



CITY OF  
**SANFORD**  
FLORIDA

**CITY OF SANFORD**  
**CITIZEN BOARD/COMMITTEE INTEREST FORM**

**PLEASE TYPE OR PRINT CLEARLY:**

Date: \_\_\_\_\_

1. Name: \_\_\_\_\_

2. Email Address: \_\_\_\_\_ Cell Ph. No. \_\_\_\_\_

3. Home Address: \_\_\_\_\_ Home Ph. No.: \_\_\_\_\_

4. Business: \_\_\_\_\_ Business Ph. No.: \_\_\_\_\_

5. Briefly describe education and experience: \_\_\_\_\_

- |   |           |          |            |
|---|-----------|----------|------------|
| 6. Are you a registered voter?                  | Yes _____ | No _____ |            |
| 7. Are you a resident of the City?              | Yes _____ | No _____ |            |
| 8. Are you a Citizens Academy graduate?         | Yes _____ | No _____ | Year _____ |
| 9. Do you own property in the City?             | Yes _____ | No _____ |            |
| 10. Do you own a business in the City?          | Yes _____ | No _____ |            |
| 11. Are you currently serving on a City Board?  | Yes _____ | No _____ |            |
| If yes, which one? _____                        |           |          |            |
| 12. Have you previously served on a City Board? | Yes _____ | No _____ |            |

13. PLEASE CHECK THE BOARDS(S) /COMMITTEE(S) YOU ARE INTERESTED IN SERVING ON:

- \_\_\_\_\_ ANY BOARD OR COMMITTEE
- \_\_\_\_\_ COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY BOARD\*
- \_\_\_\_\_ COMMUNITY REDEVELOPMENT AGENCY\* (CRA)
- \_\_\_\_\_ FIREFIGHTER'S RETIREMENT SYSTEM BOARD OF TRUSTEES\*
- \_\_\_\_\_ HISTORIC PRESERVATION BOARD\* (HPB)
- \_\_\_\_\_ PLANNING & ZONING COMMISSION\* (P & Z)
- \_\_\_\_\_ POLICE OFFICER'S RETIREMENT SYSTEM BOARD OF TRUSTEES\*
- \_\_\_\_\_ PUBLIC ART COMMISSION\*
- \_\_\_\_\_ SANFORD AIRPORT AUTHORITY\* (SAA)
- \_\_\_\_\_ SANFORD HOUSING AUTHORITY\* (SHA)
- \_\_\_\_\_ SANFORD MUSEUM BOARD\*

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14. What qualifications would you bring to this board/committee if appointed?

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**\*Please note:** per Ordinance No. 4331 adopted by the City Commission on January 12, 2015, Section (p)(page 9):

**p) Ethics training. All members of each body shall, unless otherwise required to do so by controlling law, attend an ethics and Sunshine Law training session each calendar year which training session shall be coordinated by the City Clerk and the City Attorney.**

**\*\*NOTE\*\*:** The State of Florida Commission on Ethics requires members of certain boards to file a financial disclosure form and certain ethical requirements apply to appointees.

I understand the responsibilities associated with being a board/committee member, and I have adequate time to serve on these boards/committees. I have read the Boards and Committees At A Glance information which accompanies this application.

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Signature

Fill out this form and return to City Clerk, 300 N. Park Ave., Sanford, FL. 32771. Applications will be kept on file for two years. Any questions, please call the City Clerk's Office: (407) 688-5010.

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## **CITY OF SANFORD**

### **BOARDS AND COMMITTEES AT A GLANCE**

**May 15, 2018**

**City Clerk Traci Houchin, CMC/FCRM**

### **BOARD DESCRIPTIONS – CITY OF SANFORD**

#### ***COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY BOARD\****

The CDBG Advisory Board serves in an advisory capacity to the City Commission and City Staff to oversee an annual community needs assessment and determine funding priorities; evaluate funding proposals and make funding recommendations. Meetings are held as often as necessary. City residency is required.

