



CITY OF CALLAWAY, FLORIDA

CITY HALL

6601 EAST HIGHWAY 22, CALLAWAY, FL 32404

PHONE 850-871-6000 • FAX 850-871-2444

WWW.CITYOFCALLAWAY.COM

MAYOR

BOB PELLETIER

COMMISSIONERS

MELBA COVEY

PAMN HENDERSON

RON FAIRBANKS

JOSEPH TOWNSEND

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the City of Callaway, Florida is accepting applications from citizens interested in serving on the following Advisory Boards:

- Charter Review Committee
- Code Enforcement Board
- Planning Board
- Sports & Recreation Committee

All boards require that members be residents of Callaway and registered voters in Bay County. Applications are attached herein and can be submitted to the City Clerk at City Hall. Please call (850) 215-6694 for further information. Applications will be received until 5:00 pm on November 30th for consideration of appointment at the December 13th Commission Meeting

FIRE DEPARTMENT

P: 850-871-2753

F: 850-871-5564

LEISURE SERVICES

P: 850-874-0031

F: 850-874-9977

PLANNING / CODE ENFORCEMENT

P: 850-871-4672

F: 850-871-2404

PUBLIC WORKS

P: 850-871-1033

F: 850-871-2416

ARTS & CONFERENCE CENTER

P: 850-874-0035

F: 850-874-0706

“This institution is an equal opportunity provider and employer.”



CITY OF CALLAWAY

ADVISORY BOARD APPLICATION

6601 EAST HIGHWAY 22
CALLAWAY, FL 32404
TELEPHONE: (850) 871-6000
FACSIMILE: (850) 850-871-2444
WEB: WWW.CITYOFCALLAWAY.COM

NEW APPLICATION

RE-APPLICATION

- AUDIT COMMITTEE*** (5 Members – 3 Citizens for 3-Year Terms, 1 City Employee and 1 Commission Member for 2-year Terms)
- BOARD OF ADJUSTMENT** (3-Year Terms/3 Term Limit; 5 Members)
- CODE ENFORCEMENT BOARD*** (3-Year Terms; 7 Members; 2 Alternates)
- PLANNING BOARD*** (3-Year Terms; 7 Members)
- SPORTS & RECREATION COMMITTEE*** (5 Members; 3-Year Terms)
- OTHER:** Charter Review Committee

Name: _____
(Last) (First) (Middle)

Address: _____

Mailing Address (if different): _____

Business Address: _____

Occupation: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

Do you reside within the City limits? Yes No

Are you a Registered Voter in Bay County? Yes No Voter ID#: _____

Please rank your board preference(s):

1. _____
2. _____
3. _____

Have you ever served on a volunteer board or in a volunteer capacity with the City of Callaway before? Yes No If yes, please indicate name of board and dates of service: _____

Why would you like to serve on this board? _____

What special skills would you bring to this position? _____

Please list fields of work experience: _____

List any licenses and/or degrees (location and year): _____

Local Referenced (Please list three (3)):

1. _____
2. _____
3. _____

Would you have a problem with the meeting dates and times for the board/agency for which you are applying? Yes No If yes, please explain: _____

Signed: _____ Date: _____

SCHEDULE OF BOARD MEETINGS

[Note – Balance of Boards meet quarterly or as needed.]

Code Enforcement Board	3 rd THURS of each Month	6:00 p.m.
Planning Board	1 st & 3 rd TUES of each Month as needed	6:00 p.m.

*These boards are subject to Financial Disclosure.

Please submit application to:

Janice L. Peters, City Clerk
City of Callaway
6601 E. Highway 22
Callaway, FL 32404

GENERAL INFORMATION

SUNSHINE AMENDMENT/CODE OF ETHICS

All Volunteer Advisory Board/Committee Appointees are governed by and subject to the Florida Sunshine Law, which includes the Public Records Law and Code of Ethics.

[Ref. Sec. 24, Art. I, F.C., Sec 286.011, F.S. Chap. 119, F.S. and Chap. 112 – Part III, F.S. respectively]

FORM 1 – STATEMENT OF FINANCIAL INTERESTS

Persons required to file FORM 1 include all local officers. A local officer is defined as any appointed member of a board, excluding any member of a solely advisory body. However, a governmental body with land-planning, zoning or natural resources responsibilities shall not be considered an advisory body and therefore would be required to file.

Within 30 days from the date of appointment, and subsequently no later than July 1st of each year thereafter, a local officer shall file a statement of financial interests with the Bay County Supervisor of Elections. Additionally, within 60 days of leaving the position, unless you take another “reporting position” within that period of time you are required to file a FORM 1F with the Bay County Supervisor of Elections.

[Ref. Sec. 112.3145, F.S.]

REPORTING REQUIREMENTS AND PROHIBITED RECEIPT OF GIFTS; SOLICITATION AND DISCLOSURE OF GIFTS FROM GOVERNMENTAL ENTITIES, DIRECT SUPPORT ORGANIZATIONS AND HONORARIUM RELATED EXPENSES

Certain instances require disclosure of gift and honoraria. For a full detail of requirements, please review the **GIFT LAW** as identified in Florida Statutes or contact the City Attorney for specifics.

[Ref. Secs. 112-3148 & 49, F.S.]

NOTE: Forms which may be required to be filed by a local officer are as referenced in Florida Commission on Ethics’ **“GUIDE TO THE SUNSHINE AMENDMENT AND CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES”** booklet, as published annually and on file in the Office of the City Clerk or online at the Florida Commission on Ethics at www.ethics.state.fl.us under the tab entitles Publications and/or Forms.