

Gainesville.
Citizen centered
People empowered

*ADVISORY BOARD
PARTICIPATION HANDBOOK*

*City of Gainesville's Guide to
Informed Citizen Participation*

Gainesville.

Citizen centered People empowered

City Commissioners

Lauren Poe, Mayor

Helen Warren

Gail Johnson

David Arreola

Harvey Ward

Gigi Simmons

Adrian Hayes-Santos, Mayor-Pro Tem

Administration

Omichele D. Gainey

City Clerk

Dear Citizen;

This handbook contains the information you will need to better understand your responsibilities as an advisory board/committee member. It also includes some of the rules which govern all board and committee members, such as parliamentary procedures and Florida's Government-in-the-Sunshine Law.

The City of Gainesville has an exciting future and we want *you* to be a part of it. Your valuable knowledge and expertise are essential as we prepare for the many challenges ahead.

Again, thank you for serving as an advisory board/committee member. We look forward to working with you.

Sincerely,

Lauren Poe, Mayor

City of Gainesville

P.O. Box 490 ■ Gainesville, Florida 32627 ■ Tel. (352) 334-5015 ■ Fax (352) 334-2036
Commissioners' E-Mail: citycomm@cityofgainesville.org ■ **Home** Page: www.cityofgainesville.org

Welcome!

Congratulations on your appointment to a City of Gainesville advisory board! We are pleased that you are willing to devote your time and efforts to improving the quality of life in our community.

The 2018 City Commission Members are:

**Mayor Lauren Poe
At-Large**

(352) 334-5015

mayor@cityofgainesville.org

**Commissioner Helen Warren
At-Large**

(352) 334-5015

warrenhk@cityofgainesville.org

**Commissioner Gail Johnson
At-Large**

(352) 334-5015

johnsong1@cityofgainesville.org

**Commissioner Gigi Simmons
District 1**

(352) 334-5015

simmonsgg@cityofgainesville.org

**Commissioner Harvey Ward
District 2**

(352) 334-5015

wardhl@cityofgainesville.org

**Commissioner David Arreola
District 3**

(352) 334-5015

arreoladi@cityofgainesville.org

**Mayor Pro Tem Adrian Hayes-Santos
District 4**

(352) 334-5015

hayessantosa@cityofgainesville.org

How Advisory Boards Work

What is an advisory board?

Advisory boards are created by motions, ordinances, resolutions or Florida Statutes.

Advisory board members are normally appointed by the City Commission. The City Commission also appoints citizens to other types of boards which provide different services for City government, i.e. quasi-judicial or administrative boards.

Requirements for board/committee members

Board/Committee members should have:

- The expertise necessary to accomplish the board's objectives.
- A reputation for integrity and community service.
- An interest or experience in the board's area of service.
- Sufficient time available to prepare for and attend meetings.

Financial Disclosure

Some board members are required by law to file financial disclosure forms (Section 112.3145, Florida Statutes). If appointed to one of these boards, you must file a Form 1, Statement of Financial Interest, with the Alachua County Supervisor of Elections within 30 days of your appointment.

When you resign or your term is up, you must file a financial disclosure statement within 60 days of leaving. Your board's City liaison can help you obtain these forms or they can be found at this website: www.ethics.state.fl.us .

Boards which require financial disclosure include:

- ***Board of Trustees of the Consolidated Police Officers' and Firefighters' Retirement Plan***
- ***City Plan Board***
- ***Code Enforcement Special Magistrate***
- ***Development Review Board***
- ***Gainesville Housing Authority***

How Advisory Boards Work

Electing Officers

Once per year, usually in October, Advisory Board members elect a Chair, Vice-Chair, and any other officers required by their founding legislation or bylaws. Before you accept a nomination, please consider whether your term as an Advisory Board member will expire during the coming year. No one is guaranteed re-appointment. If you are not appointed to a new term your board will have to hold an emergency election at their next meeting.

Correspondence & Communication

Any use of City government logos or letterhead must be coordinated with your staff liaison to prevent misrepresentation of board or City policies. Formal correspondence which states the board's position on an issue should always be coordinated with your staff liaison and approved by the respective Charter. Be careful when communicating with the media – please be very clear that you are expressing your own opinions and are not speaking on behalf of your board.

In Summary

Advisory boards are successful when members and City staff understand the board's purpose and work together to achieve it. This provides the foundation for a good relationship built on mutual respect and a clear understanding of each other's responsibilities.

