

RESOLUTION R-92-148

A RESOLUTION RESTRUCTURING THE PUBLIC WORKS ADVISORY BOARD INTO A GROUP CALLED THE PUBLIC WORKS ADVISORY COMMITTEE, PRESCRIBING THE PURPOSES THEREOF, THE MEMBERSHIP THEREOF, AND OTHER RELATED MATTERS.

WHEREAS, it is vitally important for the Manatee County Board of County Commissioners (hereinafter referred to as the "Commission") to be kept informed of issues and concerns affecting the Public Works Department; and

WHEREAS, the Commission is particularly interested in the establishment of an effective, efficient and highly credible committee; and

WHEREAS, the Commission hereby determines that it is in the best interest of the people of Manatee County, Florida, to establish and maintain a Public Works Advisory Committee (hereinafter referred to as the "Advisory Committee") to advise the Commission of issues relating to the services rendered by the Public Works Department.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Manatee County, Florida as follows:

Section 1. Abolishment of The Public Works Advisory Board

The Public Works Advisory Board established under Resolution R-91-44 is hereby abolished.

Section 2. Creation of a Public Works Advisory Committee

There is hereby established a voluntary advisory group, to be known as the Manatee County Public Works Advisory Committee. Appointment of members of the Advisory Committee shall be in the manner set forth herein, notice of openings shall be published, and members shall be appointed by majority vote of the Commission pursuant to this Resolution. Applicants for Advisory Committee

Membership shall follow the procedures set by the Commission regarding applications, and shall assure the Commission of the lack of conflicts and potential conflicts of interest. This Committee is advisory only and may be abolished, disbanded or reorganized at any time by the Commission.

Section 3. Purposes and Duties of the Public Works Advisory Committee

The purposes and duties of the advisory committee are those specifically assigned by the Commission and may include:

- (A) Conferring with the Public Works Director and/or his/her designee(s) on water, wastewater, transportation, and stormwater management issues.
- (B) To evaluate programs such as water and wastewater assessment programs, watershed protection, water conservation and others as the Commission or the Director requests.
- (C) Reviewing Public Works departmental policies, practices and procedures.
- (D) Researching and advising on methods and means by which the Department can improve its performance, better serve the public, and better communicate with the public.
- (E) Recommending to the Director and the Commission programs, projects, or other matters that the Advisory Committee would like to undertake or would like to have adopted by the Board of County Commissioners.
- (F) Assist in and advise on public participation where such is desirable involving specific Public Works projects.
- (G) As requested evaluate, and advise on alternatives available to meet program and project goals and objectives such as location of water towers and other department facilities, promoting and enforcing water conservation and other matters where an independent viewpoint would be of assistance.

Section 4. Authority of the Public Works Advisory Committee

(A) The Advisory Committee shall have authority to elect officers from its membership, to serve the needs of the Advisory Committee. Officers elected by the Advisory Committee will be a Chairman, Vice-chairman, and Secretary.

- (1) Chairman - the duties of the Chairman will be to preside at all meetings and to see that the work is carried out in a constructive and business-like manner. The Chairman of the Advisory Committee or his/her appointee will be the liaison to work closely with the Public Works Department when so directed by the Commission. The Chairman will appoint special sub-committees where and when needed to work on any of the aforementioned duties, and will oversee the work of such sub-committees.
- (2) Vice-chairman - the Vice-chairman will preside in the absence of the Chairman and will be available to assist the Chairman when requested.
- (3) Secretary - the Secretary will take minutes at the Advisory Committee meetings and will mail copies of the minutes to each Committee member and to the Commission, containing a notice of the upcoming regular meetings, not less than seven (7) days prior to said meetings. The Secretary shall also provide copies of the minutes to any other appropriate persons, shall provide notices of special meetings to the Committee members and to the Commission, and shall otherwise assist the Chairman when needed.

(B) Further, the Advisory Committee shall have the authority to set the time and place for its meetings. The Advisory Committee will meet on a schedule, and at a time and place to be determined by the Advisory Committee.

Meetings may be rescheduled or a special meeting called by the Advisory Committee at any regular meeting. In addition, the Chairman shall have the authority to call a special meeting. Upon a decision to cancel a meeting, Committee members and the Commission will be notified by phone if the decision is made less than seven (7) days prior to the scheduled meeting; otherwise, notification shall be by letter. Meetings will be advertised as to time and place. Each meeting will have a prepared agenda for distribution, and records will be kept. A majority of currently-appointed Advisory Committee members shall constitute a quorum for the conducting of Committee affairs.

- (C) The Advisory Committee will carry out its responsibilities in the most cost-effective manner. Any expense incurred by the Advisory Committee or a member thereof, in pursuing its duties, may be reimbursed by the Commission or the Public Works Department, so long as prior approval is obtained from the Commission.
- (D) The Advisory Committee shall report its findings and recommendations to the Commission, in open session, at least once every three months. Said reports shall only be made by the Chairman or Vice-Chairman of the Advisory Committee, upon the advice and consent of a majority of the Advisory Committee.

Section 5. Membership of the Advisory Committee

The Advisory Committee shall be made up of eleven members and no less than eleven. Members shall be chosen by the Commission and shall have the following affiliations:

- (A) A member of the Manatee County Chamber of Commerce.
- (B) A member of the Gulf Coast Builders Exchange.
- (C) A member of the Sun Coast Contractors Association.
- (D) A member of the Florida Engineering Society.
- (E) A member from a Homeowners Association.

(F) An elected official from a municipality.

(G) A member from an environmental organization.

(H) Four citizens at large who are year round residents.

Representatives may have alternates who are free to attend all regular Advisory Committee meetings but may not vote unless the regular member is absent.

The Public Works Department is hereby assigned the responsibility of providing clerical and administrative support to the Advisory Committee. The County Attorney's office will be responsible for the legal needs of the Advisory Committee, but only as specifically directed, from time to time, by the Commission.

Section 6. Terms & Eligibility Requirements

Terms of service on the Advisory Committee will be for one (1) year, with re-appointment at the discretion of the Commission. Members whose terms have expired may continue serving until the Commission selects a replacement.

A member missing any three consecutive meetings, without reasonable explanation, and, upon recommendation of the Advisory Committee will be declared resigned by the Commission and another member may be appointed by the Commission to replace the resigned member.

Should any member of the Advisory Committee resign before completion of his/her term of office, the Commission may appoint other(s) to complete the balance of the term of that position.

The terms of the Chairman, Vice-chairman and Secretary shall be restricted to no more than two consecutive terms in those offices.

Section 7. Administrative Coordinator

From time to time, the Public Works Department shall appoint a staff member to act as an Administrative Coordinator. The Administrative Coordinator shall be the Department's liaison to the Advisory Committee and shall establish procedures consistent with County policy concerning Committee appointments, development of budgets, expenditure of County funds, providing of clerical services and meeting facilities and performing other administrative matters which affect the normal operations of the Advisory Committee.

Section 8. Duration.

Three (3) years to the date after adoption of this Resolution, unless extended or disbanded by the Commission, the Advisory Committee shall cease to exist and the Chairman thereof shall turn over to the Commission all documents, records, and other things pertaining or belonging to the Advisory Committee.

Section 9. Effective Date

This Resolution shall be effective as of the date of adoption.

ADOPTED with a quorum present and voting this 3 day of

June, 1992.

BOARD OF COUNTY COMMISSIONERS OF
MANATEE COUNTY, FLORIDA

BY:

Kathy A. Suel
Chairman

ATTEST: R. B. SHORE
Clerk of Circuit Court

By: Susan B. French
D.C.