

RESOLUTION 24-R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ST. LUCIE, FLORIDA, AMENDING BOARDS AND COMMITTEES BY CREATING KEEP PORT ST. LUCIE BEAUTIFUL BOARD BYLAWS; REVISING ROLE OF ALTERNATE MEMBERS; AMENDING REMOVAL REQUIREMENTS; CREATING STAGGERED BOARD TERMS; AMENDING PORT ST. LUCIE YOUTH COUNCIL BYLAWS; PROVIDING FOR ADOPTION OF RECITALS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, the City Council approved Resolution 23-R105, on September 11, 2023, creating rules and procedures for City boards and committees and providing a centralized resolution for all enacted boards and committees and their bylaws;

**WHEREAS**, City Council approved Resolution 23-R127, on July 10, 2023, to revise the Boards and Committees rules and procedures by changing the City of Port St. Lucie Youth Council from an advisory board to a fact finding board, exempting the board from the Florida's Government in the Sunshine Law;

**WHEREAS**, the City of Port St. Lucie desires to create bylaws for the newly active Keep Port St. Lucie Beautiful board;

**WHEREAS**, the City of Port St. Lucie desires to amend the bylaws for the City of Port St. Lucie Youth council to remove limit on number of members and create a board structure which provides inclusivity and opportunities to all City youth;

**WHEREAS**, the City of Port St. Lucie aims to amend and clarify the role of the alternate board member to foster involvement and create seamless transition from alternate member to acting full member;

**WHEREAS**, this Resolution amends procedures, such as replacing agency representatives on boards and creating staggered board terms, to help create more effective and productive boards.

**WHEREAS**, this Resolution repeals and replaces previously approved resolution 23-R127.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF PORT ST. LUCIE:**

**SECTION 1. Ratification of Recitals.** The foregoing recitals are hereby ratified and confirmed as true and correct and are hereby made a part of this Resolution.

**SECTION 2.** This Resolution shall govern all boards and committees and serves as the operating procedures of each board and committee unless as provided by State and/or Federal Law. This Resolution shall govern any subsequently created boards and committees, at the direction of the City Council or the City Manager, established after the enactment of this Resolution. Unless

## RESOLUTION 24-R

provided by Exhibit herein the following boards and committees are amended or created as follows:

### **I. BOARDS AND COMMITTEES; CONFLICT.**

#### A. Boards:

1. Affordable Housing Advisory Committee (“AHAC”)
2. Charter Review Committee (shall be convened by Resolution of City Council)
3. Citizens Advisory Committee (f/k/a Budget Advisory Committee)
4. Civil Service Appeals Board (City Council shall serve ex-officio capacity)
5. Construction Board of Appeals (f/k/a Contractor’s Examining Board)
6. Districting Commission (which shall be governed pursuant to section 5.05(b) of the Charter of the City of Port St. Lucie)
7. Infrastructure Surtax Citizens’ Oversight Committee
8. Keep Port St. Lucie Beautiful
9. Municipal Police Officers’ Retirement Trust Fund Board of Trustees (which shall be governed pursuant to Chapter 185, Florida Statutes).
10. Planning and Zoning Board
11. Port St. Lucie Youth Council (strictly educational non sunshine board)
12. Public Art Advisory Board
13. Safety Review Board (staff driven board)
14. Site Plan Review Committee (which shall be governed pursuant to section 158.236 of the City Code of Ordinances)

#### B. Conflict:

1. If this Resolution, or any part of this Resolution, conflicts with any boards’ bylaws, the bylaws shall prevail.

### **II. Meeting Requirements.**

A. A quorum shall consist of a majority of the committee or board’s size. If there are any vacant seats within the board, a quorum still consists of a majority of the board’s intended size, not how many seats are presently filled.

- a. If an absent voting member will affect quorum, an alternate member shall be contacted to act as a voting member for that meeting. Alternate members shall substitute for absent voting members on a rotating basis, per the schedule provided by the City Clerk’s office.

RESOLUTION 24-R

- B. To the extent possible, each member shall be notified of the place and date of each meeting by written notice or by telephone at least twenty-four (24) hours prior to any adjourned, called, or special meeting.

