



Please return this form to:
 City Manager's Office
 Polk City
 123 Broadway Boulevard SE
 Polk City, FL 33868
 Office: 863-984-1375
 Fax: 863-984-2334

Volunteer Program Application

Polk City's volunteer program gives citizens the opportunity to become actively involved with various activities in City government. The program is designed to increase citizen involvement in the day-to-day operations of your city's government. You can use your talents, learn new skills, organize, facilitate, teach and share. Who can volunteer? Just about anyone—professionals, retirees, craftspeople, secretaries or skilled laborers, students, families, singles, and youth. You can volunteer as an individual or in a group. You can give a day, a week, a month, or longer.

I'm Ready....Sign Me Up:

Today's Date: _____

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

City: _____

Zip: _____

E-mail: _____

Tell us about yourself:

Work Experience: _____

Education: _____

Previous Volunteer Experience: _____

Age: ____ Over 18yrs. _ Under 18 yrs., if checked, please list age: _____

Availability for Volunteer Work: *(Please check all that are applicable)*

| DAY | MORNING | AFTERNOON | EVENING |
|-----------|---------|-----------|---------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| Sunday | | | |

What do you hope to gain from your volunteer experience? _____



Please return this form to:
 City Manager's Office
 Polk City
 123 Broadway Boulevard SE
 Polk City, FL 33868
 Office: 863-984-1375
 Fax: 863-984-2334

I am interested in volunteering for the following:

- Parks and Recreation
- General Office Work
- Keep Polk City Beautiful Commission
- Telephone/Office Reception
- City Commission Appointed Board or Commission
- Purging Files
- Special Projects/Mailings
- Litter Control Program
- Library

Window of Work

| My Talents | My Quests | No-Nos |
|---|---|---|
| Special skills, talents, interests you like to use: | Areas that you would like to learn more about: | Please don't ask me to do any of these: |
| Examples: • Typing • Talking to people • Working with youth • Administrative duties | Examples: • Computers • Bookkeeping • Chairing a committee • History of organization | Examples: • Public speaking • Working with youth • Work with computers |
| <i>Things you do well and enjoy doing. Don't hesitate to list something. You'd be surprised how your talents can be utilized.</i> | <i>List areas of interest that you may not have the skills to perform, but you would enjoy learning more about.</i> | <i>List those things that you really don't want to do.</i> |

Didn't see anything of interest on the list? Completing this simple form will help us to quickly identify your particular skills, knowledge, and capabilities and to match you with a volunteer opportunity to consider.

Signature of Applicant: _____ Date: _____

| |
|----------------------------|
| For Office Use Only |
| Date Received: _____ |
| Placed: _____ |
| Date Placed: _____ |

8.03.00 Development Boards

8.03.01 Planning Commission

(A) *Functions, Powers and Duties*

- (1) Act as Local Planning Agency pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, Chapter 163, Part II, F.S., and perform all functions and duties prescribed in the Statute. At least every twelfth year after the Comprehensive Plan has been adopted, make a report assessing and evaluating the successes and failures of the Comprehensive Plan.
- (2) 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.
- (3) Advise and make recommendations to the City Council regarding applications for amendments to the Official Zoning Map; Site Development Plans and Rezoning; and requests for Conditional Uses, Special Exceptions or other special designations on property within the City.
- (4) At the request of the Development Director, interpret and determine the intent of provisions of this Code that are unclear or in conflict with other regulations.
- (5) Consider the need for revision or addition of regulations in this Code, and recommend changes to the City Council. Proposed changes may be suggested to the City Council by the Planning Commission; or in the case of a zoning ordinance, by petition of the owners of 51 percent or more of the land involved in the proposed change. The petitioner may be required to assume the cost of public notice and other costs incidental to the holding of public hearings.
- (6) Consider the need for revision of the Comprehensive Plan, and recommend changes to the City Council.
- (7) Other duties as assigned by the City Council.

(B) *Appointment of Members*

- (1) The Planning Commission shall have five members and two

alternates, appointed by the City Council. All members must be registered voters; and in addition, members are qualified to serve if they are City residents, or owners or appointed employees of businesses within the City limits, or live within five miles of the City limits in unincorporated Polk County.

- (2) These members shall be appointed for staggered terms of three years and may be reappointed for consecutive terms.
- (3) The terms of all appointments shall run from January to December.
- (4) If a position becomes vacant before the end of a term, the City Council shall appoint a substitute member to fill the vacancy for the duration of the vacated term within 30 days after the vacancy occurs. Any member whose term expires may continue to serve until a successor is qualified and appointed.
- (5) Members may be removed by a majority vote of the City Council, for just cause, after written notice and a public hearing.
- (6) At the first meeting held after December 1 of each year, the Board shall elect a Chairman, Vice-Chairman and such other officers as deemed necessary. The Chairman, or in his absence the Vice-Chairman, shall preside over all meetings of the Board. Officers shall serve terms of three years.
- (7) The Chairman will establish subcommittees and appoint members as needed to carry out the purposes of the Board.
- (8) Members shall not be compensated, but may be reimbursed for travel and other expenses incurred on Board business. The Board may employ such experts, technicians and staff as may be deemed proper and establish their salaries, contractual charges and fees and other such expenses as are necessary to conduct the work of the Planning Commission, subject to approval and personnel limitations set by the City Council.
- (9) If any member accumulates three successive unexcused absences from properly noticed meetings, the Board may declare the member's office vacant and notify the City Council. A "properly noticed meeting" shall mean any meeting in accordance with Section 8.06.00 and any called meeting for which the Chairman shall provide at least 72 hours notice.

(C) *Procedures*

- (1) The Board shall adopt bylaws for the transaction of its business. The bylaws shall set forth the procedures, rules and regulations necessary for the Planning Commission to conduct its business.
- (2) The Board shall meet at least once each month, unless a meeting is canceled by a decision of the Board at a regular meeting or by decision of the Chairman.
- (3) The Board shall keep minutes of its proceedings by a secretary who may be a member of the Board or an employee of the City. Minutes shall indicate the attendance of each member, and the decision on every question.
- (4) Three members shall constitute a quorum. A majority of the quorum can transact any official business except: adoption of the Planning Commission bylaws or amendments thereto, adoption of any portion of the Comprehensive Plan or amendments thereto and adoption of land development regulations or amendments thereto. In these instances a vote of the majority of the total membership shall be necessary.
- (5) Each decision of the Board must be approved by a majority vote of the members present at a meeting in which a quorum is present and voting. No decision of the Board will be approved with less than three affirmative votes.