

## **RESOLUTION NO. 2025-R-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWATER, FLORIDA, CREATING A SMALL BUSINESS ADVISORY COMMITTEE AND ASSOCIATED BY-LAWS, PROVIDING FOR THE PURPOSE AND DUTIES OF SAID COMMITTEE; DEFINING THE ROLE OF CITY STAFF WITH RELATION TO THE COMMITTEE; REPEALING ALL RESOLUTIONS IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, during the February 24, 2025, City Council Meeting, Council made the determination that they are interested in creating a Small Business Advisory Committee for the betterment of the City of Edgewater; and

**WHEREAS**, the City Council has determined that the creation of a Small Business Advisory Committee would enhance the quality of life for its residents by providing assistance for local businesses to grow and prosper; and

**WHEREAS**, the Small Business Advisory Committee shall serve in an informational and advisory capacity for the City through the Economic Development Coordinator and Development Services Department.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Edgewater, Florida:

**Section 1.** The City Council hereby establishes a Small Business Advisory Committee, for the express purpose of representing the interests of the city and its citizens by serving as an information resource for local small businesses.

**Section 2. MEMBERSHIP.** The Committee shall consist of seven (7) members; members shall have owned a small business, less than 100 employees, for at least one year; and shall have owned a small business within the City for at least six (6) months. Applicants who wish to apply

for appointment shall submit an application to the City Clerk's Office and shall be appointed at a regular City Council meeting by a majority vote.

Upon acceptance and taking oath of office, each member shall uphold the duties and responsibilities of the position. A quorum of the Committee shall constitute *five (5) members*.

Membership shall be for a three (3) year term; however, initially,

Two members shall be appointed for a one (1) year term.

Three members shall be appointed for a two (2) year term.

Two members shall be appointed for a three (3) year term.

Committee members may be reappointed for any number of consecutive terms.

A member who fails to attend three consecutive meetings without good cause shall forfeit their appointment. A member of the Committee may be removed by the City Council for any reason. City Council shall promptly fill the vacancy and such appointment shall be for the remainder of the unexpired term of the former member.

The Committee shall elect its Chairperson and Vice Chair at its initial meeting which shall be chaired by the City Manager or designee until a Chairperson is elected by the Committee.

**Section 3.** The City will provide a staff person to serve as Committee Coordinator. The City shall provide adequate assistance to the Committee so that it may perform the duties imposed by this Resolution.

City staff shall reasonably assist the Committee in the conduct of its activities in accordance with the direction provided by the City Manager.

City staff shall provide administrative and legal support to the Committee as may be necessary and as determined by the City Manager or designee.

**Section 4. MEETINGS.** The Committee shall meet at least quarterly at such regular times as they may agree or at the call of the Chairperson and shall review those matters within the

purview of the Committee as identified in the By-Laws, which are attached hereto and incorporated as **Exhibit “A”**. All meetings of the Committee shall be noticed in accordance with controlling law, open to the public and the records thereof shall be open to inspection. All members of the Committee shall be subject to the provisions of Chapter 286 and Chapter 119, Florida Statutes, relating to public meetings and records; public inspections and penalties.

**Section 5.** An object of the Committee may be to provide information to the City Council regarding issues and/or policies within the City relating to Small Business matters.

**a. Specific Responsibilities**

1. To assist and educate small business owners with opening or expanding a business within the City.
2. To listen to comments, questions and concerns from the small business community.
3. To consider suggestions and/or concerns from small business owners and make recommendations to the City Council.

**Section 6.** All resolutions or parts of resolutions in conflict herewith be and same are hereby repealed.

**Section 7.** Effective Date. This Resolution shall become effective immediately upon adoption.

**PASSED AND DULY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Diezel Depew, Mayor

**ATTEST:**

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Bonnie Zlotnik, City Clerk

**APPROVED AS TO FORM AND LEGALITY:**

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Aaron Wolfe, City Attorney

**Exhibit “A”**

**BY-LAWS**

**CITY OF EDGEWATER  
SMALL BUSINESS ADVISORY COMMITTEE  
BY-LAWS**

**ARTICLE I: Official Name**

The official name of this Committee shall be the Small Business Advisory Committee of the City of Edgewater, Florida, hereinafter referred to as "SBAC".

**ARTICLE II: Purpose and Intent**

The purpose and intent of these By-Laws is to set forth a uniform set of procedures whereby the City of Edgewater Small Business Advisory Committee may regulate the manner in which it elects officers, conducts meetings, and otherwise carries out its functions. The By-Laws will serve as a guideline in handling all affairs pertaining to the Edgewater Small Business Advisory Committee.

**ARTICLE III: Membership**

**A. Voting Members and Appointments**

1. The SBAC shall have seven (7) voting members. Each member shall be appointed by City Council for a term of three (3) years and shall be subject to removal as set forth by City Council. The terms of appointment shall be staggered.
2. A quorum shall consist of five (5) members. All recommendations and actions of the Committee shall require an affirmative vote of a majority of the members present.
3. Prior to appointment, prospective members shall submit a City application, stating therein a brief synopsis of their education, experience and reason for their interest in serving on the SBAC.
4. To be eligible for appointment, a prospective member shall have owned a small business, less than 100 employees, for at least one year; and shall have owned a small business within the City for at least six (6) months.
5. No member of the SBAC shall receive compensation for their service, provided, however, that members may be reimbursed for out-of-pocket expenses as approved by the City.

**B. Vacancies**

1. During the term of appointment, should a member of the SBAC no longer be eligible based on compliance with Article III, A, the member shall forfeit the office and it shall be deemed vacant.
2. If an SBAC member is absent from three (3) consecutive regular meetings without being excused by the Chair, said member shall forfeit the office and it shall be deemed vacant. If a Committee member is absent for five (5) total meetings during any calendar year, said member shall forfeit the office and it shall be deemed vacant unless a majority vote of the remaining Committee recommend retention.
3. City Council may remove any member of the SBAC from office at any time.
4. Any vacancy occurring during the unexpired term of office of any member shall be filled by City Council. The vacancy shall be filled as soon as practical after it occurs.

### **C. Voting Conflicts**

1. No member of the SBAC shall vote upon any matter which would inure to his or her special private gain or loss, or any principle by whom he or she is retained, or by any relative or Business Advisory associate.
2. No member of the SBAC shall appear for or represent any person in any matter before the SBAC other than him or herself. No past member shall appear before the SBAC except when representing him or herself for a period of twelve (12) calendar months after his or her service has ended.

## **ARTICLE IV: Election of Officers**

### **A. Chair**

1. The Chair shall serve as the presiding officer at all meetings and hearings of the SBAC and appoint any committees from the SBAC membership that are deemed necessary.
2. The Chair shall be elected by a majority of the voting membership at the first meeting of each calendar year. The Chair shall be eligible for re-election.

### **B. Vice Chair**

1. The Vice Chair shall be elected by the SBAC from among its regular members in the same manner as the Chair and shall be eligible for re-election.
2. The Vice Chair shall serve as acting Chair in the absence of the Chair and at such times shall have the same powers and duties of the Chair.
3. In the event of death, resignation, or removal from office of the Chair, the Vice Chair shall perform the various duties until such time the SBAC shall elect a new Chair and Vice Chair.

### **C. Other Presiding Officers**

The members of the SBAC may select an additional member to preside over the meeting(s) in the absence of the Chair and Vice Chair.

### **D. Committee Coordinator**

1. The Committee coordinator shall be provided by the City and be a City employee.
2. The Committee coordinator shall prepare and distribute agendas, correspondence and minutes and shall establish and maintain files to ensure they are properly kept. All recorded meeting tapes shall be provided to the City Clerk for safe keeping.
3. Any correspondence prepared by a member of the SBAC shall be provided to the Committee coordinator for distribution to the SBAC members.

### **E. Professional Support**

The Committee shall have access to the information and staff of the City departments as coordinated through the City Manager on such a basis as these departments are able to render assistance to the Committee.

## **ARTICLE V: Meetings/Hearings**

1. Regular Meetings - The Committee shall meet at least quarterly at such regular times as they may agree.
2. Special Meetings - Special meetings of the SBAC may be called by the Chair.
3. Requirements - All meetings shall be open to the public, provide due public notice, and follow Roberts Rule of Order and the Florida Sunshine Laws.

## **ARTICLE VI: Powers and Duties**

The SBAC shall exercise the following powers and duties:

1. To assist and educate small business owners with opening or expanding a business within the City.
2. To listen to comments, questions and concerns from the small business community.
3. To consider suggestions and/or concerns from small business owners and make recommendations to the City Council.

## **ARTICLE VII: Amendments**

The By-Laws may be amended at a regular or special meeting of the SBAC provided that an affirmative vote of the majority of the members present is obtained and approved by the City Council.

**PASSED AND DULY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Diezel Depew, Mayor

**ATTEST:**

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Bonnie Zlotnik, City Clerk