**III. Appointment, Removal, Resignation, and Vacancies.**

- A. Appointment. At the recommendation of the Mayor and consent of the Council, qualified individuals may be appointed to a board/committee by an affirmative vote of City Council.. All Board and Committee Members shall serve without compensation.
1. Voting members. Voting members shall have full rights pursuant to Robert’s Rule of Order, City ordinances, resolutions, policies, and procedures, and applicable law.
  2. Alternate members. Alternate members shall have all rights afforded to voting members except the ability to make motions, engage in discussion/debate once a motion is on the table, and vote on items. Alternate members may not engage in discussion, as a member of the board or committee, during quasi-judicial proceedings.
- B. Removal. Removal shall be done via resolution pursuant to section 112.501, Florida Statutes.
1. Where a board has a member seat that must be filled by a representative from a specific agency, the agency must replace the representative by providing notice to the City that the current representative member shall no longer serve on the board and provide a replacement representative’s application to the City for review by the Mayor, at least two (2) weeks prior to a City Council meeting. Recommendation by Mayor for replacement shall be placed on the next City Council meeting for approval by the City Council.
- C. Resignation. Any board member wishing to resign shall submit written notice to the City Clerk announcing their resignation and shall include the effective date of such resignation. Any board member resigning prior to the expiration of their term shall not be eligible for reappointment to any board or committee for a period of one (1) year following the resignation, unless good cause is shown.
- D. The Mayor may elevate an alternate member or appoint from existing or new applications on file for any vacancies occurring mid-term. Applications on file are only valid for one (1) year. In the event there are no alternates available or applications on

RESOLUTION 24-R

file, the vacant position will be posted, for the remainder of the original term period with consent of City Council.

**IV. Board Terms; Staggered Terms.** For those members appointed in 2024, members shall be grouped into three (3) separate “classes” of members: Class A, Class B, and Class C. Class C shall serve a one-year term, Class B shall serve a two-year term, and Class A shall serve a three-year term. After the first term, years 2025, 2026, and 2027, respectively, each Class’s term shall become three (3) years, effectuating staggering board terms.

- a. Members of each class, for members appointed in 2024, shall be grouped randomly by the City Clerk’s office, with the exception of Class C being only alternate members. Following the first term, classes shall expire, and each subsequent member shall serve a three (3) year term.
- b. There shall be no term limit for board members, however, the City Council may reappoint board members who reapply for their positions.

**V. Selection of Chair and Vice Chair.** At the first meeting of the year, members of each Board and Committee shall nominate a Chair, a Vice Chair, and a Chair Pro Tem. Members shall vote for these officers by paper ballot and the City Clerk shall announce the results prior to ending the meeting. The Chair, Vice Chair, and Chair Pro Tem, shall serve one (1) year terms as officers. The Chair shall serve no more than one (1) year term. All election of officers shall be done by paper ballot prepared by the City Clerk.

**VI. Operating Procedures.**

- A. Robert’s Rule of Order. Except to the extent there is a conflict with Florida Statutes, City Code, or this Resolution, “Robert’s Rule of Order” shall govern all meetings of boards and committees. All members of boards and committees must vote unless there is an executed conflict form submitted to the City Clerk disclosing such conflict.
- B. Florida’s Government in the Sunshine Law Training. Except for the Port St. Lucie Youth Council, all meetings shall be open to the public and properly noticed according to State Law. Except for the Port St. Lucie Youth Council, all board members shall undergo yearly Sunshine training.
- C. Order of Business.
  - 1. *At all regular board and committee Meetings, the general order of business before the Committee shall be as follows:*
    - (a) Call to Order

RESOLUTION 24-R

- (b) Roll Call
  - (c) Determination of Quorum
  - (d) Approval of the Minutes
  - (e) Public to be Heard
  - (f) New Business
  - (g) Unfinished Business
  - (h) Adjournment
2. *The order of business for called or special meetings shall be as follows:*
- (a) Call to Order
  - (b) Roll Call
  - (c) Determination of Quorum
  - (d) Business which is the subject of the special or called meeting
  - (e) Adjournment
3. The presentation for Quasi-Judicial Hearings shall be held pursuant to section 32.80 of the City Code.

**VII. Declared State of Emergency.** When the City Manager declares a State of Emergency for the occurrence of a natural disaster, committees shall be permitted to meet via Communications Media Technology (CMT), along with the following:

- A. During a State of Emergency, a quorum shall consist of a majority of board members present remotely.
- B. Voting shall be permitted to take place via Communications Media Technology (CMT).

**SECTION 3. Conflict.** If any resolution, or parts of resolutions, are in conflict herewith, this Resolution shall control to the extent of the conflicting provisions. This Resolution shall supersede any and all resolutions governing City boards and committees prior to the enactment of this Resolution.

**SECTION 4. Severability.** The provisions of this Resolution are intended to be severable. If any provision of this Resolution is determined to be void or is declared illegal, invalid, or unconstitutional by a Court of competent jurisdiction, the remainder of this Resolution shall remain in full force and effect.

