



Meeting Date: Apr 6, 2016

From (Dept.): COMMUNITY DEV

Signature: *J. Smith*
Department Director

Approved for
Agenda: *[Signature]*
City Manager

Official Use Only

Reviewed by
City Attorney: _____

Council Action: _____

Date: _____

Subject: TREE BOARD APPOINTMENTS

Request for Approval:

Summary Explanation and Background:
The Tree Board has vacancies due to expired terms. One application was submitted. Please see the attached appointment worksheet. Recommend moving the current 1st Alternate to full member and the new applicant to serve in the 1st Alternate position. Further certifying that the 2nd Alternate position on the Tree Board remains vacant.

Fiscal Information:

_____ - _____ - _____ - _____ - _____
Project No.
(If applicable)

Amount: _____

Procurement Method: _____

Purchase Requisition Number: _____

Recommended Action: Recommend approval as submitted.

Initiated by: tam / _____



TREE BOARD APPOINTMENT WORKSHEET

Council Workshop Date: 04/06/2016

Regular Meeting Date: 04/11/2016

App	Name	Address	Current/Recent Board Member	Current Position	Resident	New Position	Recommended Action
1	Candy Craig	6825 SW 207 th Ct., Dunnellon	Yes	1 st Alternate	No	Member	Appoint to full Member for the term of April 11, 2016 – April 6, 2019 (previous term expired March 8, 2016)
2	Sally Chesterfield	11937 Hale St., Dunnellon	No	None	Yes	1 st Alternate	Appoint to 1 st Alternate for the unexpired term April 11, 2016 – December 28, 2017
3	Vacant			2 nd Alternate			Certify Vacancy, previous term expired in 2014

Planning Commission Only: The city planning commission consists of five members plus two alternate members, appointed by the city council. A maximum of two members and one alternate may be non-resident property owners and/or non-resident business owners. Non-resident property owners and/or non-resident business owners must have owned property and/or owned a business within the city for three years prior to being eligible for said appointment.



City of Dunnellon
City Board Member Application

RECEIVED

MAR 11 2016

CITY OF DUNNELTON
COMMUNITY DEVELOPMENT

Some of the questions and information below is needed to determine eligibility for certain boards, not all of them. All information must be provided in order to process your application. Please type or very clear, easy to read print. See description of boards for eligibility requirements.

Name: Sally Chesterfield Home Telephone: 352-382-2545

Cell Number 352-209-6534 Best to contact you at home, work or cell? cell

Do you reside within the City limits of Dunnellon, how long? 18 years

Home Address 11937 Hale St Dunnellon, FL 34431

If employed, by whom: Retired

Business Address: _____ Business Telephone _____

Email Address: (This is a requirement in order to receive agenda materials)
Sally@thechesterfields.net

Briefly describe your education and experience: You can attach an additional page.
High School Graduate - 40 years as a bookkeeper.

Are you a registered Voter? yes

Do you hold a public office? NO Are you employed by the City? NO

Do you own property within the City limits? If so, have you maintained ownership for at least three years, and if not how long?

Address of your property: 11937 Hale St Dunnellon, FL 34431

Do you own a business within the City limits? If so, have you maintained ownership for at least three years, and if not how long? NO

Address of your property _____

Please check the board(s) you are interested in serving on:

Planning Commission

Tree Board

Historic Preservation Board

CRA Advisory Board

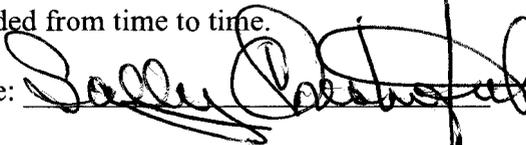
Utility Advisory Board

State any additional information you feel may be helpful in considering your qualifications to serve on a city board.

Very interested in my community.

May we submit your application for the board(s) of your choice when vacancies occur rather than phone you? _____

Your signature indicates that you have read and understand the Code requirements below for the City Board(s) you are applying for including any requirement to file a Statement of Financial Interest. All Board/Commission members shall conduct themselves in a manner consistent with Resolution 2013-07, "Public Code of Ethical Conduct," as may be amended from time to time.

Signature:  Date: 3/10/16

This application is effective for one year from the date of completion. Please call the Community Development Office 465-8500 ext. 1010 if you have any questions. Form Amended 03/11/2015.

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DESCRIPTION AND CODE REQUIREMENTS FOR CITY BOARDS

PLANNING COMMISSION: (This Board also serves as the Board of Adjustment)

In accordance with Article II, Section 94-31 of the City of Dunnellon Code of Ordinances:

Members of this board are required to file a FORM I, Statement of Financial Interest within 30 days of your appointment to the Commission and annually thereafter for each year you are a member in order to avoid penalties by the State of Florida, Commission on Ethics. Upon separation of the board you are also required to file a FORM 1F, Final Statement of Financial Interest.

