

# Connecting with County Government



*Volusia County Government's  
guide to informed citizen  
participation*



Revised January 2017

# Welcome!



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

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

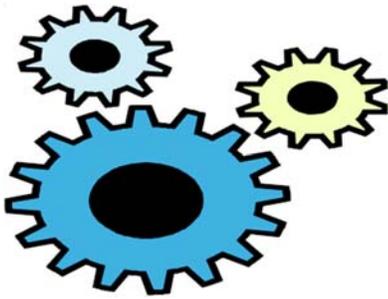
This handbook contains the information you'll need to better understand your responsibilities as an advisory board member. It also includes some of the rules which govern all board and commission members, such as parliamentary procedures and Florida's Government-in-the-Sunshine Law.

Volusia 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,  
Ed Kelley, County Chair  
Volusia County Council





# How County Government Works

provides the framework for self-government within the guidelines of Florida law. The Charter was created by a 21-member citizens committee and was approved by Volusia voters in a special countywide referendum on June 30, 1970. The complete text is available at [www.volusia.org/charter](http://www.volusia.org/charter).

The County Council is the legislative and policy-making body for County government. The County Manager, who is hired by the County Council, works with its members to assist in formulating policies and programs. The County Manager is the top administrator for some 2,700 full-time county employees and is responsible for the ongoing operations of all County services, including beach management, road repair, fire protection and environmental issues. The County Council also appoints the County Attorney, county government's chief legal advisor and the legal advisor for each citizens advisory board.

The elected County Chair serves as the official and ceremonial representative of County government and presides at all meetings, executes ordinances and other documents and presents an annual report to the public. All County Council members serve four year terms.

The County Council meets at 9 a.m., usually on the first and third Thursdays of each month in the Council Chambers of the Thomas C. Kelly Administration Center, 123 W. Indiana Ave., DeLand, the county seat. If you can't attend, you can listen to meetings and workshops at <http://www.volusia.org/government/county-council/county-council-meetings/live-audio.shtml>

**T**he County of Volusia operates under a Council/Manager form of government. The Volusia County Council is comprised of seven members: An elected County Chair, five members who represent single-member districts and one who represents the County at-large.

The foundation for our Council/Manager form of government is the County's Home Rule Charter. It



# How County Government Works



The 2017 County Council members are:

**County Chair: Ed Kelley**  
(386) 943-7026  
[ekelley@volusia.org](mailto:ekelley@volusia.org)

**At-Large: Joyce Cusack**  
(386) 943-7026  
[jcusack@volusia.org](mailto:jcusack@volusia.org)

**District 1: Pat Patterson**  
(386) 740-5224  
[ppatterson@volusia.org](mailto:ppatterson@volusia.org)

**District 2: Billie Wheeler**  
(386) 740-5224  
[bwheeler@volusia.org](mailto:bwheeler@volusia.org)

**District 3: Deb Denys**  
(386) 740-5224  
[ddenys@volusia.org](mailto:ddenys@volusia.org)

**District 4: Heather Post**  
(386) 740-5224  
[hpost@volusia.org](mailto:hpost@volusia.org)

**District 5: Dr. Fred Lowry**  
(386) 943-7026  
[flowry@volusia.org](mailto:flowry@volusia.org)

**Volusia County Manager**  
James T. Dinneen  
(386) 736-5920  
[jdinneen@volusia.org](mailto:jdinneen@volusia.org)



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*Let's get acquainted  
with your new job.*





### **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 Council on diverse matters of public concern.

Advisory board members are appointed by the Volusia County Council and serve at the pleasure of the County Council. The County Council also appoints citizens to other types of boards which provide different services for County government, such as quasi-judicial boards and authorities. Quasi-judicial boards, such as the County's Planning and Land Development Regulation Commission, perform functions in a manner similar to courts, but more informally. An example of an authority is the Halifax Area Advertising Authority, which promotes the Daytona Beach resort area using the resort taxes collected in the Halifax area.

### **Requirements for board members**

Board members should have or be:

- 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.
- A current application on file with the County Manager's Office. To be considered for an advisory board position, your application cannot be more than one year old.
- A registered voter in Volusia County.

### **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 Volusia County Supervisor of Elections within 30 days of your appointment. This must be done each year.



