



BOARDS
AND
COMMITTEES
HANDBOOK

City of Lighthouse Point
BOARDS AND COMMITTEES HANDBOOK

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*Revised:
October, 2002*

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INTRODUCTION

We hope that this handbook which contains an overview of City government structure, including legislative and administrative responsibilities; and the scope and responsibilities of appointed Boards and Committees will aid members in their service.

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BOARD AND COMMITTEE GUIDELINES

The following is a summary of important responsibilities and guidelines which we hope will assist in maximizing members' contributions to the City:

Members are asked to...

familiarize themselves with City government, administrative organization, and the Board or Committee to which you have been appointed in order to gain the perspective necessary to make informed judgments and recommendations;

represent the overall public good and not that of an exclusive group or interest;

always show respect for the other individual's viewpoint;

allow other members adequate time to present their views;

recognize new members and make them feel welcome.

Committee participation is on a non-partisan basis. Acceptance of an appointment does not restrict individual citizen participation in political activities of individual's choosing at any level of government -- nor should it be used to conduct political activity.

The responsibility of allocating public funds properly rests with the City's elected representatives.

Direct requests for assistance from City departments and employees are to be channeled through the Mayor's office.

Public statements should contain no promises that may be construed as binding on Board, Committee, staff, or City Commission.

Board and Committee Chairpersons are asked to appoint one of their members to take and transcribe minutes of their meetings, to be kept as permanent records in the City Clerk's office. (The following Memo and Sample of Minutes should be useful as a guideline when preparing the minutes.)

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**City of Lighthouse Point
2200 NE 38TH STREET
LIGHTHOUSE POINT, FL 33064
PHONE 943-6500/FAX 784-3436**

MEMO

To: Board/Committee Chairperson
From: Carol Landau, City Clerk
Date: August 6, 2001
Re: Format for Minutes

In order to comply with State law and to standardize the preparation and content of minutes for all Boards and Committees attached please find a sample set of minutes.

Audio tapes and minutes are to be submitted to the City Clerk's office within one week of the meeting so as to provide accurate record maintenance of all City meetings.

Please use the attached form as a guideline when preparing the minutes, keeping in mind that not all areas of the form apply to every board or committee.

If you have any questions regarding the above, please do not hesitate to contact me at 784-3431.

cc: Mayor Dan Oates
Interim City Administrator John Lavisky
Liz Lepore

Enclosure

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CITY OF LIGHTHOUSE POINT, FLORIDA
(Include the name of the Board/Committee) **MEETING MINUTES**
(Include the date and time the meeting is scheduled to begin)

Call to Order:

The *(include the type of meeting, i.e., regular or special)* meeting of the *(include the name of the board/committee)* of the City of Lighthouse Point, Florida, was called to order by *(include the name of the person presiding over the meeting)* at *(include the time the meeting actually began)*.

Invocation and Pledge of Allegiance: *(Include this portion if applicable)*

The Invocation was given by *(include the name of the individual reciting the prayer)*. The Pledge of Allegiance followed the Invocation.

Roll Call: *(List the names of the members in attendance.)*

Present

Absent

Approval of Minutes

Minutes of the *(include the date and name of the board/committee)* were unanimously approved. *(If the minutes were not unanimously approved indicate the motion/vote and the reason.)*

This area of the minutes should include all pertinent information discussed. Any motions and/or votes must also be recorded. Use as many pages as necessary. If a roll call vote is taken, or there is a vote against an item, be sure the name of the member and their vote is shown. See examples listed below.

Swearing in anyone wishing to give testimony: *(Include this portion if applicable)*
(Include the case number and a brief description of the case to be discussed)

A motion to *(include the context of the motion)* was made by *(include the name of the member making the motion)*, seconded by *(include the name of the member confirming the motion)*, and CARRIED/FAILED unanimously.

