

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: County Administration

CODE NUMBER: AC-1-14

TITLE: Guidelines for the Lee County Community Sustainability Advisory Committee.

ADOPTED: June 22, 2010

AMENDED: January 10, 2012

ORIGINATING DEPARTMENT: County Administration

PURPOSE/SCOPE:

Provide recommendations to the Board of County Commissioners to achieve community sustainability, livability and smart growth. Collaborate with other advisory and regional committees to achieve a coordinated outcome.

POLICY/PROCEDURE:

SECTION I: History.

The Board of County Commissioners (BOCC) established the Smart Growth Advisory Committee in October 2001. The purpose of the Committee was to go beyond the Lee County Comprehensive Plan and the Community Sector Plans to find a balance between infrastructure and resources. The Smart Growth Advisory Committee is hereby renamed the Community Sustainability Advisory Committee (CSAC). The CSAC will implement smart growth principles for a sustainable future.

SECTION II: Purpose.

The purpose of the CSAC is to make informed recommendations to the BOCC for consideration and approval.

SECTION III: Governing Rules.

The CSAC is a standing committee. Except as otherwise provided, all meetings of the CSAC will be governed by Roberts Rules of Order and Administrative Code 2-3.

SECTION IV: Membership and Officers.

The CSAC will consist of 15 citizen members who reside in Lee County. No elected officials may be voting members of the CSAC, but may act as a liaison. Three members will be appointed by each County Commissioner. Each appointment will be for a term of two years, running from January 1st to December 31st, alternating member term years. Vacancies will be filled by appointment for the unexpired term. Effective January 1, 2012, the absence of any member for four meetings per calendar year will be construed as a voluntary resignation. The Chairman (or designated staff) of the Committee will notify the appointing Commissioner and Public Resources in writing of the absences and request the reaffirmation of the appointment or the appointment of a new member.

Each Commissioner's appointee must be approved by a majority of the Board. A County Commissioner and a member of the School Board may be designated as a liaison to the CSAC, but neither will be a voting member of the Committee. The liaisons will coordinate and provide CSAC information and activities to their respective elected Boards.

Members of the CSAC will serve without compensation. Members of the Advisory Committee are subject to Florida Statutes, Chapter 112, Part III, The Code of Ethics for Public Officers and Employees. Members must complete Form 1 Disclosure of Financial Interest, Form 2 Client Disclosure, file Form 8 Memorandum of Voting Conflict, and others as required by the Code.

A Chairman and Vice Chairman will be elected by a majority vote of the Committee to serve a term of one year commencing at the first regularly scheduled meeting in January, and may be eligible for re-election for a second term year. Terms of office may not exceed a two-year term for the Chair or Vice Chair. The Chairman will preside over the meeting, or in his absence or inability, the Vice Chairman will preside.

SECTION V: Meetings/Quorum

Seven or more members of the CSAC will constitute a quorum. County Administration will provide a staff liaison, as well as staff support as needed by the Committee, including the keeping of minutes and attendance records.

All meetings will be subject to Florida Statutes section 286.011, "Government in the Sunshine". Accordingly, all meetings of the Committee are open to the public, and must be held at a location where there is reasonable public access. Notice must be provided for each meeting by posting a notice in the County Administration Building Lobby at 2115 Second Street, Fort Myers, Florida, or by posting notice on the Lee County Website.

SECTION VI: Minutes/Public Records

A member of County Administrative Staff will act as the ex-officio secretary of the CSAC and will keep minutes of each committee meeting that include:

1. A record of the members in attendance, including whether any member was excused by the Chairman.
2. A copy of the agenda and all backup submitted to the CSAC for review.
3. A brief overview of the issues presented to the CSAC and the Committee's decision regarding those issues.

County Administration will be the repository of all public records pertaining to the business of the CSAC.

SECTION VII: Goals and Objectives of the Committee.

In January of each year, the Committee will prepare and adopt goals, objectives, and milestones to be achieved during that calendar year. The Committee must file a report summarizing the progress toward those goals to the County Manager by February 1st of each year for presentation to the BOCC.

SECTION VIII: Annual Report and Sunset.

The CSAC will be required to summarize their accomplishments each year in a report. The report will summarize the Committee's progress toward achieving the goals set out by the Committee in the prior calendar year, recommended changes to the purpose or function of the Committee, and whether there is a need for the Committee to continue to exist. This report must be submitted to the County Manager by February 1st of each year and will be scheduled for presentation to BOCC in March, along with the annual goals as outlined in Section VII. The BOCC will consider whether to sunset the Committee in March following the presentation of the committee during a regularly scheduled Board meeting.