When you resign or your term is up, you must file a final financial disclosure statement (Form 1F) within 60 days of leaving. Your board's County liaison can help you obtain these forms, or you may obtain them from the Florida Commission on Ethics website, [www.ethics.state.fl.us](http://www.ethics.state.fl.us). Click on the "forms" link.

*More on financial disclosure.*





## **Financial disclosure (continued)**

Boards that require financial disclosure include:

- *Code Enforcement Board*
- *Volusia Growth Management Commission*
- *Planning and Land Development Regulation Commission*

### **Setting goals**

Advisory boards must submit an annual status report to the County Council indicating their achievements and progress for the year. Your staff liaison will assist you in preparing these reports, which are due each year by Dec. 31. An annual report encourages boards to develop focused work plans and ensures the County Council is kept informed of board activities.

### **Correspondence**

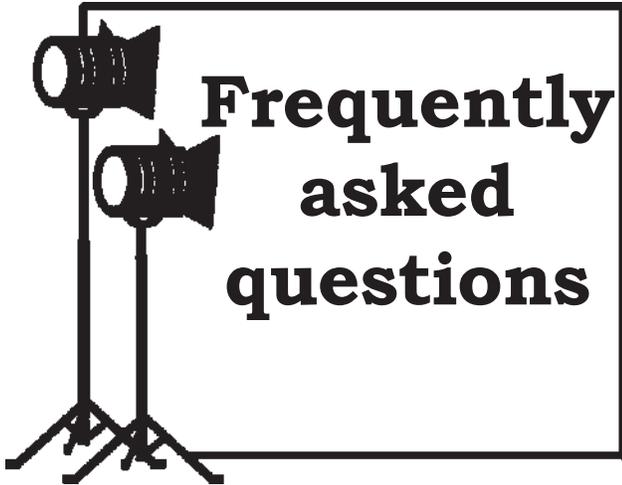
Any use of county government logos or letterhead must be coordinated with your staff liaison to prevent misrepresentation of board or county policies. Formal correspondence which states the board's position on an issue should always be coordinated with your staff liaison.



### **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.

*More....*



**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. You should always notify your county staff liaison or your advisory board chairman if you are unable to attend a scheduled board meeting.

Attendance guidelines for advisory boards are outlined in detail on page 8 of this handbook. Excessive absenteeism may be cause for removal from your advisory board. Most boards have automatic removal if a certain number of meetings are missed.

**Q. How long will I serve?**

A. Most board member terms are two years with the opportunity for reappointment. In most cases, members may be removed by the County Council 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 the County Council member who appointed you and send a copy to the County Manager's Office.

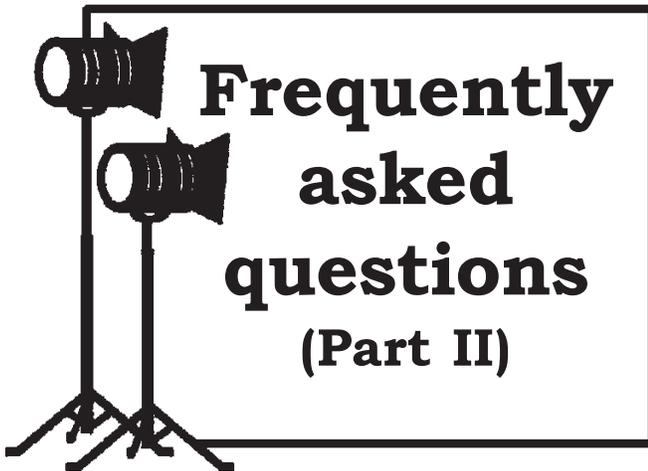
**Q. May I serve another term?**

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 be reappointed.

There are no term limits on county advisory boards, but the County Council has the final say on appointments and reappointments.

*More FAQs...*





**Q. May I serve on more than one board at the same time (dual office holding)?**

A. Yes, with some exceptions, you may serve on up to two boards. Members of quasi-judicial boards, such as the Code Enforcement Board and the Planning

and Land Development Regulation Commission, are considered to be appointed County office holders. As such, they may not hold more than one office (Florida Constitution, Article II, Section 5). 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 Daytona Beach Code Enforcement Board and the Volusia County Code Enforcement Board. This would constitute dual office holding, which is prohibited by Florida law.

