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 and Sunshine (Open Meetings) Laws;
- Required to regularly monitor the City email that will be issued;
- File an annual Financial Disclosure Form 1; 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 and Sunshine (Open Meetings) Laws;
- File an annual Financial Disclosure Form 1; 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 and Sunshine (Open Meetings) Laws;
- File an annual Financial Disclosure Form 1; 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 and Sunshine (Open Meetings) Laws;
- File an annual Financial Disclosure Form 1; 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.

POLICE OFFICERS' AND FIREFIGHTERS' PENSION FUND BOARD OF TRUSTEES:
This Board of Trustees is fiduciarily responsible for administering and overseeing the Police Officers' and 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 six Trustees, two of which must be City residents appointed by the City Council. Three other Trustees are appointed by the current active members of the Plan and must be members themselves. These five Trustees then appoint a sixth 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 and Sunshine (Open Meetings) Laws;
- File an annual Financial Disclosure Form 1; 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.

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 and Sunshine (Open Meetings) Laws;
- File an annual Financial Disclosure Form 1; 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.

CITY OF OKEECHOBEE
55 Southeast 3rd Avenue, Okeechobee, Florida 34974 Phone: (863) 763-3372

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' and 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? ☐ Yes ☐ No
MAILING ADDRESS:	
TELEPHONE/CELL:	
EMAIL:	
ARE YOU A US CITIZEN?	☐ Yes ☐ No, explain: _____
FLORIDA REGISTERED VOTER?	☐ Yes County Registered in: _____ ☐ No
EDUCATION:	High School Name(s) & Location(s) — Year Graduated
POST SECONDARY EDUCATION:	College Name(s) — Certificate/Degree(s) Awarded — Date(s) Attended
MILITARY SERVICE:	Branch(es) — Dates of Service — Discharge Date(s)
CURRENT OR MOST RECENT EMPLOYER:	
JOB TITLE/DESCRIPTION:	
WORK ADDRESS:	
WORK TELEPHONE:	

Last Name & First Initial_____

ARE YOU CURRENTLY EMPLOYED AS: (CHECK ALL THAT APPLY)	☐ General Contractor ☐ Business Person ☐ Architect ☐ Engineer ☐ Sub-Contractor ☐ Realtor ☐ Attorney ☐ Doctor ☐ Surveyor ☐ Lay Person ☐ Urban Planner ☐ Landscape Architect

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*.*

AGENCY	BOARD NAME	POSITION	DATE(S)

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

LEVEL OF GOVERNMENT	OFFICE TITLE	DATE OF ELECTION	TERM(S)

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:**

NAME OF BOARD/COMMITTEE MEMBER(S)	RELATIONSHIP/ASSOCIATION

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

NAME OF EMPLOYEE/ELECTED OFFICIAL	RELATIONSHIP/ASSOCIATION

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:**

DATE(S)	NATURE OF VIOLATION

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:**

DATE(S)	VIOLATION	CITY AND STATE

Last Name & First Initial_____

ALL INFORMATION PROVIDED ON THIS FORM IS A PUBLIC RECORD. Information for certain individuals with a specific public records exemption can be withheld. In order to claim the exemption, complete the following:

Are you a current or former, the spouse of a current or former, or the child of a current or former sworn or civilian law enforcement personnel, certified firefighter, EMT, paramedic, code enforcement officer, or other covered employee who is exempt from public records disclosure under Florida Statute 119.071? Review list of other covered employees before responding. ☐ **No** ☐ **Yes, and list:**

JOB TITLE OR COVERED POSITION TITLE	RELATIONSHIP
_____	_____
_____	_____
_____	_____

Describe any skills, experiences, interests and/or background information about yourself that would be helpful to the Board you wish to serve on. Include personal accomplishments that qualify you for the appointment.

If more space is needed, please attach an additional page.

Last Name & First Initial_____

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: _____

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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

CITY CLERK'S OFFICE USE ONLY	
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:**

Last Name & First Initial_____