

City of Indian Rocks Beach

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Administrative Offices (727) 595-2517 City Clerk's Office (727) 517-0204 Public Services (727) 595-6889 Community Development (727) 517-0404

APPLICATION for Serving on City Board

1. Name: _____ Home Phone: _____

2. Home Address: _____

3. Occupation: _____

4. Education & Training: _____

5. Experience: Brief Job History, use additional sheets, if necessary: _____

6. Are you a resident of the City, if so, for how long? _____

7. Are you a registered voter? Q Yes Q No
8. Have you ever held public office at any time: Q Yes Q No – If yes, when? _____

9. Have you ever served on a City board/committee: Q Yes Q No – If yes, please state the boards/committees and the dates that you served on those boards/committees: _____

10. Do you currently serve on a City board/committee: Q Yes Q No – If yes, please state the board/committee and when your term will expire on that board/committee: _____

11. Are you related to a commissioner or an employee of the City of Indian Rocks Beach?
 Q Yes Q No
12. Please check the boards/committees that you are interested in serving on.
 There is a brief description of each on pages 3 through 6.

	Beautification Board
	Board of Adjustment & Appeals
	Charter Review Committee
	Finance & Budget Review Committee
	Parks and recreation Board
	Planning and Zoning Board
	Beach Management Plan Ad Hoc

13. Would you consider serving on another board/committee other than the one(s) you selected above? Q Yes Q No

The Office of the City Clerk will submit your application when vacancies occur.
Applications are effective one year from the date of submittal. If you have any questions
 Please contact the City Clerk at (727) 517-0204.

Signature

Date

City of Indian Rocks Beach

Brief Description of City Boards/Committees

Beach Management Plan Ad Hoc Committee: *The Beach Management Plan Ad Hoc Committee consists of five (5) regular board members appointed by the City Commission. The Ad Hoc Committee to remain in effect until such time as the City Commission feels there is no longer any need for the Committee.*

Primary duties of the Ad Hoc Beach Management Plan Committee are as follows: (1) To develop a Beach Management Plan; (2) To act as a liaison group and conduit of public opinion from the citizens of the City to the City Commission and the City Manager; (3) To perform such other duties which may from time-to-time be requested of it by the City Commission or by the City Manager.

Beautification Board: *The Beautification Board consists of five (5) regular board members appointed by the City Commission. The term of office is three years and members serve without remuneration.*

The Board meets at 6:30 p.m., the fourth Thursday of each month in the Commission Chambers at City Hall. Three members constitute a quorum. All recommendations of the Board shall be submitted to the City Commission for final determination. In October of each year, the Board elects from its membership, a chairperson and vice chairperson, both of whom serve for one year.

The duties and responsibilities of the Board are as follows: (a) The Board shall have only advisory power to the City Commission and will be a major catalyst for consolidating the wishes of the community; (b) The Board shall continually review and analyze the present and future landscaping and structural plans of existing City parks and public lands in a concerted effort toward maintaining and/or upgrading the overall beautification and utilization (recreation) of the City; (c) The Board shall make recommendations to the City Commission on municipal open space and the protection and enhancement of the beautification of the City through all available means including appropriate landscaping and to propose approaches to the maintenance of open space; (d) The Board shall make such recommendations to the City Commission as the Board deems necessary for the maintenance of the high standards of beautification and utilization of the City parks, public lands and private property; (e) The Board shall coordinate the efforts of

individual citizens and groups in specific beautification and utilization projects and is empowered to call to the City Manager's attention properties not meeting acceptable appearance standards to the end that remedy may be achieved; (f) The Board shall, when appropriate, make recommendations to the City Commission relative to both short- and long-range acquisitions; (g) The Board shall direct the attention of the City Manager to all unauthorized uses of or plantings on park lands; (h) The Board may accept suitable gifts of such items as land, plantings, fountains, benches and other items contributing to the beauty and use of parks areas subject to the approval of the City Manager.

The Beautification Board has been designated as the **Tree Board**.

Tree Board: The duties and responsibilities of the Board are as follows: (a) The primary duties of the Tree Board will be to develop and administer a comprehensive community tree management program for the care of trees on public property in the City; (b) The Board shall serve in an advisory capacity to the City Commission; (c) The Board shall make recommendations to the City Commission regarding, but not limited to, planting, cultivating, mulching, pruning, spraying or moving of any street trees, park trees on private grounds as authorized by the Code of Ordinances.

Board of Adjustment and Appeals: The Board of Adjustment and Appeals consists of five (5) regular board members and two (2) alternate board members appointed by the City Commission, and whenever possible, shall consist of an engineer, a real estate broker, a businessman and an architect. The term of office is three years and no member shall serve more than two (2) consecutive three year terms. Members serve without remuneration and a financial disclosure is required.

The Board meets at 7:00 p.m., the first Tuesday of each month in the Commission Chambers at City Hall. Three members constitute a quorum. All recommendations of the Board shall be submitted to the City Commission for final determination. In July of each year, the Board elects from its membership, a chairperson and vice chairperson, both of whom serve for one year.