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A motion to *(include the context of the motion)* was made by *(include the name of the member making the motion)*, seconded by *(include the name of the member confirming the motion)*, and CARRIED/FAILED #:# (i.e., 4:1) as follows:

Yes: *(Include the name(s) of the member(s) for the motion)*

No: *(Include the name(s) of the member(s) against the motion)*

Adjournment:

There being no further business the meeting was adjourned at *(include the time that the meeting actually ended)*.

Attest:

By: _____
Chairperson

By: _____
Board Secretary or Board Member

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RULES AND REGULATIONS

The standard format for boards or committees is the following:

- Call the meeting to order
- Roll Call
- Approval of minutes
- Discussion and voting on agenda items (if applicable), or simply discussion on matter meeting was called for and voting thereof
- Correspondence read into the record (if applicable)
- Set next meeting date (if applicable)
- Adjournment

Depending on board or committee, back up material (including minutes of prior meeting and agenda of the current meeting) should be provided at least a week before the meeting.

PARLIAMENTARY PROCEDURE

Robert's Rules of Order is a good source for members of boards or committees. The following are the most common rules which should be used when making motions:

- All proposals for action should be made by *making a motion*; only one motion can be before the board or committee at one time.
- Before a motion may be discussed, you need to *second a motion*.
- To make any changes to the motion, make a *motion to amend*.
- When you want to postpone temporarily a motion, usually to the next meeting, you need to *table the motion*.
- A *motion to recess* is needed when a recess (or intermission) for a short time is asked for.
- A *motion to adjourn* is used at the end of the meeting prior to all members leaving for the night.

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GOVERNMENT IN THE SUNSHINE LAW

The **Government in the Sunshine Law** guarantees all Florida residents a right of access to government meetings and records; it contains **several basic requirements** which are most **important for members of City Boards and Committees to familiarize themselves with**, so we felt the need to include excerpts of the Law in this handbook.

THE THREE BASIC REQUIREMENTS OF THE SUNSHINE LAW ARE:

1. *All meetings* of any board or committee *must be public meetings* and open to the public at all times.
2. The *board or committee must provide reasonable notice* of all such meetings so as to allow the public a chance to be present.
3. The *minutes* of a meeting of any board or committee *must be recorded in a timely manner*. The minutes do not need to be verbatim, however, they should briefly summarize the events of the meeting. We have provided a sample of minutes under the Board and Committee Guidelines section.

The Sunshine Law is applicable to elected and appointed boards and committees.

Any gathering, whether formal or informal, of two or more members of a board or committee can be in violation of the Sunshine Law if they discuss anything that may come up before the board or committee in the foreseeable future. Even if two members of a board or committee do not physically meet, but communicate through another means, they may be in violation of the Sunshine Law.

COMMUNICATIONS THAT MAY BE IN VIOLATION OF THE SUNSHINE LAW:

1. Written communications where comments are circulated to members
2. Telephone conversations among members regarding issues to be voted upon or to be discussed at future board or committee meetings
3. Use of computers to convey messages or reports to other members

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THE PUBLIC RECORDS LAW:

The Public Records Law determines what is to be considered a public record. Any documents such as agendas, back-up material, and minutes of the meeting would be open to public inspection.

As a board or committee member, you must disclose and submit as part of the official record any correspondence you receive, regardless of the physical form. The Florida Statutes defines "public records" as --

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of any agency.

CONFLICT OF INTEREST LAW:

This Law requires that all board or committee members disclose any financial interests they have through filing disclosure forms, and they must abstain from participating in any matters before their board or committee that may have an impact on their financial interest. In effect, if a board or committee member does business with a person coming before the board or committee, it is essential for that member to not participate in the proceedings, or he/she will be in violation of the Law. Additionally, pursuant to this Law, members of boards and committees are required to abstain from voting if a conflict of interest is involved; this means that they may not vote on any matter which may have an impact on themselves, on a family member, or on someone who retains their service.

Once they abstain from voting, a voting conflict form will be provided by the City; this needs to be completed and returned within 15 days after a vote occurs so it may be attached to the minutes of the meeting.