Board members should:

- File a financial disclosure form, if applicable.
- Notify staff or the board chair of any anticipated meeting absences.
- Speak openly and clearly during meetings.
- Listen and respond to members of the public who attend the meetings.
- Vote on all motions (unless you have a conflict of interest - more on that in meeting guidelines).
- Note a conflict of interest and follow the appropriate procedures.
- Monitor their attendance requirements.

City advisory boards are the first step for many important issues that go before the City Commission. The purpose of advisory boards is to advise the City Commission; it is not to make policy.

Your recommendations will always be considered; but, keep in mind the recommendations your board makes may not always be adopted by the City Commission, which frequently must take other factors into consideration before making a policy decision.

Staff members:

- Create the meeting agenda, with help from the board chair.
- Supply background information on agenda items to board members sufficiently in advance of meetings.
- Attend board meetings in a non-voting capacity.
- Record attendance.
- Take and distribute meeting minutes.
- When requested, staff may make recommendations on agenda items.
- Inform board members of City Commission actions concerning routine recommendations and appeals.
- Provide technical and administrative assistance to the board.
- Provide initial orientation and continuing education for board members.
- Monitor attendance of members and notify members whose attendance record is in jeopardy.

Board members and staff share these responsibilities:

- Be on time for meetings.
- Know and practice parliamentary procedure, as utilized by the Committee.
- Be familiar with the issues: review backup information, the agenda and prior minutes before the meeting.
- Be courteous to each other and to members of the public.
- Be open and responsive to questions and concerns.

Frequently Asked Questions

Q. How often does my board meet?

A. The number of times a board meets depends on its area of service, goals and mission. Please check with your staff liaison regarding meeting times, dates and locations.

Q. What is the policy for Excused Absences for Advisory Boards?

A. Board members may be granted two (2) excused absences per calendar year for a medical reason or professional/educational obligation. Board members shall notify the board secretary of an excused absence prior to the meeting, if practicable. **Please contact your staff liaison if you will be absent prior to the meeting.**

Q. What is the policy for Excused Absences for Quasi-Judicial and Administrative Boards?

A. The Board member has failed to attend four or more consecutive meetings or the board member's overall attendance record is less than 66 2/3 percent for the 6 most recent board meetings at which voting occurred. Board members may be granted one excused absence per calendar year for a medical reason or professional/educational obligation. Board members shall notify the board secretary of an excused absence prior to the meeting, if practicable. **Please contact your staff liaison if you will be absent prior to the meeting.**

Q. How long will I serve?

A. Most board member terms are three years with two term limits (except for the Board of Adjustment, City Plan Board, Development Review Board, Historic Preservation Board and Utility Advisory Board).

Q. What if I can't finish my term?

A. Submit a letter of resignation to your City staff liaison and Board Chair.

Q. May I serve another term?

A. We hope this will be a rewarding experience for you and for city government. You will be contacted by your city liaison near the end of your term and asked if you would like to apply for another term. Advisory Boards/Committees generally serve a maximum of two terms. Members appointed to the Board of Adjustment, City Plan Board and Development Review Board do not have term limits, but need to reapply at the end of their term.

Q. May I serve on more than one board at the same time?

A. Yes, with some exceptions, you may serve on more than one board (limited to membership on two advisory boards or one quasi-judicial and one advisory board).

Q. Who do I call if I have a question about advisory board procedures or need more information on some aspect of City operations?

A. A City representative is present at each advisory board meeting. This person will assist you in getting the information you and your board need.

Public Records & the Sunshine Law

Public records

Public records are defined as all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. This includes advisory boards and you as an advisory board member.

In addition to written documents, public records can be tapes, e-mails, photographs, films, videos and sound recordings. Florida's public records law establishes rules for how long these materials must be retained and when they can be destroyed. Your City staff liaison keeps master copies of board agendas, minutes, etc.

Sunshine Law and Public Records Law

Florida's Sunshine Law was enacted in 1967. It establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. The Sunshine Law requires:

- 1) Meetings of public boards or commissions must be open to the public;
- 2) Reasonable notice of such meetings must be given;
- 3) Minutes of the meetings must be taken and promptly recorded.

The Sunshine Law applies to elected and appointed boards at the state and local level and to any gathering of two or more members of the same board to discuss some matter that will foreseeably come before that board for action. As an advisory board member, you must observe these laws. Therefore, do not talk with your fellow board members in person or by phone, letter, e-mail, etc., about any matters related to your board.

Florida's Public Records Law provides a right of access to the records of state and local governments. Public Records include all materials (e.g. e-mails, sound recordings, software, etc.) made or received by a public entity or representative used to perpetuate, communicate, or formalize knowledge in connection with the transaction of official business. Every person who has custody of a public record shall permit the record to be inspected and copied at a reasonable time by any person desiring to do so.

