

BOARD MEMBER APPLICATION



Applicant Name: _____

Applicant Address: _____
Address

City State Zip Code

Telephone Number: _____
(Area Code)

Business Address: _____
Address

City State Zip Code

Telephone Number: _____ E-mail: _____
(During Business Hours) (Area Code)

A brief resume or summary of background must be attached to this application. Consider tailoring it to the board or boards that you are interested in serving on.

Board members must be registered voters. Provide your precinct number from your voter's registration card:

Voting Precinct Number: _____ Verified by City Clerk Staff (Initials): _____

Most boards require members to have been residents of the City of Melbourne for at least six months.

Have you lived in the City of Melbourne for the past six months? Yes No

Most boards do not permit employees of the City of Melbourne to serve as members.

PLEASE CHECK THE BOARDS YOU ARE INTERESTED IN SERVING ON:

(A brief description of each board is attached.)

<input type="checkbox"/>	Affordable Housing Advisory Committee* <small>*Check qualifications on Page 2</small>	<input type="checkbox"/>	General Employees' Pension Plan Board of Trustees ²	<input type="checkbox"/>	Melbourne Housing Authority
<input type="checkbox"/>	Babcock Street Community Redevelopment Agency Advisory Committee	<input type="checkbox"/>	Golf Courses Advisory Board ¹	<input type="checkbox"/>	Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee
<input type="checkbox"/>	Beautification and Energy Efficiency Board	<input type="checkbox"/>	Historic and Architectural Review Board ²	<input type="checkbox"/>	Planning and Zoning Board ²
<input type="checkbox"/>	Citizens' Advisory Board ¹	<input type="checkbox"/>	Library Board	<input type="checkbox"/>	Police Officers' Retirement Trust Fund Board of Trustees ²
<input type="checkbox"/>	Code Enforcement Board ²	<input type="checkbox"/>	Melbourne Downtown Community Redevelopment Agency Advisory Committee	<input type="checkbox"/>	Zoning Board of Adjustment ²
<input type="checkbox"/>	Firefighters' Pension Plan Board of Trustees ²	<input type="checkbox"/>	Melbourne Economic Enhancement District Advisory Committee	¹ Supplemental application required (attached) ² Members must complete financial disclosure form upon appointment	

Affordable Housing Advisory Committee applicants: Indicate the position that you are qualified for:

- Citizen actively engaged in residential home building industry in connection with affordable housing
- Citizen actively engaged in banking industry in connection with affordable housing
- Citizen who represents areas of labor (roofing, etc.) actively engaged in home building in connection with affordable housing
- Citizen actively engaged as an advocate for low income persons in connection with affordable housing
- Citizen actively engaged as a for profit provider of affordable housing
- Citizen actively engaged as a not for profit provider of affordable housing
- Citizen actively engaged as real estate professional in connection with affordable housing
- One member of the Planning and Zoning Board
- One resident of Melbourne
- Citizen who currently represents employers within Melbourne
- Citizen who currently represents essential services personnel, (any person employed by educational, governmental and human service agencies; health care personnel; public safety personnel; and any skilled building trades personnel and food service personnel)

Your application will remain on file for one year from date of submittal.

Your application will be submitted to the City Council for consideration when board vacancies occur. Check the city's website (www.melbourneflorida.org) to review upcoming City Council meeting agendas for information on board appointments.

You will be notified if you have been appointed or reappointed to a board.

Applicant Signature: _____

Date: _____

CITIZENS' ADVISORY BOARD – SUPPLEMENTAL APPLICATION

In its efforts to involve citizens on a continuous basis in the City's Community Development Block Grant (CDBG) Program, the City created the Citizens' Advisory Board as a permanent mechanism to provide residents an opportunity to influence decision-making for the HUD-assisted projects. The City hopes to achieve maximum citizen participation for the CDBG Program through the Board's continuing involvement in planning, monitoring and evaluations.

