

ADVISORY BOARD PARTICIPATION HANDBOOK

Alachua County's Guide to Informed Citizen Participation



Revised 09/23/13

Adapted from Volusia County's "Connecting with County Government" handbook by Cindy Finney, Volusia County Manager's Office.

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Alachua County Board of County Commissioners

Mike Byerly, *Chair*
 Lee Pinkoson, *Vice Chair*
 Susan Baird
 Charles "Chuck" Chestnut
 Robert "Hutch" Hutchinson

Administration
 Randall H. Reid
County Manager

Dear Citizen;

Advisory board members are an integral part of the policy development process in Alachua County government. Your role is to research and make recommendations or suggestions to the County Commission on various topics of public concern.

This handbook contains the information you will need to better understand your responsibilities as an advisory board member. It also includes some of the rules which govern all board and commission members, such as parliamentary procedures and Florida's Government-in-the-Sunshine Law.

Alachua County has an exciting future and we want *you* to be a part of it. Your valuable knowledge and expertise are essential as we prepare for the many challenges ahead.

Again, thank you for serving as an advisory board member. We look forward to working with you.

Sincerely,

Mike Byerly, Chair
 Alachua County Commission

MB/mvl

Welcome!

Congratulations on your appointment to an Alachua County advisory board! We are pleased that you are willing to devote your time and efforts to improving the quality of life in our community.

How County Government Works

The County of Alachua operates under a Commission/Manager form of government. The Alachua County Commission is comprised of five members, each representing one district (in which they must reside). All Commissioners are elected at-large, meaning that anyone in the county can vote for any commissioner.

The foundation for our Commission/ Manager form of government is the County's Home Rule Charter. It provides the framework for self-government within the guidelines of Florida law. The Charter was approved by Alachua County voters in a special county-wide referendum; it became effective on January 1, 1987.

The County Commission is the legislative and policy-making body for County government. The County Manager, who is hired by the County Commission, works with its members to assist in formulating policies and programs. The County Manager is the top administrator for some 800+ full-time County employees and is responsible for the ongoing operations of many County services, including growth management, road repair, animal services and environmental issues. The County Commission also appoints the County Attorney, the County government's chief legal advisor.

The Commission Chair serves as the official and ceremonial representative of County government and presides at all meetings and executes ordinances and various other documents. All Commissioners serve four year terms.

The County Commission meets at 9 a.m., usually on the second and fourth Tuesdays of each month in the Jack Durrance Auditorium on the 2nd floor of the County Administration building, 12 S.E. 1st Street, Gainesville, Florida, 32602. If you cannot attend, you can view Commission meetings and workshops on streaming video through the County's website, www.alachuacounty.us.

The 2013 County Commission members are:

Chair: Mike Byerly

District 1

(352) 264-6900

mbyerly@alachuacounty.us

Vice-chair: Lee Pinkoson

District 2

(352) 264-6900

lpinkoson@alachuacounty.us

Susan Baird

District 4

(352) 264-6900

sbaird@alachuacounty.us

Charles "Chuck" Chestnut

District 5

(352) 264-6900

cchestnut@alachuacounty.us

Robert "Hutch" Hutchinson

District 3

(352) 264-6900

rhutchinson@alachuacounty.us

Alachua County Manager

Betty M. Baker

(352) 374-5204

bbaker@alachuacounty.us

How Advisory Boards Work

What is an advisory board?

An advisory board is created by ordinance, resolution or Florida Statute. It is designed to provide advice and recommendations to the County Commission on diverse matters of public concern.

Advisory board members are appointed by the Alachua County Commission. The County Commission also appoints citizens to other types of boards which provide different services for County government, i.e. quasi-judicial boards and authorities.

Quasi-judicial boards, such as the County's Code Enforcement Board, perform functions in a manner similar to courts, but more informally. An example of an authority is the Gainesville/Alachua County Regional Airport Authority, which insures that the Gainesville Regional Airport is managed in the most efficient manner to ultimately benefit its customers.

