



City of Atlantic Beach

Agenda

Cultural Arts and Recreation Advisory Committee (CARAC) Meeting

Tuesday, January 11, 2022 - 6:00 p.m.

Commission Chamber
City Hall, 800 Seminole Road

Page(s)

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

None

3. PUBLIC COMMENTS

4. ONGOING BUSINESS

- 4.A. Shakespeare in the Park Update - Trena / Veronica
- 4.B. Project Updates in Scrumwise - An
- 4.C. Schedule Contributions Guidelines revision meeting – An
- 4.D. Budget 2022 -2023 Update – Jane
- 4.E. Increasing awareness of events and programs update - An
- 4.F. Status update on CivcRec Software - Trena / Veronica

5. NEW BUSINESS

- 5.A. Standard meeting days and times - Trena
- 5.B. Program on the 21st. CAP at Baker. Invite members. – Jane
- 5.C. CARAC Committee and Teen Council Resolutions (Duties, Responsibilities & Oversight)

3 - 7

[Compilation of CARAC and Teen Council Resolutions](#)

6. OTHER AGENDA ITEMS/ANNOUNCEMENTS

7. ADJOURNMENT

Any person wishing to speak to the Cultural Arts and Recreation Advisory Committee on any matter at this meeting should submit a Comment Card located at the entrance to Commission Chamber prior to the start of the meeting.

This meeting will be live-streamed and videotaped. To access live or recorded videos, click on the [Meeting Videos tab](#) on the city's home page at www.coab.us.

In accordance with the American with Disabilities Act and Section 286.26 of the Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact City Clerk Donna Bartle at 247-5809 or at City Hall, 800 Seminole Road, Atlantic Beach, Florida not less than three (3) days prior to the date of this meeting.

**Compilation of current language from
Resolutions governing the
CULTURAL ARTS AND RECREATION ADVISORY COMMITTEE
and
TEEN COUNCIL**

CULTURAL ARTS AND RECREATION ADVISORY COMMITTEE:

Purpose. (Resolution No. 02-13)

The purpose of the Cultural Arts and Recreation Advisory Committee is to propose, plan, promote and review artistic, recreational and cultural programs, exhibits and projects for the citizens of Atlantic Beach. The Committee is advisory and exists for the purpose of making recommendations to the City Commission regarding the most efficient and effective ways to spend limited tax dollars for the maximum benefit of the community. The Committee shall propose a diverse variety of programs to benefit citizens in all areas of Atlantic Beach and may participate in a variety of ways to make the events happen after approval by the City Commission and coordination with City staff.

Membership of CARAC. (Resolution No. 19-68)

There shall be a total of seven (7) Committee members with one (1) alternate appointed by the Mayor and Commission. Members must be residents of Atlantic Beach. The term of office shall be for three (3) years and members may serve a maximum of three (3) consecutive terms. All terms shall expire on December 31 of the proper year, provided, however, that members whose terms expire shall continue to serve until replacement appointments are effective. Members of this Committee may hold a public office or other appointed position in the City, provided the powers and authority of this Committee remain advisory only. Any vacancy during the unexpired term of a member shall be filled for the remainder of the term. Should the length of the unexpired term be less than one year, then such appointment shall not count towards the maximum number of consecutive terms. Any Committee member may be removed for cause by the City Commission upon written charges and after public hearing. Any member who fails to attend three (3) consecutive meetings without notice to the Director of Cultural Arts and Recreation or his/her designee and without reasonable cause shall have his/her office declared vacant by the Committee,

and the City Commission shall promptly fill such vacancy. A member may choose to resign from the Committee at any time by giving written notice to the City Clerk.

Duties and Responsibilities. (Resolution No. 02-13)

- (a) Develop plans, promote and support programs and projects to bring the benefits of art and recreation to the citizens of Atlantic Beach,
- (b) Create and utilize a committee structure to make effective use of the scarce and valuable time of Committee members.
- (c) Recommend an ongoing calendar of special events for the City of Atlantic Beach.
- (d) Submit a recommended annual budget for support of arts and recreation through events or projects for consideration of the City Commission.
- (e) Evaluate and advise the City on the effectiveness of programs and projects that are ongoing or completed to help plan for future events.
- (f) Evaluate and make recommendations to the City on special assignments or requests made by the City Commission or City Manager.
- (g) Help plan or evaluate plans for new recreation facilities if requested by the Mayor and Commission or City Manager.
- (h) Utilize guidelines adopted by the City Commission for evaluation of requests for City funds.
- (i) Evaluate requests for City funding for special events, art projects and recreation programs and make recommendations to the City Commission as to which are most appropriate for funding given budget constraints and the best value for City funds.
- (j) Volunteer work from Committee members to plan and put on events is encouraged and should be coordinated with staff at all phases.
- (k) Reporting of activities will be made to the Commission on a monthly basis through written staff reports and presentations to the Commission at least twice yearly (one of these during the budget preparation process)
- (l) Review the activities and programs of the Atlantic Beach Teen Council and recommend to the City Commission which should be funded and/or otherwise supported.