Because the CDBG Program was established for the benefit of low and moderate income persons, the City wants to ensure that persons of low to moderate income are adequately represented on the Board. For this reason, all applicants for appointment to the Board are asked to complete this Supplemental Application Form.

Check the boxes that represent your situation.

Income Table								
Income Level (per year)	Number of Persons in Family							
	1	2	3	4	5	6	7	8
Low Income	\$21,600	\$24,700	\$27,800	\$30,850	\$33,350	\$35,800	\$38,300	\$40,750
Moderate Income	\$34,550	\$39,500	\$44,450	\$49,350	\$53,300	\$57,250	\$61,200	\$65,150

After reviewing the above table, my family income would be classified as:

<input type="checkbox"/>	Low Income or Less
<input type="checkbox"/>	Between Low Income and Moderate Income
<input type="checkbox"/>	Above Moderate Income

Minority Representation	
<input type="checkbox"/>	White
<input type="checkbox"/>	Black
<input type="checkbox"/>	Other

Applicant Signature: _____

Date: _____

GOLF COURSES ADVISORY BOARD – SUPPLEMENTAL APPLICATION

In addition to completing the City’s standard board application, please provide the following additional information to aid the City Council in appointing a broad cross-section of golf players who use the City’s golf courses.

Where do you usually play golf?

Mallards Landing
 Crane Creek Reserve

How often do you play?

Less than two times per week
 More than two times per week

Are you currently a member of any of the following golf players’ organizations?

Harbor City Men’s Golf Association
 Harbor City Ladies’ Golf Association
 Melbourne Men’s Golf Association
 Melbourne Women’s Golf Association

Do you regularly participate in any of the following golf activities?

Harbor City Men’s Scrambles
 Melbourne Saturday Scrambles
 Harris Men’s League
 Lakes of Melbourne League
 Other: _____

If you are employed, do you work part-time or full-time?

Part-Time
 Full-Time
 N/A

Applicant Signature: _____

Date: _____

BRIEF DESCRIPTION OF CITY BOARDS

AFFORDABLE HOUSING ADVISORY COMMITTEE

- Reviews established policies and procedures, ordinances, land development regulations and the Comprehensive Plan of the City and recommends specific actions or initiatives to encourage or facilitate affordable housing.

The board meets quarterly (March, June, September, and December) at 5:30 p.m. in the Council Chamber.

BABCOCK STREET COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE

- Acts in an advisory capacity to the City Council for the Babcock Street Redevelopment Area. The duties include preparation of recommended plans and modifications for redevelopment projects in the Babcock Street Redevelopment Area.
- Must be resident of Melbourne or engaged in business in the redevelopment area.**

The committee meets on the fourth Wednesday every other month, 8:00 a.m., Council Chamber.

BEAUTIFICATION AND ENERGY EFFICIENCY BOARD

- Makes recommendations to the City Council concerning affordable strategies associated with conservation, renewable energy, and energy efficiency. Develops an environmental sustainability plan with a goal of achieving 100% clean energy by 2035 in city operations; provides annual report to City Council on same; reviews ordinances and policies that have an environmental impact on the city; recommends to the public affordable strategies associated with conservation, renewable energy, and energy efficiency; recognizes efforts of those who contribute to the beautification, environmental protection, and enhancement of city.
- Members should have the following backgrounds: economic development or business; environmental protection, natural resources management, or sustainability practices; social services or community health; urban planning or transportation planning; education; environmental law; science; horticulture; marine industry; or retired military personnel. At least two members must be business owners in the City.
- With the exception of the two business owners in the city, members must be a resident of Melbourne.**

The board will meet monthly in the Council Chamber. The meeting schedule will be determined after the initial board is appointed.

CITIZENS' ADVISORY BOARD

- See attached job description.
- Must be a resident of Melbourne.**

The board meets on an as needed basis on the first Monday of the month, 6:30 p.m., Council Chamber.