Requirements for board members

Board members should have:

- The expertise necessary to accomplish the board's objectives.
- A reputation for integrity and community service.
- An interest or experience in the board's area of service.
- Sufficient time available to prepare for and attend meetings.

Financial disclosure

Some board members are required by law to file financial disclosure forms (Section 112.3145, Florida Statutes). If appointed to one of these boards, you must file a Form 1, Statement of Financial Interest, with the Alachua County Supervisor of Elections within 30 days of your appointment.

When you resign or your term is up, you must file a financial disclosure statement within 60 days of leaving. Your board's County liaison can help you obtain these forms or they can be found at this website: www.ethics.state.fl.us .

Boards which require financial disclosure include:

- ***Code Enforcement Board***
- ***Board of Adjustment***
- ***Local Planning Agency/Planning Commission***

Electing Officers

Once per year, usually in October, Advisory Board members elect a Chair, Vice-Chair, and any other officers required by their founding legislation or bylaws. Before you accept a nomination, please consider whether your term as an Advisory Board member will expire during the coming year. No one is guaranteed re-appointment. If you are not appointed to a new term your board will have to hold an emergency election at their next meeting.

Setting goals

Advisory boards must submit an annual workplan/report to the County Commission indicating their achievements and progress for the year. Your staff liaison will assist you in preparing these reports, which are due each year by October 1. An annual report encourages boards to develop focused work plans and ensures the County Commission is kept informed of board activities. Advisory boards are encouraged to present their annual workplan/report to the County Commission during one of their twice-monthly regular meetings.

Correspondence & Communication

Any use of County government logos or letterhead must be coordinated with your staff liaison to prevent misrepresentation of board or County policies. Formal correspondence which states the board's position on an issue should always be coordinated with your staff liaison. Be careful when communicating with the media – please be very clear that you are expressing your own opinions and are not speaking on behalf of your board.

Financial responsibilities

A few boards have specific responsibilities which task them with making financial or funding recommendations. Most County boards, however, do not have these management or budget oversight duties. It is the County Manager's role to recommend and direct County budget issues.

The purpose of an advisory board is to give the County Commission an in-depth assessment of an issue related to the board's area of expertise and offer a recommended course of action.

In Summary...

Advisory boards are successful when members and County staff understand the board's purpose and work together to achieve it. This provides the foundation for a good relationship built on mutual respect and a clear understanding of each other's responsibilities.

Board members should:

- File a financial disclosure form if applicable.
- Notify staff or the board Chair of any anticipated meeting absences.
- Speak openly and clearly during meetings.
- Listen and respond to members of the public who attend the meetings.
- Vote on all motions (unless you have a conflict of interest - more on that in Meeting Guidelines).
- Note a conflict of interest and follow the appropriate procedures.

County advisory boards are the first step for many important issues that go before the County Commission. The purpose of advisory boards is to advise the County Commission; it is not to make policy.

Your recommendations will *always* be considered; but, keep in mind the recommendations your board makes may not always be adopted by the County Commission, which frequently must take other factors into consideration before making a policy decision.

Staff members:

- Create the meeting agenda, with help from the board Chair.
- Supply background information on agenda items to board members sufficiently in advance of meetings.
- Attend board meetings in a non-voting capacity.
- Record attendance.
- Take and distribute meeting minutes.
- When requested, staff may make recommendations on agenda items.
- Inform board members of County Commission actions concerning routine recommendations and appeals.
- Provide technical and administrative assistance to the board.
- Provide initial orientation and continuing education for board members.

Board members and staff share these responsibilities:

- Be on time for meetings.
- Know and practice parliamentary procedure.
- Be familiar with the issues: Review background information, the agenda and previous minutes before the meeting.
- Be courteous to each other and to members of the public.
- Be open and responsive to questions and concerns.

Frequently Asked Questions

Q. How often does my board meet?

A. The number of times a board meets depends on its area of service, goals and mission. Please check with your staff liaison regarding meeting times, dates and locations.

Q. What if I miss a meeting?

A. Advisory board members who miss 4 out of 6 regularly scheduled meetings shall be automatically removed from the board. This is because a board cannot meet if it does not have enough members present for a quorum (a quorum is more than 50 percent of the members).

There is no such thing as an excused absence. If you know that you will not be able to attend at least 50% of your board's meetings, it would be best to notify your staff liaison and submit your resignation. Then, when circumstances have changed, you can reapply and your chances of appointment will be much better than if you were removed for an attendance violation.

Q. How long will I serve?

A. Most board member terms are two years. In most cases, members may be removed by the County Commission without cause, meaning no reason must be given.

Q. What if I can't finish my term?

A. Submit a letter of resignation to your County staff liaison and copy the Advisory Board Program Coordinator.

Q. How is an 'Alternate' different from other board members?

A. As alternate, you are subject to the same attendance rules as all other members. You will be welcome to join in the discussion at each meeting, but you cannot make a motion, second a motion, or vote unless one or more voting members are absent.

Q. May I serve another term?

A. We hope this will be a rewarding experience for you and for County government. You will be contacted by County staff near the end of your term and asked if you would like to apply for another term. Members appointed to advisory boards should generally serve a maximum of two terms. The County Commissioners may make exceptions to this general policy on a case-by-case basis.

Q. May I serve on more than one board at the same time?

A. Yes, with some exceptions, you may serve on more than one board. Members of quasi-judicial boards, such as the Code Enforcement Board and the Local Planning Agency/Planning Commission, are considered to be appointed County office holders which may not hold more than one office. Therefore, if you are an appointed or elected County, municipal or state office holder, you cannot serve on one of these boards.

For example, you can't serve on the City of Gainesville Code Enforcement Board and the County Code Enforcement Board. This would constitute dual office holding, which is prohibited by Florida law. Please check with your staff liaison if you need additional clarification.

Q. Who do I call if I have a question about advisory board procedures or need more information on some aspect of County operations?

A. A County representative is present at each advisory board meeting. This person will assist you in getting the information you and your board need. County staff members can be reached through the County switchboard at 374-5204 from 8:30 a.m. to 5 p.m., Monday through Friday, or via County email.

Public records & the Sunshine Law

Public records

Public records are defined as all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. This includes advisory boards and you as an advisory board member.

In addition to written documents, public records can be tapes, e-mails, photographs, films, videos and sound recordings. Florida's public records law establishes rules for how long these materials must be retained and when they can be destroyed. Your County staff liaison keeps master copies of board agendas, minutes, etc., and you should turn in to the liaison any public records you receive directly outside of your advisory board meetings.

Government-in-the-Sunshine Law

Florida's Government-in-the-Sunshine Law was enacted in 1967. It establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. The Sunshine Law requires:

- 1) Meetings of boards or commissions to be open to the public.
- 2) Reasonable notice of meetings.
- 3) Minutes of the meeting must be taken.

The Sunshine Law applies to elected and appointed boards at the state and local level and to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. As an advisory board member, you must observe these laws.

Follow the Sunshine Law to the letter. Do not talk with your fellow board members by phone, letter, e-mail, etc., about any matters related to your board.

- All meetings and discussions between two or more elected/appointed officials who serve on the same board/commission require public notice.
- It is a good idea to consider *everything* you say or do at a board meeting to be public record and let this guide your actions.
- If you receive requests for materials from citizens or members of the news media, you must provide them a copy.
- You and/or County staff cannot manipulate the timing of the release of public records. Staff will do their best to keep you informed before you read it in the newspaper.

For more information

The County Attorney has prepared a video that provides an overview of the Sunshine Law as it specifically relates to advisory boards. To view this video, go to www.alachuacounty.us/advisoryboards and click on 'Sunshine Law Presentation'.