**SECTION 5. Effective Date.** This Resolution shall become effective immediately.

RESOLUTION 24-R

**PASSED AND ADOPTED** by the City Council of the City of Port St. Lucie, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY COUNCIL  
CITY OF PORT ST. LUCIE

By: \_\_\_\_\_  
Shannon M. Martin, Mayor

ATTEST:

\_\_\_\_\_  
Sally Walsh, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Richard Berrios, City Attorney

RESOLUTION 24-R

**EXHIBIT “A”**  
**Affordable Housing Advisory Committee “AHAC” Bylaws 2024**

**ARTICLE I. OBJECTIVES AND PURPOSE**

**Section 1.** The objectives and purposes of the Affordable Housing Advisory Committee shall be as follows:

Annually, the Advisory Committee shall review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions, including recommendations to amend the local government comprehensive plan and corresponding regulations, ordinances, and other policies. At a minimum, each Advisory Committee shall submit a report to the local governing body that includes recommendations on, and annually thereafter evaluates the implementation of, affordable housing incentives in the following areas:

- A. The processing of approvals of development orders or permit, as defined in sections 163.3164 (15) and (16), Florida Statutes, for affordable housing projects is expedited to a greater degree than other projects.
- B. The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
- C. The allowance of flexibility in densities for affordable housing.
- D. The reservation of infrastructure capacity for housing for very low-income persons, low-income persons, and moderate-income persons.
- E. The allowance of affordable accessory residential units in residential zoning districts.
- F. The reduction of parking and setback requirements for affordable housing.
- G. The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- H. The modification of street requirements for affordable housing.

## RESOLUTION 24-R

- I. The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- J. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- K. The support of development near transportation hubs and major employment centers and mixed-use developments.

The Advisory Committee recommendations may also include other affordable housing incentives identified by the Advisory Committee.

### **ARTICLE II. MEMBERSHIP**

**Section 1.** Members shall be appointed by the City Council, in accordance with the provisions set out by the City of Port St. Lucie.

**Section 2.** Members shall:

- A. Have a general knowledge of the City;
- B. Exhibit a genuine interest in the affairs and development of the City;
- C. Devote the time necessary to serve the Committee;
- D. Serve without pay or remuneration;
- E. Make judgments without respect to any personal gain;
- F. Support the adopted policies of the City;
- G. Have their primary residence or business within the City of Port St. Lucie;
- H. Be representative of at least one of the following:
  - 1. Citizen actively engaged in the residential home building industry in connection with affordable housing;
  - 2. Citizen actively engaged in the banking or mortgage banking industry in connection with affordable housing;
  - 3. Citizen representative of those areas of labor actively engaged in home building in connection with affordable housing;
  - 4. Citizen actively engaged as an advocate for low-income persons in connection with affordable housing;
  - 5. Citizen actively engaged as a for-profit provider of affordable housing;
  - 6. Citizen actively engaged as a not-for-profit provider of affordable housing;



## RESOLUTION 24-R

7. Citizen actively engaged as a real estate professional in connection with affordable housing;
8. Citizen actively serving on the local planning agency pursuant to 163.3174, Florida Statutes;
9. Citizen residing within the jurisdiction of the local governing body making the appointments;
10. Citizen who represents employers within the jurisdiction;
11. Citizen who represents essential services personnel, as defined in the local housing assistance plan;

**Section 4.** Members of the Committee may be removed in accordance with the provisions set out by the City of Port St. Lucie.

**Section 3.** The Committee shall consist of nine (9) members and two (2) alternate members. Eight (8) of the members shall be representative of at least six (6) of the eleven (11) representative categories as outlined by Florida State Statutes and listed in Article II. Section 2 above. One (1) member of the Committee shall always be an active, elected official of the City of Port St. Lucie as provided by Florida Law. Officers shall be elected in accordance with the provisions set out by the City of Port St. Lucie.

### **ARTICLE IV. MEETINGS**

**Section 1.** Regular or special meetings may be held at any time or place by the Committee provided that such meetings shall be held in accordance with the provisions set out by the City of Port St. Lucie, subject to the call of the Chairperson or in the absence of the Chairperson, the Vice-Chairperson.

**Section 2.** All meetings of the Affordable Housing Advisory Committee shall be open to the public and advertised publicly.

**Section 3.** All meeting schedules and agendas shall be determined and voted on by the Committee, in accordance with the provisions set out by the City of Port St. Lucie, subject to the call of the Chairperson or in the absence of the Chairperson, the Vice-Chairperson.

### **ARTICLE V. QUORUM**

**Section 1.** For the purpose of transacting business at any regular meeting, adjourned, special or called meeting, five (5) members will constitute a quorum and an affirmative vote of five members will be required to pass on any matter.

