

# CITY OF BARTOW BOARD DESCRIPTIONS

Advisory Boards/Committees/Commissions (hereinafter referred to as advisory boards) are standing bodies established and appointed by the City Commission to provide citizen input. The responsibilities of the members include but not limited to:

- Providing recommendations to the City Commission and staff regarding special program areas.
- Holding public hearings to solicit community input on current issues.
- Identifying issues which the board believes should be addressed by the City Commission or staff.

The City Commission benefits by using advisory boards in their decision-making process by relying on these bodies to:

- Focus attention on specific issues.
- Encourage broad citizen participation through public hearings.
- Weigh community values in making recommendations to the City Commission.

## **BOARD DESCRIPTIONS**

The City Commission appoints members to various boards, commissions and committees in order to encourage citizen involvement in the City's government for the purpose of formulating City policy. The strength and success of the City of Bartow, to a large degree, is reflective of the quality of service performed by those who choose to get involved in the City government through volunteerism. Each advisory board is provided with staff members who are responsible for presentation of the issues, the preparation of agenda and transcribing minutes.

### **a. BEAUTIFICATION ADVSIORY BOARD (advisory)**

Consists of five members who have staggered three-year terms. During the September 27 2023 meeting, this board acted to change the meeting schedule to meet quarterly (January, April, July & October) on the fourth Wednesday at 5:30 p.m. in the Commission Chambers located at City Hall. The powers and duties of the Beautification Board include: 1) continually study and make recommendations to the city commission, supported by plats and sketches when appropriate, regarding plantings and other related ways to beautify city-owned or controlled property and rights-of-way and new construction on private property classified as nonresidential; 2) perform such other duties with reference to beautification, not inconsistent with the Charter, as the City Commission may require. There is no special education or training to hold a position on this board.

### **b. BUILDING AND HOUSING BOARD OF APPEALS (quasi-judicial)**

Consists of five members: one engineer, one architect and three members at-large from the construction industry, who have staggered three-year terms. The Board meets at

the call of the chairman as needed in the Commission Chambers located at City Hall. The powers and duties of the Building and Housing Board of Appeals include: 1) providing the final interpretation of the provisions of the Standard Unsafe Building Abatement Code; 2) consider and determine appeals whenever it is claimed that the true intent and meaning of the Standard Housing Code or any of its regulations have been misconstrued or wrongly interpreted; 3) permit, in appropriate cases where the application of the requirement of this code in the allowance of the stated time for the performance of any action required hereunder would appear to cause undue hardship on an owner, one or more extensions of time, not to exceed 120 days each, from the date of such decision of the board. Applications for additional extensions of time shall be heard by the board. Such requests for additional extensions of time shall be filed with the housing official not less than 30 days prior to the expiration of the current extension. The members of the Board do not have to file an annual Statement of Financial Interest.

c. **CITIZENS ADVISORY COMMITTEE** (advisory)

Consists of nine members who have staggered three-year terms. The Committee meets annually at the call of the chairperson in the Commission Chambers of City Hall. The Citizens Advisory Committee was formed to meet the requirement of the Community Development Block Grant program to provide citizen input for use of these funds. The grantee must develop and follow a detailed plan which provides for, and encourages, citizen participation and which emphasizes participation by persons of low-or-moderate income, particularly residents of predominantly low-and-moderate income neighborhoods, slum or blighted areas, areas not meeting ADA compliance and areas in which the grantee proposes to use CDBG funds. The plan must: 1) provide citizens with reasonable and timely access to local meetings, information, and records related to the grantee's proposed and actual use of funds; 2) provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance; 3) provide for timely written answers to written complaints and grievances. Members of this Board do not have to file an annual Statement of Financial Interest. There is no special education or training to hold a position on this board.

d. **COMMUNITY REDEVELOPMENT AGENCY** (administrative/advisory)

Consists of seven members who have staggered four-year terms. Term is limited to 2 consecutive terms. Meets the fourth Wednesday of each month at 8:00 a.m. in the City Commission Chambers located at City Hall. The Agency was created to promote redevelopment of slum and blighted areas as established by the Community Redevelopment Area and Plan. Funds are provided through increases in the valuation of taxable real property in both the City and County after the establishment of a base year tax value. The Agency is established for a 30-year period. The Agency has an executive director who administers the day to day operations. Members of this Agency must file an annual Statement of Financial Interest. There is no special education or training to hold a position on this board.

