

**CITY OF OKEECHOBEE
CITIZEN BOARDS INFORMATION SUMMARIES, MEETING DATES, AND TIMES**

PLANNING BOARD (ALSO THE LOCAL PLANNING AGENCY):

This nine-member Board, with seven regular members and two alternate members, is responsible for reviewing and making recommendations to the City Council regarding changes to the Comprehensive Plan, Future Land Use Map, Land Development Regulations, Zoning Map, and Subdivision Plats.

Board members commit to the following:

- Volunteer sufficient time to review materials to prepare for meetings;
- Attend all meetings;
- Comply with all State Public Record Laws, Sunshine Laws, and Financial Disclosure Laws; and
- Attend training.

Individuals with experience in the fields of engineering, finance, construction, urban planning, landscape architecture, business administration, real estate, or development would be assets to this Board. Must be a resident of Okeechobee County. City Elected Officials or employees cannot be appointed.

The membership of this Board also serves as the members of the Board of Adjustment and Design Review Board, see more below. Terms are staggered, three-years.

The meetings are held on the third Thursday of each month at 6:00 p.m. at City Hall, Council Chambers, 55 SE 3rd Avenue, Room 200. Special or Emergency meetings are called from time to time.

BOARD OF ADJUSTMENT:

This Board is Quasi-Judicial in nature and is responsible for Administrative Reviews, approving or denying Variance Petitions, and Special Exception Use Petitions.

Board members commit to the following:

- Volunteer sufficient time to review materials to prepare for meetings;
- Attend all meetings;
- Comply with all State Public Record Laws, Sunshine Laws, and Financial Disclosure Laws; and
- Attend training.

Individuals with experience in the fields of engineering, finance, construction, urban planning, landscape architecture, business administration, real estate, or development would be assets to this Board. Must be a resident of Okeechobee County. City Elected Officials or employees cannot be appointed.

The membership of this Board also serves as the members for the Planning Board and Design Review Board. Terms are staggered, three-years.

The meetings are held on the third Thursday of each month at 6:00 p.m. at City Hall, Council Chambers, 55 SE 3rd Avenue, Room 200. Special or Emergency meetings are called from time to time.

DESIGN REVIEW BOARD:

The focus of this Board is the visual appeal of the City, including landscape, beautification projects, and the design of new developments/structures.

Board members commit to the following:

- Volunteer sufficient time to review materials to prepare for meetings;
- Attend all meetings;
- Comply with all State Public Record Laws, Sunshine Laws, and Financial Disclosure Laws; and
- Attend training.

Individuals with experience in the fields of engineering, finance, construction, urban planning, landscape architecture, business administration, real estate, or development would be assets to this Board. Must be a resident of Okeechobee County. City Elected Officials or employees cannot be appointed.

The membership of this Board also serves as the members for the Planning Board and Board of Adjustment. Terms are staggered, three-years.

Meetings are held on the third Thursday of the month at 6:00 p.m. at City Hall, Council Chambers, 55 SE 3rd Avenue, Room 200.

GENERAL EMPLOYEE PENSION FUND BOARD OF TRUSTEES:

This Board of Trustees is fiduciarily responsible for administering and overseeing the General Employees' Retirement Plan Pension Fund. The Trustees have the authority to operate, maintain, and direct the investment policy, and choose the professional advisors which include investment managers, performance monitors, plan administrators, attorneys, accountants, and actuaries.

There are five Trustees, two of which must be City residents appointed by the City Council. Two other Trustees are appointed by the current active members of the Plan and must be members themselves. These four Trustees then appoint a fifth Trustee who may be a City or County resident or an active member.

Trustees commit to the following:

- Volunteer sufficient time to review materials to prepare for meetings;
- Attend all meetings;
- Comply with all State Public Record Laws, Sunshine Laws, and Financial Disclosure Laws; and
- Attend annual training/conference.

Experience and knowledge in the areas of banking, finance, and investments, is helpful but not required. Terms are staggered, four-years.

The quarterly meetings are held on the first Monday in February, May, August, and November at 4:30 p.m. at City Hall, Council Chambers, 55 SE 3rd Avenue, Room 200. Special or Emergency meetings are called from time to time.

