

Information, Policies and Instructions

The City of Parker (“City”) needs qualified persons to serve in voluntary positions, particularly on a board or commission or as a special magistrate. Application information, agendas and other important information for each available position can be accessed from City Hall at 1001 West Park Street, 850-871-4104 or from the City’s website: www.cityofparker.com.

I. The following are the boards/committees and other positions appointed by the City Council:

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 Tuesday of each month at 5:00 P.M. or at such other times when called by the Chairman in the Council Chambers at City Hall.

Infrastructure Sales Tax 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 are appointed by the City Council for two-year terms. Members must be residents of the City of Parker prior to appointment. This committee meets as needed in the Council Chambers at City Hall.

Special Magistrate

The Special Magistrate oversees code enforcement hearings and certain other types of proceedings. The Special Magistrate works closely with the Code Enforcement Inspector regarding code cases. Please see Ordinance 2022-411 for additional information.

II. The following are certain general policies on appointments by the City Council:

Appointments:

Each individual interested in serving on a City board or commission shall complete the Application. As part of that, applicants should acknowledge their review of this policy. The Application would then be returned to City Hall.

Reappointments:

Each year before July, all members of commissions or boards whose terms are set to expire will complete an application to serve on a form supplied by the City upon request. The application will confirm the person’s interest to serve or to continue to serve. Reappointments are not automatic. The City Council shall review all appointment applications and appointment applications, then making its decision on appointment. It

is the desire of the City Council to appoint or reappoint the applicant that will best compliment that particular board or commission.

Board Openings/Resignations:

Any then sitting board or committee member, Planning Commission member or Special Magistrate that desires not to be reappointed or who intends to resign must forward a letter to their respective chair, who will then forward that letter to the Mayor. The resignation letter will be forwarded to the City Council for information purposes. Upon notification of a resignation, City staff will advertise the opening immediately. The Mayor's Office will contact all applicants that remain in the 6 month pool to confirm whether interest in serving on that board still exists. The Mayor's office will contact the Chair of any board or commission for any thoughts or comments on filling the vacancy. The Mayor will forward all of the applications on file as well as any comments to the City Council. The City Council will review all applications and staff recommendations then make its 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 its review and possible action. Three absences in a twelve month period shall 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 appointees 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:

Given the nature of the certain appointments, the following boards shall be required to attend appropriate training in their particular specialty within one month of appointment and annually thereafter:

Planning Board, Special Magistrate, and Infrastructure Sales Tax Committee

All other appointees 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 chair of each board or committee and the Special Magistrate together with the City Clerk shall prepare an agenda and identify public materials prior to each meeting. Each

appointee will be expected to come to each meeting prepared to discuss the relevant issues, having reviewed any provided documentation.

Expenses Related to Service:

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

Sunshine Law and Code of Ethics

All volunteers appointed by the City Council to an advisory board, the Planning Commission or as a Special Magistrate are governed by and subject to the Florida Sunshine Law and the 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.

III. Application Instructions. Interested persons 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. The Special Magistrate is exempt from residency if he/she is a Florida Licensed Attorney. Please note that all information is considered public record and will be treated as such.

Interested individuals need to complete a standard application form, indicating their preference for the advisory boards and the Planning Commission they wish to join. After the deadline for submitting applications, City Council may 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 members of the City's advisory boards, the Planning Commission and the Special Magistrate serve without compensation. Meetings of advisory boards and the Planning

Commission may be held either during day or evening hours. Proceedings before the Special Magistrate are typically during the day. Terms of office are two years or less.

If you desire to apply for a position, as a part of your application, the City of Parker requires each applicant to disclosed certain criminal convictions for felonies or for crimes involving moral turpitude and to consent to a criminal background investigation. The report of the background investigation will be 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 VOLUNTEER POSITION WITH 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 any other material you deem relevant 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 POSITIONS YOU WOULD BE INTERESTED IN SERVING ON WITH 1 HIGH AND 3 LOW:

_____ Planning Commission _____ Special Magistrate
_____ Infrastructure Committee _____ Special Committee

Name (First) (Middle) (Last)

Address (Street) (City) (Zip)

Mailing address if different than physical

Education:

Are you a city resident? _____ Phone _____

Date moved into Parker: _____

Occupation: _____ Work Phone: _____

Name of employer

Address City State Zip

E-Mail Address: _____

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):

Criminal Background:

Have you ever been convicted of a felony in any jurisdiction? _____ Yes _____ No

If yes, please provide details:

By submitting this Application, you impliedly consent to the City obtaining and using a criminal background check to determine eligibility for any position. Any such report may be maintained by the Mayor in a file available to the public.

Potential Conflict of Interest:

Do you, any entity you have an ownership interest or any business with whom you are employed have or plan to have any business dealings with the City of Parker?

_____ Yes _____ No

If yes, please provide details:

Are there any other reasons you may have a conflict of interest if you are appointed other than what you have indicated? _____ Yes _____ No. If yes, please explain.

Experience:

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

Reason(s) for your interest in serving? (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 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 board 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 citizens who were objecting?

Would you be able to devote the time necessary to fulfill your obligations as a board or commission member?

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

(Name) _____ (Phone) _____

(Address) _____

(Name) _____ (Phone) _____

(Address) _____

(Name) _____ (Phone) _____

(Address) _____

THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HAVE REVIEWED AND AGREE TO BE BOUND BY THE ATTACHED SUNSHINE AMENDMENT/CODE OF ETHICS.

Signature _____ Date _____

For Official City Use

Date application received: _____

Application for New Appointment _____ OR Re-appointment: _____

Verify applicant is resident of City of Parker

Verify applicant is register voter of the City of Parker

Interviewed on: _____ by _____

_____ Eligible for appointment

_____ Not eligible for appointment

Explanation:

If applicable, presented to City Council at its meeting(s) held on:

Appointed to: _____ Date: _____

Appointed to: _____ Date: _____

Appointed to: _____ Date: _____

Oath of Office Administrated _____

Attended Orientation: _____