Commission Liaison. (Resolution No. 02-13)

The Mayor shall designate one City Commissioner to serve as liaison to the Cultural Arts and Recreation Advisory Committee.

City Staff Liaison. (Resolution No. 02-13)

(a) Staff will be assigned by the City Manager to provide technical and administrative support. Staff will assist in preparing budgets, minutes of meetings and other administrative and technical services as needed.

(b) Staff will be responsible for the collection and expenditure of any City funds in accordance with purchasing guidelines.

Organization of Officers. (Resolution No. 02-13)

The Committee shall have the authority to organize themselves and appoint a chairman, vice chairman, and any other officers they deem advisable. The Committee may draft rules to govern the conduct of their business, which shall be approved by the City Commission.

Liability to City. (Resolution No. 02-13)

The City Commission shall consider recommendations for funding of events proposed by the Committee, but nothing in this Resolution or otherwise shall be construed as authorizing or empowering the Committee to impose any liability of any nature, financial or otherwise, upon the City, without City approval.

TEEN COUNCIL

Establishment of Teen Council. (Resolution No. 18-32)

a. **Composition and Qualifications of Teen Council.** (Resolution No. 18-32)

The Atlantic Beach Teen Council shall be composed of Atlantic Beach residents who are thirteen (13) through nineteen (19) years of age and members shall serve without compensation. Membership on this Council will not be limited to a certain number and will be comprised of teenagers wishing to participate. Membership on the Council shall reflect a diversity of different geographic areas of Atlantic Beach as well as race and gender. Teenagers who do not reside in Atlantic Beach are welcome to attend events but shall not be official Teen Council members or officers.

b. **Purpose of Teen Council.** (Resolution No. 18-32)

The Teen Council is created to promote knowledge of civic organizations and encourage involvement of future generations in their communities; to provide a fun and positive opportunity for members to plan one or more positive event for teenage residents of Atlantic Beach each year, and to promote community service in general.

c. **Adult Advisor(s) to Teen Council.** (Resolution No. 18-32)

One Adult Advisor to the Teen Council shall be appointed by the City Commission and shall serve as the primary Advisor. Additional Adult Advisors may volunteer to work with the Teen Council under the supervision of the primary Advisor, and at least one Advisor must be in attendance at all meetings. The primary Adult Advisor should possess the skills to establish and deal effectively with a broad and diverse base membership, to communicate and demonstrate tasks and skills so that teenagers are able to succeed in a team oriented environment, to establish and manage a schedule and annual budget, and to oversee appropriate meetings and events working together with members of the city staff and the public.

d. **Duties and Governance of Teen Council.** (Resolution No. 19-68)

The duties of the Teen Council will be to assist CARAC in the performance of its duties by gathering facts and information about at least one major event for the teenage residents of Atlantic Beach each year, by participating in such event(s) and by engaging other teenagers in community service to the Atlantic Beach community in general. The Teen Council shall prepare and submit any necessary funding requirements in writing to the CARAC who shall in turn review and, after due consideration, recommend funding to the Atlantic Beach City Commission. The City Commission shall consider recommendations for funding of Teen Council activities after recommendation from the CARAC. The Teen Council shall submit a quarterly report to the CARAC. CARAC shall appoint an adult advisor to the Teen Council, who may or may not be a member of CARAC. Advisory assistance may be available from City staff members and the CARAC to help plan or promote events. The Teen Council will also be authorized to gather facts and information about other fundraising activities, grant applications, and other funding sources for submittal to CARAC.

e. **Organization and Officers of Teen Council.** (Resolution No. 18-32)

The Teen Council shall have the authority to organize and appoint a Chairman, Vice Chairman/Secretary, and any other officers they deem advisable. The Teen Council may draft rules to govern the conduct of their business, which shall be approved by the Cultural Arts and Recreation Advisory Committee (CARAC).

f. **Liability to the City Arising from Teen Council.** (Resolution No. 18-32)

Nothing in this Resolution or otherwise shall be construed as authorizing or empowering the Teen Council to impose any liability of any nature, financial or otherwise, upon the City, without prior city approval.

NOTES:

- On July 8, 2002, the City Commission adopted Resolution No. 02-13 creating a Cultural Arts and Recreation Advisory Committee (CARAC).
- The provisions of Resolution No. 02-13 have been amended by Resolutions 03-05, 10-08, 18-32, 18-51, and 19-68.
- On August 13, 2018 the City Commission adopted Resolution No. 18-32 reestablishing a Teen Council.
- The provisions of Resolution 18-32 have been amended by Resolution Nos. 18-51 and 19-58.
- Resolution Nos. 03-05, 10-08, and 18-51 have been entirely superseded.