POLICE OFFICERS PENSION FUND BOARD OF TRUSTEES:

This Board of Trustees is fiduciarily responsible for administering and overseeing the Police Officers' Retirement Plan Pension Fund. The Trustees have the authority to operate, maintain, and direct the investment policy, and choose the professional advisors which include investment managers, performance monitors, plan administrators, attorneys, accountants, and actuaries.

There are five Trustees, two of which must be City residents appointed by the City Council. Two other Trustees are appointed by the current active members of the Plan and must be members themselves. These four Trustees then appoint a fifth Trustee who may be a City or County resident or an active member.

Trustees commit to the following:

- Volunteer sufficient time to review materials to prepare for meetings;
- Attend all meetings;
- Comply with all State Public Record Laws, Sunshine Laws, and Financial Disclosure Laws; and
- Attend annual training/conference.

Experience and knowledge in the areas of banking, finance, and investments, is helpful but not required. Terms are staggered, four-years.

The quarterly meetings are held on the first Monday in February, May, August, and November at 5:30 p.m. at City Hall, Council Chambers, 55 SE 3rd Avenue, Room 200. Special or Emergency meetings are called from time to time.

FIREFIGHTERS PENSION FUND BOARD OF TRUSTEES:

This Board of Trustees is fiduciarily responsible for administering and overseeing the Firefighters' Retirement Plan Pension Fund. The Trustees have the authority to operate, maintain, and direct the investment policy, and choose the professional advisors which include investment managers, performance monitors, plan administrators, attorneys, accountants, and actuaries.

There are five Trustees, two of which must be City residents appointed by the City Council. Two other Trustees are appointed by the current active members of the Plan and must be members themselves. These four Trustees then appoint a fifth Trustee who may be a City or County resident or an active member.

Trustees commit to the following:

- Volunteer sufficient time to review materials to prepare for meetings;
- Attend all meetings;
- Comply with all State Public Record Laws, Sunshine Laws, and Financial Disclosure Laws; and
- Attend annual training/conference.

Experience and knowledge in the areas of banking, finance, and investments, is helpful but not required. Terms are staggered, four-years.

The quarterly meetings are held on the first Monday in February, May, August, and November at 5:30 p.m. at City Hall, Council Chambers, 55 SE 3rd Avenue, Room 200. Special or Emergency meetings are called from time to time.

OKEECHOBEE UTILITY AUTHORITY (OUA) BOARD OF DIRECTORS:

This eight-member Board is responsible for establishing policies, annual budgets, and rates/fees, obtaining land, assets, and rights needed in the operations and expansion of the water and wastewater systems serving all of Okeechobee County and a portion of Glades County. The City appoints two regular members and one alternate member to this Board.

Board members commit to the following:

- Volunteer sufficient time to review materials to prepare for meetings;
- Attend all meetings;
- Comply with all State Public Record Laws, Sunshine Laws, and Financial Disclosure Laws; and
- Attend training.

Individuals with experience in the fields of engineering, finances, construction, business administration and real estate development, or who have direct experience in the utility business (water, wastewater, reclaimed water, and distribution systems), would be valuable members of this Board. The regular members term is four-years, and the alternate member term is two-years. To be considered, you must reside within the City and the OUA Service Area. City Elected Officials or employees cannot be appointed.

OUA Board of Directors meeting schedule information is available at www.ouafl.com or by phone at 863.763.9460.

