

Statement of Interest

QUALIFICATIONS FOR APPOINTMENT TO A BOARD,
COMMISSION OR AUTHORITY, CITY OF DECATUR, GEORGIA



NAME _____ DATE _____

ADDRESS _____

PHONE (HOME) _____ (WORK) _____

E-MAIL _____

BOARD, COMMISSION OR AUTHORITY YOU WISH TO BE CONSIDERED FOR:

PLEASE DESCRIBE THE TYPE OF WORK THAT YOU DO.

PLEASE DESCRIBE YOUR EDUCATIONAL BACKGROUND.

PLEASE PROVIDE A BRIEF STATEMENT OF WHY YOU ARE INTERESTED IN THIS APPOINTMENT AND OF YOUR QUALIFICATIONS FOR THIS APPOINTMENT

PLEASE DESCRIBE YOUR CIVIC, CHARITABLE OR VOLUNTEER ACTIVITIES.

HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF DECATUR?



65 Lawrenceville St. • Norcross, Georgia 30071
 Telephone (770)-448-2122 • Fax 770-242-0824
www.norcrossga.net

APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Citizens bring a valuable insight and provide skilled resources to City government. An avenue that the city uses to get this insight and participation is through the various Boards and Commissions of the City of Norcross. The citizens appointed to serve on these volunteer organizations represent the views of all citizens to the Mayor and Council. In this role, they make decisions and help recommend and review policies for the City of Norcross and its Council and Mayor. This questionnaire will assist the Council in its review process to determine applicant eligibility and qualifications for Board or Commission (B or C) appointments. The process for selecting members is given in Attachment B hereto.

Please seriously consider these questions before applying for membership on a B or C:

- Do I fully understand the role and responsibilities of this B or C?
 Am I willing to spend my time, skills and energy on the goals and mission of this B or C including preparation for and regularly attending meetings?
- Do I have skills and experience that will be useful on this B or C?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled B or C meetings?
- Can I work effectively with the other members of the B or C?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

Note that the city pays for training seminars and associated expenses to improve a member’s knowledge of a Board or Commission role and responsibilities. In addition, most Boards and Commission members receive a small honorarium for attending up to 12 regular board meetings per year.

APPLICANT INFORMATION

Applicant Name _____

Occupation: _____ Employer: _____

Home Address: _____ City: _____ Zip: _____

Home Phone: (____) _____ Preferred E-Mail: _____

Cell Phone :(____) _____

CITY OF NORCROSS BOARD OR COMMISSION APPLICATION

- 1) The City of Norcross Boards and Commissions are listed on Attachment A. Please use that form to list, in desired order, those that you would like to serve on.
- 2) Please briefly explain your reasons for wishing to serve on a Board or Commission:

- 3) What skills and experience do you have that can be applied to the mission and goals of the B or C?

- 4) Will you have the time and availability to prepare for and regularly attend meetings, to attend training sessions provided by the City on-site and/or off-site, and to perform a reasonable amount of work outside of regularly scheduled meetings?

- 5) How long have you been a resident of the City of Norcross? ___ Years ___ Months
- 6) Do you know of any circumstances that would create a conflict or result in you having to abstain from voting on any action before a B or C? If yes, please explain:
- 7) Please attach any additional info you wish to provide on a separate sheet.

COMMITTEE APPOINTMENTS

From time to time, the council and Mayor are asked to appoint citizens to committees and task forces which are generally asked to address a specific issue. Would you be interested in participating in one or more of these? Yes No . If so, what topics would interest you?

CITY OF NOCROCRSS BOARD OR COMMISSION APPLICATION

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission of the City of Norcross. I further understand that:

1. The appointing authority may require an interview prior to consideration for appointment;
2. That I will be required to take an oath of office to uphold the City’s charter and ordinances;
3. That my term in office will be governed by the By-Laws of the Board or Commission to which I am appointed;
4. In addition, that my application will remain on file with the City Clerk and will be periodically reviewed by the appointing authority, so it is my responsibility to keep the application updated.

I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Signature: _____

Printed Name: _____ Date: _____

Please return signed application to:

City Clerk
City of Norcross
65 Lawrenceville St.
Norcross, GA 30071

ATTACHMENT A
BOARDS AND COMMISSION INFORMATION

ARCHITECTURAL REVIEW BOARD (ARB)

- Regular Meetings held the third Monday of each month at 6:00 p.m.
- Five member board with three year terms
- Responsibilities:

Review development proposals citywide. The following type of development require ARB approval before a building permit may be issued:

- New permanent ground signs.
- New homes.
- New commercial buildings
- Changes to commercial buildings
- Changes to homes in the National Historic District

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

- Meetings held on the first Thursday of each month at 8:00 a.m. or as needed
- Seven-member authority with four-year terms
- Responsibilities:

Revitalize and redevelop the central business district of the municipal corporation (city). Develop and promote for the public good and general welfare, trade, commerce, industry and employment opportunities and promote the general welfare of this state by creating a climate favorable to the location of new industry, trade and commerce within the municipal corporations of this state; Finance projects within the central business districts that will develop and promote the public good and general welfare. Issue bonds to finance projects, which will promote the foregoing objectives in accordance with Chapter 42, Section 36-42-1 of the Georgia Code.

ELECTIONS BOARD (EB)

- Five-member board with the City Clerk serving as Election Superintendent and Chief Registrar
- One training session per year required
- Available to work on election day from 5:30 a.m. until all duties have been conducted after the close of polls at 7:00 p.m.
- Responsibilities:

To conduct all elections in accordance with the Georgia Municipal Election Code, Title 21, Chapter 3 of the Official Code of Georgia Annotated (O.C.G.A. 21-3-1 et seq.), as now or hereafter amended.

HOUSING AUTHORITY BOARD (HAB)

- Five-member board serving five-year terms
- Meetings as needed
- Responsibilities:

Pursuant to the authority provided in the Housing Authorities Law, this board creates policy and administers them as needed to provide a safe and affordable home for low-income individuals.

PARKS AND GREENSPACE COMMISSION (P&G)

- Five-member board serving four year terms
- Meetings as needed
- Responsibilities:

To advise the city Council regarding the best use, development and maintenance of the parks and green space within the City of Norcross. Also providing a focal point for citizen input for such recommendations.

PLANNING AND ZONING BOARD (P&Z)

- Five-member board serving four-year terms
- Meetings on the second Tuesday of each month at 7:00 p.m.
- Responsibilities:

To make recommendations to the City Council on rezoning applications, special use permits and changes to the Zoning Ordinance. The recommendations of the Board are not binding, but rather meant to allow a full discussion and analysis of the development request.

PLANNING AND ZONING BOARD OF APPEALS (BOA)

- Five-member board serving four-year terms
- Meetings on the third Tuesday of each month at 7:00 p.m.
- Responsibilities:

To hear variance requests from the Zoning Ordinance. Some examples of requests typically heard by the board include requests to modify building setback requirements, height limitations, and parking requirements. The board also hears request for special exception request and appeals to the interpretation and administration of the Zoning Ordinance.

TREE BOARD (TB)

- Four-member board serving three-year terms
- Meetings as needed, but no less than quarterly
- Responsibilities:

To assist the Community Development Department in interpreting and enforcing the provisions of the Tree Preservation Ordinance (Chapter 105 of the City Code) and to advise the Mayor and Council on matters pertaining to the preservation of trees and conservation of tree canopy cover within the city.

CONSTRUCTION BOARD OF APPEALS (CBA)

- Three-member board serving four-year terms
- Meetings as needed
- Responsibilities:

To receive all applications for appeal of decisions rendered by the Building Official. A simple majority of the board constitutes a quorum. The Board may modify or reverse a decision of the Building Official by an alternative vote of the majority of the full Construction Board of Appeal.

SUSTAINABLE NORCROSS (SN)

The Sustainable Norcross Commission is a five member citizen panel appointed by the City Council. Their purpose is to advise the Mayor and Council regarding sustainability and environmental matters through development of a measured sustainable city plan and regular communication.

PLEASE RATE IN NUMERICAL ORDER OF PERFERNCE NO MORE THAN THREE OR FOUR OF THE BOARDS OR COMMISSIONS YOU WOULD BE MOST INTERESTED IN SERVING ON SHOULD A SEAT BECOME AVAILABLE.

_____ ARB
 _____ DDA
 _____ EB
 _____ HAB
 _____ CBA

_____ P&G
 _____ P&Z
 _____ BOA
 _____ SN

NAME: _____

ADDRESS: _____

PLEASE RETURN THIS PAGE TO CITY HALL OR EMAIL: mlang@norcrossga.net

INFORMATION SUBJECT TO CHANGE

ATTACHMENT B**Process for Selecting Members of Boards, Commissions and Committees for the City of Norcross****Application**

The process begins with a person interested in serving a Board, Commission or Committee filling out the form: "Application for Board of Commission Appointment".

Applications for appointment and orientation packets specific to the board or commission of choice are made available at the Office of the City Clerk. Applicants are required to review the orientation packet prior to submission of their application and return a signed application and supporting information to the City Clerk by the required deadline, if applicable.

The City Clerk retains applications for up to two years. The City Clerk also maintains a list of all individuals who have volunteered for a position. The City Clerk will maintain the applications of appointed volunteers on file for the duration of their service.

Committees and Task Forces

Note that the Mayor or Council may from time to time wish to set up a committee or Task Force to study a specific topic and make recommendations for action. These are typically short duration efforts, and as such these appointments may not follow the notification and selection process described below.

