

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF PASCO COUNTY, FLORIDA, ESTABLISHING THE GULF HARBORS NEIGHBORHOOD PARK MUNICIPAL SERVICE BENEFIT UNIT ADVISORY COMMITTEE.**

---

**WHEREAS**, on February 22, 2022, the Pasco County Board of County Commissioners (BCC) established, by ordinance, the Gulf Harbors Neighborhood Park Municipal Service Benefit Unit (MSBU); and

**WHEREAS**, the BCC, as the governing body of the MSBU, desires to establish an Advisory Committee to provide comments and recommendations to the BCC regarding the ongoing maintenance and any capital improvements authorized by the Gulf Harbors Neighborhood Park Municipal Service Benefit Unit Ordinance (the Ordinance).

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Pasco County, Florida, in regular session duly assembled with a quorum present and voting, that the Gulf Harbors Neighborhood Park Municipal Service Benefit Unit Advisory Committee (Advisory Committee) is hereby established.

**Section 1. Purpose and Work of the Advisory Committee**

The purpose of the Advisory Committee is to provide comments and recommendations to the BCC regarding the ongoing maintenance and any capital improvements authorized by the Ordinance.

Annually, the Advisory Committee shall submit a recommended budget and assessment for the MSBU to the BCC.

**Section 2. Composition of the Advisory Committee and Membership**

The Advisory Committee shall be composed of seven (7) individuals appointed by the BCC. Each member must own property within the boundaries of the MSBU. A Parks, Recreation, and Natural Resources Department representative (Parks Representative) will attend all Advisory Committee meetings to assist with the rules and procedures of the Advisory Committee.

Initially all members shall serve a term that begins on the date of the initial appointment by the BCC and ends on November 30, 2022. Thereafter, members of the

Committee shall be staggered so that three members shall serve for one (1) year, and four members shall serve for two (2) years. After the initial staggered terms, member terms shall be for two (2) years. After November 30, 2022, terms shall commence on the 1st day of December in the year appointed, and end on the 30th day of November in the last year of the term. The terms shall continue to be staggered as referenced above. Member vacancies shall be filled in the same manner as the original appointment. Members shall be eligible for reappointment.

After the initial appointment of Advisory Committee members, the BCC shall consider any recommendations from the members within the MSBU as to appointment to the Advisory Committee. At least one member of the Advisory Committee shall be a resident who owns property adjacent to the park, provided at least one such resident is available and willing to serve on the Advisory Committee.

Members shall be able to devote the time necessary to participate in the activities of the Advisory Committee. Members shall receive no compensation for the performance of their duties as members of the Advisory Committee; however, each member may be paid necessary expenses, as authorized by Section 112.061, Florida Statutes, incurred while engaged in the performance of his or her duties, to the extent funds are available and such expenses are approved in advance by the County.

Any member may be removed by a majority vote of the BCC, with or without cause, or for misfeasance, malfeasance, willful neglect of duty, failure to attend three or more consecutive meetings, or for any reason whatsoever.

### **Section 3. Officers, Quorum, and Rules of Procedure**

The Advisory Committee shall elect a Chairperson to preside at all meetings. The Chairperson shall be elected at the beginning of the first meeting at which the Advisory Committee is convened, and thereafter at the beginning of the first meeting in December of each year, or the first meeting thereafter, if no meeting is held in December, and shall serve until the first meeting in December of the following year. There shall be no term limits for a member to serve as Chairperson.

The Chairperson shall act as liaison to the BCC, as necessary, and shall forward all recommendations and requests of the Advisory Committee to the designated Parks Representative for the BCC's consideration. The Chairperson shall convey to the Advisory Committee, and MSBU property owners, all pertinent matters, as well as the final decision as to any matter brought to the attention of the BCC.

The Advisory Committee shall elect a Vice-Chairperson to preside and act on behalf of the Chairperson during his or her absence. The term of office and method of election for the Vice-Chairperson shall be the same as the Chairperson.

The Advisory Committee shall elect a Secretary. The Secretary shall take the minutes of all meetings of the Advisory Committee and forward a copy to the designated Parks Representative.

The presence of a majority of the members of the Advisory Committee shall constitute a quorum of the Advisory Committee, necessary to take action and transact business. In addition, once quorum requirements have been met, an affirmative vote of the majority of the Advisory Committee members present at a meeting shall be necessary for the Advisory Committee to take any action. A tie vote shall not be considered an affirmative vote. No vacancy in the membership of the Advisory Committee shall impair the right of a quorum to exercise all the rights and perform all the duties of the Advisory Committee.

The Advisory Committee shall conduct its meetings in accordance with the current edition of Roberts Rules of Order.

The Advisory Committee may, by a majority vote of the entire membership of the Advisory Committee, adopt rules of procedure and/or bylaws for the transaction of business; provided, however, any such rules or bylaws shall comply with laws of the State and with this Resolution. Should no rules be adopted, the Advisory Committee shall conduct its meetings in accordance with the current edition of Roberts Rules of Order.

#### **Section 4. Meetings**

Notice of regular or special meetings of the Advisory Committee, and the time and location of each meeting shall be published to the public on the Pasco County website. The Advisory Committee and the Parks Representative shall work together to establish a schedule of regular meetings, which shall be held at least quarterly. A schedule of each year's regular meetings shall be distributed to all Advisory Committee members in December of the preceding calendar year. The Chairperson may call a special meeting of the Advisory Committee on his/her initiative and shall call a special meeting at the request of any four (4) members. Advisory Committee meetings shall be held in a public facility of sufficient size to accommodate those present and at such locations as the Advisory Committee may determine from time to time.

#### **Section 5. Compliance with Applicable Laws**

All Advisory Committee activities shall be in compliance with all applicable federal, state, and local ordinances, which are deemed to be included in this Resolution, the same as though herein written out in full. All Advisory Committee meetings shall be open to the public and subject to the applicable provisions of the Florida open meetings ("Sunshine") laws, Chapter 286, Florida Statutes. The records of the Advisory Committee shall also be subject to the applicable provisions of the Florida Public Records Law, Chapter 119, and Florida Statutes. The members of the Advisory Committee shall be subject to the

applicable provisions of the Code of Ethics for Public Officers and Employees, Chapter 112, Part 111, Florida Statutes, including but not limited to sections 112.313 and 112.3143, Florida Statutes.

**Section 6. Effective Date**

This Resolution shall become effective upon its adoption.

**DONE AND RESOLVED** with a quorum present and voting this 22nd day of February 2022.

BOARD OF COUNTY COMMISSIONERS OF  
PASCO COUNTY, FLORIDA



*Nikki Alvarez-Sowles*  
NIKKI ALVAREZ-SOWLES, ESQ.  
CLERK AND COMPTROLLER

*Kathryn Starkey*  
KATHRYN STARKEY, CHAIRMAN

APPROVED  
IN SESSION

FEB 22 2022

PASCO COUNTY  
BCC