CITY OF PARKER
AGENDA ITEM SUMMARY

1. *DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:*	2. *MEETING DATE:*
Council	May 2, 2023

Announcement of open committee/magistrate positions

4. *IS THIS ITEM BUDGETED (IF APPLICABLE)*

YES ☐ NO ☐ N/A X

While discussing the LDR revisions, it was asked that the clerk remind the council at the first meeting in May of upcoming committee appointments. At this time, we have 2 planning committee members, 3 infrastructure and the magistrate up for reappointment.

Anyone wishing to join one of the committees or the magistrate position, or reapply for a position you currently hold, should complete the attached application, and return to City Hall prior to June 1st.

AGENDA ITEM #4

Advisory Boards and Planning Commission Application

Eligible citizens can help guide important decisions for City of Parker by serving on a board or commission. Application information, planning commission agendas and other important information for each board and commission can be accessed from office of the Mayor at 850-871-4104 or from the City's Website: www.cityofparker.com.

Application Instructions - Interested citizens must be a City of Parker resident prior to submitting their application, must be a registered voter and must remain a City of Parker resident during their term of appointment for the Infrastructure or Planning Committees. Those interested in serving as the Magistrate, must be a registered voter and must remain a City of Parker resident during their term of appointment or be an attorney licensed to practice in the state of Florida. Please note that all information is considered public record and will be treated as such.

Citizens need to complete a standard application form, indicating their preference for the which board/position they wish to join. After the deadline for submitting applications, City Council will interview each applicant. Each applicant's name will be listed within the "pool" for six months of available individuals, and as vacancies occur on the various boards and the planning commission, each applicant listed will be considered. Your name will remain in the "pool" unless you request it be removed or unless you are appointed.

All board members serve without compensation. Advisory boards and commission meetings are held during day and evening hours. Terms of office are two years or less.

City of Parker Comprehensive Planning and Land Development Regulation Code, policies and codes require applicants for appointment to a board or commission/magistrate positition to submit an affidavit indicating whether they have been convicted of a felony under the laws of Florida or in any another jurisdiction. The report of a felony shall include the type of offense and may include the circumstances and any evidence of rehabilitation. Each applicant shall also give written permission for a criminal background investigation, with the report filed with the office of the Mayor. The office of Mayor shall maintain the report in a file available to the public.

Please complete the application and return it via one of the following methods:

- Email to jhinrichs@cityofparker.com
- Mail to City Clerk, 1001 W. Park St., Parker, FL 32404
- Drop off at City Hall at 1001 W. Park St., Parker, FL 32404 (drop box available)

APPLICATION FOR APPOINTMENT

TO CITY ADVISORY BOARDS - PLANNING COMMISSION – CITY MAGISTRATE

CITY OF PARKER, FLORIDA

NOTE: Please type or print your application. It is important to complete this application answering all questions to the fullest extent and amplify those responses requesting a narrative answer. This form, plus any letter and/or resume you submit and your personal interview, will be the sole means of material that council will utilize to screen applicants for appointments. Please submit your application and a current personal photograph to City Clerk, 1001 W. Park Street, Florida or jhinrichs@cityofparker.com. All applications will be kept in a "pool" for six months. Every board and commission member must be a resident of the City prior to applying for an appointment, and a registered voter and resident of the City during the term of office. All board members serve without compensation.

PLEASE RANK THE BOARDS YOU WOULD BE INTERESTED IN SERVING ON WITH 1 HIGH AND 3 LOW:

___ Planning Commission

____Infrastructure Committee

____ City Magistrate

_____ _____
NAME (First) (Middle) (Last)

_____
ADDRESS (Street) (City) (Zip)

_____
MAILING ADDRESS IF DIFFERENT THAN PROPERTY ADDRESS

EDUCATION

_____

_____

_____

ARE YOU A CITY RESIDENT? _____ HOME PHONE_____

DATE OF MOVING TO THE CITY OF PARKER_____
OCCUPATION: _____ WORK PHONE: _____

NAME OF EMPLOYER ADDRESS CITY STATE ZIP

E-Mail Address: _____ FAX: _____

Business: _____ Phone: _____

Business Address: _____
STREET CITY STATE ZIP CODE

Are you a registered voter? ____ Yes ____ No. If yes, Voter ID Number: _____

Do you own property in the City? ____ Yes ____ No. If yes, address(s):

_____

Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Parker? ___ Yes ____ No

If yes, please provide details:

_____

_____

Experience:

Please attach a resume and/or additional documentation to supplement your qualification information.