Boards that constitute a county office include the following: the Code Enforcement Board, the Contractor Licensing and Construction Appeals Board, the Volusia County Educational Facilities Authority, the Volusia Growth Management Commission, the Halifax, Southeast and West Volusia Advertising Authorities; the Historic Preservation Board, the Housing Finance Authority, the Industrial Development Authority, the Personnel Board, the Planning and Land Development Regulation Commission, the Spring Hill Community Redevelopment Agency, and the Value Adjustment Board.

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 386-257-6000 from 8 a.m. to 5 p.m. Monday through Friday. You may also contact the County Manager's Office at 386-736-5920 during these hours.





Attendance at meetings is crucial to an advisory board's success in researching issues and gathering information for the County Council. A majority of members (50 percent of the board plus one) must be present for a board meeting to be held.

For the **Agri-Business Inter-Relationships Committee, Animal Control, Halifax Area Advertising Authority, Historic Preservation Board, Library Advisory Board, Southeast Volusia Advertising Authority, Volusia ECHO Advisory Committee,** and the **West Volusia Tourism Advertising Authority,** the following attendance policy applies:

If a member fails to attend two board meetings during any calendar year ending Dec. 31, regardless of the reason, the seat shall be deemed vacant.

For the **Cultural Council, Contractor Licensing and Construction Appeals Board and the Children and Families Advisory Board,** the following attendance policy applies:

If any member fails to attend two of three consecutive board meetings, regardless of the reason, the member's seat shall be deemed vacant.

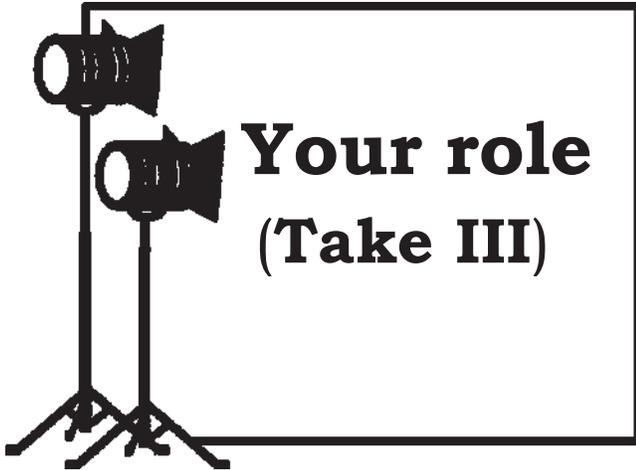
For the **Planning and Land Development Regulation Commission,** if three meetings in a calendar year ending Dec. 31 are missed, the member's seat is declared vacant.

Please note that for all of the above boards, **there is no excused absence.** The policy states "regardless of the reason," which means it does not matter why the board meeting was missed, it still counts as a missed meeting.

The attendance policy for the **Code Enforcement Board** states if a member fails to attend two of three consecutive board meetings without cause and without prior approval of the chairman, the board shall declare the member's seat vacant.

Your board's staff liaison is responsible for keeping track of attendance and will notify you if you have been absent more than the board's policy allows. The liaison also will advise you on the steps to take if you would like to request reinstatement by the County Council.





**In a nutshell...**

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

Board members should:

- √ File a financial disclosure form if applicable (page 5).
- √ 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, page 14).
- √ Note a conflict of interest and follow the appropriate procedures.

**Please remember...**

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

Your recommendations are important, but keep in mind the recommendations your board makes may not always be adopted by the County Council. The County Council must take *all* factors into consideration before making a policy decision.

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*Now find out how county staff can help.*





Advisory boards are successful when its 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.

Simply put, positive board/staff relationships are built on the four C's: Communication, Commitment, Courtesy and Cooperation.

### **In a nutshell...**

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 Council actions concerning routine recommendations and appeals.
- √ Provide technical and administrative assistance to the board.
- √ Provide initial orientation and continuing education for board members.