- It is a good idea to consider everything you say or do at a board meeting to be a public record; let this guide your actions.
- If you receive requests from citizens or members of the news media for public records in your custody, you must (with certain limited exceptions) provide access.
- You and/or City staff may not manipulate the timing of the release of public records.

Meeting Guidelines

To keep your meetings productive and on track, here are some handy tips:

You'll become very familiar with meetings as an advisory board member. You'll quickly learn to appreciate meetings which run smoothly, as opposed to those which drag on endlessly, yet accomplish little.

- Study any background materials beforehand, but don't make up your mind. Additional information may be presented at the meeting, and you'll want to keep an open mind so you can fairly consider all the facts.
- Before the board can get down to business, it must have a quorum - in general a majority of members present or as defined by the bylaws.
- The Chair is responsible for moving the meeting along. But members should assist with getting to the heart of an issue so a conclusion can be reached in a reasonable amount of time.
- The board may establish and publicize general guidelines governing the length of presentations and public participation.
- After the presentation and public participation, board members may want to ask questions. This time should be limited to board questions only, with discussion for or against an issue held until after a motion has been presented (the motion helps focus the discussion).
- After questions are answered, a voting board member should make a motion. After the motion is seconded, the Chair can open the floor to board discussion, making sure each member keeps comments short and to the point.
- The Chair should try to keep members focused and moving to a conclusion. One way is for the Chair to occasionally summarize what is being discussed.

Voting conflicts

Simply put, you can't vote on an issue that may result in a special private gain or loss to you or your relative, business associate, or employer/client. An example of a special private gain is where you or your spouse owns something that would be affected by the vote or have an ongoing business relationship with someone whose interests would be affected.

If a voting conflict exists

If the conflict is known prior to the meeting:

- Disclose in writing and file with the staff liaison prior to the meeting (ask the staff liaison for a memorandum of voting conflict form).
- You may participate in the discussion, but...
- Abstain from voting.

If the conflict is unknown prior to the meeting:

- Disclose orally at meeting.
- Within 15 days of the meeting, disclose in writing and file with the staff liaison.
- You may participate in the discussion, but...
- Abstain from voting.

Members should contact their staff liaison and the City Attorney's Office (352-334-5011) if they have a voting conflict question.

Parliamentary Procedure

Imagine a meeting where everyone talks at the same time. Not much will get done. That's why there is parliamentary procedure.

These common sense rules allow for the orderly flow of ideas and discussion and are widely used to govern meetings. Some committees follow Parliamentary Procedure a guide to parliamentary procedure for more than fifty years. Don't worry if at first the process seems confusing. You'll learn the lingo in a short time and before you know it, the procedures will become second nature.

A key element of parliamentary procedure is the ***motion***. There are seven recognized steps in making a motion, as follows.

1. A member asks to be recognized: "Mr. or Madam Chair."
2. The Chair recognizes the member: "Ms. Smith."
3. The member states the motion: "I move the application be approved."
4. Another member (without waiting to be recognized) seconds the motion: "I second the motion."
5. The Chair repeats the motion and calls for discussion: "It has been moved and seconded that the application be approved. Is there any discussion?"
6. After discussion, the Chair puts the motion to a vote: "If there is nothing new to be added to the discussion, we are ready to vote. All those in favor of the application being approved say 'yes.' Those opposed say 'no.'" The Chair pauses for the vote.
7. The Chair counts the votes and announces the outcome: "The motion passes/fails by a five to four vote."

Here are other motions which are a part of parliamentary procedure:

Main motion: Only one motion before an assembly at a time; cannot be introduced when any other motion is before the group.

Motion to amend: Changes a motion before it comes up for final vote; takes precedence over the motion to which it applies (you must vote on the amendment before voting on the main motion).

Substitute motion: Amends by substituting another form, changed or additional wording.

Congratulations!

We hope you found this handbook helpful. Below is the list of advisory board staff liaisons (subject to change), and on the following pages, you will find descriptions of each board. Additional information, as well as a copy of this handbook, is available online at <http://www.cityofgainesville.org/ClerkOfTheCommission/AdvisoryBoardsCommittees.aspx>

Thanks for reading!