The Office of the Attorney General maintains a website with Sunshine Law and public records information, including answers to frequently asked questions. The website address is <http://myfloridalegal.com/sunshine>.

If you require additional information, please contact a member of the County Manager's staff at 352-374-5204.

Meeting guidelines

To keep your meetings productive and on track, here are some handy tips:

You'll become very familiar with meetings as an advisory board member. And you'll quickly learn to appreciate meetings which run smoothly, as opposed to those which drag on endlessly, yet accomplish little.

- Study any background materials beforehand, but don't make up your mind. Additional information may be presented at the meeting, and you'll want to keep an open mind so you can fairly consider all the facts.
- Before the board can get down to business, it must have a quorum - a majority of members present. A board majority is more than 50 percent of its members.
- The Chair is responsible for moving the meeting along. But members should assist with getting to the heart of an issue so a conclusion can be reached in a reasonable amount of time.
- The board may establish and publicize general guidelines governing the length of presentations and public participation. Fifteen minutes is usually enough time for the main presentation; three minutes is the usual time limit for members of the public.
- After the presentation and public participation, board members may want to ask questions. This time should be limited to board questions only, with discussion for or against an issue held until after a motion has been presented (the motion helps focus the discussion).
- After questions are answered, a voting board member should make a motion. After the motion is seconded, the Chair can open the floor to board discussion, making sure each member keeps comments short and to the point.
- The Chair should try to keep members focused and moving to a conclusion. One way is for the Chair to occasionally summarize what is being discussed. When the Chair thinks the debate has been brought to a close, he/she should "call for the question" or ask members if they are ready to vote. Other board members can also call for the question.

Voting conflicts

Simply put, you can't vote on an issue which may benefit you or benefit the business that employs you ("special private gain" is the official term). Special private gain exists if you or your spouse own something that would be affected by the vote or have an ongoing business relationship with someone whose interests would be affected.

If a voting conflict exists

- Before the issue is discussed, publicly explain the conflict for the record (so the information is entered in the minutes).
- Abstain from voting.
- Within 15 days of the vote, document your conflict in writing (ask the County staff member who attends your meetings for a memorandum of voting conflict). Return the completed form to this person. You **cannot** participate in the board's discussion of the issue (Florida Statute 112.3143).

Members should contact their staff liaison and the County Attorney's Office (352-374-5218) if they have a voting conflict question.

Parliamentary procedure

Imagine a meeting where everyone talks at the same time. Not much will get done. That's why there is parliamentary procedure.

These common sense rules allow for the orderly flow of ideas and discussion and are widely used to govern meetings. Alachua County Government follows ***The Standard Code of Parliamentary Procedure (Alice Sturgis)***, a guide to parliamentary procedure for more than fifty years. Don't worry if at first the process seems confusing. You'll learn the lingo in a short time and before you know it, the procedures will become second nature.

A key element of parliamentary procedure is the ***motion***. There are seven recognized steps in making a motion, as follows.

1. A member asks to be recognized: "Mr. or Madam Chair."
2. The Chair recognizes the member: "Ms. Smith."
3. The member states the motion: "I move the application be approved."
4. Another member (without waiting to be recognized) seconds the motion: "I second the motion."
5. The Chair repeats the motion and calls for discussion: "It has been moved and seconded that the application be approved. Is there any discussion?"
6. The Chair then asks, "Do any members of the public wish to comment on the motion?"
7. After discussion and comments are complete, the Chair puts the motion to a vote: "If there is nothing new to be added to the discussion, we are ready to vote. All those in favor of the application being approved say 'yes.' Those opposed say 'no.'" The Chair pauses for the vote.
8. The Chair counts the votes and announces the outcome: "The motion passes/fails by a five to four vote."

Here are other motions which are a part of parliamentary procedure:

Main motion: Only one motion before an assembly at a time; cannot be introduced when any other motion is before the group.

