

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. Residency not required. The board generally meets the second Monday and fourth Thursday of each month at 5:30 p.m. in the Council Chamber.

ARCHITECTURAL REVIEW BOARD - Reviews exterior improvements to properties (which includes signs, alterations and color changes) and new developments within the Melbourne Downtown Community Redevelopment Area, Olde Eau Gallie Riverfront Community Redevelopment Area and the Babcock Street Community Redevelopment Area. Must be resident of Melbourne or engaged in business in one of the redevelopment areas. The board meets the third Wednesday of each month, 6:00 p.m., 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 one of the redevelopment areas. The committee meets on the fourth Wednesday in January, March, May, July, September, and November, 8:00 a.m., Council Chamber.

BEAUTIFICATION AND ENVIRONMENTAL ADVISORY COMMITTEE - Works with individuals, agencies and organizations to improve the beautification and environmental protection and enhancement of the City. Must be resident of Melbourne. The board meets the second Wednesday of each month, 8:30 a.m., City Council Chamber or at a City park.

BUILDING BOARD OF ADJUSTMENT AND APPEALS - Considers appeals of decisions and interpretations made by the Building Official. The board meets upon request, which averages one meeting every 12 to 18 months, Council Chamber. Completion of Financial Disclosure Form is required following appointment (annual requirement). Must be resident of Melbourne.

BUILDING AND CONSTRUCTION ADVISORY COMMITTEE - Assists with the development and adoption of codes, ordinances, resolutions, policies and administrative regulations necessary to provide safe, sound and attractive buildings and structures. Must be resident of Melbourne. The board meets upon request, which averages two to three meetings per year, Council Chamber.

CITIZENS' ADVISORY BOARD - See attached job description. Must be resident of Melbourne. The board meets the first Monday of each month, 7:30 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 resident of Melbourne. The board meets approximately every six weeks, 6:00 p.m., Council Chamber. Completion of Financial Disclosure Form is required following appointment (annual requirement).

FIREFIGHTERS' PENSION PLAN BOARD OF TRUSTEES - General administration and responsibility for the operation of the pension trust fund for the City's firefighters. Two of the members must be resident of Melbourne. The board meets quarterly, Council Chamber. Completion of Financial Disclosure Form is required following appointment (annual requirement).

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 of the members must be resident of Melbourne. The board meets quarterly, Council Chamber. Completion of Financial Disclosure Form is required following appointment (annual requirement).

GOLF COURSES ADVISORY BOARD - See attached job description. Must be resident of Melbourne. The board meets the second Wednesday in January, May, September, and November, 6:30 p.m., Council Chamber.

HISTORIC PRESERVATION BOARD – The board is vested with the power, authority and jurisdiction to recommend local historic designations, regulate and administer historical, cultural, archaeological and architectural resources in the City. Members should have personal or professional interest or experience in historic restoration and preservation. Board includes members in the field of architecture, architectural history, landscape architecture, archaeology, history, real estate, land use and historic preservation planning, general or building contracting or cultural anthropology. Whenever possible members of the board shall be a resident of the City; however, it is not mandatory. The board meets the third Tuesday of each month at 5:30 p.m. in the Council Chamber.

LIBRARY BOARD - See attached job description. Must be resident of Melbourne. The board meets the third Tuesday of each month, 3:00 p.m., alternating among Melbourne, Eau Gallie and Martin Luther King, Jr. Libraries.

MELBOURNE DOWNTOWN 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 – Purpose of the committee is to improve 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 the 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 Planning and Economic Development Department. Meetings will be held 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 resident of Melbourne. The board meets the first Wednesday of each month, 11:00 a.m., South Area Housing Administrative Office, 1686 Marywood Road, Melbourne.

OLDE 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 February, April, June, August, October, and December, 8:00 a.m., Eau Gallie Civic Center.

PLANNING & 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. Must be resident of Melbourne. The board meets the first and third Thursday of the month, 6:30 p.m., Council Chamber. Completion of Financial Disclosure Form is required following appointment (annual requirement).

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 resident of Melbourne. The board meets quarterly, Council Chamber. Completion of Financial Disclosure Form is required following appointment (annual requirement).

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 resident of Melbourne. The board meets the last Monday of each month, 6:30 p.m., Council Chamber. Completion of Financial Disclosure Form is required following appointment (annual requirement).

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. groundbreaking 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 Leisure Services Director and Golf Director, the board shall include 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 shall be held at a public facility on a quarterly schedule established by the board. 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.

The current board prefers someone who is able to attend 75% of the meetings.

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.