2018 Staff Liaisons for Advisory Boards

Advisory Board Name	Staff Liaison	Contact #	e-mail address
Gainesville Art in Public Place Trust	Russell Etling	393-8445	etlingrh@cityofgainesville.org
Bicycle/Pedestrian Advisory Board	Scott Wright	393-8493	wrightsa@cityofgainesville.org
Board of Trustees of the Consolidated Police Officers' and Firefighters' Retirement Plan	Brian Sergeant	393-8493	sergeantbl@cityofgainesville.org
Citizens' Advisory Committee for Community Development	Sheera Greene	393-8863	greenesd@cityofgainesville.org
City Beautification Board	Liliana Kolluri	393-8188	kollurils@cityofgainesville.org
City Plan Board	Dean Mimms	393-8688	mimmsdl@cityofgainesville.org
Development Review Board	Lawrence Calderon	393-8690	calderonld@cityofgainesville.org
Empowerment Center Oversight Advisory Board	Tom Tonkavich	264-6738	tonkavich@alachuacounty.us
Fire Safety Board of Adjustment	Joseph Hillhouse	393-8377	hillhousjs@cityofgainesville.org
Gainesville Code Enforcement Special Magistrate	Kelly Lofland Connie Farrell	334-5030	loflandkl@cityofgaineville.org farrellac@cityofgainesville.org
Gainesville Housing Authority	Beth Pannell	872-5502	bethp@gnvha.org
Gainesville Human Rights Board	Myra Brantley	393-8392	brantleymv@cityofgainesville.org

Gainesville Cultural Affairs Board	Russell Etling	393-8532	etlingrh@cityofgainesville.org
Gainesville/Alachua County Regional Airport Authority	Allan Penksa	373-0249	allan.penksa@flygainesville.com
Historic Preservation Board	Jason Simmons	393-8697	simmonsja@cityofgainesville.org
Nature Centers Commission	Linda Demetropoulos	393-8445	demetropoulosis@cityofgainesville.org
Pension Review Committee	Brian Sergeant	393-8493	sergeantbl@cityofgainesville.org
Public Recreation and Parks Board	Glenda Walton-Tucker	393-8357	waltontucgy@cityofgainesville.org
Regional Transit System Advisory Board	Kimberly Sweigard	393-7852	sweigardka@cityofgainesville.org
State Housing Initiatives Partnership Affordable Housing Advisory Committee	John Wachtel	393-8568	wachteljs@cityofgainesville.org
Student Community Relations Advisory Board	Connie Farrell	393-8470	farrellac@cityofgainesville.org
Tree Advisory Board	Matthew Mears	393-8184	mearsmg@cityofgainesville.org
Tree Board of Appeals	Matthew Mears	393-8184	mearsmg@cityofgainesville.org
Utility Advisory Board	Robin Baxley	393-1032	baxleyrl@gru.com
Wild Spaces Public Places	Betsy Waite	393-8187	waiteed@cityofgainesville.org

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GAINESVILLE ART IN PUBLIC PLACES TRUST - Russell Etling (352) 393-8445 **City Residency NOT Required** Ordinance 960440 (01/13/97) hereby created and established in the City Art In Public Places Trust Committees and Legislative #000829. Each Art In Public Places Trust Committee shall consist of five (5) regular members appointed for a project that qualifies for placement of art as described below. For each committee, whenever possible, two of the five appointed members shall be citizens with appreciation for the visual arts and three of the five appointed members shall be represent one or more of the following classifications: architect or interior designer, professional in the field of art, and art or architectural historian. Five (5) members of the committee shall be appointed by the City Commission. The director of the division having jurisdiction over the public building being constructed and the authorized architect for the project shall be designated as Members of the Art In Public Places Trust for that particular project. If there is no architect for the project, the Commission shall appoint an additional member representing one or more of the aforementioned classifications. All trust members shall serve without compensation. Members will serve on the committee until the artwork for the committee's particular project as described in section 5.5-4 has been approved.

BICYCLE/PEDESTRIAN ADVISORY BOARD – Scott Wright (352) 393-8423 (13 members; 4-members appointed by the City; 4-members appointed by the County; and 4-members appointed by the MTPO; 1 Student Seat appointed by the City Commission) 3-year terms) **CITY Residency REQUIRED FOR CITY APPOINTEES** The Board shall study and make recommendations to the City Commission, the County Commission, and the MTPO on all matters concerning planning, implementation, and maintenance of policies, programs, and facilities for the safe and efficient integration of bicycle transportation into the urban area transportation system. This shall include, but not be limited to, the design of highway bicycle facilities, bicycle paths, bicycle parking, and the enforcement of traffic and bicycle safety regulations. The board will make recommendations to the City Commission and the Organization regarding budgetary matters in connection with its duties.