### **ARTICLE VI. FLORIDA STATE STATUTES**

RESOLUTION 24-R

Section 1. The Committee shall follow rules set out by the Florida State Statutes Chapter 420 HOUSING SECTION 9076 Adoption of affordable housing incentive strategies; committees.

RESOLUTION 24-R

**EXHIBIT “B”**  
**Charter Review Committee 2023**

The Charter Review Committee will operate as set-forth in a Resolution calling for a Charter Review.

RESOLUTION 24-R

**EXHIBIT “C”**  
**Citizens Advisory Committee By-Laws 2023**

**Section 1.**     Qualifications: When appointing or consenting to members and alternate members, expertise shall be an important consideration of the Mayor and City Council. The expertise of applicants may be determined based on whether an applicant possesses an established financial background and budgeting experience. An established financial background may include, but is not limited to, educational background, experience, or both in a government budget process or private sector budget process, accounting experience, or high-level financial management experience.

**Section 2.**     Attendance: The Citizens Advisory Committee shall meet at least once (1) per month unless there is no business to transact by the day before the regular meeting date. Special meetings may be called by a majority vote of the members of the Citizens Advisory Committee or as requested by the City Council.

**Section 3.**     Duties and Responsibilities: The duties and responsibilities of the Citizens Advisory Committee shall include, but not be limited to, the following:

- A. Review of the City Manager’s proposed budget, capital improvements plan, and budget update following the presentation of same to the City Council;
- B. If directed by the City Council review and advise the City Manager and the City Council on up to three (3) service areas or revenue sources each budget year, i.e. Solid Waste Fund, Gas Tax Revenue, and Saints Golf Course operations;
- C. If directed by the City Manager review and provide recommendations on specific expenditures, revenues, services, and policies;
- D. Provide recommendations to the City Manager on methods and tools to engage citizens in the budget process;
- E. Upon recommendation of the City Manager, City staff may provide appropriate support to the Citizens Advisory Committee; and
- F. Provide any and all recommendations in writing to the City Manager prior to making any recommendations to the City Council.

RESOLUTION 24-R

**EXHIBIT "D"**  
**Civil Service Appeals Board 2023**  
**(City Council shall serve ex-officio capacity)**

RESOLUTION 24-R

**EXHIBIT “E”  
Construction Board of Appeals Revised By-laws 2023**

**ARTICLE I. NAME**

The name of the Board is the Construction Board of Appeals (“CBA” or “Board”). The CBA is created by City Council as follows.

**ARTICLE II. MISSION AND PURPOSE**

The Board was created to serve as the local construction regulation board with authority to issue certificates of competency, discipline locally licensed contractors, regulate unlicensed contractor activity, and hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code.

The Board is required by Ordinance to establish rules and regulations for its own procedure not inconsistent with the provisions of the code or any other provision of city Code of Ordinances. The Board shall meet as needed at the call of the chairperson, after a request to call a meeting by the secretary. The Board is also required to establish rules to prescribe the procedure for determining the qualifications of an applicant to show: (1) the applicant’s degree of experience; (2) the applicant’s knowledge of building, safety, health, and lien laws of the county, state and federal governments as may be applicable; and (3) the applicant’s knowledge of rudimentary administrative principles of the contracting business for which application is being made.

**ARTICLE III. MEMBERS**

Members shall be appointed by the City Council. The Board is required to consist of seven (7) regular members plus two (2) alternate members. Regular Board members, must be St. Lucie County residents, each of whom has a vote, with knowledge and experience in the technical codes and to include to the greatest extent possible:

- One (1) Division 1 Contractor (GC,BC,RC)
- One (1) Architect or Engineer
- One (1) Electrical Contractor
- One (1) Plumbing Contractor
- One (1) HVAC Contractor
- One (1) Building Code Administrator
- One (1) Member at large from the public

## RESOLUTION 24-R

A contractor who serves on the Board must hold a current Florida state contractor's license or a Certificate of Competency issued by the City, and carry valid insurance and workers' compensation, as required by law.

### **ARTICLE IV. MEETINGS AND ATTENDANCE**

The Board is required to hold not less than four (4) regular meetings each year. The meetings are to be called by the chairperson of the Board, and in his or her absence, by the vice-chairperson of the Board.

### **ARTICLE V. ORDER OF BUSINESS**

The general order of business at Board meetings shall be as follows:

1. Call to order
2. Roll call
3. Determination of Quorum
4. Pledge of Allegiance
5. Approval of minutes
6. Additions or deletions to Agenda
7. Approval of Consent Agenda
8. New Business
9. Quasi-Judicial Hearings
10. Citation Hearings
11. Certification of Fine Hearings
12. Disciplinary Hearings
13. Public to be heard
14. Adjourn

### **ARTICLE VI. QUORUM**

Four (4) members of the Board constitute a quorum at any meeting, and a majority vote of those present are required to make any decisions. In modifying a decision of the building official, the affirmative vote of the majority present, but not less than four (4) affirmative votes, shall be required. If regular members are unable to attend a meeting, the alternate members shall vote.