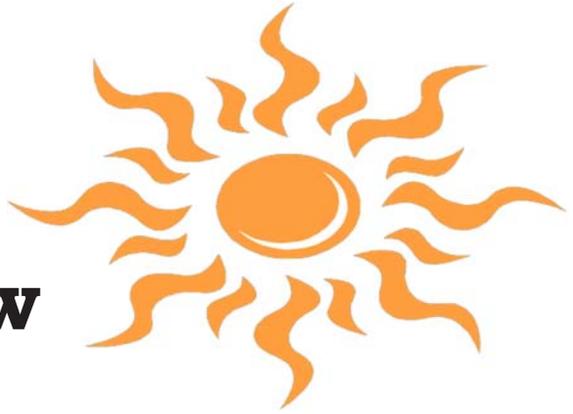
### **United we stand**

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.



# Public records & the Sunshine Law



## Public records

State law defines a public record to mean all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other means of transmission, such as e-mails or texts, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. This includes advisory boards and you as an advisory board member.

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.

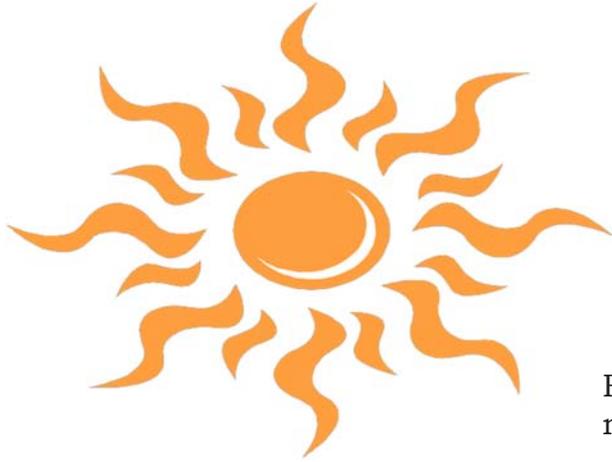
## Government-in-the-Sunshine Law

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; and
- 3) Minutes of the meeting 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.





## Public records & the Sunshine Law Part 2

Remember these guidelines regarding public records and the Sunshine Law:

- Follow the Sunshine Law to the letter. Do not talk with your fellow board members by phone, letter, email, texts, 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 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 [www.myfloridalegal.com/sunshine](http://www.myfloridalegal.com/sunshine).

A Guide to the Sunshine Amendment and the Code of Ethics can be found at [www.ethics.state.fl.us](http://www.ethics.state.fl.us); click on "Public Information" at the top of the webpage.

If you require additional information, please contact a member of the County Manager's Office staff at 386-736-5920.





## Meeting guidelines

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

- 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).





## ***Meeting guidelines***

### **Part 2**

- After questions are answered, a 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 that gives you "special private gain" (e.g. something that may benefit you financially or benefit the business that employs you). Special private gain exists if you or your spouse own something that would be affected by the vote or have an ongoing 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, Form 8B, Memorandum of Voting Conflict for County, Municipal and other Local Public Officers.

You *cannot* participate in the board's discussion of the issue (Florida Statute 112.3143).





# 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. Volusia County Government follows **Robert's Rules of Order**, a guide to parliamentary procedure for more than a century. 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. After discussion, 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.
7. The chair counts the votes and announces the outcome: "The motion passes/fails by a five to four vote."





# Parliamentary procedure Part 2

Here are a few other motions that are a part of parliamentary procedure as described in *Robert's Rules of Order*.

**Main motion:** Only one motion before an assembly at a time; a motion 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. There is a limit of two amendments.

**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 (amendable but not debatable).

**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 postpone indefinitely:** Puts off consideration to an uncertain time (debatable but not amendable).

**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 (amendable and debatable).

**Motion to recess:** Indicates a recess for a short period of time during a meeting (amendable but not debatable).



# Parliamentary procedure

## Part 3

**Motion to adjourn:** Ends all discussion at this meeting (not amendable or debatable).

**Point 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 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!***

Below is the list of advisory board staff liaisons. On the following pages, you will find descriptions of each board. All phone numbers shown below are in the 386 area code unless otherwise noted. Additional information, as well as a copy of this handbook, is available on [www.volusia.org](http://www.volusia.org).