CODE ENFORCEMENT BOARD

- Promotes, protects and improves the health, safety and welfare of the citizens and enhances property values by enforcing City codes; applies appropriate remedies; and promotes compliance. Activities include the imposition of fines and other non-criminal penalties where a pending or repeated violation continues to exist.
- Must be a resident of Melbourne.**

The board meets approximately every six weeks, 6:00 p.m., Council Chamber.

NOTE: All members must complete an annual Financial Disclosure Form

FIREFIGHTERS' PENSION PLAN BOARD OF TRUSTEES

- General administration and responsibility for the operation of the pension trust fund for the City's firefighters.
- Two members must be residents of Melbourne.**

The board meets quarterly, Council Chamber.

NOTE: All members must complete an annual Financial Disclosure Form

GENERAL EMPLOYEES' PENSION PLAN BOARD OF TRUSTEES

- General administration and responsibility for the operation of the pension trust fund for the City's general employees.
- Two members must be residents of Melbourne.**

The board meets quarterly, Council Chamber.

NOTE: All members must complete an annual Financial Disclosure Form

GOLF COURSES ADVISORY BOARD

- See attached job description.
- Must be a resident of Melbourne.**

The board meets the second Wednesday in January, May, September, and November, 5:30 p.m., Council Chamber.

HISTORIC AND ARCHITECTURAL REVIEW BOARD

- Recommends local historic designations and regulates and administers historical, cultural, archaeological and architectural resources in the city.
- Considers material changes in the exterior appearance of existing buildings located on non-residential property in the city's redevelopment districts.
- Appointments to the board shall be made based on a reasonable effort to appoint residents of the City from the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, landscape architecture, real estate, or general/building contracting. Lay persons who are residents, property owners in the city, and individuals engaged in business in the city may make up the balance of the board. If possible, each community redevelopment district shall be represented on the board, and the board shall include one member who is an architect and one member who is a contractor.

The board meets the third Wednesday of each month, 6:00 p.m., Council Chamber.

NOTE: All members must complete an annual Financial Disclosure Form

LIBRARY BOARD

- See attached job description.
- Must be a resident of Melbourne.**

The board meets the third Tuesday of January, February, March, May, August, September and November, 3:00 p.m., alternating among Melbourne, Eau Gallie and Martin Luther King, Jr. Libraries.

MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE

- ☑ Acts in an advisory capacity to the City Council for the Melbourne Downtown Community Redevelopment Area. The duties include preparation of recommended plans and modifications for the redevelopment area.
- ☑ **Must be resident of Melbourne or engaged in business in the redevelopment area.**

The board meets the first Friday in February, April, June, August, October, and December, 8:00 a.m., Council Chamber.

MELBOURNE ECONOMIC ENHANCEMENT DISTRICT ADVISORY COMMITTEE

- ☑ Improves public participation and receive public comments on rehabilitation and redevelopment of the Melbourne Economic Enhancement District (MEED), and to consider additional areas for Brownfield site rehabilitation and designation located outside of the MEED. Makes recommendations to City Council on whether to adopt a resolution of support for applicants applying for incentives offered by Enterprise Florida through the Governor's Office of Tourism, Trade and Economic Development. Reviews Brownfield site rehabilitation agreements from applicants applying for incentives through the Florida Department of Environmental Protection.
- ☑ **Member appointed by the City Council must either reside in, be engaged in business in, or own property in the MEED.**

The committee meets when a qualified application is submitted to the Community Development Department. The board meets at 8:00 a.m. in the Council Chamber.

MELBOURNE HOUSING AUTHORITY

- ☑ Responsible for the acquisition, lease, construction, reconstruction, improvements and operations of federally funded housing projects within the City.
- ☑ **Must be a resident of Melbourne.**

The board meets the first Tuesday of each month, 9:15 a.m., South Area Housing Administrative Office, 1401 Guava Avenue, Melbourne.

OLD EAU GALLIE RIVERFRONT COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE

- ☑ Acts in an advisory capacity to the City Council for the Olde Eau Gallie Riverfront Community Redevelopment Area. The duties include preparation of recommended plans and modifications for redevelopment in the area.
- ☑ **Must be resident of Melbourne or engaged in business in the redevelopment area.**

The committee meets the second Thursday in January, March, May, July, September and November, 8:00 a.m., Eau Gallie Civic Center.