RESOLUTION 24-R

**EXHIBIT “F”**

**Districting Commission**

(Shall be governed pursuant to section 5.05(b) of the Charter of the City of Port St. Lucie)



**EXHIBIT “G”**  
**Infrastructure Surtax Citizens’ Oversight Committee By-Laws 2023**

**Section 1.** Membership and Qualifications: Term of Appointment; Vacancy.

A. The Committee shall consist of seven (7) members and two (2) alternates. All members shall have the following qualifications:

1. All members shall be residents of the City;
2. Members shall not be elected officials or City staff members;
3. Consideration should be given to applicants that have a background in engineering, planning or finance.

**Section 2.** Responsibilities and Duties: The Committee shall act solely in an oversight and advisory capacity to the City Council. The Committee shall not be responsible for identifying projects or determining the priority of a proposed project on the approved Projects List. Project priorities are determined by the City Council based upon many factors. including, but not limited to, availability of surtax revenues along with the status of project design and permitting. The Committee shall have the following responsibilities and duties

*A. Prepare an annual report to the City Council regarding:*

1. Whether City's expenditure of Surtax proceeds for the fiscal year was consistent with the requirements of Section 212.055(2), Florida Statutes, and the ballot language approved by the voters; and
2. Whether the City's expenditure of Surtax proceeds for the fiscal year was consistent with City Ordinance 18-50.

*B. Review documents and projects:*

1. The Committee will be presented with appropriate documents, plans, budgets, designs, permits (or permit applications), reports, photographs, presentations or other materials to sufficiently determine the status of each project.
2. Review and comment upon any changes or additions to the Projects List that may occur as a result of emergencies, hurricanes or other

## RESOLUTION 24-R

acts of God that might necessitate altering the Projects List. In the case of an emergency, the Committee may be consulted after-the-fact.

- C. *Meetings*: The Committee shall meet quarterly. Special meetings may be called by a majority vote of the Committee members or as requested by City Council in order to fulfill its duties and responsibilities.
- D. *Reports*. The Committee shall compile information received from the City on Surtax expenditures so that it is able to provide annual reports to the City Council by December 31st of each year. or by some other date as determined by the Committee. The Committee also shall provide a final report to the City Council prior to sun-setting and completing its operations.
- E. *Subcommittees*. By majority vote of the Committee members present and voting, a subcommittee, task force, or work group. may be created to further the purpose of the Committee. Any such task force, work group, or sub-committee shall be made up of Committee members and shall report their findings and/or recommendations back to the Committee for action.

**Section 3. Sunset Provisions: Pursuant to County Ordinance No. 18-004, the Surtax shall be in effect only through December 31, 2028. It shall “sunset” and expire thereafter, without further action by any local government.** The Committee shall remain in effect for the life of the Surtax imposed pursuant to County Ordinance No. 18-004 and until all Surtax proceeds are expended by the City Council. Thereafter, the Committee shall automatically sunset.

RESOLUTION 24-R

**EXHIBIT “H”**

**Keep Port St. Lucie Beautiful**

**ARTICLE I. MISSION, PURPOSE AND GOALS**

Keep Port St. Lucie Beautiful serves to foster the strategic goal of a clean, safe, and beautiful City of Port St. Lucie. Keep Port St. Lucie Beautiful aims to build community partnerships, improve public health and safety, reduce illegal dumping, enhance property values, eradicate litter, and foster community pride.

**ARTICLE II. MEMBERSHIP AND STRUCTURE**

**Section 1. Membership**

Keep Port St. Lucie Beautiful members shall consist of City of Port St. Lucie staff and members of the community, including residents of the City and public, private, and civic representatives. City staff shall represent different departments in the City. Members shall be appointed by the Mayor upon recommendation by the Director of the Office of Solid Waste (“Director”).

**Section 2. Structure**

Keep Port St. Lucie Beautiful shall consist of a delegation of general members and a Board. The Board shall be comprised of seven (7) members, which may consist of five (5) staff members and two (2) members from the public, private, and civic representatives. There shall be two (2) alternate members.

The board shall appoint, by a majority vote, a chair, vice chair, and chair pro temp to serve on the Board.

There shall be subcommittees, including but not limited to, the Holiday Lights Committee, which both general members and board members may join.

