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**BOARD OF COUNTY COMMISSIONERS  
HILLSBOROUGH COUNTY  
TAMPA, FLORIDA 33601**

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**BOARD POLICY - SECTION NUMBER: 02.06.00.00**

**SUBJECT:** INDIVIDUAL COMMISSIONER REQUESTS FOR THE COUNTY  
ADMINISTRATOR

**EFFECTIVE DATE:** APRIL 20, 1991

**SUPERSEDES:**

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**Purpose:**

The purpose of this policy is to clarify the procedure when individual Commissioners make requests of the County Administrator for research and/or special projects.

**Policy:**

It is the policy of the Board of County Commissioners that the County Administrator shall provide information and research resources to individual Commissioners upon their request; provided, however, that when in doubt as to the appropriateness of an individual Commissioner's request (because of the magnitude of the request, time limitations, etc.), the County Administrator may refer that request to the Board for review and approval at a regular Board meeting.

**Responsibility:**

The County Administrator, as the executive officer of Hillsborough County, shall make the determination as to which such individual items come before the Board.

**Approved By:** Board of County Commissioners  
**Approval Date:** April 20, 1991