Motion to amend: Changes a motion before it comes up for final vote; takes precedence over the motion to which it applies (you must vote on the amendment before voting on the main motion).

Substitute motion: Amends by substituting another form, changed or additional wording.

Motion to extend or limit debate: Sets time to be spent on matter before assembly, either by limiting time allowed for each speaker or by indicating a time in which to discontinue further discussion (amendments and debate related to type and time of limitations are allowed).

Motion to refer: Refers question to a committee (either standing or ad hoc) or to a person for further study/report.

Motion to postpone to a certain time: Puts off consideration to a definite date.

Motion to table or motion to lay on the table: Temporarily puts aside the motion being considered. Must be taken from the table at that meeting or the next meeting. Not amendable or debatable.

Motion to reconsider: Action taken to bring a question up again after it has been adopted or rejected (debatable but not amendable).

Motion to rescind: Action taken at a later meeting to repeal the previous action (debatable but not amendable).

Motion to recess: Indicates a recess for a short period of time during a meeting (amendable and debatable, with restrictions).

Motion to adjourn: Ends all discussion at this meeting (amendable and debatable with restrictions).

Question of privilege: Deals with the rights and comforts of a member and the assembly. For example, requests for persons to speak louder or to turn up the air conditioning (does not require a second). The Chair makes a decision on such minor motions or requests such as point of order, parliamentary inquiry, withdrawal of a motion and or second (none of these require a second).

The following motions must be seconded

1. "I move the report be approved with a recommendation that necessary funding be provided to implement the projects in the report." (**main motion**)
2. "I move to amend that funding be provided on projects 2-10 only." (**amendment**)
3. "I offer a substitute motion to accept the report for further study." (**substitute motion**)
4. "I move to refer the report to the finance subcommittee for an in-depth analysis of the availability of necessary monies." (**motion to refer**)
5. "I move further consideration be tabled." (**motion to table**)
6. Later in the same meeting, a member on the prevailing side of any of the foregoing motions: "I move to reconsider our previous actions regarding" (**motion to reconsider**)
7. At a subsequent meeting, a member on the prevailing side of 1-5: "I move we rescind our action of (date) regarding...." (**motion to rescind**)

Congratulations!

We hope you found this handbook helpful. Below is the list of advisory board staff liaisons (subject to change), and on the following pages, you will find descriptions of each board. Additional information, as well as a copy of this handbook, is available online at www.alachuacounty.us/advisoryboards. Thanks for reading!

2010 Staff Liaisons for Advisory Boards

Advisory Board Name	Staff Liaison	Contact #	e-mail address
Affordable Housing Advisory Committee	Tahlia Williams	337-6284	tmwilliams@alachuacounty.us
Alachua County Historical Commission	Kathleen Pagan	374-5249	kpagan@alachuacounty.us
Alachua County Housing Authority*	Herbert Hernandez	372-2549	hhernandez@alachuacounty.us
Bicycle Pedestrian Advisory Board*	Dekova Batey* (X5249)	393-8493	bateydt@cityofgainesville.org
Board of Adjustment	Elizabeth Ricks	374-5246	
CHOICES	Sandra Barton	264-6718	SMB@alachuacounty.us
Citizens with Disabilities Advisory Committee	Jackie Chung	374-5275	Jac@alachuacounty.us
Code Enforcement Board	Kathy Bruning	337-6189	KPBruning@AlachuaCounty.US
Community Agency Partnership Program	Lee Roberts	264-6707	dlroberts@AlachuaCounty.US
Criminal Justice, Mental Health & Subst. Abuse Grant Planning Comm.	Shetiquea Davis	338-7390	SMDavis@alachuacounty.us
Early Learning Coalition* (external board w/county appointee)	Gordon Tremaine*/Brent Waible (X6761)	375-4110 ext 137	gretremaine@elcalachua.org
Economic Development Advisory Committee	Leslie McLendon	374-5249	lmclendon@alachuacounty.us
Environmental Protection Advisory Committee	Gus Olmos/Kay Orozco	264 6806	gus@alachuacounty.us
Fair Housing/Human Rights Advisory Board	Jill Weinsier/Mary Neiberger	374-5275	Jlw@alachuacounty.us
Florida Works Board*	Celia Chapman*	244-5148	CChapman@fmsworks.com
Gvl/Alachua County Art in Public Places*	Russ Etling	374-5231	