(The entire *Government in the Sunshine Law* manual may be accessed on-line at <http://legal.firn.edu/sunshine/index.html>. The entire *Florida Statutes* also may be accessed on-line at <http://www.leg.state.fl.us/Statutes>. The Florida Commission on Ethics Guidelines may be accessed on-line at www.ethics.state.fl.us.)

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The following Boards, appointed by the City Commission, provide for increased citizen input and participation in determining City policies and procedures.

BOARDS THAT MEET ON A REGULAR BASIS

Code Enforcement Board

(Ch. 2, Sec. 2-246 through 2-263, City Code of Ordinances)

Creation of the Board:

The Code Enforcement Board was created by Ordinance No. 492 and approved by the City Commission on December 28, 1982.

Purpose of the Board:

The Board members hear and decide cases involving alleged violations of certain prescribed City ordinances; set formal hearing date, notifying violators in writing at least 7 days prior; specify remedial action(s) which may result in automatic dismissal of the violation; issue findings of fact and conclusions of law, and an order of compliance; establish fines and liens for non-compliance; record liens and authorize the City Attorney to foreclose if necessary; and execute and deliver satisfaction of lien upon payment.

Membership and Member Qualifications:

Seven regular members and two alternate members, appointed by the City Commission to include whenever possible, an architect, a business person, an engineer, a general contractor, a subcontractor, and a realtor. Members must be residents of Lighthouse Point. Members are appointed to a three-year term and may be reappointed for successive terms; vacancies are filled for the remainder of an unexpired term. Members serve without compensation but may be reimbursed for travel, mileage, and other per diem expenses as authorized by the City Commission. The Board elects from its members a Chairman and such other officers as it deems necessary.

Meeting Schedule:

Meetings are held on the third Tuesday of each month at 7:30 p.m. in Fletcher Hall in the City Hall complex, 2200 NE 38 Street.

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BOARDS THAT MEET ON A REGULAR BASIS (continued)

Community Appearance Board

(Ch. 14, Article III, Sec. 14-76 through 14-83, City Code of Ordinances)

Date of Creation:

The Community Appearance Board was created by Ordinance No. 731 and approved by the City Commission on February 9, 1999.

Purpose of the Board:

The Board members review development plans and building permits required by the City Code of Ordinances for the purpose of enhancing the aesthetic beauty of the City and particularly the relationship of new construction or renovation of old structures to existing and future planned development.

Membership and Member Qualifications:

Seven regular and two alternate members, appointed by the City Commission to include whenever possible, a Florida registered architect, a Florida registered landscape architect, a sign contractor, a Florida registered engineer, a general contractor, a planner, a real estate broker, an attorney, and a person with a fine arts degree. Members must be residents of Lighthouse Point. Members are appointed to a three-year term and may be reappointed for successive terms; vacancies are filled for the remainder of an unexpired term. Members serve without compensation but may be reimbursed for travel, mileage, and other per diem expenses as authorized by the City Commission. The Board elects from its members a Chairman and such other officers as it deems necessary.

Meeting Schedule:

Meetings are held on the third Thursday at 7:30 p.m. in Fletcher Hall in the City Hall complex, 2200 NE 38 Street.

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BOARDS THAT MEET ON A REGULAR BASIS (continued)

Library Advisory Board

(Ch. 2, Sec. 2-281 through 2-286, City Code of Ordinances)

Date of Creation:

The Library Advisory Board was created by Ordinance No. 378 and approved by the City Commission on April 12, 1977.

Purpose of the Board:

The Board members review and recommend to the City Commission donations and other gratuities or services offered to the library system; promote and solicit such donations, etc.; review and propose necessary changes in fees, charges, fines, and forfeitures; coordinate with other agencies to develop balanced educational resources; review book selections with the Library Director; make recommendations relating to general policies; review the operation of the Library and displays and exhibits offered for use at the Library; approve all requests by organizations and individuals for use of the Library; conduct periodic surveys of community needs relating to the library system; prepare and submit annual report and proposed budget; make recommendations to the City Commission pertaining to employment and compensation; establish rules and regulations for operation and maintenance of the library system.