BOARD OF TRUSTEES OF THE CONSOLIDATED POLICE OFFICERS' AND FIREFIGHTERS' RETIREMENT PLAN – Brian Sergeant (352) 393-8772 **CITY Residency REQUIRED for the Two (2) Members appointed by the City Commission.** The Board of Trustees oversees and administers the pensions of the Police Officers and Firefighters for the City of Gainesville. The Board composed of five (5) members; two (2) year terms): two (2) members appointed by the City Commission; one (1) Police Office and one (1) Firefighter elected by eligible members of the Police Officers' and Firefighters' Retirement Plan; and a (1) fifth member chosen by a majority of the previous four members and such person shall be appointed by the legislative body of the municipality. (Reference F.S. Chapters 175 and 185 and Ordinances 3342 (06/01/87) and 3439 (06/20/88)).

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CITIZENS' ADVISORY COMMITTEE FOR COMMUNITY DEVELOPMENT – Sheera Greene (352) 393-8863 **City Residency NOT Required** Fifteen (15) members, three (3) year terms. Created by Resolution #R-74-144 (11/18/74), Reference Ordinance Numbers 1011, 1912, 2554. City Residency NOT Required. The Citizens' Advisory Committee for Community Development (CACCD) makes recommendations to the City Commission and City Manager relating to the Community Development Program and shall lend support to, and seek support from, desirable programs and projects.

CITY BEAUTIFICATION BOARD – Liliana Kolluri (352) 393-8188 **City Residency NOT Required** 15 Members; 3-year terms. City residency NOT required. The City Beautification Board was created by Ordinance No. 1011 (10/10/60); amended by Ordinance No. 1912 (08/20/73), Ordinance No. 2554 (10/03/77), Ordinance No. 3195 (02/17/86), and Ordinance No. 3222 (06/02/86) and 950289 (7/24/95).

The City Beautification Board studies, investigates, develops, assists, advises, and recommends to the City Commission any and all matters pertaining to beautification, sanitation, environment and citizens' participation relating to same. In carrying out its function and duties, the board shall advise and recommend plans to organizations and groups in the City and promote public interest in the general improvement of the appearance of the City.

CITY PLAN BOARD – Dean Mimms (352) 393-8688 (7-members; 3-year terms) (Ordinance Nos. 874, 1158, 1998, and 3777) **(60 Day Probationary Period) CITY Residency REQUIRED. Quasi-Judicial Board.** The City Plan Board (CPB) gathers information and makes recommendations to the City Commission on a comprehensive plan of the City showing all major projected changes; the needs of the City with regard to recreation, parks and boulevards, the extension and opening of streets and avenues or other public ways or places and all other city plans and improvements; and changes and improvements in building and fire limit ordinances.

DEVELOPMENT REVIEW BOARD – Lawrence Calderon (352) 393-8680 (7-members; 3-year terms) (Initial terms: two (2) one-year terms to expire November 1, 1991; three (3) two-year terms to expire November 1, 1992; and two (2) three-year terms to expire November 1, 1993). (60 Day Probationary Period). **CITY Residency REQUIRED. Quasi-Judicial Board.** Created by Ordinance No. 3679 (November 19, 1990) and Ordinance No. 3777 (June 10, 1992). The Development Review Board is a citizen board to review and approve or deny development plans submitted for its review pursuant to the provisions of Chapter 30 of the Gainesville Code of Ordinances; and shall be composed whenever possible of at least one from each of the following: 1) An architect or landscape architect; 2) A Civil Engineer; 3) A person engaged in real estate sales or development; 4) A professional with experience in natural or environmental sciences.

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FIRE SAFETY BOARD OF ADJUSTMENT – Joseph Hillhouse (352) 393-8377 **City Residency NOT Required** (5-members; 3-year terms) (appointed by City Commission) (Ordinance No. 3388). **Quasi-Judicial Board.** The Fire Safety Board of Adjustment serves as an Appeals Board and to the greatest extent possible are qualified by training and experience in building construction and fire safety standards, and hereby authorized to hear appeals and to vary the application of any provision of the City of Gainesville Code when the City Code and the Building Code are in conflict.

