. Smith	Yea
Mr. Pike	Yea
Mr. Griffin	Yea
Mr. Sloan	Yea

Motion passed.

City Council Adjourns as Local Planning Agency

City Council Reconvenes at 7:27 p.m.

3 Consent Agenda

All matters listed under this item are considered to be routine and action will be accomplished by one motion without separate discussion of each item. If a member of the Council desires discussion, that item(s) will be removed from the Consent Agenda and considered separately.

- a. **Approval of City Council Minutes for January 18, 2004 – Regular Meeting.**
- b. **Resolution 2004-05-13A: Amendment to Groveland Recreation Advisory Committee**

Mr. R. Smith made the motion to approve all items on the consent agenda.

Motion made by: Mr. R. Smith Seconded by: Mr. Griffin

Mr. J. Smith	Yea
Mr. R. Smith	Yea
Mr. Pike	Yea
Mr. Griffin	Yea
Mr. Sloan	Yea

Motion passed.

4 Second and Final Reading of Ordinance 2005-02-04: Annexation, read by Mr. Yarborough.

Mr. Griffin made the motion to approve the second and final reading of Ordinance 2005-02-04.

Motion made by: Mr. Griffin Seconded by: Mr. Sloan

Mr. J. Smith	Yea
Mr. R. Smith	Yea
Mr. Pike	Yea
Mr. Griffin	Yea
Mr. Sloan	Yea

Motion passed.

5 Second and Final Reading of Ordinance 2005-02-05: Annexation, read by Mr. Yarborough.

Mr. R. Smith made the motion to approve the second and final reading of Ordinance 2005-02-05.

Motion made by: Mr. R. Smith Seconded by: Mr. Pike

Mr. J. Smith	Yea
Mr. R. Smith	Yea
Mr. Pike	Yea
Mr. Griffin	Yea
Mr. Sloan	Yea

Motion passed.

6 Second and Final Reading of Ordinance 2005-01-01: Annexation, read by Mr. Yarborough.

Mr. Griffin made the motion to approve the second and final reading of Ordinance 2005-01-01.

Motion made by: Mr. Griffin Seconded by: Mr. Pike

Mr. J. Smith	Yea
Mr. R. Smith	Yea
Mr. Pike	Yea
Mr. Griffin	Yea
Mr. Sloan	Yea

Motion passed.

7 Second and Final Reading of Ordinance 2005-02-06: Annexation, read by Mr. Yarborough.

Mr. Sloan made the motion to approve the second and final reading of Ordinance 2005-02-06.

Motion made by: Mr. Sloan

Seconded by: Mr. Griffin

Mr. J. Smith	Yea
Mr. R. Smith	Yea
Mr. Pike	Yea
Mr. Griffin	Yea
Mr. Sloan	Yea

Motion passed.

8 First Reading of Ordinance 2005-02-07: Annexation-Tabled until February 17th.

9 First Reading of Ordinance 2005-02-08: Small Scale Comprehensive Plan Amendment, read by Mr. Yarborough.

Mr. Griffin made the motion to approve the first reading of Ordinance 2005-02-08.

Motion made by: Mr. Griffin

Seconded by: Mr. Sloan

Mr. J. Smith	Yea
Mr. R. Smith	Yea
Mr. Pike	Yea
Mr. Griffin	Yea
Mr. Sloan	Yea

Motion passed.

10 Preliminary Plat Approval – Crystal Lake, presented by Mrs. Greenham.

Mr. Griffin made the motion to approve the preliminary plat for Crystal Lake.

Motion made by: Mr. Griffin

Seconded by: Mr. R. Smith

Mr. J. Smith	Yea
Mr. R. Smith	Yea
Mr. Pike	Yea
Mr. Griffin	Yea
Mr. Sloan	Nay

Motion passed.

11 Donation request from the South Lake Black Achievers

Mr. Sloan made the motion to approve a \$300 donation to the South Lake Black Achievers.

Motion made by: Mr. Sloan

Seconded by: Mr. R. Smith

Mr. J. Smith	Yea
Mr. R. Smith	Yea
Mr. Pike	Yea
Mr. Griffin	Yea
Mr. Sloan	Yea

Motion passed.