PLANNING AND ZONING BOARD

- ☑ Acts primarily in an advisory capacity to the City Council on questions relating to zoning, comprehensive planning, and land use; conducts investigations on matters or proposals to change zoning and land development regulations; and in some cases makes the final decision on site plan approval requests under one acre.
- ☑ Considers appeals of decisions and interpretations made by the Community Development Director, Building Official, and City Engineer as specifically authorized in City Code; hears appeals of decisions made by the Historic and Architectural Review Board in its decision on applications for a Certificate of Architectural Appropriateness in the CRAs; considers recommendations made by the Historic and Architectural Review Board for variances of individually designated historic resources; acts as the Fire Prevention Board of Adjustment and Appeals; and considers variances to specific provisions of the storm water management ordinance.
- ☑ **Must be a resident of Melbourne.**

The board meets the first and third Thursday of the month, 6:30 p.m., Council Chamber.

NOTE: All members must complete an annual Financial Disclosure Form

POLICE OFFICERS' RETIREMENT TRUST FUND BOARD OF TRUSTEES

- ☑ General administration and responsibility for the operation of the retirement trust fund for the City's police officers.
- ☑ **Two of the members must be residents of Melbourne.**

The board meets quarterly, Council Chamber.

NOTE: All members must complete an annual Financial Disclosure Form

ZONING BOARD OF ADJUSTMENT

- ☑ Considers appeals in the enforcement of the Zoning Code and authorizes in specific cases a variance from the terms of the Zoning Code.
- ☑ **Must be a resident of Melbourne.**

The board meets the last Monday of each month, 6:30 p.m., Council Chamber.

NOTE: All members must complete an annual Financial Disclosure Form

CITIZENS' ADVISORY BOARD JOB DESCRIPTION

PURPOSE OF THE POSITION

The purpose of this board position is to serve as the formal means through which active citizen participation is provided to aid in the planning, oversight and evaluation of federal- and state-funded housing and community development programs for the benefit and improvement of low- and moderate-income persons and neighborhoods in the City of Melbourne.

Persons selected for membership on the CAB are expected to use their skills, knowledge and experience as citizens of Melbourne, to assist and advise City Council with respect to state and federal-funded housing and community development programs designed to preserve and increase the supply of affordable housing and to improve the quality of life in low-income neighborhoods.

Board members must also be willing to provide and perform such services and duties as may from time-to-time be assigned to the board by the City Council.

EXAMPLES OF DUTIES

Identify problems and needs of individual neighborhoods and provide feedback that would permit programs to reflect acknowledgement of these needs.

Generate new ideas and alternatives for public action.

Recommend priorities for allocation of housing and community development program funds for projects that benefit low- and moderate-income persons, aid in the elimination or prevention of slums and blight or address an urgent need and submit recommendations to City Council.

Hold public hearings to obtain citizen views and to respond to proposals and questions at the various stages of the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and State Housing Initiatives Partnership (SHIP) programs and other related grant programs from program planning through program evaluation.

REQUIREMENTS

A. TRAINING AND EXPERIENCE

Interest and participation in community affairs required.

B. KNOWLEDGE, SKILLS, AND ABILITIES

Ability to attend monthly meetings.

Ability to attend board training.

Ability to attend special functions related to the duties of the position when requested, e.g. groundbreakings and dedications of grant-funded projects.

Ability to actively listen.

Ability to review minutes, reports, memos and other documentation regarding issues presented or to be presented to the board.

Ability to study and give counsel on identified issues of concern to City Council.

Ability to acknowledge and represent the diverse views of citizens regardless of personal opinions and beliefs.

Ability to maintain good communications with the City Council as necessary.

Ability to use good judgment in all deliberations on matters brought before the board.

Ability to deal with the public courteously and tactfully.

