



## OFFICE OF THE MAYOR

City of Lake City  
205 N. Marion Avenue  
Lake City FL 32055  
(386) 719-5768

Dear Citizen,

Citizen Boards and Committees play an important role in local government and serve as a vital link between the community and its elected officials. While you will find that your role on a citizen board requires time, effort and some night meetings, it is also a rewarding and challenging experience.

This publication will acquaint you with the various Citizen Boards and Committees appointed by the City Council and provide the general guidelines applicable to each. Also you will see the various personnel listings who currently serve the community. We hope you will find this information helpful in determining which boards will fulfill your desire to assist the community and be compatible with your time schedule. Also included is an application form which should be returned to City Hall so we may have a record of those citizens who wish to serve the public interests.

We appreciate your willingness to serve the community and your interest in helping to shape the future of the City of Lake City.

*Stephen M. Witt*

STEPHEN M. WITT  
Mayor

## **GENERAL GUIDELINES FOR ALL CITIZEN BOARDS**

The following pages of this guideline identify each of the City's existing Citizen Boards and Committees. An overview of each is provided which includes duties, responsibilities, meeting arrangements and for some committees and boards, certain qualifications for membership may apply. Any questions or additional information regarding these guidelines should be provided to the Office of the City Clerk.

### **RESIDENCY**

As a rule, members of all citizen boards and committees must be residents of the City and remain residents of the City during their term of office. Exceptions will be made by the Council or by City Ordinance.

### **ATTENDANCE**

Because persons appointed to citizen boards can be effective members only if they attend the meetings on a regular basis, attendance is monitored. The Mayor and City Council recognize that circumstances often arise beyond a member's control. However, it is difficult for any board to function effectively with less than full membership. If a member of any board is absent from three (3) meetings in a six-month period, the circumstances surrounding these absences will be reviewed by the Mayor and City Council to determine if that member should relinquish the position.

### **ATTIRE**

While a dress code has not been established, as representatives of the City and the extension of the Mayor and City Council, all board members should exercise discretion and dress appropriately; particularly those who have direct contact with the public.

### **FINANCIAL DISCLOSURE**

Financial disclosure is required by members of some citizen boards immediately upon appointment as indicated in the narratives on the following pages. For information purposes, a copy of the financial disclosure form may be obtained from the Office of City Clerk.

### **PUBLIC MEETINGS LAW**

Section 286 of the Florida Statutes (Public Meeting Law) governs all meetings conducted by elected officials or appointed boards and committees. The "Sunshine Law" is a common term used within governmental agencies in Florida and is probably the most discussed law within the State. The City Manager and the City Clerk monitor and manage the legal and administrative requirements of the law to protect our interests. All new board or committee members are given information to enhance further understanding of this encompassing law.

## **PUBLIC RECORDS LAW**

Florida has enacted laws governing the release of public records to the general public. Agendas, minutes, scratch notes and the like, used during a meeting are considered public documents and are subject to inspection or reproduction and release to the public.

## **HOW TO APPLY**

An application form is included on the next page in this publication and should be completed and returned to the City Clerk's Office at City Hall. When a vacancy occurs or a term expires on the board(s) in which you are interested, your application will be considered. At the discretion of Council interviews may be scheduled and, if required, every attempt will be made to schedule an interview at your convenience.

CITY OF LAKE CITY, FLORIDA  
CITY BOARD/COMMITTEE APPLICATION

Dear Applicant:

Thank you for your interest in serving the City of Lake City as a member of a “Citizen” board or committee. We appreciate your willingness to help our elected and appointed officials shape the future of Lake City.

First Name

Last Name

Middle Initial

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Home Address

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Business Address

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Home Phone

Business Phone

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The following list compiles the active Boards and Committees of the City. Membership is limited to only one board. Please indicate your preference by marking which Board(s) or Committee(s) you would like to serve:

- Citizens Advisory Task Force Board
- Code Enforcement Board
- Community Development Advisory Committee
- Planning and Zoning Board

Please indicate any certifications, skills, or experience that you feel will benefit the City through your service on a Board or Committee.

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## **CITIZENS ADVISORY TASK FORCE BOARD**

The Citizens Advisory Task Force Board is a five (5) member Board appointed by the City Council. The term of appointment is two (2) years and membership may be renewed as authorized by the Council. Members serve without remuneration but may be reimbursed for actual expenses incurred as authorized and approved by the City Council. Financial disclosure is not required to the Council on Ethics, State of Florida.

The Committee does not meet on a regular basis; therefore, a flexible schedule is maintained. All meetings are held in the Council Chambers located in City Hall. Notice of all meetings is provided to the members and posted on the bulletin board at City Hall at least twenty-four (24) hours in advance of the meeting and are subject to Section 286.011 Florida Statutes, et. Seq. (Public Meeting Law).

The duties and responsibilities of the Board are to provide a forum to receive input from citizens on various community issues. The City Council, through the City Manager, refers community development issues and concerns to the Committee for study and review. In order to obtain meaningful and timely input from the Board, public hearings are conducted to obtain community input relative to matters of public housing, economic development and infrastructure needs of the City. Actions of this Board are crucial whenever Community Development Block Grants or related grants are sought by the City. The Board's recommendations are transmitted to the City Council for final action.