**ARTICLE III. DUTIES AND RESPONSIBILITIES**

*The board’s duties and responsibilities include:*

1. Identifying areas of opportunities for volunteering and community involvement to assist with litter pickup and other activities which help continue to keep the City clean and beautiful.
2. Creating, implementing, and participating in volunteering opportunities aimed at the goal of eradicating litter in the City.
3. Gathering input from residents regarding the litter status of the City, identifying challenges or opportunities for improvement, and providing potential solutions to staff and City Council.
4. Setting Strategy, implementing ideas, and communicating with staff, City Council, and any other parties responsible for keeping the City clean, safe, and beautiful.
5. Recruiting more volunteers to assist in litter eradication activities.
6. Identifying and participating in community events to provide educational opportunities for residents to become more familiar with litter eradication efforts and discover more ways to volunteer and contribute to litter eradication efforts at their own home or workplaces.

## RESOLUTION 24-R

### **ARTICLE IV. MEETINGS**

Meetings shall be held quarterly unless otherwise proscribed by the Director or Board. For quorum, there must be a majority of the Board present, not a majority of the general members.

### **ARTICLE V. RESIGNATION AND REMOVAL**

Members may resign at any time by providing written notice of their resignation and specifying their last date of service to the governing board. Staff representing the various City departments serve the board at will and may be removed or switched out at the discretion of the Director, City Manager, and/or Mayor.

The public, private, or civic representative agencies may also replace their representatives by providing the member who is no longer serving and the application of the new representative to the Solid Waste Department Head. Such change must be effectuated via a memo from the Mayor and presented to City Council, for approval, on the consent agenda.

RESOLUTION 24-R

**EXHIBIT "I"**

**Municipal Police Officers' Retirement Trust Fund Board of Trustees 2023**  
(Shall be governed pursuant to Chapter 185, Florida Statutes)

RESOLUTION 24-R

**EXHIBIT “J”**  
**Planning and Zoning Board Revised By-Laws 2023**

**ARTICLE I: POWERS AND DUTIES.**

The Planning and Zoning Board shall have the following powers and duties:

- A. *Financing.* Make recommendations for the financing of improvements; but those recommendations for financing shall in no way be binding on the city council.
- B. *Comprehensive plan.* The comprehensive plan shall be adopted and may be amended from time to time. The plan, together with accompanying maps, charts, and explanatory matters shall show the recommendations of the Board for the development of the city and, among other things, may include recommendations as to the general location, character and extent of streets, bridges, parks, water ways, or other public ways, the general location of public buildings and other public property, and general location and extent of public utilities, the removal, relocation, widening, extension, narrowing, abandonment or change of use of existing or future public ways, grounds, spaces, buildings, or utilities.
- C. *Procedure for adoption of comprehensive plan.* The adoption of any future comprehensive plan or any part thereof, or any amendment, extension, or addition to the current comprehensive plan as set forth in Chapter 151, Florida Statutes.
- D. *Disposal of City property.* If requested by the City Council, the Board may make recommendations on the leasing or disposition of real property. However, the City Council shall have authority to overrule the recommendation of the Board on any proposal.
- E. *Neighborhoods.* Make recommendations for the improvement and development of neighborhoods.
- F. *Public relations.* Promote public interest in, and understanding of, the comprehensive plan and other proposals submitted by the board.
- G. *Budget.* The Board shall make recommendations on the annual update to the capital improvements element of the comprehensive plan.

RESOLUTION 24-R

- H. *Voting.* The planning and zoning board shall make recommendations to the city council pertaining to all items relating to planning and zoning before any council action may be taken.
- I. The Planning and Zoning Board may only table items at the request of the applicant or City Staff.

RESOLUTION 24-R

**EXHIBIT “K”  
Port St. Lucie Youth Council 2023**

**ARTICLE 1. SCOPE, MISSION AND VISION**

**Section 1. Scope.**

The Port St. Lucie Youth Council (“Youth Council”) is a fact-finding board, consisting of local high school students. The Youth Council is not subject to the Florida Government in the Sunshine Law.

**Section 2. Mission.**

To provide youth with an understanding of the inner workings of municipal government while cultivating leadership skills and working towards the City’s strategic plan through a youth perspective.

**Section 3. Vision.**

To be leaders amongst their peers, while amplifying the voices of the City’s youth and finding opportunities for civic engagement and community service.

**ARTICLE 2. MEMBERSHIP, TERM, QUALIFICATION, AND STRUCTURE**

**Section 1. Membership and Term**

The Youth Council shall have no limit on the number of members. Each member shall serve a one (1) year term and shall be automatically opted into the next term, provided the member is in good standing at the end of the previous term, the member has not opted out for the next term, and the member will remain a high school student for the upcoming term. Members who are not in good standing at the end of the term may reapply after their term has expired. There is no limit on terms served. The initial term shall begin in August 2024 and expire in May of 2026. The application process for the Youth Council shall open every year in May.