**Qualifications to Serve on CRA Board**

The City of Bartow values all our residents, especially the ones who choose to volunteer for one of our boards. The Bartow Community Redevelopment Agency (CRA) Board is a special board and requires individuals focused on improving the lives and businesses in Bartow. The CRA Board is a seven-member board appointed by the City Commission, tasked with identifying redevelopment and reinvestment opportunities that will improve our communities.

You are qualified to serve as a Commissioner of the Bartow CRA pursuant to the Community Redevelopment Act of 1969 (Section 163.356(3)(b) of the Florida Statutes) if you reside or are engaged in business, which means owning a business, practicing a profession, or performing a service for compensation, or serving as an officer or director of a corporation or other business entity so engaged, within the area of operation of the City of Bartow, Florida. A successful candidate for appointment to the CRA Board typically both resides in Bartow and is engaged in business in Bartow.

#### *CRA Board Member Expectations*

The CRA Board is one of the most influential boards within the City of Bartow. The Bartow CRA is the only board that manages its own budget annually. The City Commission is tasked with finding community minded individuals that care about Bartow and the long-term growth of this city. Here are some of the expectations that we expect from a CRA Board Member:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, provide constructive feedback
- Willing to: prepare for and attend board meetings; ask questions; share ideas, opinions, and experiences
- Possess: honesty; openness to differing views; a friendly, responsive, and patient approach; engagement skills; personal integrity; a developed sense of values; concern for and interest in the agency's development

#### *CRA Board Meetings*

The Bartow CRA meets generally once a month on the fourth Wednesday of the month. Typically, we skip July, due to many board members are having family vacations. The Bartow CRA combines the November and December meetings into one meeting that is held on the first Wednesday of December. A full list of meeting dates can be found on the CRA's webpage.

These monthly meetings are where we discuss important matters and make decisions on how we use the CRA's dollars. CRA staff will have recommendations, but ultimately the decision is the CRA Board's to make. The hope is that every CRA Board Member makes the best decision for the community based on the information provided.

All CRA Board meetings are subject to the Sunshine Law. All meetings are open to the public and will be advertised.

The meetings are typically held in the City Commission Chambers in City Hall. If the location is changed, that location will be advertised.

#### *CRA Board Member Compensation*

There is no formal compensation for CRA Board Members. The Bartow CRA will cover some or all training, travel, food, mileage, and lodging expenses for redevelopment related conferences.

e. **GENERAL EMPLOYEES' PENSION TRUST FUND BOARD OF TRUSTEES**  
(administrative)

Consists of seven Trustees, one of whom shall be a resident of Bartow appointed by the other six Trustees and affirmed by the Bartow City Commission. One shall be the Finance Director of the City of Bartow whose term as Trustee shall be continuous, one shall be elected by the Department Heads of the City of Bartow, two shall be Members of the System who are elected by majority of the General Employees who are non-bargaining unit Members of the System, and two shall be Members of the System, who shall be elected by a majority of the General Employees who are bargaining unit Members of the System. The term is three years. The Board meets quarterly in the Commission Chambers of City Hall. The duties and responsibilities of the Board shall include, but not be limited to: 1) construing the provisions of the System and determining all questions arising thereunder; 2) determining all questions relating to eligibility and membership; 3) determining and certifying the amount of all retirement allowances or other benefits hereunder; 4) establishing uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the System; 5) distributing to Members, at regular intervals, information concerning the System; 6) receiving and processing all applications for benefits; 7) authorizing all payments whatsoever from the Fund, and to notify the disbursing agent, in writing, of approved benefit payments and other expenditures arising through operation of the System and Fund; 8) having performed actuarial studies and valuations, at least as often as required by law, and making recommendations regarding any and all changes in the provisions of the System; and 9) performing such other duties as are required to prudently administer the System. The Members are required to file an annual Statement of Financial Interests. There is no special education or training to hold a position on this board; however, Trustees are encouraged to attend training sessions as they become available.

f. **HOUSING AUTHORITY OF BARTOW** (administrative)

Consists of five members who have staggered four-year terms, one of whom must live in one of the complexes. Members are appointed by the City Commission. Meets every two months at 5:00 p.m. at the Carver Village office building. The Authority operates under the rules and regulations of the Federal Department of Housing and Urban Development. There are two housing complexes under the Authority, Woodlawn Village and Carver Village. Special meetings are at the call of the chairman. The members are required to file an annual Statement of Financial Interest. There is no special education or training to hold a position on this board.

