

AGENDA

CITY OF ARCHER
16870 SW 134TH AVENUE
P.O. BOX 39
ARCHER, FL 32618-0039

March 3rd, 2016

6:00 P.M.

Special City
Commission Meeting

ARCHER CITY HALL

CALL TO ORDER
PRAYER
PLEDGE OF ALLEGIANCE

I. Old Business

- A. Ordinance No. 02-2016, City of Archer Community Center Advisory Board-Second Reading**

II. Citizen Comments

As part of the Commission's public outreach we invite Archer residents and the members of the public to share their thoughts, suggestions and concerns at designated times during Commission meetings. Each person is allotted the maximum time of 3 minutes to ensure everyone has an opportunity to be heard and responded to we ask that you adhere to the following guidelines:

- Please state your full name (or first name if you prefer) and state whether or not you reside within the city limits.
- Please state your question, comment or concern in as few words as possible.
- Please try to make it clear what information you want or what problem you want solved so that the Commission can accurately respond to your request.
- Please be courteous of others and refrain from using language that would be considered insulting, offensive, or insensitive.

Thank you for your cooperation.

The Commission is here to serve you.

III. Adjournment

ORDINANCE NO. 02-2016

AN ORDINANCE ESTABLISHING THE CITY OF ARCHER COMMUNITY CENTER ADVISORY 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 currently requires assistance to operate the Archer Community Center; and

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

WHEREAS, the City desires to establish the duties and responsibilities for the Archer Community Center Advisory Board; and

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

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

Section 1: The Archer Community Center Advisory Board shall be an advisory committee to the City Commission and shall henceforth operate as the Archer Community Center Advisory Board which shall consist of nine (9) 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 Commission liaison for the Archer Community Center shall be a nonvoting member of the Archer Community Center Advisory Board as appointed annually by the Mayor.

Section 2: The Chair of the Archer Community Center Advisory Board shall be the Commissioner liaison. The Archer Community Center Advisory Board shall elect 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 Archer Community Center Advisory Board shall report directly to the City Manager.

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

Section 5: The Archer Community Center Advisory 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: Pursuant to the City of Archer's Rules of Procedure, any Archer Community Center Advisory Board member whose attendance is less than 50% of the last six (6) consecutive regular meetings of the Archer Community Center Advisory Board shall be automatically removed from the Archer Community Center Advisory Board, unless such absence is excused by the Archer Community Center Advisory Board by majority vote, with such excuse duly entered upon its minutes.

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

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

Section 8: The Archer Community Center Advisory 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 Archer Community Center Advisory Board shall recruit volunteers to assist in the day to day operations of the Archer 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 copy 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 8th day of February, 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

Corey Harris, Mayor

Approved as to legal form and content:

Courtney W. Johnson, Assistant City Attorney