Membership and Member Qualifications:

Seven members, appointed by the City Commission. Members must be residents of Lighthouse Point. Members are appointed to a one-year term and may be reappointed for successive terms; vacancies are filled for the remainder of an unexpired term. The Board elects from its members a Chairman and other officers as it deems necessary.

Meeting Schedule:

Meetings are held on the second Monday of each month at 7:30 p.m. in the Library Community Room in the City Hall complex, 2200 NE 38 Street.

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BOARDS THAT MEET ON A REGULAR BASIS (continued)

Planning & Zoning Board

(Art. V, Sec. 4 of City Charter; Ch. 42, Sec. 42-281 through 42-285 of City Code of Ordinances)

Creation of the Board:

The Planning and Zoning Board was created by Ordinance No. 10 and approved by the City Commission on May 8, 1962.

Purpose of the Board:

The Board members grant temporary permits for nonconforming uses of buildings or lands; hear and decide appeals of alleged error by administrative officials in enforcement of zoning regulations; hear and determine requests for variances; review and approve or disapprove all development plans for B-2A and B-3A zoning districts; recommend action to the City Commission regarding rezoning and/or plat approval and existing City plan; perform such other duties as may be assigned by the City Commission.

Membership and Member Qualifications:

Five regular and two alternate members, appointed by the City Commission. Members must be residents of Lighthouse Point. Members are appointed to a one-year term and may be reappointed for successive terms; vacancies are filled for the remainder of an unexpired term. The Board elects from its members a Chairman and other officers as it deems necessary.

Meeting Schedule:

Meetings are held on the first Tuesday of each month at 7:30 p.m. in Fletcher Hall in the City Hall complex, 2200 NE 38 Street.

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BOARDS THAT MEET ON AN AS-NEEDED BASIS

Pension Trustee Board

(Established by Ordinance No. 506; June 28, 1983)

Date of Creation:

The Pension Trustee Board was created by Ordinance No. 392 and approved by the City Commission on September 30, 1977.

Purpose of the Board:

Trustees shall carry out their investment and reinvestment functions in accordance with Division XI of the Money Purchase Pension Plan and applicable laws of the United States and the State of Florida.

Membership and Member Qualifications:

Five regular members, comprised of the Mayor, the Chief of the Police Department, the Chief of the Fire Department, one full-time employee of the City who is not a member of the police or fire department (elected by plan participants) and one full-time resident who is not an employee of the City nor an elected or appointed official (appointed by the City Commission). The Mayor serves as Chairman. One member of the Board is elected to serve as Secretary.

Meeting Schedule:

Meetings are held on an as-needed basis in the Conference Room in the City Hall complex, 2200 NE 38 Street.

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BOARDS THAT MEET ON AN AS-NEEDED BASIS (continued)

Personnel Appeals Board

(Ch. 66, Sec. 66-31 through 66-36, City Code of Ordinances)

Date of Creation:

The Personnel Appeals Board was created by Ordinance No. 369 and approved by the City Commission on December 14, 1976.

Purpose of the Board:

The Board members review appeals of certain prescribed employees regarding discharge, reduction in pay or rank and/or suspension; set a formal hearing date and notify the employee of same; administer oaths, subpoena witnesses, and compel production of pertinent information or evidence; shall, within 15 days after completion of the hearing or reopening of the hearing, report findings in writing to the Mayor, City Clerk, and the Appellant; maintain permanently the original copy of all minutes, transcripts, or other Board records.

Membership and Member Qualifications:

Five members, appointed by the City Commission. Members must be residents of Lighthouse Point. Members are appointed to a two-year term and may be reappointed for successive terms; vacancies are filled for the remainder of an unexpired term. The Board elects from its members a Chairman, Secretary, and such other officers as it deems necessary.