REASON(S) FOR YOUR INTEREST IN SERVING ON A BOARD OR COMMISSION? (Areas of interest, goals, etc.):

_____.

_____.

_____.

WHAT CONTRIBUTIONS DO YOU FEEL YOU CAN MAKE TO THE CITY?

WHAT PREVIOUS WORK EXPERIENCE, CIVIC ACTIVITY OR OTHER VOLUNTEER SERVICE WOULD YOU BRING TO THE POSITION? Please list your qualifications for effective Board membership (Include all City Boards you serve on and any relevant experience/expertise in the area you wish to serve.

_____.

_____.

_____.

WHAT IS YOUR PERSPECTIVE ON THE CITY'S POLICIES AND PHILOSOPHIES CURRENTLY ADMINISTERED AS THEY RELATE TO THE BOARDS AND COMMISSIONS?

_____

_____

_____

HOW WOULD YOU APPROACH A DECISION ON A BOARD MATTER WHICH INVOLVES STRONG FEELINGS BY CITIZENS IN OPPOSITION TO AN APPLICATION OR APPEAL BEFORE THE BOARD? HOW WOULD YOU SEE YOURSELF INTERACTING WITH MEMBERS AND THE CITIZENS WHO WERE OBJECTING?

_____

_____

_____

ARE THERE ANY REASONS YOU MAY HAVE A CONFLICT OF INTEREST IF YOU WERE APPOINTED TO A BOARD OR COMMISSION THAT YOU LISTED? _____
IF YES, PLEASE EXPLAIN.

_____

_____

WOULD YOU BE ABLE TO DEVOTE THE TIME NECESSARY TO FULFILL YOUR OBLIGATIONS AS A BOARD MEMBER? IF NOT, WHY?

_____

_____

_____

References (Non-family, these may be personal or professional):

_____
(Name) (Address) (Phone)

_____
(Name) (Address) (Phone)

_____
(Name) (Address) (Phone)

SIGNATURE _____ DATE _____

City of Parker requires each applicant for appointment to a Board or Commission OR Magistrate position to submit an affidavit indicating whether he or she has been convicted of a felony under the laws of the State of Florida or in another jurisdiction. The report of a felony shall include the type of offense, the date of the offense and may include the circumstances and any evidence of rehabilitation. Each applicant shall also give written permission for a criminal background investigation by the Parker Police Department, who shall report to the Mayor any felony convictions of an applicant found in their investigation. The Mayor shall keep the report in a file available to the public.

I, _____, length at current address_____

SSN _____ Driver's License Number _____
State of D/L Issue __FL_____

Place of Birth _____ Date of Birth _____

Hereby certify that I have not been convicted of a felony under the laws of the State of Florida or in another jurisdiction and the facts contained within the foregoing application and background report are true and correct. I further authorize the City Clerk to conduct a criminal background investigation, with the understanding that any felony convictions found will become a matter of public record.

Please acknowledge that you have read the attached Sunshine Amendment/ Code of Ethics and the Boards/Commissions Policy.
Yes _____ No _____

_____

Signature of Applicant

SUNSHINE AMENDMENT/CODE OF ETHICS:

All Volunteer Advisory Board/Commission Appointees/Magistrate are governed by and subject to the Florida Sunshine Amendment and Code of Ethics

FORM 1 - LIMITED FINANCIAL DISCLOSURE:

Persons required to file FORM 1 include all local officers. A local officer is defined as any appointed member of a board, excluding any member of a sole advisory body. However, a governmental body with land planning, zoning or natural resources responsibilities shall not be considered an advisory body and, therefore, would be required to file.

Within 30 days from the date of appointment and subsequently no later than July 1 of each year thereafter, a local officer shall file a statement of financial interests with the Supervisor of Elections.

REPORTING REQUIREMENTS AND PROHIBITED RECEIPT OF GIFTS; SOLICITATION AND DISCLOSURE OF HONORARIA:

Certain instances require disclosure of gift and honoraria. For a full detail of requirements, please review the GIFT LAW as identified in Florida Statutes or contact the City Attorney for specifics.

NOTE: Forms which may be required to be filed by a local officer are as referenced in Florida Commission on Ethics "GUIDE TO THE SUNSHINE AMENDMENT AND CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES" booklet, as published annually and on file in the Office of the City Clerk.

CITY COUNCIL POLICY
GOVERNING CITY BOARDS AND COMMISSIONS

Appointments:

Each individual interested in serving on a City board or commission/Magistrate shall complete the "City of Parker Appointed Boards/Commissions/Magistrate Application." As part of that, applicants should acknowledge their review of this policy. The application would then be returned to the Mayor's Office.