12 Donation request from the Friends of the Marion Baysinger Library

Mr. R. Smith made the motion to approve a donation of \$300 to the Friends of the Marion Baysinger Library.

Motion made by: Mr. R. Smith

Seconded by: Mr. Griffin

Mr. J. Smith	Yea
Mr. R. Smith	Yea
Mr. Pike	Yea
Mr. Griffin	Yea
Mr. Sloan	Yea

Motion passed.

Comments from the Public

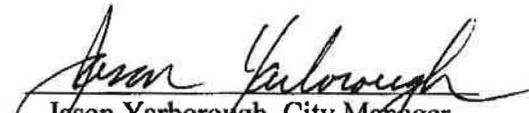
Meeting adjourned at 8:40 p.m.

Attest:



 James Smith, Mayor





 Jason Yarborough, City Manager

ATTACHMENT 3

CITY CHARTER - DIVISION 2
RECREATION ADVISORY COMMITTEE

DIVISION 2. – RECREATION ADVISORY COMMITTEE

- **Sec. 2-295. - Committee established.**

The city council hereby establishes a citizens' committee to assist the city council as is hereinafter set forth. This citizens' committee shall be named the Groveland Recreation Advisory Committee. The committee, once established, shall continue in existence until further resolution of the city council.

(Code 2006, § 68-61; Res. No. 2004-05-13A, § 1, 10-3-2004)

- **Sec. 2-296. - Committee duties.**

(a)
The recreation advisory committee shall be advisory to the city council and to the city manager and his staff. The primary duties of the committee shall include the following:

(1)
To serve in an advisory capacity to the council and city manager on matters pertaining to public recreation, parklands and related facilities.

(2)
To serve in an advisory capacity to the council and city manager on matters pertaining to art, literature, music, theatre, and other related activities.

(3)
To serve in an advisory capacity to the council and city staff with respect to the establishment of user/rental fee schedules for parks, sports fields and public facilities.

(4)
To recommend solutions to scheduling and use conflicts of city recreational facilities.

(5)
To establish rules and regulations for use and improvement of public parklands, recreation areas, squares, and grounds, including playgrounds, concessions and recreational and related facilities and programs installed and maintained therein.

(6)
To serve in an advisory capacity to the council and city staff with respect to policies for the acquisition, development and improvement of parklands and recreational areas.

(7)
To recommend to the council a comprehensive recreation and parkland use program based on the needs and interests of the community to assure and stimulate public interest, and to solicit to the fullest extent the cooperation of schools, local youth and public and private agencies.

(8)
To give input on park and recreation grant requests and assist city council and city staff with lobbying granting agencies or organizations for funding.

(b)
The committee may initiate such efforts and investigations as it deems appropriate in order to properly inform itself and to provide the greatest degree of assistance to the city council, the city manager and his staff and the public.

(Code 2006, § 68-62; Res. No. 2004-05-13A, § 2 10-3-2004)

- **Sec. 2-297. - Membership; terms.**

(a)

The recreation advisory committee shall consist of seven members, who serve for terms of three years. One member must be a representative from South Lake High. The remaining six members of the committee shall be residents of the city. No person shall be eligible for appointment who currently serves on two or more city boards or committees unless such person resigns from a board or committee prior to or coincident to commencing service to the committee. The initial appointments shall be three members for two years and two members for one year. All subsequent appointments shall be for three-year terms.

(b)

The city council may, in its discretion, from time to time, name ex officio members to the committee as it deems appropriate. Ex officio members may participate in all meetings, but shall not vote.

(c)

The city council may name two members as alternate members to serve in the absence of a regular member for the purpose of establishing a quorum. The choice of alternate members to serve in the absence of a regular member shall be done on an alternating basis. Appointment of an alternate member shall be for a three-year term.

