

Gulf Harbors Neighborhood Park Municipal Service Benefit Unit Advisory Committee

Rules of Procedure

Section 1. Authority for this Resolution. This Resolution is adopted pursuant to Pasco County Board of County Commissioners Resolution No. 22-074.

Section 2. Applicability. These procedures apply to the transaction of business of the affairs of the Gulf Harbors Neighborhood Park Municipal Service Benefit Unit Advisory Committee (Committee).

Section 3. Functions and Responsibility of the Committee.

1. It shall be the function and responsibility of the Committee to make recommendations to the Pasco County Board of County Commissioners (BCC) in all matters as they relate to the operation and maintenance of the Gulf Harbors Neighborhood Park (Neighborhood Park) including rules and restrictions to be imposed upon the use of the Neighborhood Park.
2. The Committee may make recommendations to the BCC regarding any potential capital improvements of the Neighborhood Park. The BCC shall have final decision-making authority.
3. Annually, by April 1st, the Committee shall submit a recommended budget and assessment amount to the BCC.
4. Meetings.
 - a. Time and Order of Meetings

All meetings of the Committee shall be after five pm on a weekday. Meetings shall not be held on legal holidays.

 - i. A Parks, Recreation, and Natural Resources Department representative (Parks Representative) will attend all Committee meetings.
 - b. Chairperson's Duties and Procedures
 - i. The Chairperson shall take the chair at all regular and special meetings of the Committee, call the Members to order on the appearance of a quorum, and proceed to other business.
 - ii. The Chairperson shall preserve order and decorum, and in case of disturbance or disorderly conduct in the meeting room, may cause the same to be cleared or cause any disruptive individual to be removed.
 - iii. The Chairperson shall decide all questions of order.
 - iv. In all roll call votes, the Chairperson's name shall be called last.
 - v. During the absence of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If both the Chairperson and Vice Chairperson be absent, the Chairperson shall have the right to name any Member to perform the duties of the Chairperson, but such substitution shall not extend beyond one (1) day. In the event of any interim vacancy of Chairperson, the Vice Chairperson shall temporarily, and for the period of vacancy and disability, conduct the necessary business of the Committee.
 - c. Motions and Voting
 - i. Every motion shall be made orally, provided that upon request of the Chairperson, it shall be reduced to writing. After a motion has been stated

or read by the Chairperson, it shall be deemed to be in the possession of the Committee and shall be disposed of by vote of the Committee.

- ii. Whenever a matter before the Committee shall require a vote, the Chairperson shall call for the "ayes" and "nays" and thereupon shall declare the vote.
 - iii. A Member may request a roll call vote on any issue. Upon said request, the Chairperson shall state the nature of the question and thereupon call the roll. Each Member shall respond "aye" or "nay" to the question before the Committee. The Chairperson shall vote last and a record of all votes shall be made in the minutes of the meeting.
 - iv. Reconsideration. A motion to reconsider any vote or proceeding of the Committee on the same matter shall occur only at the same meeting or the immediately following meeting. The motion to reconsider may only be made by a member who has previously voted on the prevailing side.
- d. Public Comment.
- i. The Committee shall hear public comment as the first order of business as required by Florida Statute. No public comment shall be heard once public comment is closed unless requested by a Member, or unless the person seeking to make comment is recognized by the Chairperson.
 - ii. All Members of the public wishing to address the Committee on a public hearing item shall place their name on a sign-up sheet. Representatives of civic or community organizations wanting to speak on behalf of the organization shall identify the organization next to their name on the sign-up sheet.
 - iii. The Chairperson shall request public comment from speakers in the order in which their name appears on the list. An individual speaker shall be given three (3) minutes to present his or her comments to the Committee and a speaker who has signed in advance as representing an organization shall have five (5) minutes to address the Committee. At the request of any Member of the Committee, a speaker's time may be extended.
 - iv. A member of the public shall come forward when his or her name is called by the Chairperson and state his or her name and address for the record and identify any organization in whose behalf he or she wishes to speak.

5. Committee Members

- a. Terms shall commence on the 1st day of August in the year appointed, and end on the 31st day of July in the last year of the term.
- b. All appointments to the Committee shall be made by the BCC. The Committee will develop criteria for recommended appointments.
- c. Annually, by April 1st, Pasco County's Parks, Recreation, and Natural Resources Department will select recommended GHNP Advisory Committee appointments using the follow criteria.
 - i. Members must own property within the boundaries of the MSBU.

- ii. At least one member of the Advisory Committee shall be a resident who owns property adjacent to the park, provided at least one resident is available and willing to serve on the Advisory Committee.
- iii. Desired skills and experience to the extent practical but not limited to include:
 - 1. Serving on a board or advisory committee.
 - 2. Real estate and/or land development.
 - 3. Practice of law or judicial clerkships.
 - 4. Construction experience and familiarity with building processes.
 - 5. Developing and managing financial processes related to annual budgeting.
 - 6. Management in parks, outdoor activities, and recreational programs.
- iv. To the extent practical, efforts shall be made to select AC members that reside in different parts of the MSBU.

Section 4. Budget and Assessment. Assessments are for the purposes of repayment to the County for the acquisition of the 25-acre Neighborhood Park in the amount of \$600,000.00; any capital improvements to the Neighborhood Park; and the ongoing operation and maintenance of the Neighborhood Park. Funds shall be provided by non-ad valorem special assessments. The non-ad valorem special assessments shall be collected annually from the owner of each Assessment Unit, within the Gulf Harbors Neighborhood Park Municipal Service Benefit Unit through payment of the annual property tax bills. The Acquisition Costs and the Operation and Maintenance Costs will be divided equally among all the Assessment Units (except for those properties which are owned by the County state or federal government).

- A. Budget considerations.
 - a. Acquisition Cost.
 - i. \$600,000.00
 - b. Authorized capital improvements.
 - c. Ongoing operations and maintenance.
 - d. Annual administrative costs shall not exceed 3% of the annual budget of the MSBU.
- B. Procedures and Timeline Establishing the Annual Assessment Amount.
 - 1. The annual budget and assessment amount for the Neighborhood Park shall be created according to the following process:
 - a. The Committee shall review potential capital projects and maintenance annually and submit by April 1st a recommended budget and assessment rate.
 - 2. Timeline.
 - 1. Final budget and amount of the maximum assessment amount shall be determined by the Committee by April 1st of each calendar year.
 - 2. The BCC will adopt the final rate by September 15th.

Section 5. GHNP Rules and Restrictions. The Committee shall provide recommendations to the BCC for rules and restrictions for the use of the Neighborhood Park. Proposed rules and restrictions shall pertain to, at a minimum, hours of operation, use of facilities, and programs. The GHNP rules and restrictions shall be consistent with Chapter 70, Pasco County Code of Ordinances, to the extent Chapter 70 is applicable, the Florida Department of Environmental Protection Declaration of Restrictive Covenant, and ensure that uses within the GHNP do not materially impact the migratory bird habitat of

the ELAMP conservation area. In the development of the recommended rules and restrictions the Committee shall consider the County's ELAMP properties rules and restrictions.

NOW, THEREFORE, BE IT RESOLVED by the Gulf Harbors Neighborhood Park Municipal Service Benefit Unit Advisory Committee, in regular session duly assembled that the Rules of Procedure for the Gulf Harbors Neighborhood Park Municipal Service Benefit Unit Advisory Committee are hereby adopted.

DONE AND RESOLVED with a quorum present and voting, this 28 day of Feb, 2023

Gulf Harbors Neighborhood Park Municipal Service
Benefit Unit Advisory Committee



KEVIN BELL, CHAIRPERSON