Meeting Schedule:

Meetings are held on an as-needed basis in the Conference Room in the City Hall complex, 2200 NE 38 Street.

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ADVISORY COMMITTEES

The Mayor may appoint advisory committees which shall exist for not more than one year from the date of appointment, but which may be recreated by the Mayor. Members are all City residents and serve without compensation.

Authority: Sec. 2-35 of the City Code of Ordinances

Scope of Responsibility: 1) To provide advice and counsel to the Mayor and City Administration to assist them in administrative policies and decisions, and 2) to provide advice and counsel to the Mayor and to assist him in making administrative recommendations to the City Commission on matters which may need legislative action. Boards and committees are not legislative bodies, but rather, perform in an advisory capacity except as otherwise provided by law.

Organization: The Chairman is appointed by the Mayor. Some Committees meet on a regular basis and some Committees meet only "as needed." Procedures are informal; brief minutes are taken by a committee member appointed by the Chairman. Arrangements for meeting space are made through the City Clerk's office and notices of all meetings must be posted at City Hall in accordance with the Sunshine Law. A permanent record of minutes is maintained by the City Clerk.

Established Committees (subject to change):

X	Beautification	X	Tennis Advisory
X	Budget Review	X	Traffic Calming/Community Enhancements
X	Business/Community Coalition	X	Waterway
X	Community Outreach		
X	Development Review		
X	Emergency Preparedness		
X	Historical		
X	Insurance/Pension		
X	Lights in the Park		
X	Recreation		
X	Safety		
X	Stormwater Master Plan/Task Force		

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Beautification Committee

Date of Creation:

The Beautification Committee was created by Mayor Frank McDonough on June 5, 1975.

Purpose of the Committee:

This Committee was created to provide support to the Public Works Department to aid in the beautification efforts of the landscaping of City property and rights-of-way, and to provide input to the Mayor on matters relating to landscaping and beautification of the City.

Member Qualifications:

Applicants are required to be residents of Lighthouse Point.

Meeting Schedule:

The Beautification Committee meets on the first Monday of each month at the Dixon Ahl Recreation Center, 2220 NE 38 Street, at 7:30 p.m.

Budget Review Committee

Date of Creation:

The Budget Review Committee was created by Mayor Daniel Oates on May 18, 2001.

Purpose of the Committee:

This Committee was created as an advisory committee to the Mayor and City Commission to provide input on matters relating to the budget and primarily as a means to increase citizen participation in the budget process.

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Budget Review Committee (continued)

Member Qualifications:

Applicants are required to be residents of Lighthouse Point.

Meeting Schedule:

The Budget Review Committee meets on an as-needed basis, normally in the early evening in the Conference Room at the City Hall Complex, 2200 NE 38 Street.

Business and Community Coalition Committee

Date of Creation:

The Business and Community Coalition Committee was created by Mayor Marsha Linville on November 3, 1999.

Purpose of the Committee:

This Committee was created to allow the local business community to have a voice in the City and to provide input to the Mayor on various issues relating to the business community, such as the revising of the Sign Code.

Membership Qualifications:

Applicants are required to be business owners in Lighthouse Point.

Meeting Schedule:

The Business and Community Coalition Committee meets regularly at 8:30 a.m. in the Library Community Room at City Hall, 2200 NE 38 Street, normally the first Wednesday of the month.

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Community Outreach Committee

Date of Creation:

The Community Outreach Committee was created by Mayor Marsha Linville on November 17, 1999.

Purpose of the Committee:

This Committee was created to provide "neighbor to neighbor" support to the elderly and disabled residents, especially with hands-on labor in preparing for hurricanes, as well as locating sources in providing financial grants for housing or other matters.

Member Qualifications:

Applicants are required to be residents of Lighthouse Point.

Meeting Schedule:

The Community Outreach Committee meets on an as-needed basis in the City Hall complex, 2200 NE 38 Street.