Notification

Prior to the expiration of a volunteer's term or upon notice of a resignation, the City clerk prepares and distributes a notice to local media and the city website at least two weeks prior to the Council Policy meeting before the appointment for all vacancies on City boards and commissions, including partial terms.

If there is little or no response to the notice, the City Clerk will re-advertise the position and extend the application deadline.

Objectives

Applicants may apply for more than one board or commission by indicating preferences on the application form. Individuals currently serving on a city board or commission are not prevented from applying for a different board or commission.

The City Council desires to give as many citizens as possible and opportunity to serve on the various boards and commissions, so a citizen will not typically serve on more than one board or commission at a time. However, a citizen may serve on any number of committees or Task Forces.

The City Council will, whenever possible, assign a council member as an ex-officio member of each board and commission, both to provide a direct liaison to council and to keep board and commission members informed of council issues and concerns.

Appointment Process

The following cities the general process followed by the Mayor and Council in the boards and commissions appointment process.

The Mayor and Council members will be notified of upcoming appointments, and they may seek out candidate who have not applied and invite them to submit an application for consideration. The Mayor and Council members will be provided a list of applicants following the closing date for applications.

Only those who have filed applications are considered for appointment. The Mayor and Council members are encouraged to discuss with each other information or suggestions that they may have concerning applications.

The book of filed applications is maintained by the City Clerk and is available for review by the public.

- 1) The City Clerk will contact incumbents whose terms are expiring and inquire if they wish to be considered for re-appointment.
- 2) The Mayor, when necessary, may accept applications after the published closing date.
- 3) The City Clerk's office prepares a packet of information for the Mayor and Council members that includes the following:
 - Incumbent re-appointment requests
 - Copies of applications for appointment on file
 - Appointment recommendation (s) from the specific board or commission chairman
 - A summary on the specific board's purpose
 - Specific board composition requirements (professional designation, residency limitations, bylaw requirements, etc.)
- 4) The Mayor and Council members are encouraged to conduct personal interviews with applicants.
- 5) The information on an appointment will be given to the City Council members in the meeting agenda packet prior to the Policy Meeting.
- 6) The Council will review the applicants for all appointments and their qualifications in Executive Session the night of the Policy Meeting. A formal City Council vote is required at the Regular Council meeting and will normally be listed on the consent agenda.
- 7) Upon appointment, volunteers are sent a letter of congratulations. Applicants who are not, will be advised in writing or email.
- 8) The City Clerk provides the name and contact information of the new volunteer to the appropriate department staff person to coordinate a formal orientation.



**CITY OF LILBURN
APPLICATION FOR BOARD OR COMMISSION APPOINTMENT**

Citizens bring a valuable insight and provide skilled resources to City government. An avenue that the city uses to get this insight and participation is through the various Boards and Commissions of the City. The citizens appointed to serve on these volunteer organizations represent the views of all citizens to the Mayor and Council. In this role, they make decisions and help recommend and review policies for the City of Lilburn and its Council and Mayor. This questionnaire will assist the Council in its review process to determine applicant eligibility and qualifications for Board or Commission appointments. The process for selecting members is given in Attachment B hereto.

Please seriously consider these questions before applying for membership on a Board or Commission:

- Do I fully understand the role and responsibilities of this Board or Commission? Am I willing to spend my time, skills and energy on the goals and mission of this Board or Commission including preparation for and regularly attending meetings?
- Do I have skills and experience that will be useful on this Board or Commission?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings?
- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position? Note that the city pays for training seminars and associated expenses to improve a member’s knowledge of a Board or Commission role and responsibilities. In addition, most Board and Commission members receive a small honorarium for attending regular board meetings.

APPLICANT INFORMATION

Applicant Name _____

Occupation: _____ Employer _____

Home Address: _____

City: _____ Zip: _____

Home Phone: (____) _____ Cell Phone :(____) _____

Preferred E-Mail: _____

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BOARD AND COMMITTEE APPOINTMENTS

1. The City of Lilburn Boards and Commissions are listed on Attachment A. Please use that form to list, in desired order, those on which you would like to serve.
2. Please briefly explain your reasons for wishing to serve on a Board or Commission: _____

3. What skills and experience do you have that can be applied to the mission and goals of the Board or Commission? _____

4. Will you have the time and availability to prepare for and regularly attend meetings, to attend training sessions provided by the City on-site and/or off-site, and to perform a reasonable amount of work outside of regularly scheduled meetings? _____

5. How long have you been a resident of the City of Lilburn? _____ Years _____ Months
6. Do you know of any circumstances that would create a conflict or result in you having to abstain from voting on any action before a Board or Commission? If yes, please explain: _____

7. Please attach any additional info you wish to provide on a separate sheet.

COMMITTEE APPOINTMENTS

From time to time, the council and Mayor are asked to appoint citizens to committees and task forces which are generally asked to address a specific issue. Would you be interested in participating in one or more of these? Yes _____ No _____. If so, what topics would interest you?