## **2017 Staff Liaisons for Advisory Boards** (subject to change without notice)

Affordable Housing Advisory Committee	Paula Szabo, 736-5955
Agri-Business Inter-relationship Committee	Dennis Mudge, 822-5778
Animal Control Board	Sergio Pacheco, 248-1790
Business Incubator Advisory Board	Sally Sprague, 248-8048
Children and Families Advisory Board	Brittany Scott, 736-5955
Code Enforcement Board	Alison McMillan, 736-5925
Contractor Licensing & Construction Appeals Board	Alison McMillan, 736-5925
Cultural Council	Jessi Jackson Smith, 736-5953
Daytona Beach Racing & Rec. Facilities Commission	Barbara Kelly, 255-7355
Educational Facilities Authority	E. Channing Coolidge, 734-3451
Volusia Growth Management Commission	Merry Chris Smith, 947-1875
Halifax Area Advertising Authority	Lori Campbell Baker, 255-0415
Health Planning Council of Northeast Florida	Deanna McDonald, 904-301-3678
Historic Preservation Board	Julie Scofield, 736-5953
Housing Finance Authority	Larry Stout, 254-6875
Human Services Advisory Board	Clayton Jackson, 736-5956
Industrial Development Authority	Sally Sprague, 248-8048
Library Advisory Board	Lucinda Colee, 248-1745
Medical Advisory Board	Mark Wolcott, 740-5201
Personnel Board	Lisa Hopton, 736-5951
Planning & Land Development Reg. Commission	Sara Payne, 943-7059
Southeast Volusia Advertising Authority	Deborah Meihls, 428-1600
Spring Hill Community Redevelopment Agency	Michael Pleus, City of DeLand, 740-5706
Tourist Development Council	Sharon Angelastri, 254-4500
Value Adjustment Board	Terri Pendarvis, 740-5164
Volunteer Firefighters Retirement Advisory Board	Becky Perryman, 736-5940
Volusia ECHO Advisory Committee	Carmen Hall, 736-5955
West Volusia Tourism Advertising Authority	Georgia Turner, 734-0163

## **Advisory and other county-appointed boards**

If you are interested in applying for a board position, please visit [www.volusia.org/advisory](http://www.volusia.org/advisory) for more information. Form A is for advertising authority applicants, and form B is for all other board applicants. You may also call the County Manager's Office at 386-736-5920. Board terms are for two years unless noted otherwise.

***AFFORDABLE HOUSING ADVISORY COMMITTEE:*** The committee's mission is to recommend specific actions or initiatives to encourage affordable housing while protecting the ability of the property to appreciate in value. Eleven members.

***AGRI-BUSINESS INTER-RELATIONSHIP COMMITTEE:*** The Agri-Business Inter-Relationship Committee represents the agricultural community in an advisory capacity on the use of the county's Agricultural Center and as a voice for the agriculture community in Volusia County. Thirteen members (nine members, four ex-officio members).

***ANIMAL CONTROL BOARD:*** The Animal Control Advisory Board's mission is to represent citizens on animal issues as it is related to public health and safety. Nine members, one ex-officio member.

***BUSINESS INCUBATOR ADVISORY BOARD:*** The Board reviews the operations and funding of the Business Incubator, assists and helps create a working synergy between the Incubator facility and existing local businesses and provides general support to the Incubator staff. Eight members – four appointed by the County Council, two by the Aviation Director and two by the University of Central Florida.

***CHILDREN AND FAMILIES ADVISORY BOARD:*** This board is responsible for assessing and evaluating children and community needs, developing strategies to meet these needs and making funding recommendations to the County Council. Nine members.

***CODE ENFORCEMENT BOARD:*** The Code Enforcement Board was created by the County Council to provide an equitable, expeditious, effective and inexpensive method of enforcing the technical codes and ordinances in force in Volusia County, including but not limited to, environmental codes, fire, building and zoning codes. Seven members, three year terms.

## Advisory and other county-appointed boards

Board terms are for two years unless noted otherwise.

**CONTRACTOR LICENSING AND CONSTRUCTION APPEALS BOARD:** This board hears appeals of decisions and interpretations of the Building Official and the Contractor Licensing Manager and considers variances of technical codes. The board also regulates licensed contractors and unlicensed activity. Thirteen members.



