

### **Code Enforcement Board (Special Master)**

*This board has been replaced with the special master process pursuant to the City of Riviera Beach Code of Ordinances Chapter 2- Article VI, Sec. 2-333.1 and F.S. § 162.03.*

#### **Meetings Held:**

3<sup>rd</sup> Thursday of each month

#### **Composition and Qualifications:**

Shall be an attorney and a member of the Florida Bar.

#### **Appointing Authority:**

City Council

#### **Board Term:**

Two years

#### **Authority:**

City of Riviera Beach Code of Ordinances – Chapter 2 – Art. VI  
Pursuant to F.S. § 162.03

#### **Function:**

The board or the special master shall have authority to hold hearings and assess fines against violators of the city's Code of Ordinances in accordance with the terms and conditions set forth herein and under F.S. Ch. 162.

#### **Liaison Department:**

Code Enforcement  
(561) 882-3505

## **Fire Civil Service Board**

### **Meetings Held:**

As needed.

### **Composition & Qualifications:**

Seven members and two alternates – five members and an alternate appointed by the City Council; two members and one alternate elected by employees. Appointed members must be a registered voter – City of Riviera Beach Code of Ordinances, Chapter 2, Sec. 2-127(b)

### **Appointing Authority:**

City Council

### **Board Term:**

Members – two years; alternate members – one year. Terms of appointed members shall end at 5:00 p.m. on the date of the second Regular City Council meeting in April; term of office of elected members shall end April 30<sup>th</sup>.

### **Authority:**

City of Riviera Beach Code of Ordinances – Chapter 2 – Division 7

### **Function:**

To encourage and promote a proper personnel system for the City, to inspire public confidence in the city services, to assist, through a proper personnel system, administrative officials in the efficient performance of their tasks, and to provide employees, in the classified service, an opportunity for honorable and useful employment.

### **Liaison Department:**

Human Resources

(561) 840-4880

## **Firefighter's Pension Trust**

### **Meetings Held:**

Quarterly on Mondays

### **Composition & Qualifications:**

Five members – two of whom shall be legal residents of the city who shall be appointed by City Council, and two of whom shall be full-time firefighters as defined in F.S. 175.032(1), who shall be elected by a majority of the firefighters who are members of the plan. The fifth member shall be chosen by majority of the previous four members as provided for in this section, and such person's name shall, be submitted to the City Council---City of Riviera Beach Code of Ordinances, Chapter 14, Sec. 14-47.

### **Appointing Authority:**

City Council

### **Board Term:**

Four years

### **Authority:**

City of Riviera Beach Code of Ordinances –Chapter 14 – Article III; City of Riviera Beach Ordinance No. 4030.

### **Function:**

To invest the assets of the firefighters' pension fund as authorized by F.S. Ch. 175, issue drafts upon the firefighters' pension trust fund pursuant to F.S. Ch. 175, and decide all claims to relief under board's rules and regulations.

### **Liaison Department:**

Human Resources  
(561) 840-4880

## **General Employees Civil Service Board**

### **Meetings Held:**

As needed.

### **Composition & Qualifications:**

Seven members and two alternates – five members and an alternate appointed by the City Council; two members and one alternate elected by employees. Appointed members must be a registered voter – City of Riviera Beach Code of Ordinances, Chapter 2, Sec. 2-127(b)

### **Appointing Authority:**

City Council

### **Board Term:**

Members – two years; alternate members – one year. Terms of appointed members shall end at 5:00 p.m. on the date of the second regular city council meeting in April; term of office of elected members shall end April 30<sup>th</sup>.

### **Authority:**

City of Riviera Beach Code of Ordinances – Chapter 2, Art. III, Division 7

### **Function:**

To encourage and promote a proper personnel system for the city, to inspire public confidence in the city service, to assist, through a proper personnel system, administrative officials in the efficient performance of their tasks, and to provide employees in the classified service, an opportunity for honorable and useful employment.

### **Liaison Department:**

Human Resources

(561) 840-4880

## **General Employee's Pension Board**

### **Meetings Held:**

4th Monday of each month

### **Composition & Qualifications:**

Seven member board – four appointed members (Mayor with confirmation from City Council) and three elected members (by employees). Appointed members may be a resident of the city – City of Riviera Beach Code of Ordinances, Chapter 14, Sec. 14-27(2).

### **Appointing Authority:**

Mayor shall appoint four members with approval of the City Council and the general employees shall elect three members.

### **Board Term:**

Three years

### **Authority:**

City of Riviera Beach Code of Ordinances – Chapter 14 – Article II.

### **Function:**

To provide for general administration and responsibility for the proper operation of the retirement system.

### **Liaison Department:**

Human Resources  
(561) 840-4880

## **Library Advisory Board**

### **Meetings Held:**

Second Tuesday of the month

### **Composition & Qualifications:**

Five (5) regular members and two alternate members; Appointed members must be a resident of the City, and a registered voter.