**Section 2. Qualifications.**

All members shall have the following qualifications:

1. All members must be students enrolled in grades ninth (9<sup>th</sup>) through twelfth (12<sup>th</sup>)
2. All members must be residents of the City of Port St. Lucie



RESOLUTION 24-R

- 3. All members must complete, in its entirety, an application by the designated deadline.
- 4. All members must be appointed by the Mayor and are subject to certain qualifications, including but not limited to, GPA/grades, academic and behavioral standing, letter of recommendation, and overall interest and promise in, as well as commitment to membership in the City of Port St. Lucie Youth Council.

**Section 3. Structure.**

The Port St. Lucie Youth Council shall be comprised of a delegation of members who may choose to serve on a variety of committees and/or the Governing Board (“Board”).

The delegation, with approval from the Board, shall create committees at the start of each academic year. The delegation shall meet at a frequency and time determine by the Board

Governing Board members shall meet at a frequency and time determined by the Board at the start of the academic year.

Committees may meet at a time and frequency determined by members of the committee, but no less frequency than necessary to accomplish that committee’s goals and objectives.

**ARTICLE 3. DUTIES AND RESPONSIBILITIES**

The Youth Council shall coordinate activities for City youth, obtain data from City youth and residents, and provide said data to City staff and the City Council to help cultivate a better understanding of the needs of the City’s Youth population.

Members must serve on at least one (1) committee per year. Members must dedicate forty (40) hours to Youth Council which can be done in a variety of ways, listed below:

<b>Event/Meeting</b>	<b>Hours</b>
Youth Council Retreat- <i>September</i>	5 hours
City Council Meeting- <i>Year-Round</i>	3 hours (Per Meeting)
Youth Council Meeting- <i>Monthly</i>	2 hours (Per Meeting)

RESOLUTION 24-R

Florida League of Cities Annual Youth Conference- <i>October</i>	8 hours
National League of Cities Annual Summit- <i>November</i>	8 hours
PSLinLights Party- <i>December</i>	6 hours
Citizen Summit- <i>February</i>	7 hours
Legislative Action Days- <i>March</i>	14 hours (2-day trip)
Community Service- <i>TBD</i>	4-5 hours (varies depending on the project)
City Signature Events- <i>September-June</i>	4-5 hours (Per event)
Community Field Trips- <i>September-June</i>	2-3 hours (Depending on location)
Other events/hour opportunity as set forth by the Governing Board	<i>TBD</i>

**ARTICLE 4. GOVERNING BOARD**

The delegation shall vote for a Governing Board determinative of, including but not limited to, interest in serving on the governing board, previously serving on the Youth Council, strong qualifications such as leadership experience, academic excellence, or strong recommendation from the community, and nomination from peers.

The Governing Board shall:

- Be comprised of at least five (5) members.
- Consist of a chair, vice chair, chair pro temp, committee chair, and volunteer chair. The Board shall serve for one (1) term.

**ARTICLE 4. RESIGNATION AND REMOVAL**

Members may resign at any time by providing written notice of their resignation and specifying their last date serving on the Youth Council to the Governing Board.

Members may only be removed by the Governing Board upon good cause must be shown.

## RESOLUTION 24-R

Governing board members may resign at any time by providing written notice of their resignation and specifying their last date serving on the Board to the Mayor. Thereafter, time in term allowing and after succession rules are implemented, the Governing Board shall nominate a member to serve on the applicable vacancy for the remaining amount of the term.

Governing board members may only be removed by the Board for good cause shown.

RESOLUTION 24-R

**EXHIBIT “L”**  
**Public Art Advisory Board By-Laws**

**ARTICLE I. Public Art Advisory Board, creation, and composition.**

- A. A Public Art Advisory Board is hereby created as a body of individuals appointed by the mayor and consented to by City Council that shall have the duty and responsibility to make recommendations to the City Council on public art projects.
- B. The Public Art Advisory Board must be comprised of seven (7) members and two (2) alternates as follow:
  - 1. A representative of the St. Lucie County Chamber of Commerce.
  - 2. A representative of the Treasure Coast Builders' Association.
  - 3. Whenever possible, the remaining members should be representative of one (1) or more of the following classifications:
    - a. Architect, or Interior Designer;
    - b. Landscape Architect or Land Use Planner;
    - c. Professional in the field of art;
    - d. Art or Architectural Historian;
    - e. Art Educator;
    - f. Artist.
- C. All members and alternates of the Public Art Advisory Board must reside within the City limits for a minimum of one (1) year preceding appointment.
- D. Each member of the Public Art Advisory Board serves without compensation.
- E. No member of the Public Art Advisory Board may be the artist, provide the artwork, provide art consulting services, or have any interest in any artwork to be reviewed by the board, whether proposed by a private developer or the City.
- F. In the event the Public Art Advisory Board is suspended, the City Manager or designee shall assume the duties and responsibilities of the Public Art Advisory Board as provided under this chapter.
- G. All meetings of the Public Art Advisory Board must comply with Florida law.