(Code 2006, § 68-63; Res. No. 2004-05-13A, § 3, 10-3-2004)

- **Sec. 2-298. - Organization; quorum.**

The members of the recreation advisory committee shall select from their own membership a chairperson, a vice-chairperson and secretary for a one-year term and the committee shall organize itself as it deems proper in order to appropriately carry out the duties assigned to it, including the enactment of rules of procedure. Robert's Rules of Order, Newly Revised, shall be used for procedural rules in the absence of the adoption of alternative procedures. A majority of regular members of the committee shall constitute a quorum necessary for the conduct of business of the committee and meetings shall be held at the call of the chairperson, or in his absence the vice-chairperson or at the call of a majority of regular members of the committee or the city manager. The committee shall meet as often as necessary to achieve its goals and perform its duties but shall meet not less often than quarterly.

(Code 2006, § 68-71; Res. No. 2004-05-13A, § 4, 10-3-2004)

- **Sec. 2-299. - Records; meetings.**

All records and minutes of the recreation advisory committee shall be filed with the city manager's office and shall be subject to the Public Records Law, F.S. ch. 119. The committee will receive such support from the city manager's staff as is available. All meetings shall be open to the public and shall be conducted in a manner that is consistent with F.S. ch. 286. The meetings shall be held at such times and places as will make them accessible to members of the public. It shall be the obligation of the chairperson to inform the city manager of the time and place of meetings so that notices of such meetings can be properly posted or otherwise disseminated.

(Code 2006, § 68-72; Res. No. 2004-05-13A, § 5, 10-3-2004)

- **Sec. 2-300. - Reimbursement of expenses.**

Members of the recreation advisory committee shall serve without compensation but shall be reimbursed for any necessary and reasonable expenses incurred in the conduct of the business of the committee, if such expenses have received approval by the city council prior to their expenditure.

(Code 2006, § 68-73; Res. No. 2004-05-13A, § 6, 10-3-2004)

- **Sec. 2-301. - Reports.**

(a)

The recreation advisory committee shall, not less often than once a year, make a written report to the city council. The written report shall detail the accomplishments of the committee for the preceding year and the committee's current and future projects and goals. This report shall be submitted by March 31 of each year.

(b)

At the committee's option, the chairperson of the committee or such other person as the committee shall designate may make a personal report to the city council; in such event the city manager shall advise the chairperson of the committee when such report has been placed on the agenda of the city council. The chairperson shall report to the council on the work of the committee, on any problems or concerns that the committee is experiencing and on the current and future projects that the committee desires to undertake.

(Code 2006, § 68-74; Res. No. 2004-05-13A, § 7, 10-3-2004)

- **Sec. 2-302. - Compliance with ordinances.**

The recreation advisory committee shall comply with and abide by all ordinances or resolutions of the council that are generally applicable to the boards and committee of the city. The city manager and the chairperson shall coordinate to ensure that the chairperson is aware of all such generally applicable ordinances or resolutions and the chairperson shall make these matters known to the members of the committee at the earliest available opportunity. Such matters shall include but not be limited to attendance requirements, voting procedures, abstention from voting, filing of notices of conflict, the requirements of laws regarding ethics in the conduct of the public business, removal from office of members and similar matters of general concern. All existing or future ordinances or resolutions generally applicable to the committee shall be deemed to be incorporated herein and by reference made a part of this division.

(Code 2006, § 68-75; Res. No. 2004-05-13A, § 8, 10-3-2004)

- **Sec. 2-303. - Appointment and removal.**

Appointment to the recreation advisory committee shall not constitute a property right in the meaning of the Constitution of the United States or the State of Florida and the members of the committee shall be appointed to and removed from the committee in the manner as deemed appropriate by the city council, in its sole discretion. The members of the committee shall serve at the pleasure of the city council.

(Code 2006, § 68-76; Res. No. 2004-05-13A, § 9, 10-3-2004)

- **Sec. 2-304. - Continuance of committee.**

No later than three years from the establishment of the recreation advisory committee and every third year thereafter, the city council shall place on its agenda and shall discuss whether or not the committee should continue in existence, whether or not its functions and duties are appropriate because of change in circumstances and all other matters relevant to the continuing existence of the committee.

(Code 2006, § 68-77; Res. No. 2004-05-13A, § 10, 10-3-200