

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Committees/Boards/Commissions/Examiners	CODE NUMBER: AC-2-1
TITLE: Guidelines Regarding Responsibilities of the Municipal Services Taxing and Benefit Unit Advisory Committees	ADOPTED: 09/28/83
	AMENDED: 08/31/94; 08/09/05; 09/01/2015
	ORIGINATING DEPARTMENT: FACILITIES CONSTRUCTION & MANAGEMENT

PURPOSE/SCOPE:

To set forth the responsibilities of the Municipal Services Taxing and Benefit Unit Advisory Committees.

POLICY/PROCEDURE:

I. RESPONSIBILITIES OF THE LEE COUNTY COMMISSION:

- A. To appoint five members to the Advisory Committee selected from property owners residing in the Unit.
- B. To provide staff to assist the Committee in carrying out its responsibilities.
- C. To receive and consider recommendations from the Committee. For example, any proposed budgeted expenditures.
- D. To provide staff to review and monitor the annual budget and related expenditures.
- E. To adopt a budget for the Unit Fund.
- F. To collect sufficient funds via property taxes or special assessments to fund the budget.

II. RESPONSIBILITIES OF THE ADVISORY COMMITTEE:

- A. To elect a Chair and Vice Chair from the members of the Committee. The Chair shall appoint from the membership one person to act as Secretary. The Secretary shall sign all minutes along with the Chair and submit to the County within ten working days after each meeting.
- B. To establish rules and conduct orderly meetings.
- C. To make recommendations to the County for expenditure of the funds within their budget in accordance with the Board of County Commissioners proved purchasing guidelines.
- D. To make recommendations to the Lee County Commission regarding the annual proposed budgets.

III. GENERAL INFORMATION:

- A. Meetings will be called by the Chair of the Committee, or by the Board of County Commissioners or Staff Designee.
All meetings will be open to the public.
Notice of meetings must be made seven days prior to the meeting through a notice posted on the Lee County Website or posting in the Lee County Administration Building.
All meetings will be conducted in a professional manner.

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- B. The Secretary will record the proceedings of each meeting. These records will become the Official Records of the Committee. The original will be retained by the Secretary and one copy will be submitted to the office designated by the County to administer the Unit.
- C. A member of any Board, Committee or Commission may not participate in the consideration of any matter in which the member has a private, financial or personal interest, if that interest would conflict with the member's impartial performance of public duties.
- D. On each Committee, one-half of the Committee will be appointed for a term of one year and the remainder of the Committee for two years. All subsequent appointments after the Committee has been functioning for one full year will be for a two-year term.
- E. The County Manager, or designee, will be responsible for maintaining an accurate and up-to-date roster of all Committees and their respective members and will advise the Board of County Commissioners of the expiration of the term of a Committee member prior to such expiration.
- F. The County Commission will fill any vacancies by appointment.
- G. The Board of County Commissioners is authorized to dissolve Committees; or rescind an appointment to a Committee by a vote of the majority of the Board of County Commission members.