Reappointments:

Each year before May, all members of commissions or boards/magistrate whose terms are set to expire will complete a "City of Parker Reappointment Application." The application will confirm the board or commission/magistrate member's interest to continue or discontinue service. Reappointments are not automatic. The City Council shall review all appointment applications and appointed board/commission/magistrate applications, then making its recommendation for appointment. It is the desire of the City Council to appoint or reappoint the applicant that will best compliment that particular board/commission/magistrate.

Openings/Resignations:

Any board member/magistrate that intends to resign must forward a letter to their respective chair or city clerk, who will then forward that letter to the Mayor. The resignation letter will be forwarded to the City Council for their acceptance. Upon notification of a resignation, city staff will advertise the opening immediately. The Mayor's Office shall contact all applicants previously on file to confirm whether interest in serving still exists. The Mayor's office will contact the board Chair for any thoughts or comments on filling the vacancy. The Mayor will forward all of the applications on file as well as any comments from the board to the City Council. The City Council will review all applications and staff recommendations then make their appointment. The Mayor's Office will send a letter of appreciation to individuals resigning from a citizen board and a notice to the newly appointed board member.

Attendance Policy:

Members of citizen boards or commissions are expected to attend meetings on a regular basis. A board member should inform the Chair or City Staff if they will not be able to attend the meeting. The City Clerk or secretary of each board will forward to the Mayor the attendance record of all members on a quarterly basis. The Mayor will review these records and contact those individuals that have missed at least three meetings in the previous twelve months. The Mayor will then forward that information to the City Council for their review and possible action. Three absences in a twelve-month period may constitute sufficient grounds for removal of member with such an attendance record by the City Council.

Orientation:

The Mayor shall provide an orientation for all new citizen board or commission members that includes a review of enabling legislation for that board or commission, Modern Rules of Order, historical perspectives on work of the board or commission, and any other material appropriate to the work of the particular board or commission such as by-laws, traditional practices, etc.

Training Requirements:

The increasing complexity of municipal operations and the potential for legal challenges to recommendations and decisions made by appointed and elected officials makes it increasingly important for members to receive proper training in order to carry out their roles and responsibilities. The following boards shall be required to attend appropriate training in their particular specialty within one month of appointment:

Planning Board, Magistrate, and Infrastructure Committee

Thereafter, the above boards shall continue to attend a minimum of one workshop, training seminar, etc. per year with prior approval by the Mayor and/or City Council.

All boards are strongly encouraged and may be required to attend training that enhances their ability to effectively serve. Continuing education efforts of board or commission members will be a consideration for reappointment.

Preparation

The City's boards prepare an agenda prior to each meeting in conjunction with the city clerk, and many provide related materials. Each board member will be expected to come to each meeting prepared to discuss the relevant issues, having reviewed any provided documentation. Board members will be expected to arrive at meetings on time, in an alert condition, and with an open mind so that meeting will be conducted in an efficient and fair manner.

Expenses Related to Service:

In the course of receiving training, travel, or other expenses, related to serving on a City board or commission, which are incurred by the member may be reimbursed.

Parker Planning Commission
The Planning Commission serves as the Local Planning Agency as required by Florida Statutes and hears applications for Level II and higher development permits and amendments to the Comprehensive Plan. The Planning Commission is composed of five members who each are appointed by the City Council for two-year terms. Members must be residents of City of Parker prior to appointment. It meets the second Monday of each month at 5:00 P.M. in the Council Chambers at City Hall or when meetings are called by the Chairman.

Infrastructure Committee
The City receives tax revenues monthly that are designated specifically for infrastructure projects that benefit the community as a whole. The committee is composed of five members who each are appointed by the City Council for two-year terms. Members must be residents of the City of Parker prior to appointment. It meets in the Council Chambers at City Hall when meetings are called by the Chairman.

Magistrate

The position of magistrate may be filled by an attorney licensed to practice law in the state of Florida or a legal resident of the City of Parker. The magistrate oversees code enforcement hearings. Works closely with the city attorney and code enforcement office regarding code cases. Please see chapter 26 of the City Charter and Ordinance 2022-411 for additional information.

For official City Use

Date application received: _____

Verify applicant is resident of City of Parker

Verify applicant is register voter of the City of Parker

Interviewed on: _____

_____ Eligible for appointment

_____. Not eligible for appointment

Explanation:

_____

_____

_____

_____

_____

Presented to City Council at its meeting held:

_____

New Appointment_____ Appointment for vacant position_____

Re-appointment: _____

Appointed to: _____ Date: _____

Appointed to: _____ Date: _____

Appointed to: _____ Date: _____

Oath of Office Administrated _____

Attended Orientation: _____