GAINESVILLE CODE ENFORCEMENT SPECIAL MAGISTRATE – Kelly Lofland, Connie Farrell (352-334-5030)

One person for terms set forth in the signed contract, one-year with up to four one- year extensions. **ALACHUA COUNTY Residency REQUIRED. Quasi-Judicial Board.** The Gainesville Code Enforcement Special Magistrate shall have jurisdiction to hear and decide cases in which violations are alleged of any provisions of the Gainesville City codes and ordinances relating to buildings, electrical code, fire protection, housing code, licenses, plumbing, signs and street graphics, ventilation, heating, air conditioning, refrigeration, and zoning. The minimum qualifications of a Special Magistrate are as follows: 1) be an active member in good standing of the Florida Bar; and 2) reside in Alachua County; and 3) not be an employee of the city or hold any office with the city government, nor hold any other elective or appointive office in the county or state while serving as special magistrate; 4) and comply with the Code of Ethics of the State of Florida. Reference Ordinance No. 121102.

GAINESVILLE HOUSING AUTHORITY – Beth Pannell (352) 872-5502 **City Residency NOT Required** (5 members; 4-year terms; membership includes one (1) tenant-commissioner) (Created by Resolution, August 1, 1966 - Page 572, Minute Book 73). Amended by Resolutions R- 84-70 (09-17-84) and R-88-27 (08-01-88) **City Residency NOT Required.** The Gainesville Housing Authority (GHA) establishes policy of the Authority and is responsible for the planning, financing, construction, leasing, managing and maintaining of low rent public housing, subject to applicable laws and contractual relations with U.S. Department of Housing and Urban Development and the City Commission. GHA created by Resolution, August 1966. Note: Members of the GHA are referred to as Commissioners.

GAINESVILLE HUMAN RIGHTS BOARD – Myra Brantley (352) 393-8392 (Seven (7) members; 3-year terms). **CITY Residency REQUIRED.** Membership should be representative of the city's population. Created by Ordinance 980524 (12/14/98) amending Chapter 8 of the Code of Ordinances. The Gainesville Human Rights Board serves as a **Quasi-Judicial board** authorized to: 1) adopt rules and procedures necessary to conduct the business of the board; 2) subpoena and compel the production of evidence necessary for investigation of complaints filed for any alleged discrimination based upon sexual orientation, race, color, gender, age, religion, national origin, marital status, disability, or gender identity as it relates to housing, employment, public accommodation, and fair credit; and, 3) provide for informational, educational, and civil actions, penalties, and other remedies to carry out the purposes of this chapter.

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GAINESVILLE CULTURAL AFFAIRS BOARD – Russell Etling (352) 393-8532

10-members; 3-year terms members appointed by the City Commission **City Residency NOT Required. NO MEMBER MAY BE ON THE STAFF OF AN ARTS ORGANIZATION.** Reference Ordinances 2397, 3154, 3486 and 3913. Add one Student Adjunct Member [Ordinance No. 3427 (03/28/88)]; and changing name of board and method of appointment of five members [Ordinance No. 3586 (11/14/88)]; and consolidation of Art in Public Places Trust (Ordinance No. 3913; 10/18/93); and the separation of the Art in Public Places Trust (Ordinance No. 960440; adopted 01/13/97). The Gainesville Cultural Affairs Board (GACCAB) advises the Director of the Department of Cultural Affairs in the promotion of fine arts, literary arts, performing arts and crafts, develops local art resources and assists the Director of the Department of Cultural Affairs in the planning and implementation of community arts involvement in and around the City of Gainesville. CULTURAL AFFAIRS BOARD SUBCOMMITTEES: 1) Arts Education; 2) Budget and Grants; 3) Planning; 4) Outreach; 5) Cultural and Economic Development

GAINESVILLE/ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY – Allan Penksa (or Suzanne Schiemann) (352) 373-0249 (Nine (9) members; 3-year terms) (Created by HB 1419 of the 1986 Florida Legislature) **ALACHUA COUNTY Residency REQUIRED.** The purpose of the Authority is to manage and operate the airport and airport facilities, hereby creating an independent special district to be known as the Gainesville/Alachua County Regional Airport Authority.