Ability to communicate clearly, both orally and in writing.

Ability to establish and maintain effective working relationships with colleagues and City staff.

C. PHYSICAL AND MENTAL REQUIREMENTS

Ability to see, read, write, speak and comprehend conversation and symbols in English.

Ability to hear and comprehend conversations spoken at various tones of voice and various speeds.

GOLF COURSES ADVISORY BOARD JOB DESCRIPTION

The City of Melbourne operates two 18-hole golf courses. The courses provide a quality and affordable golf experience. Approximately 135,000 rounds of golf are played per year, and the City provides management and maintenance.

CHARACTERISTICS OF THE BOARD

Under the general direction of the Parks and Recreation Director and Golf Director, the board includes seven members appointed by the City Council. To the greatest extent possible, board members shall include a broad cross-section of the golf players using the City's golf courses. Meetings are held at a public facility four times per year. The chairperson, vice chairperson or secretary may call special meetings as required.

DUTIES

Assists in the development and adoption of policies and procedures for the operation of the City's golf courses.

Makes recommendations relating to the preparation and adoption of the operating and capital budgets, including proposals for revenue sources and adjustments in such sources, and operating and capital expenditures.

Confers in a professional manner with players, clubs and organizations for the purpose of maintaining and furthering public relations in regard to golfers' needs, planning and programming.

Promotes golf to the general public and user groups; analyzes golfing market and needs and conceives innovative approaches to revenue generation; and recommends improvements in the operations, including customer service delivery.

REQUIREMENTS

City of Melbourne resident and registered voter; knowledge about the game of golf and its value to the community; experience playing both City of Melbourne golf courses; knowledge about both of the City courses and the best conditions of the courses; business-minded with finance experience including the ability to make good business and financial decisions; strong decision-making skills as well as innovative and creative thinking and problem solving skills; knowledge of promotional and public relations techniques; strong commitment to customer service; ability to be open to a variety of opinions, displaying approachable and diplomatic skills while providing forward-thinking leadership; and ability to view tasks objectively, void of personal interests and desires.

MELBOURNE LIBRARY BOARD JOB DESCRIPTION

A member of the Melbourne Library Board performs several duties and assumes numerous responsibilities in keeping with the missions of the Brevard County Public Library System and the City Council of the City of Melbourne. To be an effective member, he or she must be both active and informed.

AN ACTIVE MEMBER:

1. Attends monthly board meetings. Prepares for each meeting by reviewing the agenda, reports and background information. Participates in the conduct of the board's business by contributing knowledge and opinions.
2. Serves on the board's committees and attends training events.
3. Provides leadership to the board by serving as Chairman or Vice Chairman, if so elected.
4. Develops and maintains relations and a positive rapport with local governmental officials, library staff, Friends groups and community leaders.
5. Advocates for the library in his or her daily activity in the community and at the local, state, and national levels (as appropriate).
6. Contributes time and enthusiasm to the best of his or her ability.

AN INFORMED MEMBER:

1. Understands the libraries' mission, service roles, and long-range plans and articulates these to the community and patrons and users.
2. Understands the libraries' roles and relationships between the Library Board, the Board of County Commissioners, the County's Library Administration, the Library Directors and their respective staffs, the City Council and the Friends groups.
3. Is familiar with the libraries' statistics that describe their resources, level of activities and how the Melbourne libraries compare with the state standards and other libraries serving similar communities.
4. Is aware of the Melbourne libraries' funding sources and the role of each source in supporting the libraries' programs of service.
5. Maintains an understanding of library policies and how each library implements them in their respective daily activities.
6. Is familiar with intellectual freedom principles, the libraries' intellectual freedom policies and how they are applied.
7. Is familiar with library laws and state and federal funding programs.
8. Develops and maintains knowledge of library issues on the local, regional, state and national levels by reading library literature and periodicals and by attending library association meetings.
9. Understands interlibrary cooperation and resource sharing among libraries and each library's role in regional, state and national networks and consortia.