The duties and responsibilities of the Board are as follows: (a) Hear and recommend appeals where it is alleged there is an error in any order, requirements, decision or determination made by an administrative official in the enforcement of Chapter 21, Zoning, after public notice has been given and a public hearing has been held; (b) Hear and recommend special exception uses to the terms of Chapter 21, Zoning; and (c) Recommend authorization upon appeal in specific cases, such variance from the terms of Chapter 21, Zoning, as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of Chapter 21, Zoning, will result in unnecessary hardship.

Charter Review Committee: During the month of January, 1992, and every two years thereafter, the City Commission at their discretion may appoint a Charter Review Committee composed of not less than five (5) members nor more than seven (7) members. The Charter Review Committee shall review the Charter of the City and applicable County, State and Federal Statutes and Laws in order to recommend amendments to the City Charter, if any.

Finance and Budget Review Committee: *The Finance and Budget Review Committee consists of five (5) regular board members appointed by the City Commission. The term of office is three years. Members serve without remuneration and a financial disclosure is required.*

The Committee meets at 6:30 p.m., on the third Wednesday of each month in the Commission Chambers at City Hall. Three (3) members constitute a quorum. All recommendations of the Committee shall be submitted to the City Commission for final determination. In June of each year, the Committee elects from its membership, a chairperson and vice chairperson, both of whom serve for one year.

The duties and responsibilities of the Committee are as follows: (a) Review the requests for annual budget appropriations as submitted by the City Manager and prepare a report of that request to the City Commission; (b) Review the five-year capital improvement plan on an annual basis with a written report to the City Commission; (c) Review the comprehensive annual financial report and provide a written report to the City Commission; (d) The committee shall monitor and review the financial position of the City through quarterly reports provided by the City Treasurer; and (e) The committee shall perform such other duties which may from time-to-time be requested of it by the City Commission and/or the City Manager.

Parks and Recreation Board: *The Parks and Recreation Board consists of five (5) regular board members; and two (2) alternate board members appointed by the City Commission and, whenever possible, shall consist of citizens working in or experienced with adult/elderly programs and/or working in or experienced with child/youth programs.*

The Board meets at 7:00 p.m., on the second Wednesday of each month in the Commission Chambers at City Hall. Three (3) members constitute a quorum. All recommendations of the Board shall be submitted to the City Commission for final determination. In June of each year, the Board elects from its membership, a chairperson and vice chairperson, both of whom serve for one year.

The duties and responsibilities of the Board are as follows: (a) To advise the commission and staff of the City of the community needs and desires as to types of leisure programs and facilities; (b) To prepare and regularly update a general plan for meeting present and future leisure requirements of all areas of the City and for all of the citizens; (c) To act as a liaison group and conduit of public opinion from the citizens of the City to the commission and to the City Manager; (d) To cooperate with the work of any single purpose committees dealing with a single purpose project or program; and (e) To perform such other duties which may from time to time be requested of it by the City Commission or by the City Manager.

Planning and Zoning Board: *The Planning and Zoning Board consists of seven (7) regular members and two alternate members appointed by the City Commission and whenever possible, shall consist of an engineer, a real estate broker, a businessman and an architect. The term of office is two years. Members serve without remuneration and a financial disclosure is required.*

The Board meets at 7:00 p.m., the third Tuesday of each month in the Commission Chambers at City Hall. Four members constitute a quorum and an affirmative vote of the majority of those

present shall be necessary to pass any motion or adopt any order. All recommendations of the Board shall be submitted to the City Commission for final determination. In June of each year, the Board elects from its membership a chairperson and vice chairperson, both of whom serve for one year.

The duties and responsibilities of the Board are as follows: (a) The Planning and Zoning Board shall have advisory powers but shall have no authority to make binding recommendations; (b) The Planning and Zoning Board shall have the power to review and recommend approval or disapproval of site plans when such are required by the zoning ordinance; and (c) The Planning and Zoning Board shall review planned unit developments and recommend variances from the literal provisions of the zoning ordinance.

*The Planning and Zoning Board has been designated as the “**Local Planning Agency**”.*

***The Local Planning Agency** shall: (a) Conduct the comprehensive planning program and prepare the comprehensive plan or elements or portions thereof for the City; (b) Coordinate the comprehensive plan or elements or portions thereof with the comprehensive plans of other appropriate local governments and the State; (c) Make recommendations regarding the adoption of the comprehensive plan or elements or portions thereof to the City Commission; (d) Monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the City Commission such changes in the comprehensive plan as may be required from time to time; (e) Review proposed land development regulations, land development codes or amendments thereto, and make recommendations to the City Commission as to the consistency of the proposal with the adopted comprehensive plan or element or portion thereof; (f) Perform any other functions, duties and responsibilities assigned to it by the City Commission or general or special law; and (g) Submit final recommendations to the City Commission for the adoption of amendments to the comprehensive plan or determination of the consistency of land use regulations or development orders with such plan which shall be the responsibility of the Local Planning Agency.*