



TO: SHAUN COSS, ASSISTANT DIRECTOR OF BUILDING, BUILDING, BUILDING ADMIN

FROM: FELICIA HOLLOMAN, ASSISTANT CITY ATTORNEY **FH**

THROUGH: SARA HEDGES, CITY ATTORNEY *SH*

RE: ORDINANCE 25-XXX, CONTRACTOR LICENSING

CAO RLS FILE: 25-70

DATE: MAY 5, 2025

I have reviewed the above request for legal services related to the Ordinance concerning contractor licensing provisions in the Code. The proposed Ordinance has been edited to include a reduction in members of the Board of Examiners of Contractors, per our discussions. Please note additional changes made, including:

- 1) The quorum requirement for the Board of Examiners was added back into the ordinance, as required by FSS 166.041 and discussed by the Attorney General in an opinion published in August 24, 2010 (AGO 2010-34). Thus, a minimum of 3 Board members will constitute a quorum.
- 2) A majority vote of the Board (3 members) will be required to make any decision. Having a majority vote of the total Board, rather than of those present, is in line with the other quasi-judicial boards of the City.
- 3) The Board members must be City residents. This is a change from the previous Code provision allowing the members to be County residents and is consistent with the reading of "local jurisdiction" in Chapter 489, Florida Statutes.
- 4) As the civil penalties amounts are being removed from the Code, a resolution must be passed simultaneously by the Commission setting the penalties amounts.

A redlined and clean copy of the Ordinance has been uploaded, and the clean copy is approved as to form and correctness.

If you have any questions, please do not hesitate to contact this Office via phone or e-mail.

Thank you.