Gvl/Alachua County Cultural Affairs Board*	Russ Etling	393-8529	
Gvl/Alachua County Regional Airport Authority*	Suzanne Schiemann*	373-0249 x13	suzanne.schiemann@flygainesville.com
Health Care Board	Megan Lang	264-6754/6725	mlang@alachuacounty.us
Health Facilities Authority	Barrie Hamilton*	376-5226	barrieh@bellsouth.net
Housing Finance Authority	Tahlia Williams	337-6284	tmwilliams@alachuacounty.us
Land Conservation Board	Ramesh Buch	264-6804	rpbuch@alachuacounty.us
Local Planning Agency/Planning Commission	Patricia McAlister	374-5249	Pamcallister@AlachuaCounty.US
Original Florida Tourism Task Force *(Jayne Moraski @ North FL Reg PI Council is formal contact, Roland Loog is county liaison)	Roland Loog	374-5231	rloog@alachuacounty.us
Recreation & Open Space Adv. Comm.	Kim Carter	374-5245 ext 247, 210	
Regional Transit System Advisory Comm.*	Nancy Wininger*	334-2609	winingerng@cityofgainesville.org
Rural Concerns Adv. Comm.	Ken Zeichner/Holly Banner	374-5249	ksz@alachuacounty.us
Tourist Development Council	John Pricher	374-5260	JOP@alachuacounty.us
Value Adjustment Board	Deanne Williams	374-3605	dwilliams@alachuacounty.us
Veteran Services Advisory Board		264-6740	
Victims Services & Rape Crisis Center Adv. Council	Barbie Hechavarria	264-6762	bhechavarria@alachuacounty.us
Wild Spaces & Public Places Citizen Oversight Committee	Ramesh Buch	264-6804	RPBuch@alachuacounty.us

*Indicates Advisory Board administered by external agency

Advisory and other County-appointed boards

Affordable Housing Advisory Committee – Recommends affordable housing incentives targeting regulatory reform, and assists the County with local projects funded by the Community Development Block Grant Program. **Contact: 337-6284**

Bicycle/Pedestrian Advisory Board - Recommends ways to improve bicycle and pedestrian facilities and policies to promote bicycle and pedestrian travel. **Contact: 393-8493**

Board of Adjustment - Reviews zoning regulations and establishes variances: **Contact: 374-5249**

CHOICES Advisory Board - Assists with the implementation and ongoing review of the CHOICES Program, established by the 1/4 cent indigent healthcare surtax. **Contact: 264-6700**

Citizens Disability Advisory Committee – Advises the Equal Opportunity Office Director in the areas of employment and program accessibility. ***The application process for this advisory committee differs from that of others, please be sure you have the correct application.***
Contact: 374-5275

Codes Enforcement Board - Rules on alleged violations of all County ordinances. **Contact: 374-5249**

Community Agency Partnership Program Advisory Board - Reviews budget requests from community agencies and recommends funding of the requests. **Contact: 264-6700**

Criminal Justice, Mental Health and Substance Abuse Grant Planning Committee – Makes formal recommendations to the County regarding the implementation of the Criminal Justice Mental Health Substance Abuse Reinvestment Grant. **Contact: 338-7390**

Early Learning Coalition – Ensures that at-risk children ages 0-5 are prepared for school, administers the Voluntary Pre-K program in Alachua County. **Contact: 375-4110**