#### ***COMMUNITY REDEVELOPMENT AGENCY\****

The CRA is the redevelopment agency authorized to carry out the redevelopment of the areas designated as the Lake Monroe Waterfront and Downtown Sanford Community Redevelopment Area and the Seminole Towne Center Community Redevelopment Area. Meetings are held on the 1<sup>st</sup> Wednesday of each month at 4 PM. Members must be a City resident or engaged in business within the City. Annual Statement of Financial Interest Form required for Members.

#### ***FIREFIGHTERS' RETIREMENT SYSTEM BOARD OF TRUSTEES\****

The Board of Trustees is an independent entity established by state law and local ordinance. The Board of Trustees acts as the fiduciary of the Firefighters' Retirement Fund, thus defraying the reasonable expenses of administering the Plan. Meetings are held on the 2<sup>nd</sup> Thursday of February, May, August and November, or more frequently as needed. City residency is required for two members appointed by the City Commission. Annual Statement of Financial Interest Form required for members.

#### ***HISTORIC PRESERVATION BOARD\****

The Historic Preservation Board oversees Sanford's historic commercial district, which was established in 1985, and the residential historic district, which was established in 1993. The board promotes the educational,

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cultural, and economic welfare of the City by preserving and protecting visible reminders of the history and cultural heritage of the city, state and country as well as by encouraging new developments that will be harmonious with the existing historic area. The Board meets on the 3rd Wednesday of each month at 5:30 PM. City residency and Seminole County registered elector is required. Annual Statement of Financial Interest Form required for members.

***PLANNING AND ZONING COMMISSION\****

The Planning and Zoning Commission acts as the Local Planning Agency and Land Development Regulation Commission. It recommends to the City Commission all plats, planned developments, and the boundaries of all zoning districts. The Planning and Zoning Commission reviews, and approves or disapproves, all site plans and most conditional uses. It develops and recommends all development regulations and the Comprehensive Plan. The Commission meets the 1<sup>st</sup> Thursday of each month at 10 AM. City residency and Seminole County registered elector is required. Annual Statement of Financial Interest Form required for members.

***POLICE OFFICERS' RETIREMENT SYSTEM BOARD OF TRUSTEES\****

The Board of Trustees is an independent entity established by state law and local ordinance. The Board of Trustees acts as the fiduciary of the Police Officers' Retirement Fund, thus defraying the reasonable expenses of administering to the Plan. Meetings are held on the 2<sup>nd</sup> Thursday of February, May, August and November, or more frequently as needed. City residency is required for two members appointed by the City Commission. Annual Statement of Financial Interest Form required for members.

***PUBLIC ART COMMISSION\****

The Public Art Commission is responsible for making recommendations to the City Commission regarding advocating for the program and the process and procedures that guide the acquisition and care of public art; identify and pursue additional sources of funds relative to the promotion of public art in the City; inform the public regarding public art including opportunities for public participation in all phases of the City's public art process; promote the visual arts of the City and the State of Florida and inform and work to increase understanding within the City about the purposes and meaning of public works of art using methods such as art outreach education, media and social events. Meetings are held bi-monthly. City residency is not required.

***SANFORD AIRPORT AUTHORITY\****

The Sanford Airport Authority is responsible for the Orlando-Sanford International Airport air navigation needs, and for the development, construction, operation and maintenance of the airport and related facilities, and it encourages industry to locate on the airport. Meetings are held on the 1st Tuesday of each month at 8:30 AM. Seminole County residency and registered elector is required. Annual Statement of Financial Interest Form required for members.

***SANFORD HOUSING AUTHORITY\****

The Sanford Housing Authority is a public body to acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any project; to investigate the living, dwelling and housing conditions and the means and methods of improving such conditions. Meetings are held on the 2nd Thursday of each month at 2 PM. City residency is not required. Annual Statement of Financial Interest Form required for members.

