



# CITY OF PARKER

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1001 WEST PARK STREET • PARKER, FL 32404 • PHONE (850) 871-4104 • FAX (850) 871-6684

## **ADVISORY BOARDS AND PLANNING COMMISSION APPLICATION**

Eligible citizens can help guide important decisions for the 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 City Hall or from the City's website at [cityofparker.com](http://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. 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 advisory boards and the Planning Commission they wish to join. After the deadline for submitting applications, the 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 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 City Clerk. The City Clerk shall maintain the report in a file available to the public.

For more information and an application form please contact City Hall or e-mail the City Clerk at [ibundy@cityofparker.com](mailto:ibundy@cityofparker.com). Completed application must be submitted to the Mayor or City Clerk in person or mailed to **City of Parker, ATTN: City Clerk, 1001 West Park Street, Parker, Florida 32404.**

**APPLICATION FOR APPOINTMENT  
TO CITY ADVISORY BOARDS AND PLANNING COMMISSION**

**CITY OF PARKER  
FLORIDA**

**NOTE:** Please type your application. It is important to complete this application fully answering all questions 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 the council will utilize to screen applicants for appointments. Please submit your application and a current personal photograph with your application. 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:**

\_\_\_ Citizen Advisory Board

\_\_\_ Planning Commission

\_\_\_ Bicycle and Pedestrian Board

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Name (First, Middle, Last)

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Address (Street)

(City)

(Zip)

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Mailing Address (If different than above)

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Education

Date of moving to City of Parker: \_\_\_\_\_

Are you a city resident? (Y/N) \_\_\_\_\_

Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_

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Name of Employer

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Employer Address (Street)

(City)

(Zip)

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Business: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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Business Address (Street)

(City)

(Zip)

Are you a registered voter? (Y/N) \_\_\_\_\_ If yes, Voter ID Number: \_\_\_\_\_

Do you own property in the City? (Y/N) \_\_\_\_\_

If yes, address(s):

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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? (Y/N) \_\_\_\_\_

If yes, provide details:

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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.):

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

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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.

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

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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?

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ARE THERE ANY REASONS YOU MAY HAVE A CONFLICT OF INTEREST IF YOU WERE APPOINTED TO A BOARD OR COMMISSION THAT YOU LISTED? (Y/N) \_\_\_\_\_ IF YES, PLEASE EXPLAIN.

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

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

Name	Address	Phone
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Name	Address	Phone
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Name	Address	Phone
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Applicant Signature
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Date
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### **Background Authorization**

The City of Parker requires each applicant for appointment to a Board or Commission 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 be given 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 City Clerk shall maintain the report in a file available to the public.

I, \_\_\_\_\_ (name of applicant), residing at \_\_\_\_\_  
\_\_\_\_\_ (current address) for \_\_\_\_\_ (length of time  
at residence), DL Number \_\_\_\_\_ State of DL \_\_\_\_\_ Place of  
Birth \_\_\_\_\_ DOB \_\_\_\_\_, do 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 of Parker to conduct a criminal background investigation, with the understanding that  
any felony convictions found will become a matter of public record.

I acknowledge that I have read the attached Sunshine Amendment/ Code of Ethics and the  
Boards/Commissions Policy. (Initial) \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **SUNSHINE AMENDMENT/CODE OF ETHICS:**

All Volunteer Advisory Board/Commission Appointees 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 interest with the Supervisor of Elections.

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

Certain instances require disclosure of gifts and honoraria. For full details 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 shall complete the “City of Parker Appointed Boards/Commissions 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 October, all members of commissions or boards whose terms are set to expire will complete a “City of Parker Reappointment Application.” The application will confirm the board or commission member’s interest to continue or discontinue service. Reappointments are not automatic. The City Council shall review all appointment applications and appointed board/commission 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 or commission.

### **Board Openings/Resignations:**

Any board member that 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 their acceptance. Upon notification of a citizen board 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 on that board 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 board 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, Citizen Advisory Board and Bicycle and Pedestrian Board

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, 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 meetings 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.

**Bicycle/Pedestrian Advisory Committee (BPAC)**

This committee is made up of bicycle/pedestrian advocates who advise the MPO/TPO on alternative forms of travel. This committee is also open to anyone within the urbanized area interested in bicycle and pedestrian issues. The **Bicycle Transportation Plan** - This plan identifies ways of increasing bicycle travel within the urbanized area. For more information on attending a BPAC meeting or becoming a member, please contact Mayor Musgrave at (850) 871-4104. This committee is a sub-committee of the Bay County Transportation Organization. Duties include making recommendations in the best interest of the City and reports directly to the Mayor.

**Citizens Advisory Committee (CAC)**

This committee is made up of community-minded individuals who share an interest in local and regional transportation improvements. Any citizen of the urbanized area may become a member of the CAC. For more information on attending a CAC meeting or becoming a member, please contact Mayor Musgrave at (850) 871-4104. The committee meets the fourth Wednesday of each month at 1:30 pm in the Panama City Commission Chambers, located at 9 Harrison Avenue. This board is a sub-committee of the Bay County Transportation Organization. Duties include making recommendations in the best interest of the City and reports directly to the Mayor.

**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 the City of Parker prior to appointment. It meets the second Tuesday of each quarter of the year at 5:00 P.M. in the Council Chambers at City Hall or when meetings are called by the Chairman.