Development Review Committee

Date of Creation:

The Development Review Committee was created by Mayor Daniel Oates on May 31, 2002.

Purpose of the Committee:

This Committee was established pursuant to the Land Development Code, Section 42-73(4), which requires the Mayor to appoint a Development Review Committee, and may consist of the public works director, development review official, city administrator, fire chief, city attorney, city planner, city engineer, and the mayor. The purpose of this committee is to review development plans and make recommendations to the Development Review Official, and technical recommendations which will be forwarded to the Planning and Zoning Board for final approval.

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Development Review Committee (continued)

Member Qualifications:

Applicants are required to be employees or designated individuals serving the City of Lighthouse Point under an official capacity.

Meeting Schedule:

The Development Review Committee meets on an as-needed basis in the City Hall complex, 2200 NE 38 Street.

Emergency Preparedness Committee

Date of Creation:

The Emergency Preparedness Committee was established under Ordinance No. 360 on September 14, 1976.

Purpose of the Committee:

This Committee was created as a means for the various emergency personnel to meet to review and formulate plans during times of crises in the City.

Member Qualifications:

Applicants are required to be employees of the City of Lighthouse Point.

Meeting Schedule:

The Emergency Preparedness Committee meets on an as-needed basis, in the Conference Room at the City Hall complex, 2200 NE 38 Street.

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Historical Committee

Date of Creation:

The Historical Committee was created by Mayor Marsha Linville on September 18, 2000.

Purpose of the Committee:

This Committee was created to compile items of historical value relating to City history and eventually publish a book; additionally, to have a space for preservation of historical items for archival purposes. The goal is to create enthusiasm in the Community for these endeavors.

Member Qualifications:

Applicants are required to be residents of Lighthouse Point.

Meeting Schedule:

The Historical Committee meets on an as-needed basis, normally in the Library Community Room at the City Hall complex, 2200 NE 38 Street.

Insurance/Pension Committee

Date of Creation:

The Insurance/Pension Committee was created by Mayor Frank McDonough on February 3, 1977.

Purpose of the Committee:

This Committee makes recommendations to the Mayor and City Commission on insurance and pension matters and acts as an advisory committee.

Member Qualifications:

Applicants are required to be residents of Lighthouse Point.

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Insurance/Pension Committee (continued)

Meeting Schedule:

The Insurance/Pension Committee meets on an as-needed basis in the Conference Room at the City Hall complex, 2200 NE 38 Street.

Lights in the Park Committee

Date of Creation:

The Lights in the Park Committee was created by Mayor Daniel Oates on August 27, 2001.

Purpose of the Committee:

This Committee was formed to identify a solution for installing lights at Frank McDonough Park for the benefit of the City's recreation programs and at the same time to accommodate the concerns of the residents who live in the vicinity of the Park and also those of St. Paul the Apostle Catholic Church.

Member Qualifications:

Applicants are required to be residents of Lighthouse Point.

Meeting Schedule:

The Lights in the Park Committee meets on an as-needed basis in the Conference Room at the City Hall complex, 2200 NE 38 Street.

Recreation Committee

Date of Creation:

The Recreation Committee was created by Mayor Frank McDonough on January 14, 1976.

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Recreation Committee (continued)

Purpose of the Committee:

This Committee was created as an advisory committee to the Mayor and City Commissioners to decide on matters pertaining to parks and fees to charge as well as anything relating to management of the parks and recreation programs.

Member Qualifications:

Applicants are required to be residents of Lighthouse Point.

Meeting Schedule:

The Recreation Committee meets on an as-needed basis, in the Conference Room at the City Hall complex, 2200 NE 38 Street.

Safety Committee

Date of Creation:

The Safety Committee was created by Mayor William Sullivan on March 15, 1995.

Purpose of the Committee:

This Committee is to review safety procedures in all departments and to ascertain that City employees are abiding in a safety-oriented environment, as free as possible of potential hazards.