**CULTURAL COUNCIL:** The Cultural Council evaluates the needs and performance of cultural service agencies using established guidelines to determine where the County of Volusia will derive the greatest benefit for its tax dollars. It also makes recommendations to the County Council concerning the distribution of the Community Cultural Grant, which is an operating grant, and Art in Public Places funds. Nine members.

**DAYTONA BEACH RACING AND RECREATIONAL FACILITIES COMMISSION:** This board is authorized and empowered to acquire, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain and operate racing and recreational facilities within the district. Five members are appointed: two by the County Council, two by the City of Daytona Beach, and one jointly by the county/city. Four-year terms.

**EDUCATIONAL FACILITIES AUTHORITY:** This authority was created by Florida Statute 243.18 to assist higher education institutions in construction, financing and refinancing projects. The authority consists of five members who must be Volusia County residents. At least one member must be a trustee, director, officer or employee of an institution of higher education in Volusia County. Five year terms.

**VOLUSIA GROWTH MANAGEMENT COMMISSION:** The commission was formed to investigate and evaluate the concept of growth management within Volusia County. Twenty-one members, five appointed by the County Council. Three-year terms ending June 30, 2017, and thereafter four-year terms.

## **Advisory & other county-appointed boards**

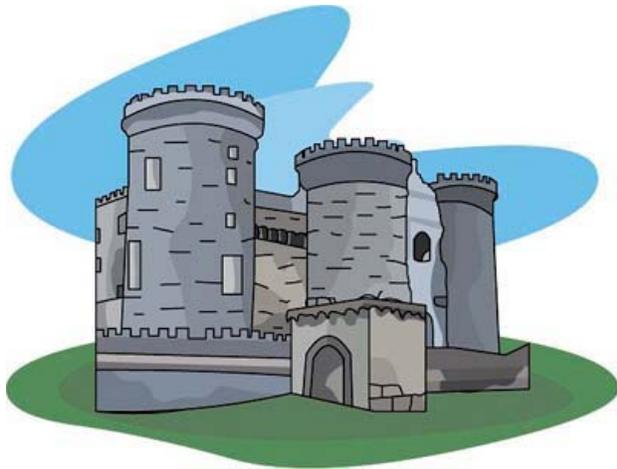
Board terms are for two years unless noted otherwise.

### ***HALIFAX AREA ADVERTISING AUTHORITY:***

The Halifax Area Advertising Authority administers and disburses the proceeds of the convention development, or resort tax collected within the boundaries of the Halifax Advertising Tax District as defined by Florida law. The authority promotes and advertises the Daytona Beach and Halifax resort area nationally/internationally. Eleven members.

### ***HEALTH PLANNING COUNCIL OF NE FLORIDA,***

***INC.:*** Created by Florida statutes 408.33 to provide coordinated health planning services designed to enhance the provision of accessible, affordable, and high quality health care services to all persons residing in District IV – Baker, Clay, Duval, Flagler, Nassau, St. Johns and Volusia counties. Twelve members, two appointed from Volusia County.



### ***HISTORIC PRESERVATION BOARD:***

The Historic Preservation Board issues certificates of designation for eligible historic resources (structures, archaeological sites and historic districts), and certificates of appropriateness for demolition, alteration, relocation and new construction. This board advises the County Council on all matters related to historic preservation policy, including use, management and maintenance of county-owned

historic resources. Nine members.

***HOUSING FINANCE AUTHORITY:*** The authority's purpose is to issue bonds, make loans, finance construction and provide capital for investment to insure a supply of low and very-low income housing for Volusia residents. Five members, four year terms.

## **Advisory & other county-appointed boards**

Board terms are for two years unless noted otherwise.

**HUMAN SERVICES ADVISORY BOARD:** As a recipient of Community Services Block Grant (CSBG) funds, the County is mandated by the State to maintain a tripartite advisory board to assist with developing CSBG program goals and objectives, identify community needs, and evaluate program effectiveness. Fifteen members, five appointed by the County Council, five selected by the Human Services Manager and five elected by the community.

**INDUSTRIAL DEVELOPMENT AUTHORITY:** This authority reviews and processes commercial and industrial projects which are submitted for tax-free revenue-bond financing and makes recommendations to the County Council based on its findings. Five members, four 0-year terms.