The Sanford Housing Authority is an independent special district created under the provisions of controlling general law of the State of Florida. Florida Statutes Part 1 Housing Authorities, Section 421.001-421.52.

***SANFORD MUSEUM ADVISORY BOARD\****

(Formerly Henry Shelton Sanford Memorial Library and Museum Board)

The Sanford Museum Advisory Board is empowered and directed to recommend, on behalf of the City, ways and means of acquiring and providing for the security, safekeeping, and display of antiques, books, papers, paintings, and other similar possessions of the late General Henry Shelton Sanford, the founder of the City of Sanford, Florida, together with any other memorabilia or artifacts of historic significance to the City and the surrounding area which in the opinion of the Board would be of interest to the citizens of the City now and in the future. Meetings are held on the 1<sup>st</sup> Tuesday of January, April, July, and October at 5:15 PM. City residency and Seminole County registered elector is required.

**\*NOTE:**

Per Ordinance No. 4331 adopted by the City Commission on January 12, 2015, Section (p) (page 9):

- p) **Ethics training.** All members of each body shall, unless otherwise required to do so by controlling law, attend an ethics and Sunshine Law training session each calendar year which training session shall be coordinated by the City Clerk and the City Attorney.

BOARD	TERM (MONTH) EXPIRATION	GOVERNING LEGISLATION	RESIDENCY REQUIREMENT	DUAL OFFICE HOLDING
Community Development Block Grant Advisory Board	September 30	Resolution 2419	Yes	N
Community Redevelopment Agency	Varies	Sections 74-74 through 74-79 <i>City Code</i> (Ordinance 4236)	Yes – City resident or businessperson or compensation test. Annual Statement of Financial Interests Form required for members.	Y
Firefighter Retirement System Board of Trustees	September 30	Section 66-73 <i>City Code</i> (Numerous Ordinances)	Yes - City (2) No -(3) Annual Statement of Financial Interests Form required for members.	Y
	September 30			Y

Historic Preservation Board		Part III, Schedule S, Section 3.0, <i>City Code</i> (Ordinance 4227)	Yes, City resident or taxpayer and Seminole County elector. Section 2-122 <i>City Code</i> . Annual Statement of Financial Interests Form required for members.	
<b>BOARD</b>	<b>TERM (MONTH) EXPIRATION</b>	<b>GOVERNING LEGISLATION</b>	<b>RESIDENCY REQUIREMENT</b>	<b>DUAL OFFICE HOLDING</b>
Planning and Zoning Commission	September 30	Part III, Article III, Sections 74-81 through 74-82, <i>City Code</i> (Numerous Ordinances)	Yes, City resident or taxpayer and Seminole County elector. Section 2-122 <i>City Code</i> . Annual Statement of Financial Interests Form required for members.	Y
Police Officers Retirement System Board of Trustees	September 30	Section 62-33 <i>City Code</i> (Numerous Ordinances)	Yes - City (2). No (3). Annual Statement of Financial Interests Form required for members.	Y
Public Art Commission	September 30	Resolution No. 2551	No	N
Sanford Airport Authority	September 30	Ordinance 4048 & Chapter 71-924, <i>Law of Florida</i>	Yes – County. Annual Statement of Financial Interests Form required for members.	N

Sanford Housing Authority	Varies	Sections 2-121 through 2-122 <i>City Code</i> . (Ord. 4331) The SHA is an independent special district created under the provisions of controlling general law of the State of Florida. (FS Part 1 Housing Authorities, Section 421.001-421.52)	No residency requirement. Annual Statement of Financial Interests Form required for members.	Y
<b>BOARD</b>	<b>TERM (MONTH) EXPIRATION</b>	<b>GOVERNING LEGISLATION</b>	<b>RESIDENCY REQUIREMENT</b>	<b>DUAL OFFICE HOLDING</b>
Sanford Museum Board	September 30	Sections 2-201 through 2-203 <i>City Code</i> (Ordinance 4048)	Yes, City resident or taxpayer and Seminole County elector	N