### **Appointing Authority:**

City Council

### **Board Term:**

One year commencing on May 1<sup>st</sup> of each year.

### **Authority:**

City of Riviera Beach Code of Ordinances, Chapter 2, Art. III, Division 3 - Sec. 2-76 & Sec. 2-77

### **Function:**

To improve, enhance and expand library services; and to act as an advisory to the city council through the library director. The board shall recommend programs and policies for the efficient operation of the library.

### **Liaison Department:**

Public Library  
(561) 845-4198

## **Planning & Zoning Board**

### **Meetings Held:**

Second Thursday of each month

### **Composition & Qualifications:**

Board shall not consist of less than seven members – City of Riviera Beach Code of Ordinances, Chapter 27, Sec. 27-31(a). The city manager, city attorney, and mayor shall serve as ex officio members – City of Riviera Beach Code of Ordinances, Chapter 27, Sec. 27-31(c).

### **Appointing Authority:**

City Council

### **Board Term:**

Three years

### **Authority:**

City of Riviera Beach Code of Ordinances – Chapter 27 – Article II

### **Function:**

To be an advisory board to the City Council on land use and site plan issues.

### **Liaison Department:**

Development Services

(561) 845-4060

## **Police Civil Service Board**

### **Meetings Held:**

As needed.

### **Composition & Qualifications:**

Seven members and two alternates – five members and an alternate appointed by the City Council; two members and one alternate elected by employees. Appointed members must be a registered voter – City of Riviera Beach Code of Ordinances, Chapter 2, Sec. 2-127(b).

### **Appointing Authority:**

City Council

### **Board Term:**

Members – two years; alternate members – one year. Terms of appointed members shall end at 5:00 p.m. on the date of the second regular city council meeting in April; term of office of elected members shall end April 30<sup>th</sup>.

### **Authority:**

City of Riviera Beach Code of Ordinances – Chapter 2 – Division 7

### **Function:**

To encourage and promote a proper personnel system for the city, to inspire public confidence in the city service, to assist, through a proper personnel system, administrative officials in the efficient performance of their tasks, and to provide employees in the classified service, an opportunity for honorable and useful employment.

### **Liaison Department:**

Human Resources  
(561) 840-4880



## **Police Pension Board**

### **Meetings Held:**

Quarterly on Mondays

### **Composition & Qualifications:**

Five members – two members appointed by the City Council; two members elected by employees; fifth member chosen by majority of members and submitted to the City Council for confirmation. Appointed members must be a resident of the city – City of Riviera Beach Code of Ordinances, Chapter 14, Sec. 14-75.

### **Appointing Authority:**

City Council

### **Board Term:**

Two years

### **Authority:**

City of Riviera Beach Code of Ordinances – Chapter 14 – Article IV

### **Function:**

To invest and reinvest the assets of the retirement trust fund, issue drafts upon the pension fund pursuant to F.S. Ch. 185 and rules and regulations prescribed by the board of trustees, and decide all claims to relief under the board's rules and regulations and pursuant to the provisions of F.S. Ch. 185.

### **Liaison Department:**

Police Department

### **Contact Person:**

Human Resources  
(561) 840-4880

### **Zoning Board of Adjustment (Development Special Magistrate)**

*This board has been replaced with the development special magistrate process pursuant to the City of Riviera Beach Code of Ordinances Chapter 31, Art. II, Sec. 31-36 and Chapter 166, Florida Statutes*

#### **Meetings Held:**

As needed.

#### **Composition & Qualifications:**

Shall be an attorney, who is a member of the Florida Bar in good standing, and who is knowledgeable in land development and zoning laws and issues.

#### **Appointing Authority:**

City Council

#### **Board Term:**

Shall serve at the pleasure of the city council and may be removed by the city council at any time, with or without cause.

#### **Authority:**

*City of Riviera Beach Code of Ordinances Chapter 31, Art. II, Sec. 31-36 and Chapter 166, Florida Statutes*

#### **Function:**

To hear and decide appeals when it is alleged that there is an error in order, requirement, decision or determination made by an administrative official. To hear and decide requests for variances. To conduct hearings regarding applications for variances and for relief from requirements of the city's land development code and to make final decisions either granting, conditionally granting, or denying such applications

#### **Liaison Department:**

Development Services  
(561) 845-4060

## **Riviera Beach Housing Authority Board**

### **Meetings Held:**

Second (2<sup>nd</sup>) Tuesday of each month.

### **Composition & Qualifications:**

Minimum of five (5) and maximum of seven (7) board members – State Statute Chapter 421. One member must reside within the housing authority's jurisdiction and is receiving rent subsidy through a program administered through the authority.

### **Appointing Authority:**

Mayor ratified by the City Council

### **Board Term:**

4 year

### **Authority:**

Chapter 421, Florida Statute

### **Function:**

§421.08, F.S.

### **Liaison Department:**

Riviera Beach Housing Authority  
561-845-7450