**LIBRARY ADVISORY BOARD:** The board makes recommendations to the County Council, County Manager and Library Services Director on matters relating to the development and improvement of Volusia County's public libraries, services and programs. Seven members.

**PERSONNEL BOARD:** The Personnel Board serves in an advisory capacity on the County's merit-based personnel system. The board functions as an independent forum for the hearing of adverse action, technical and discrimination appeals. Five members and one alternate, six-year terms.

**PLANNING AND LAND DEVELOPMENT REGULATION COMMISSION:** Reviews applications and makes recommendations to the County Council on rezoning of property, variances and special exceptions on rezoning requests. PLDRC decisions on variances are final (unless appealed to the County Council). The commission makes recommendations on applications to amend the county's Comprehensive Plan and reviews proposed land development regulations and zoning ordinance proposals or amendments. Seven members, two ex-officio members.

## **Advisory & other county-appointed boards**

Board terms are for two years unless noted otherwise.

### ***SOUTHEAST VOLUSIA CONVENTION***

***ADVERTISING AUTHORITY:*** The authority administers and disburses the proceeds of the resort tax collected in Southeast Volusia. Members must be persons who conduct business within the Southeast Volusia Convention Development Taxing District. Seven members.

***SPRING HILL COMMUNITY REDEVELOPMENT AGENCY:*** A board of residents and officials of the City of DeLand and Volusia County created to promote and encourage rehabilitation, conservation and redevelopment within the Spring Hill Community Redevelopment Area. Seven members, four-year terms.

***SUBSTANCE ABUSE POLICY ADVISORY BOARD:*** This board serves as the designated body for approving the terms of the Edward Byrne Anti-Drug Abuse Act Grant of 1988 and serves to solicit required local support of the proposals from Volusia County municipalities and law enforcement agencies. This board meets quarterly and is comprised of 20 members who represent agencies including the State Attorney, Public Defender and Sheriff's offices, Chiefs of Police Association, the County Council, Health Department and the Volusia/Flagler Council on Alcohol and Drug Abuse.



***TOURIST DEVELOPMENT COUNCIL:*** This advisory council makes recommendations to the County Council for the effective operation of the special projects or of the uses of the tourist development tax revenue. Members include the County Council Chair, elected officials from municipalities and persons involved in the tourism industry. Nine members.

## **Advisory & other county-appointed boards**

Board terms are for two years unless noted otherwise.

**VALUE ADJUSTMENT BOARD:** This board considers and renders a decision on appeal petitions relating to property value assessments, classifications and exemptions. Five members, including two Volusia County Council members, one School Board member and two citizens. One citizen member is appointed by the County Council and one citizen member is appointed by the School Board for one year.

**VOLUNTEER FIREFIGHTERS RETIREMENT ADVISORY BOARD:** The committee monitors the operation and administration of the Fire Services pension system and the management of the accrual of benefits levels. Its members include the Fire Services Administrator or Public Protection Service Center Director, the Support Services Center Director and the Personnel Director. Two volunteer representatives of Fire Services are recommended by the Fire Services Director and appointed by the County Council. One serves a three-year term, and one serves four years.

**VOLUSIA COUNTY MEDICAL ADVISORY BOARD:** The mission of the board shall be to advise the County Medical Director and the EMS Division on issues pertaining to the EMS system, including but not limited to EMS system pre-hospital patient care protocols, research initiatives, hospital emergency department interface issues, and/or new technologies and clinical procedures. Ten members.

**VOLUSIA ECHO ADVISORY COMMITTEE:** This committee was created to review and make recommendations on applications that fund projects that enhance the quality of life in Volusia County by ensuring the availability of environmental, cultural, historical and outdoor recreational opportunities. The committee reviews and/or assesses the ECHO needs of the Volusia County community and makes recommendations on how the Volusia ECHO Program can best address them. Nine members.

**WEST VOLUSIA TOURISM ADVERTISING AUTHORITY:** The purpose of the West Volusia Tourism Advertising Authority is to administer and disburse the proceeds of the convention development, or resort tax collected within the boundaries of the West Volusia Convention Development Tax District as defined by Florida law. Authority members are required to be persons doing business within this district. The authority promotes and advertises the West Volusia tourism area nationally/internationally for the purpose of increasing tourism and conventions. Seven members.