Member Qualifications:

Applicants are required to be employees of the City of Lighthouse Point.

Meeting Schedule:

The Safety Committee meets on an as-needed basis in the Conference Room at the City Hall complex, 2200 NE 38 Street.

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Stormwater Master Plan Committee/Task Force

Date of Creation:

The Stormwater Master Plan Committee/Task Force was created by Mayor Daniel Oates on May 22, 2001 (by Res. No. 1161).

Purpose of the Committee:

This Committee was created to provide advice and recommendations to the Mayor and Commission on the progress of the Stormwater Master Plan.

Member Qualifications:

Applicants are required to be employees or residents of Lighthouse Point.

Meeting Schedule:

The Stormwater Master Plan Committee/Task Force meets on the fourth Thursday of each month at 6:00 p.m. in the Library Community Room at the City Hall complex, 2200 NE 38 Street.

Tennis Advisory Committee

Date of Creation:

The Tennis Advisory Committee was created by Mayor Daniel Oates on September 19, 2001.

Purpose of the Committee:

This Committee was created for the purpose of reviewing budget issues pertaining to the Tennis Center, specifically on recommendations of the Budget Review Committee in regard to membership fee increases, Broward County Challenge Grant funding for lighting of two additional courts, and to review the agreement with the Tennis Pro upon expiration of the existing contract.

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Tennis Advisory Committee (continued)

Member Qualifications:

Applicants are required to be residents of Lighthouse Point.

Meeting Schedule:

The Tennis Advisory Committee meets on an as-needed basis in the Conference Room at the City Hall complex, 2200 NE 38 Street.

Traffic Calming/Community Enhancements Committee

Date of Creation:

The Traffic Calming/Community Enhancements Committee was created by Mayor Daniel Oates on May 16, 2001.

Purpose of the Committee:

This Committee reviews current and long term needs of the City and makes recommendations to the City Commission on matters such as how best to utilize the bond referendum approved by voters in March 2002. The Committee also provides advice regarding traffic calming issues as well as the City's infrastructure such as drainage, bridge repairs, and sidewalk construction.

Member Qualifications:

Applicants are required to be residents of Lighthouse Point.

Meeting Schedule:

The Traffic Calming/Community Enhancements Committee meets on an as-needed basis in the Conference Room at the City Hall complex, 2200 NE 38 Street.

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Waterway Committee

Date of Creation:

The Waterway Committee was created by Mayor Frank McDonough on September 9, 1975.

Purpose of the Committee:

This Committee was created to offer advice to the Mayor and City Commission on matters relating to the waterways; this Committee also holds fund-raising events to off-set funding for dredging of canals as well as the purchasing of boats for the City's youth sailing program.

Member Qualifications:

Applicants are required to be residents of Lighthouse Point.

Meeting Schedule:

The Waterway Committee normally meets the first Wednesday of each month at 7:30 p.m. in the Conference Room in the City Hall complex, 2200 NE 38 Street.

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CITY GOVERNMENT

ELECTED OFFICIALS

The City of Lighthouse Point is governed by a Mayor-Commission form of government whose essential components are an elected chief executive known as the Mayor and an elected legislative body known as the City Commission. Beginning with the 2003 general municipal election, all candidates shall qualify at large for specific seats for elections on a city-wide basis. The term of office for a City Commissioner is three (3) years. The term of the Mayor is two (2) years until 2005, at which time, the term will be changed to three (3) years.

Regular meetings of the City Commission are held at 7:30 p.m. on the second and fourth Tuesdays of each month in the Commission Chambers at City Hall. At least two meetings must be held per month; special meetings are called by the City Clerk upon request of the Mayor or any three City Commissioners. All regular and special meetings are open to the public. In the event that, for any reason, a regular meeting date must be changed, three (3) days prior notice of the change is given in a newspaper of general circulation.