**ARTICLE II. Public Art Advisory powers, duties, and functions.**

- A. The Public Art Advisory Board shall:
  - 1. Advise the City Council on the adoption of policies and procedures to acquire, commission, and maintain works of art in public places.

## RESOLUTION 24-R

2. Advise the City Council regarding applications for the installation of art as part of private projects pursuant to this chapter.
  3. Advise the City Council regarding installation of art as part of public projects pursuant to this chapter.
  4. Advise the City Council regarding proposed donations of art pursuant to this chapter.
  5. Recommend sites for location of public art in accordance with the public art master plan.
  6. Provide recommendations and guidance in implementation of the public art master plan.
  7. From time to time, recommend to the City Council updates or revisions to the public art master plan that identify proposed locations and criteria for public artwork, art selection, and placement criteria, and other program recommendations, to reflect the changing environment of the City. It is the intent that such master plan be updated every five (5) years.
  8. Conduct, with the assistance of City staff, calls to artists regarding installation of art as part of public projects and regarding installation of art using the Art Fund pursuant to this chapter.
  9. Provide recommendations to the City Council on the maintenance of city-owned artwork to preserve and protect the public art in the city's collection.
  10. Provide recommendations to the City Council on the deaccessioning, removal, or replacement of public art owned by the City.
  11. Advise the City Council regarding murals to be installed on city property.
  12. Propose recommendations to the City Council regarding the art in public places ordinance and program.
  13. Report to the City Council, on an annual basis, the status of the art in public places program, the application of the master plan, the use of art in public places funds and the fund balance.
- B. The recommendations of the public art advisory board to the City Council are advisory only and may or may not be consistent with similar recommendations made to the City Council by other City boards.

RESOLUTION 24-R

**EXHIBIT “M”**

**Safety Review Board By-Laws**

**ARTICLE I. PURPOSE:**

The purpose of the Safety Review Board will be to establish guidelines and make recommendations essential for providing a Safety Program with a primary objective of reducing the frequency and severity of bodily injuries to employees, and the general public; damage to property, and liability losses. Inherent in the guidelines is the charge to provide a safe and healthful work environment.

**ARTICLE II. ELECTION OF OFFICERS / BOARD MEMBERS:**

- A. The election of Officers will provide for a Chairperson, a Vice Chair-Person, and a Recording Secretary provided by the City Clerk’s Office.
- B. Members will serve on the Board for a three (3) year term, with members alternating the turnover, thereby creating a completely new Board, each term. Members shall be appointed by each Department Head. A maximum of two (2) individuals from each department will be appointed.
- C. Members may serve consecutive terms subject to the approval of their Department Head.
- D. Terms of office will commence at the beginning of each calendar year.

**ARTICLE III. MEETINGS / ATTENDANCE:**

- A. All meetings shall be in person unless otherwise directed by the City Manager.
- B. Meetings will be held at a minimum on a bi-monthly basis, on the third Thursday of the month. Special meetings will be held as called by the Chairperson.
- C. A quorum shall consist of at least half or more of total Board members.
- D. Board member shall attend all meetings unless they have notified Risk Management in advance of the meeting that they will not be in attendance. The Board member will be responsible for notifying the Department Head and coordinating an alternate to attend.
- E. Board member and / or Officers may be removed from office for unexcused absences of two or more consecutive meetings or for other reasons as determined by majority vote of the Board, or at the discretion of their Department Head.

RESOLUTION 24-R

**ARTICLE IV. RULES OF PROCEDURE:**

- A. Decisions of the Board shall be made by at least a quorum of the Board
- B. Each accident / injury will be reviewed on a bi-monthly basis as reported on the claim logs maintained by Risk Management.

**ARTICLE V. RECOMMENDATIONS:**

- A. All recommendations will be directed to the respective Department Head.
- B. The Department Head will have thirty (30) days to respond to the Board's recommendation.

RESOLUTION 24-R

**EXHIBIT “N”**

**Site Plan Review Committee**

(Shall be governed pursuant to section 158.236 of the City Code of Ordinances)