Economic Development Advisory Committee – Works to develop and provide policy recommendations to the County related to the promotion of sustainable economic development. **Contact: 374-5249**

Environmental Protection Advisory Committee - Develops plans for protecting natural resources and reducing threats to the environment. **Contact: 264-6800**

Fair Housing/Human Rights Board - Reviews complaints of discrimination. **Contact: 374-5275**

Florida Works Board - Community leaders from the public and private sector who share the goal of developing and sustaining a qualified and effective regional workforce. Alachua County maintains a number of seats on this board. **Contact: 244-5148**

Gainesville/Alachua County Art in Public Places Trust - Helps implement the County's Public Art ordinance and recommends art for public buildings. **Contact: 393-8532**

Gainesville/Alachua County Cultural Affairs Board - Advises the City and County on the promotion of fine arts, literary arts, performing arts and crafts. **Contact: 393-8358**

Gainesville/Alachua County Regional Airport Authority - members are appointed by County, City, and State officials. Insures that Gainesville Regional Airport is managed in the most efficient manner to ultimately benefit its customers. **Contact: 373-0249**

Health Care Board - Identifies health services available for low-income residents and develops recommendations for improving service. **Contact: 264-6700**

Health Facilities Authority - Assists health facilities in acquiring, financing and refinancing projects. **Contact: 376-5226**

Historical Commission – Assists in identifying, preserving and interpreting the County's history and historical sites. **Contact: 374-5249**

Housing Authority Board - Sets policy for the Housing Authority. **Contact: 372-2549**

Housing Finance Authority - Helps in obtaining financing for housing projects. **Contact: 374-5249**

Land Conservation Board - Selects properties to recommend for acquisition through the Alachua County Forever Program and recommends policies related to the program. **Contact: 264-6803**

Original Florida Tourism Task Force - Promotes development of tourism within 11 counties, including Alachua County. **Contact: 374-5231**

Local Planning Agency/Planning Commission - Reviews and makes recommendations on land development regulations, rezoning requests, comprehensive plan updates and amendments, revisions to land-use regulations and other land-use matters. **Contact: 374-5249**

Poverty Reduction Board - Provides advice to the Commission regarding poverty within the County. **Contact: 264-6700**

Recreation and Open Space Advisory Committee - Establishes an annual work program; engages in an annual review of the Capital Improvement Project list pertaining to recreation projects; assists and advises on future policies and directions. **Contact: 374-5245**

Regional Transit Authority Advisory Committee – Advises the City of Gainesville on all matters relating to public transit development in the City of Gainesville and the County. **Contact: 334-2609**

Rural Concerns Advisory Committee - Provides guidance and advice to the County regarding rural concerns and issues. **Contact: 374-5249**

Tourist Development Council - Makes recommendations to the County regarding uses of tourist development tax revenues and helps promote tourism. **Contact: 374-5260**

Value Adjustment Board – Processes taxpayers' petitions contesting the value of real estate and personal property as assessed by the Property Appraiser's Office. **Contact: 374-3636**

Veterans Service Advisory Board - Reviews operation of the Veterans Services Office and provides advice on future policies. **Contact: 264-6740**

Victim Services and Rape Crisis Center Program Advisory Committee - Advises the County on future policies and directions concerning the Victim Services & Rape Crisis Center. Promotes community awareness of the program. **Contact: 264-6760**

Wild Spaces & Public Places Citizen Oversight Committee – Ensures that the proceeds from the ½ percent sales tax are expended only on eligible projects. **Contact: 264-6804**

BPAB CONTACT INFORMATION:

Bicycle/Pedestrian Advisory Board
Dekova Batey, Staff Liaison
PO Box 490, MS 58
Gainesville, Florida. 32627-0490

Phone: 352-393-8493

Fax: 352-393-7987

Email: bikeped@cityofgainesville.org

Website: www.cityofgainesville.org/bikeped