This Commission consists of five (5) members, (2) alternate members serving a three (3) year term. A minimum of three members and one alternate shall be residents of the City. A maximum of two members and one alternate may be non-resident property owners and/or non-resident business owners. Non-resident property owners and/or non-resident business owners must have owned property and/or owned a business within the City for three years prior to being eligible for said appointment. No member of Planning Commission shall be a paid employee or elected official of City. Members of the Commission will act in an advisory capacity to the City Council relating to zoning and land use issues and as the local planning agency making recommendations to the Dunnellon City Council.

This board meets on the third Tuesday of each month.

BOARD OF ADJUSTMENT: (Same as Planning Commission)

In accordance with Article V, Division 3 of the City of Dunnellon Code of Ordinances:

The Board of Adjustment consists of five (5) members and two (2) alternate members serving a three (3) year term. Duties are to hear and decide special exceptions and variances to the City's Zoning Code. They will also hear and decide appeals when it is alleged that there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of any zoning ordinance or regulation adopted pursuant to law.

HISTORIC PRESERVATION ADVISORY BOARD

In accordance with Article XVI, Section 16.3 within the Zoning Code of the City of Dunnellon Code of Ordinances:

Members of this board are required to file a FORM I, Statement of Financial Interest within 30 days of your appointment to the board and annually thereafter for each year you are a member in order to avoid penalties by the State of Florida, Commission on Ethics. Upon separation of the board you are also required to file a FORM 1F, Final Statement of Financial Interest.

This Board consists of five (5) members and two (2) alternate members serving a three (3) year term. Members shall have knowledge of historical or architectural development within the city. To the extent available in the community, at least one member shall be an architect in the State of Florida, and the remaining members shall be chosen from the following organizations, professions or groups: (1) Professional members from the disciplines of history, architectural history, planning, archaeology, and engineer (2) Registered real estate brokers (3) The Florida Bar (4) American Society of Landscape Architects (5) Licensed building contractors or general contractors (6) Professional members from other historic preservation related disciplines such as American studies, American civilization, cultural geography, or cultural anthropology, and (7) Interested owners of real estate in a historic district; interested owners of historic structures; or interested property owners whose land contains an archaeological site.

Lay persons belonging to the Greater Dunnellon Historical Society; or who otherwise have demonstrated special interest, experience, or knowledge in history, architecture, or related knowledge in history, architecture, or related disciplines shall make up the balance of the board members in the event that there are not enough professionals in the community. Property ownership is not a prerequisite for membership in this board.

Board members shall survey and inventory the historic resources of the city according to accepted practices and to develop and maintain a list of all resources researched for possible historic designation, make recommendations to the city council for the adoption of ordinances designating resources as historic, issue certificates of appropriateness on proposed exterior changes to designated resources, advise the city council and other city boards on the effects of city actions on historic resources, both those designated and those with potential for designation, advise in the development of goals, objectives, and policies for historic preservation to be incorporated into the comprehensive plan, make recommendations to the city council on the expenditure of gifts, grants, and money, as may be received to carry out the purposes of this chapter [article]. Such money, when not specifically designated by the grantor or donor, may be expended for publishing maps and brochures, hiring staff or consultants, and for performing such other functions as are appropriate to this chapter [article], advise the various departments of the city as to standards, materials, or practices desirable to maintain and enhance the historic resources of the city, adopt

procedural rules necessary for the conduct of its business, subject to approval by the city council, conduct educational programs on historic properties located within the City of Dunnellon, recommend zoning and building code amendments for historic properties and districts to the city council for referral, and if it seems appropriate, to the planning commission, educate affected individuals and the general public on the economic benefits of historic preservation and federal, state, and local laws and policies regarding programs that encourage historic preservation; and advise individuals [as] to the architectural and landscape preservation of historic structures, and refer individuals to the Secretary of the Interior's "Standards for Rehabilitation."

This board meets on the second Tuesday of each month.

TREE BOARD

In accordance with Article V. Division 4 of the City of Dunnellon Code of Ordinances:

Members of this board are not required to file a FORM I, Statement of Financial Interest.

This board consists of three (3) members, (2) alternate members serving a three (3) year term. Appointment of tree board members shall be made on the basis of experience or interest in the fields of forestry, landscape architecture, nurseryman, master gardening, certified arborists, licensed landscape contracting.

Board members shall review all applications for tree removal permits associated with site plans and preliminary plats and make recommendation to approve, deny, or approve with conditions to the city council, review all applications for tree removal permits upon commercial property greater than one acre in size and make recommendation to approve, deny, or approve with conditions to the city council, review and make recommendation on all applications for tree removal permits upon waterfront lands, wetlands, or conservation lands, review all applications for tree removal for harvesting trees from a bona fide agricultural land pursuant to F.S. 193.61 and make recommendation to approve, deny, or approve with conditions to the City Council, develop a written plan for the care, preservation, pruning, planting, replanting, and removal of trees on property owned by the City, develop recommendations to the City Council related to establishing canopy roads, arbor streets, naturescape, Tree City USA, and related programs. This board meets on the fourth Tuesday of each month.

COMMUNITY REDEVELOPMENT AGENCY (CRA) ADVISORY BOARD **(LEGISLATION TO CREATE THIS BOARD IS TO BE CONSIDERED AT PUBLIC HEARING AND FINAL READING ON 04/13/2015)**

In accordance with Sections 86-71 through 86-75 under Article II, City of Dunnellon Code of Ordinances:

Members of this board are not required to file a FORM I, Statement of Financial Interest.

This Board shall consist of seven (7) members and two (2) alternate members. Each Advisory Board member and alternate shall serve a term of four (4) years, or until his or her successor is appointed. Members may be re-appointed for subsequent terms. A minimum of four members and one alternate shall be residents of the City who own their property. A maximum of three members and one alternate may be business owners and who shall be appointed by the CRA Board. No member of the Advisory Board or alternates shall be a paid employee or elected official of the City of Dunnellon, and each Advisory Board member and alternate shall serve

Board Member Application

Modified 03/11/2015

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without compensation. As near as practical, members and alternates of the CRA Advisory Board should be chosen based on one or both of the following criteria: Experience in affordable housing, planning, real estate, historic preservation, banking and financing; or be a small business owner within the Dunnellon city limits.

No Board member shall participate in any matter which would inure to the Board member's special private gain or loss;

1. The Board member knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or
2. He or she knows would inure to the special private gain or loss of a relative or business associate of the Board member, without first disclosing the nature of his or her interest in the matter.

No Board member, relative or business associate of the board member shall be eligible to apply for any CRA grant funds during his/her term on the Board. No principal by whom the Board Member is retained or parent organization or subsidiary of a corporate principal by which he or she is retained will be eligible to apply for CRA grant funds.

The primary duties of the CRA Advisory Board shall be to become familiar with the CRA Plan and any amendments to the Plan, advise the CRA Board on issues and tasks to be accomplished to implement the CRA Plan, identify projects to be undertaken and make recommendations on actions and projects to be undertaken to implement the Plan, recommend an action plan for prioritizing projects to be undertaken in the implementation of the Plan, recommend actions and programs which can assist in the economic development of properties within the community redevelopment area, consistent with the Plan, recommend actions and programs which can be implemented by the CRA Board to attract and retain businesses within the community redevelopment area, consistent with the Plan, recommend amendments and revisions to the CRA Plan, advise the CRA Board on any other matters pertaining to the community redevelopment area which the CRA Board delegates to the Advisory Board, consistent with the Plan and Part III, Chapter 163, Florida Statutes, and comply with all ordinances and resolutions of the City, the sunshine law, the public records law, and all other statutes and laws which are relevant to the Advisory Board. The Advisory Board shall meet at least monthly; however, if there is no business to conduct, the chair may cancel the monthly meeting. The Board may hold special meetings as deemed appropriate.

The day of the week that this board will meet each month has not been finalized at this time.

UTILITY ADVISORY BOARD (LEGISLATION TO CREATE THIS BOARD IS TO BE CONSIDERED AT PUBLIC HEARING AND FINAL READING ON 04/13/2015)

In accordance with Division 3 of Chapter 2, Article V, City of Dunnellon Code of Ordinances:

Members of this board are not required to file a FORM I, Statement of Financial Interest.

This Board is composed of nine (9) seats with members from the following Service Areas:

- (1) Four (4) members who are customers from the Rainbow Springs Service Area of the City's utility system outside of the City limits;
- (2) Two (2) members who are customers within the City limits;
- (3) Three (3) members, one (1) each from other Service Areas located outside the City limits (Rio Vista, Juliette Falls, and Chatmire).

Each Service Area and the City shall select its own representatives. Each UAB member shall serve a term of six (6) years or until his or her successor is appointed. Members may be re-appointed for subsequent terms. The UAB shall meet at bi-monthly or more often if desirable. However, if there is no business to conduct, the chair may cancel the bi-monthly meeting.

No member of the UAB shall be a paid employee or elected official of the City of Dunnellon, and each Advisory Board member shall serve without compensation.

The UAB shall be advisory to the City Council. Board members shall conduct themselves in a manner consistent with Resolution 2013-07, "Public Code of Ethical Conduct," as may be amended from time to time. The primary duties of the UAB shall be:

Before May 1, 2015, and annually thereafter, the City shall initiate and the UAB shall review the utilities capital program, utility budget, and rates and revenue requirements prior to review and consideration by City Council for the following fiscal year, recommend, review, or conduct periodic special studies related to the City's utility system, recommend, review, or conduct an indirect cost allocation study of general and administrative expenses every three (3) years, with the first review of a study being in fiscal year 2015-16, and recommend, review, or conduct an operational efficiency study every five (5) years, with the first review of a study being in fiscal year 2015-16, review the Utility Master Plan every five (5) years, with the first review being in fiscal year 2016-17. The UAB may request that other specific studies be conducted and reviewed by the Board. The UAB shall make specific recommendations to City Council relative to operational, capital, budgetary, rates, revenue requirements, services, and all other utility related matters. City Council may request that UAB provide input and recommendations at any time. The UAB shall comply with the sunshine law, public records law, and all other statutes, laws, and ordinances which are relevant to the Utility Advisory Board.

The meeting schedule for this board has not been finalized at this time.