The executive and administrative power of the City is vested in and exercised by the Mayor and includes, but is not limited to, the supervising, directing, and coordinating of the daily activities of the executive branch and its operating departments, and preparation of an annual city budget.

All legislative powers of the City are exclusively vested in and exercised by the City Commission in accordance with the powers provided under State law. City Commissioners are held accountable by the electorate for their actions and may not delegate their powers to any other City Board or Commission.

Neither the Mayor nor City Commissioners are full-time officials and they may retain their positions in their chosen professions. The Mayor, with the approval of the City Commission, may appoint a full-time City Administrator to carry out the actual day-to-day functions and duties of City government as set forth by the Mayor.

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APPOINTED OFFICIALS

The following officers are appointed by the Mayor with the confirmation of the City Commission.

City Administrator

The City Administrator assists the Mayor with the exercise of his executive and administrative powers. He performs those functions and duties assigned by the Mayor and is responsible to the Mayor.

City Clerk

The City Clerk is custodian of official records and City Seal. The office deals in services to the Mayor, City Commission, Administration, Boards and Committees, and City residents. Duties include preparation of meeting agendas, correspondence, advertising of ordinances, resolutions, conduct of City elections, updating the website, and issuance of occupational licenses. Public relations is a vital function of this office, which is the primary link between City government and the public.

Finance Director

The Finance Director is responsible for the collection, custody and disbursement of City monies and assists the Mayor with preparation of the annual City budget. The City's fiscal year begins October 1 and ends September 30 of the following year.

City Attorney

The City Attorney advises the Mayor and Commission on legal matters and provides legal opinions of official matters upon request of the Mayor or City Commission, attends City meetings and represents the City in legal matters as required. The City Attorney and assistants must be practicing attorneys and three-year members of the Florida Bar.

Code Prosecutor

When appointed and directed by the City Commission, the prosecutor attends Code Enforcement meetings to prosecute cases.

Special Master

The Special Master is appointed by the City Commission to hear and decide code enforcement violation cases (**Ord. 747. Ch. 2-265, 266 Code**).

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CITY DEPARTMENTS

The City Commission may create departments which shall in all respects be subject to the provisions of the City Charter. Department heads are appointed by the Mayor, subject to the approval of the City Commission. The following City departments have been established:

Finance

Under the direction of the Finance Director, the Finance Department performs all accounting, payroll and record keeping duties of the City.

Building and Zoning

The primary functions of this division are the control of all construction, and the improvement and use of land. The division issues building permits and makes follow-up inspections.

Code Enforcement

The primary function of this division is Code Enforcement of City building and zoning ordinances. Code Inspectors have the primary duty of enforcing City ordinances and initiating proceedings before the Code Enforcement Board.

Police

Under the direction of the Police Chief, the Police Department is responsible for seeing that the laws and ordinances of the City are enforced. In addition to a regular patrol force, the department maintains a marine patrol and provides services in the area of crime prevention and home security.

Fire

Lighthouse Point Fire Rescue is a fully-paid department providing fire, rescue, and emergency medical services. Its fire and medical vehicles are staffed with cross-trained firefighter paramedics and emergency medical technicians. The department responds to approximately 2,000 emergency calls annually, and response times are excellent. In addition to emergency responses, the Department provides in-house fire vehicle maintenance and fire inspection and prevention services. It also conducts CPR training for the public.

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CITY DEPARTMENTS (continued)

Public Works

Under the direction of the Public Works Director, the department repairs City streets and medians, bridges and drains; installs public improvements where necessary; and maintains City facilities, parks, landscaping and property.

Recreation

Under the direction of the Recreation Director, the department supervises City parks and recreation areas, the Tennis Center and tennis programs and coordinates sports and other special activities including a summer recreation program and senior citizen activities.

Library

Under the direction of the Library Director, the City Library offers residents material for recreational and informative reading. Also available are a video cassette collection, large print collection, Florida collection, story hours and reading programs for the City's youth, and other library goods and services.