APPLICATION FOR CITY CITIZEN BOARD/COMMITTEE APPOINTMENT

*Please print or type all information. The information from this application will be used by the City Council when considering action on your appointment. The application **MUST BE COMPLETED IN FULL**. Answer "None" "Not Applicable" or "N/A" where appropriate.*

CHECK THE BOARD(S) OF INTEREST TO YOU
A COPY OF EACH BOARD'S DUTIES, MEETING DATES, AND TIMES ARE ATTACHED

- Planning Board/Board of Adjustment & Appeals/Design Review Board
- Okeechobee Utility Authority Board of Directors (City Residents Only)
- Police Officers' Pension, Firefighters' Pension, or General Employees' Retirement System Board of Trustees
 (City Resident Trustee: _____ OR Fifth Member Trustee: _____)
- Other: _____

APPLICANT'S FULL NAME:			
NAME COMMONLY USED:			
RESIDENCE ADDRESS:			
HOW LONG AT ADDRESS:	Years: _____	Is this in the City Limits? <input type="checkbox"/> Yes <input type="checkbox"/> No	
MAILING ADDRESS:			
TELEPHONE/CELL:			
EMAIL:			
ARE YOU A US CITIZEN?	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain: _____ _____ _____		
FLORIDA REGISTERED VOTER?	<input type="checkbox"/> Yes County Registered in: _____ <input type="checkbox"/> No		
EDUCATION:	<u>High School Name(s) & Location(s)</u>	<u>Year Graduated</u>	
	_____	_____	
	_____	_____	
POST SECONDARY EDUCATION:	<u>College Name(s)</u>	<u>Certificate/Degree(s) Awarded</u>	<u>Date(s) Attended</u>
	_____	_____	_____
	_____	_____	_____
MILITARY SERVICE:	<u>Branch(es)</u>	<u>Dates of Service</u>	<u>Discharge Date(s)</u>
	_____	_____	_____
	_____	_____	_____
CURRENT OR MOST RECENT EMPLOYER:			
JOB TITLE/DESCRIPTION:			
WORK ADDRESS:			
WORK TELEPHONE:			

ARE YOU CURRENTLY EMPLOYED AS: (CHECK ALL THAT APPLY)	<input type="checkbox"/> General Contractor <input type="checkbox"/> Business Person <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Realtor <input type="checkbox"/> Attorney <input type="checkbox"/> Doctor <input type="checkbox"/> Surveyor <input type="checkbox"/> Lay Person <input type="checkbox"/> Urban Planner <input type="checkbox"/> Landscape Architect
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Have you ever been appointed to, or do you currently serve on, a citizen or community board for any other agency or government? **No** **Yes***, and list: **If you are currently serving on another Board that the State deems an "office," your application cannot be considered. Each Board will have to be reviewed and verified.*

<u>AGENCY</u>	<u>BOARD NAME</u>	<u>POSITION</u>	<u>DATE(S)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you now, or have you ever been, elected or appointed to any public office? **No** **Yes, and list:**

<u>LEVEL OF GOVERNMENT</u>	<u>OFFICE TITLE</u>	<u>DATE OF ELECTION</u>	<u>TERM(S)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you work with or have any association with a current member of the board/committee to which you are requesting appointment? **No** **Yes, and list:**

<u>NAME OF BOARD/COMMITTEE MEMBER(S)</u>	<u>RELATIONSHIP/ASSOCIATION</u>
_____	_____
_____	_____
_____	_____

Are you related to, or employed by, any City of Okeechobee employees or elected officials? **No** **Yes, and list:**

<u>NAME OF EMPLOYEE/ELECTED OFFICIAL</u>	<u>RELATIONSHIP/ASSOCIATION</u>
_____	_____
_____	_____
_____	_____

Have you ever been found to be in violation of Florida Statutes Chapter 112, Part III, Code of Ethics for Public Officers and Employees? **No** **Yes, and list:**

<u>DATE(S)</u>	<u>NATURE OF VIOLATION</u>
_____	_____
_____	_____
_____	_____

Have you ever been convicted of a **FELONY**, plead guilty or no contest, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges? **No** **Yes, and list:**

<u>DATE(S)</u>	<u>VIOLATION</u>	<u>CITY AND STATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

THE FOLLOWING INFORMATION IS USED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR MARITAL STATUS. HOWEVER, THE FEDERAL AND STATE GOVERNMENTS REQUIRE THE CITY TO PROVIDE STATISTICS ON THE NUMBER OF WOMEN, MINORITIES, VETERANS, AND DISABLED PERSONS THAT ARE APPOINTED TO BOARDS. INFORMATION WILL BE USED FOR STATISTICAL PURPOSES ONLY AND HAVE NO BEARING ON YOUR APPOINTMENT:

SEX: MALE FEMALE

ETHNIC GROUP: CAUCASIAN BLACK SPANISH HERITAGE NATIVE AMERICAN
 ASIAN OR PACIFIC ISLANDER OTHER (specify): _____

CHECK ALL THAT APPLY: WARTIME PERIOD VETERAN DISABLED VETERAN VIETNAM VETERAN

HANDICAPPED STATUS: NO YES, AND LIST THE HANDICAP: _____

STATEMENT OF APPLICANT: I certify that the answers are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I hereby release all companies, schools, or persons from all liability for any damage for issuing this information. I understand that the City may request a copy of my driver's license. I have the right to request that the City completely and accurately disclose to me the contents of any investigation or reports upon request to the Office of the City Clerk. I further understand all information provided becomes a matter of public record.

CERTIFICATION: I understand that falsification, omission, misleading statements, or misrepresentation is cause for rejection of this application. I understand that this application is a Public Record and is subject to the provisions of Florida Statutes Chapter 119.

FINANCIAL DISCLOSURE REPORTING: I understand that should I be appointed to a City of Okeechobee citizen board I am required to complete and file a State of Florida Financial Disclosure Form 1 upon my appointment, annually and a Financial Disclosure Form 1-Final upon my resignation/sunset of term.

PUBLIC RECORDS/OPEN MEETINGS LAWS: I understand and agree that should I be appointed to a citizen board/committee for the City of Okeechobee, I will comply with all State Statutes, Florida Administrative Code, and State Constitution regarding public records, records retention, public record requests, and the open public meeting requirements.

I hereby acknowledge that I have read and understand each of the above statements.

Signature of Applicant: _____ Date: _____

1. The City Code Book Sec. 70-151, 70-171, 70-19170-211 read: "...membership of the board, where possible, shall consist of any of the following: architect, engineer, surveyor, urban planner, landscape architect, general contractor, realtor, business person, and lay persons."

2. Other covered jobs include current or former, their spouse, and children: correctional and correctional probation officers; juvenile probation officers, supervisors, detention superintendents and assistants; Department of Juvenile Justice: detention officers I and II, detention office supervisors, residential officers, residential officer supervisors I and II, counselors and supervisors, human services counselor administrators, senior human services counselor administrators, rehabilitation therapists, and social services counselors; certain personnel of: the Department of Children and Families; the Department of Health; the Department of Financial Services; and the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement; investigators or inspectors of the Department of Business and Professional Regulation; the Office of the Inspector General or internal audit department; justices of the Supreme Court; judges of the district court of appeals, circuit court, and county court; general and special magistrates, judges of compensation claims, administrative law judges of the Divisions of Administrative Hearings, and child support enforcement hearing officers; state attorneys and assistants, statewide prosecutors and assistants; public defenders and assistants, criminal conflict and civil regional counsel and assistants; guardians ad litem; human resource, labor relations, or employee relations directors and assistants, managers or assistant managers of any local government agency or water management district whose duties include hiring and firing employees, labor contract negotiations, administration, or other personnel-related duties; tax collectors; certain impaired practitioners and consultants; [see ' 119.071, Florida Statutes].

**PLEASE RETURN COMPLETED APPLICATION TO:
 CITY OF OKEECHOBEE
 OFFICE OF THE CITY CLERK
 55 SE 3RD AVENUE, ROOM 100
 OKEECHOBEE, FLORIDA 34974**

<i>CITY CLERK'S OFFICE USE ONLY</i>						
Boards Applicant is appointed to: #1 _____ #2 _____ #3 _____			Verified State's consideration as an "Office": #1 _____ #2 _____ #3 _____			
APPOINTED TO: _____						
CITY COUNCIL MEETING:	INITIAL TERM DATES:	NOTIFICATION SENT:	RE-APPOINTED TERM DATES:	RE-APPOINTMENT NOTIFICATION SENT:	RESIGNED/TERM SUNSET:	CERTIFICATE OF APPRECIATION PRESENTED: