

ORDINANCE NO. 02-2016

AN ORDINANCE ESTABLISHING THE CITY OF ARCHER COMMUNITY CENTER BOARD; ASSIGNING AUTHORITY AND RESPONSIBILITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION

**WHEREAS**, the City Commission recognizes the importance of citizen participation in local government; and

**WHEREAS**, the City of Archer owns and operates the Archer Community Center, a historic building located in the City of Archer used for various activities for local citizens and the broader community; and

**WHEREAS**, the City of Archer does not have the staff levels to operate the Community Center at this time; and

**WHEREAS**, the City desires to receive establish a Board to oversee management of the Archer Community Center to assist in offsetting expenses of the management of the Community Center;

**WHEREAS**, the City has desires to establish the duties and responsibilities for the Community Center Committee; and

**WHEREAS**, it is in the best interest of the City of Archer to establish the Community Center Board.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ARCHER:

**Section 1:** The Community Center Board shall be an advisory committee to the City Commission and shall henceforth operate as the Community Center Board which shall consist of five (5) voting members. The members shall be residents of Archer, business owners in Archer, or property owners in Archer. The members shall be appointed by the City Commission and each member will serve a term of three years staggered pursuant to the Resolution appointing members. The Mayor shall appoint a member of the Commission to be a Commissioner liaison for the Board as a nonvoting member.

**Section 2:** The Board shall elect a Chair to conduct meetings and a Vice Chair to conduct meetings in the absence of the Chair. Elections shall be held at the first regular meeting after annual appointments are made by the City Commission.

**Section 3:** The Board shall report directly to the City Manager.

**Section 4:** Irregular vacancies on the Community Center Board shall be filled as they occur and regular vacancies shall be filled by appointment in November of each year.

**Section 5:** The Community Center Board shall hold at least one regular meeting every month. Public record of such meetings shall be kept by the Office of the City Manager. All meetings shall be

public pursuant to the Sunshine Law.

**Section 6:** Absence from three consecutive regular meetings of the Community Center Board shall operate to vacate a seat of a member, unless such absence is excused by the Committee by majority vote, with such excuse duly entered upon its minutes.

**Section 7:** The duties and responsibilities of the Community Center Board shall include the following:

1. It shall be the responsibility of the Board market the Community Center to potential clients.
2. To meet with clients and potential clients for upcoming events.
3. To secure sponsors, vendors, and entertainment for Community Center events.
4. To set up the Community Center for all events, including City events occurring at the Community Center.
5. To make recommendations to the City Commission and the City Manager regarding policy and procedure at the Community Center.
6. To perform such other duties as may be required from time to time assigned by the City Commission or City Manager.
7. The Board is not authorized to handle money on behalf of the City. All money associated with the Community Center should be handled by City staff.

**Section 8:** The Community Center Board shall serve as an advisory board to the City Commission, all of the reports and recommendations are subject to the approval of the City Commission of the City of Archer or the City Manager as delegated by the City Commission.

**Section 10:** The Board shall recruit volunteers to assist in the day to day operations of the Community Center with oversight from the City Manager. Said volunteers must fill out all appropriate documentation to be considered.

**Section 11:** EFFECTIVE DATE. This Ordinance shall take effect upon its passage at second and final reading.

**Section 12:** INCLUSION IN THE CODE, SCRIVENER'S ERROR. It is the intention of the City Commission of the City of Archer, Florida, and it is hereby provided that the provisions of this Ordinance shall become and made part of the Code of Ordinances of the City of Archer, Florida; that the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention; and that the word "ordinance" may be changed to "section," "article," or other appropriate designation. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Manager or designee without public hearing, by filing a corrected or re-codified cop of the same with the City.

**Section 13:** CONFLICT. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 14:** SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or any part of the material adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

First reading was held on the \_\_\_\_ day of \_\_\_\_\_ 2016.

DONE THE SECOND READING, AND ADOPTED ON FINAL PASSAGE, by an affirmative vote of a majority of a quorum present of the City Commission of the City of Archer, Florida, at a regular meeting, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Attest:

CITY COMMISSION OF THE  
CITY OF ARCHER, FLORIDA

\_\_\_\_\_  
Zeriah Folston, City Manager

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Corey Harris, Mayor

Approved as to legal form and content:

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Courtney W. Johnson, Assistant City Attorney