g. **JOINT AIRPORT ZONING BOARD** (advisory)

The City of Bartow, Polk County and other municipalities have been a member of the Joint Airport Zoning Board since 1978 as approved by Resolution No. 78-2484-R on July 17, 1978. The JAZB has two representatives of each member local government

participating in its creation to include, when possible, elected officials or employees serving in community planning, development review, building permitting and inspection, or city administration. Member local governments may also appoint citizen representatives.

h. **MUNICIPAL FIREMEN'S PENSION TRUST FUND BOARD OF TRUSTEES**  
(administrative)

Consists of five members with staggered two-year terms. Three of the members are selected by the Pension Board Trustees and two of the members are appointed by the City Commission. Meets quarterly. The Board was established to be administer the provisions under Chapter 175, Florida Statutes. Members are required to file an annual Statement of Financial Interest. There is no special education or training to hold a position on this board; however, Trustees are encouraged to attend training sessions as they become available.

i. **MUNICIPAL POLICE OFFICERS' RETIREMENT TRUST FUND BOARD OF TRUSTEES** (administrative)

Consists of five members with staggered two-year terms. Three of the members are selected by the Pension Board Trustees and two of the members are appointed by the City Commission. Meets quarterly. The Board was established to be administer the provisions under Chapter 185, Florida Statutes. Members are required to file an annual Statement of Financial Interest. There is no special education or training to hold a position on this board; however, Trustees are encouraged to attend training sessions as they become available.

j. **PLANNING AND ZONING COMMISSION** (advisory/administrative/quasi-judicial)

Consists of five members with staggered three-year terms. Meets monthly on the fourth Monday as necessary at 5:30 p.m. in the City Hall Commission Chambers. The Planning and Zoning Commission was established as the Local Government Comprehensive Planning and Land Development agency in compliance with Florida Statute Chapter 163 Part II and perform all functions and duties prescribed in the statute. The Commission also 1)will obtain and maintain information on population, property values, the land economy, land use and other information necessary to assess the amount, direction and type of development to be expected in the city; 2) advise and make recommendations to the City Commission regarding applications for amendments to the Official Zoning Map and requests for Conditional Uses or other special designations on property within the City; 3) interpret and determine the intent of provisions of the Land Development Code that are unclear or in conflict with other regulations; 4) consider the need for revision or addition of regulations in the Land Development Code and recommend changes to the City Commission; 5) consider the need for changes to the Comprehensive Plan and recommend changes to the City Commission; and 6) any other duties assigned by the City Commission. Members must file an annual Statement of Financial Interests. There is no special education or training to hold a position on this board; however, Commissioners are encouraged to attend training sessions as they become available.

k. **RECREATION ADVISORY BOARD** (advisory)

Consists of five members who have staggered three-year terms. Meets quarterly at 6:00 p.m. in the City Hall Commission Chambers. The Board will: 1) advise the City Commission and City Manager on problems concerning recreation and prepare such reports relative to recreation as may be requested by the city commission; 2) perform such other duties with reference to recreation, not inconsistent with the Charter, as the City Commission may require; and 3) make such bylaws, rules, regulations and fee schedules for the government and control of the recreation facilities as it may desire, but the same shall be subject to the approval of the City Commission by motion. The members are not required to file an annual Statement of Financial Interests. There is no special education or training to hold a position on this board.

I. **ZONING BOARD OF ADJUSTMENT** (quasi-judicial)

Consists of six members and two alternates who have staggered three-year terms. Meets the fourth Thursday monthly as necessary at 5:30 p.m. in the Commission Chambers located at City Hall. The Board of Adjustment shall have power to: 1) hear and decide on applications for special exception use permits in order to allow the property integrations into the community of uses that are specifically designated in the ordinance but which may be suitable only if certain conditions are met; 2) hear and decide on appeals where it is alleged there is an error in any order, requirement, decision or determination made by the administrative official in the enforcement of the ordinance; 3) hear and decide on appeals for dimensional variances where, by reason of the exception narrowness, shallowness or unusual shape of a site or by reason of exceptional topographic conditions, or some other extraordinary requirements (height or width of building or size of yards, but not dwelling unit or population density) that would deprive the applicant of reasonable capacity to make use of the land in a manner equivalent to the use permitted other landowners in the same zoning district. The Board members are required to file an annual Statement of Financial Interest. There is no special education or training to hold a position on this board.