HISTORIC PRESERVATION BOARD – Jason Simmons (352) 393-8697

Nine (9) members; three (3) year terms. [Reference Ordinance No. 2842 (03/28/83); Ordinance No. 3541 (Name Change) (06/12/89)]. **CITY Residency REQUIRED. Quasi-Judicial Board.** All members of the board shall be residents of the City. One (1) member shall be a registered architect. The City Commission shall, when possible, appoint a representative from each of the following areas of expertise: 1) History; 2) Real Estate and/or Real Property Appraisal and/or Finance; 3) Urban Planning and/or Law; 4) Engineering and/or Building Construction; and 5) Landscape Architecture. The responsibility of the Historic Preservation Board (HPB) shall be to: 1) update the official inventory of cultural resources and submit recommendations and documentation to the City Commission; 2) develop programs to stimulate public interest in urban neighborhood conservation policies and goals; 3) advise property owners concerning funding and grant sources which might be available for the identification, protection, enhancement, perpetuation, and use of historic, architectural, archeological, and cultural resources; 4) cooperate with city, county, regional, state and federal government agencies in planning proposed and future projects to reflect the concerns and policies expressed in this article, and assist in the development of proposed and future land use plans; 5) advise property owners and local governmental agencies concerning the proper protection, maintenance, enhancement and preservation of cultural resources; 6) advise the City Commission concerning the effects of local governmental actions on cultural resources; 7) review and recommend sites, buildings, structures, objects, areas and districts, both public and private, for listing on the local register for historic places; and otherwise further the objectives and purposes defined in section 12-2 of the Gainesville Code of Ordinances.

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NATURE CENTERS COMMISSION – Linda Demetropoulos - (352) 393-8445 **City Residency NOT Required** (12-members; 3-year terms) City Residency NOT Required. The Nature Centers Commission (NCC) assists the City Commission through recommendations and advice given in respect to developing programs, ordinances, use regulations and resource management policies as required to protect the natural system and other values to the Nature Centers of the City of Gainesville. The NCC was created by Ordinance 2062 (07/21/75); amended by Ordinances 2592 (04/27/81) and 3088 (12/17/84).

PENSION REVIEW COMMITTEE – Brian Sergeant (352) 393-8772 **City Residency NOT Required** **Five (5) members; five (5) year terms.** City Residency NOT Required. **SUCCESSFUL INVESTMENT AND ADVISORY EXPERIENCE REQUIRED.** Created by Ordinance No. 31409; Reference Resolutions R-8338 (07/11/83); R-83-65 (10/03/83) and R-84-39 (06/04/84); and Amending Section 2(b) entitled “Appointment and Membership” by creating staggered five-year terms, eliminating ex-officio non-voting members, and clarifying that the Plan Administrator or designee acts as Secretary to the Committee (Resolution 001219 (05/14/01). The Committee shall assist the City Commission in carrying out its fiduciary responsibility as Board of Trustees of the City's pension funds by acting as an Advisory Committee on investment matters and Board referrals. The Committee shall also review investment policies and Investment Manager Performance.

PUBLIC RECREATION AND PARKS BOARD – Glenda Tucker (352) 393-8357 **City Residency NOT Required** Nine (9) members appointed by the Gainesville City Commission; three (3) year terms; two (2) ex-officio members - one (1) School Board appointment, one (1) Alachua County Appointment and one (1) Student Adjunct Member. City Residency NOT Required. The Public Recreation Board (PRB) advises the City Commission and offers recommendations as to the needs of the City on all matters pertaining to recreation within the City. Reference: Code of 1949 amended with Ordinance 1650 (01/05/70) and Ordinance 2592 (04/27/81). Name changed from Public Recreation Board 01/23/06, #050420.

REGIONAL TRANSIT SYSTEM ADVISORY BOARD – Kimberly Sweigard (352) 393-7852 **City Residency NOT Required** (Nine (9) Members; 3-Year Terms. Board recreated with the adoption of Ordinance #960051 (March 10, 1997). The duties of the Regional Transit System Advisory Board shall be to advise the City Commission on all matters relating to public transit development in the City of Gainesville and Alachua County including 1) to develop and analyze policies concerning the operation of the regional transit system; 2) to develop approaches for financing the regional transit system on a long-term basis; 3) to review rider-ship, routes, rates and other related matters; 4) to consider questions referred to it by the City Commission. All recommendations must include City Manager or designee comments. And, to review all matters relating to the Regional Transit System that must be approved by the City Commission. The issues will then be sent to the City Commission with the recommendations of both the board and City Manager or designee. Membership shall be composed of: Six (6) CITY RESIDENTS appointed by the City Commission and three (3) Residents of Alachua County appointed by the County Commission from among the following individual groups: (1) Regular user of the transit system; (2) Senior Citizen; (3) Person with a disability; (4) University of Florida student; (5) Chamber of Commerce Representative; (6) Major employer in the local area; (7) Environmental community; (8) Neighborhood/homeowners associations; (9) Student oriented housing developments; (10) Santa Fe College student; (11) Metropolitan Transportation Planning Organization Citizen Advisory Committee.