This Board does not operate under a separate budget; however, the City does provide administrative support through the Growth Management Department.

**THE ADVISORY TASK FORCE BOARD MEETS ON AN "AS NEEDED" BASIS.**

## **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

The Community Development Advisory Committee (CDAC) membership consists of one (1) Councilmember and six (6) citizen appointees who live and/or have a business within Columbia County, preferably within the City. The term of appointment is two (2) years and membership may be renewed as authorized by the Community Redevelopment Agency (The City Council). The primary function of the CDAC is to advise the Redevelopment Agency on all matters pertaining to the promotion and redevelopment of the City's commercial and residential Community Redevelopment Area (CRA). The Role of the CDAC will be exclusive to the CRA boundaries. Specific functions and responsibilities of the CDAC include but are not be limited to:

- a. Review the CRA Redevelopment Plan from time to time and when necessary, submit written recommendations to the Redevelopment Agency and City Council for any changes to the plan.
- b. Make written recommendations to the Redevelopment Agency on plan implementation, including developing an annual work program, defining and setting project priorities and developing incentives to further the redevelopment efforts.
- c. Hold public meetings for the purpose of receiving input from members of the public related to the CRA and to report such information to the Redevelopment Agency.
- d. Make written recommendations on the expenditure or investment by the Redevelopment Agency of Local (TIF), State and/or Federal funds for redevelopment activities within the CRA boundaries.
- e. Work closely with the Chamber of Commerce, Housing Committee, Code Enforcement Board, and Beautification Committee to collectively address property standards relating to vacant land, housing and commercial buildings.

This Committee does not operate under a separate budget. The City Manager, Executive Director of Administrative Services and CRA Administrator serve as "advisory" non-voting members. Financial disclosure is not required to the Council on Ethics, State of Florida.

**THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETS ON A "MONTHLY" BASIS.**

## **PLANNING AND ZONING BOARD**

The City Planning and Zoning Boards consist of five (5) members who shall be residents of the City. The Planning Board is also referred to as the Local Planning Agency (LPA). Members are appointed by the City Council for three (3) year terms and may be reappointed for additional terms by the Council. Financial disclosure is required annually to Council on Ethics, State of Florida. This Board acts in an advisory capacity through recommendations to the City Council for final action.

The Planning and Zoning Board meets on a monthly basis and meetings are held in the Council Chambers located in City Hall. Notice of all meetings is provided to the members and posted on the bulletin board at City Hall at least twenty-four (24) hours in advance of the meeting and is subject to Section 286.011 Florida Statutes, (Public Meeting Law).

A major responsibility of the Planning Board is the management and update of the City Comprehensive Plan and Land Use Regulations. The Planning Board also functions in the dual role as the Zoning Board for the City and shall have the duties and responsibilities as set forth in the Land Use Regulations and the City Code. Most common among the Zoning Board's duties is to review and consider citizen requests for zoning and land use changes, special exceptions or variances to certain land use regulations and subdivision of property within the City.

This board does not operate under a separate budget. The City Director of Growth Management provides administrative support.

### **THE PLANNING AND ZONING BOARD MEETS ON A "MONTHLY" BASIS.**

\*\* Please note members of the Planning and Zoning Board serve dual roles and also serve in the capacity of the Board of Adjustment. The Board of Adjustment meets on an as needed basis.

## **CODE ENFORCEMENT BOARD**

The City Code Enforcement Board is a seven (7) member citizen board created to enforce the provisions of the City Code pursuant to Section 162.05, Florida Statutes. Members shall be residents of the City and shall have experience or an interest in the fields of zoning and building control. Appointments shall be made in accordance with applicable law and ordinances on the basis of experience or interest in the subject matter jurisdiction of the board, at the sole discretion of the City Council. The membership of each enforcement board shall, whenever possible, include an architect, a businessperson, an engineer, a general contractor, a subcontractor, and a realtor.

Board appointments are “staggered” to enhance perpetual experience among the members. Therefore, initial terms will vary from one to three years and members serve until their successors are duly appointed. An appointment to fill any vacancy on an enforcement board shall be for the remainder of the unexpired term of office. If any member fails to attend two of three successive meetings without cause and without prior approval of the chair, the enforcement board shall declare the member’s office vacant, and the City Council will act to fill such vacancy.

The Board will meet monthly or on an as needed basis. The presence of four (4) members shall constitute a quorum. All meetings are subject to Section 286.011, Florida Statutes, et. seq. (Public Meeting Law). Annually in January of each year, the members of the Board elect a Chairman and Vice-Chairman, who serve for one year or until they are reelected or their successors are elected.

The Board shall have the authority to impose administrative fines and other non-criminal penalties to provide an equitable, expeditious, effective and inexpensive method of enforcing the codes and ordinances, where a pending or repeated violation continues to exist. Such violations include but are not limited to occupational license, business regulation, garbage and rubbish collection and disposal, health and sanitation, sewer and water, fire, building, planning and zoning, sign codes, landscaping, storm water and land uses.

The Board does not operate under a separate budget. The City Director of Growth Management provides administrative support. Members serve without remuneration but may be reimbursed for actual expenses incurred subject to Council direction and approval. Financial disclosure is required annually to the Council on Ethics, State of Florida.

**THE CODE ENFORCEMENT BOARD MEETS ON A “MONTHLY” BASIS.**