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STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM AFFORDABLE HOUSING ADVISORY COMMITTEE – John Wachtel (352) 393-8568 **CITY Residency REQUIRED** Eleven (11)

members, three consecutive (2) year terms. Created by Ordinance #070872 (04/14/2008). City Residency IS Required. The State Housing Initiatives Partnership Affordable Housing Advisory Committee (SHIP AHAC) makes recommendations to the City Commission and City Manager relating to the SHIP Program; makes recommendations for strategies to reduce regulatory barriers to developing affordable housing in the community; and shall lend support to, and seek support from, desirable programs and projects. The advisory committee may perform other duties at the request of the City including making recommendations to the City Commission and City Manager for other City funded programs.

STUDENT COMMUNITY RELATIONS ADVISORY BOARD – Connie Farrell (352) 393-8470

(7-members; three (3) Students attending a postsecondary educational institution; (3) non-student (defined as a person who is not a student as defined previously); and one (1) administrator member. The three (3) Student and three (3) non-Student members must be **CITY RESIDENTS**. The City Commission may appoint two (2) additional administrators from postsecondary educational institutions to be non-voting members of the board. Student Members shall be appointed for a term of one (1) year. Administrator and non-student members shall be appointed for a term of two (2) years. Members may be reappointed for consecutive terms, but nonmember shall serve more than four successive years. The goal of the Student Community Relations Advisory Board is to strive for a more cohesive non-student and student community; to act as a vehicle for students and non-students to voice their concerns and opinions; to review, discuss and forward recommendations as appropriate, on issues, concerns and initiatives relevant to students and non-students; to assess and address needs of non-students as they pertain to student issues; to be a knowledgeable liaison between the City Commission and the students and nonstudents of Gainesville; to encourage involvement by non-students and students in planning and implementation of improvements; and to ensure that student issues are addressed by providing a link between the students, non-students, and the City Commission.

TREE ADVISORY BOARD – Matthew Mears (352) 393-8184 **City Residency NOT Required**

(5-members; three (3) year terms; 4 members should have knowledge of urban forestry. Terms shall expire on January 1st of the year the terms expire. Appointments shall be made for three (3) year terms or for unexpired terms.) Reference Ordinance No. 3592, January 22, 1990. The Board shall act as the technical information collector; clarify tree regulations; act on referrals; guide the creation of a Master Tree Plan; assist in the development of the goals and objectives for the City's Comprehensive Plan with respect to trees; advise all departments of the City on tree issues; communicate general tree information; and develop tree projects; serve on the Tree Board of Appeals.

TREE BOARD OF APPEALS – Matthew Mears (352) 393-8184

(3-members nominated by the Big Tree Committee and appointed by the City Commission; 3-year terms) **City Residency NOT Required. Quasi-Judicial Board.** The Tree Board of Appeals has been established to hear appeal regarding dangerous or dead trees designated for removal (including those recommended for removal (including those recommended for removal by the City Arborist). Established by Ordinance No.3529 (04/10/89).

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UTILITY ADVISORY BOARD – Robin Baxley (352) 393-1032

(7-members; 4-year terms) (Initial terms: three (3) two-year terms to expire March 3, 2018 and four (4) four-year terms to expire March 3, 2020.) All members shall reside within the utility service area and receive utility service. A minimum of one member shall reside outside Gainesville city limits. The Membership shall be comprised of the following: (1) a representative of a major business (defined as having 25 or more employees) that is a utility commercial customer; (2) a person with utility management experience; (3) a person with investment banking, financial or certified public accounting experience; (4) a licensed attorney with business, contract or corporate law experience; (5) a person with engineering experience; and (6) two persons with any qualifications the City Commission deems relevant or beneficial to service on the board. The Utility Advisory Board is hereby created as an advisory board to advise and make recommendations the City Commission regarding all matters of utility governance of the city's electric, gas, telecommunications, water and wastewater utilities. Created by Ordinance 140384 (November 19, 2015).

Wild Spaces Public Places – Betsy Waite (352) 393-8187 **CITY Residency REQUIRED**

(5- voting members; 3-alternate members; 4- year terms) All members must be residents of Alachua County. Two (2) of the members plus one (1) alternate will be appointed by the County, two (2) of the members plus one (1) alternate shall reside within the Gainesville city limits and will be appointed by the City of Gainesville, and one (1) of the members plus one (1) alternate will be recommended by the eight remaining incorporated cities and appointed by the County. Members may not be county or municipal elected officials or employees Created by Resolution 17-36 (Alachua County) March 28, 2017

The Citizen Oversight Committee was created to ensure that Wild Spaces Public Places infrastructure surtax revenues are expended consistent with the ballot language approved by the voters.

For assistance please call the City Clerk's Office at (352) 334-5015