CITY OF LILBURN BOARD OR COMMISSION APPLICATION APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission of the City of Lilburn. I further understand that:

1. The appointing authority may require an interview prior to consideration for appointment;
2. That I will be required to take an oath of office to uphold the City’s charter and ordinances;
3. That my term in office will be governed by the By-Laws of the Board or Commission to which I am appointed;
4. In addition, that my application will remain on file with the City Clerk and will be periodically reviewed by the appointing authority, so it is my responsibility to keep the application updated.

I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Signature: _____

Printed Name: _____ Date: _____

PLEASE RETURN SIGNED APPLICATION, PAGES ONE THROUGH FOUR, TO CITY HALL AT ADDRESS BELOW OR EMAIL: mpenate@cityoflilburn.com

Acting City Clerk
City of Lilburn
76 Main Street
Lilburn, GA 30047

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ATTACHMENT A BOARDS AND COMMISSION INFORMATION

ALCOHOL REVIEW BOARD (ARB)

- Regular Meetings held the third Thursday of each month at 7:00 p.m. or as needed.
- Five member board serving one year terms.
- Responsibilities:
 - 1) Serve as a quasi-judicial body empowered to hold evidentiary hearings on violation of the Alcoholic Beverage Ordinance.
 - 2) Grant or deny applications for licenses to sell alcoholic beverages within the City of Lilburn as per the Alcoholic Beverage Ordinance.
 - 3) Mandate supervised action plans, suspend or revoke licenses as required.
 - 4) Advise the Mayor and Council, City Manager and DDA on issues and matters of concern regarding the Alcoholic Beverage Ordinance.
 - 5) Hear appeals concerning denial, suspension, revocation of licenses for Massage and Soft Tissue Manipulation establishments.

PLANNING COMMISSION (PC)

- Meetings held on the fourth Thursday of each month at 7:00 PM or as needed.
- Five-member board serving one year terms.
- Responsibilities:

To make recommendations to the City Council on rezoning applications, special use permits and changes to the Zoning Ordinance. The recommendations of the Commission are not binding, but rather meant to allow a full discussion and analysis of the development request.

ZONING BOARD OF APPEALS (ZBA)

- Meetings held on the fourth Tuesday of each month at 7:00 PM only as needed.
- Five-member board serving one year terms.
- Responsibilities:

To hear variance requests from the Zoning Ordinance. Some examples of requests typically heard by the board include requests to modify building setback requirements, height limitations, and parking requirements. The board also hears requests for special exceptions and appeals to the interpretation and administration of the Zoning Ordinance.

BOARD OF ADJUSTMENTS (BOA)

- Meetings only as needed.
- Five-member board serving one year terms.
- Responsibilities:

To receive all applications for appeal of decisions rendered by the Building Official. A simple majority constitutes a quorum. The Board may modify or reverse a decision of the Building Official by an alternative vote of the majority of the full Board of Adjustments.

MERIT BOARD (MB)

- Meetings only as needed.
- Five-member board serving one-year terms
- Responsibilities:

To hear and determine appeals and complaints respecting the official actions of the executive secretary, to make and report on investigations affecting classified employees, to examine and approve the annual report submitted by the executive secretary.

PLEASE RATE IN NUMERICAL ORDER OF PREFERENCE NO MORE THAN TWO OR THREE OF THE BOARDS OR COMMISSIONS YOU WOULD BE MOST INTERESTED IN SERVING ON SHOULD A SEAT BECOME AVAILABLE.

ARB ____ PC ____ ZBA ____ BOA ____ MB ____

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) **

NOTE: See Lilburn Downtown Development Authority’s website for Application Information
www.downtownlilburn.com

- Meetings held on the third Wednesday of each month at 6:30 PM
- Seven-member authority serving four-year terms.
- Responsibilities:
 Revitalize and redevelop the central business district of the City. Develop and promote for the public good and general welfare, trade, commerce, industry and employment opportunities and promote the general welfare of this state by creating a climate favorable to the location of new industry, trade and commerce within the municipal corporations of this state; Finance projects within the central business districts that will develop and promote the public good and general welfare. Work hand in hand with the Lilburn Community Improvement District. Issue bonds to finance projects, which will promote the foregoing objectives in accordance with Chapter 42, Section 36-42-1 of the Georgia Code.

**** DDA members are nominated by committee and approved by the Lilburn City Council**

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ATTACHMENT B PROCESS FOR SELECTING MEMBERS OF BOARDS, COMMISSIONS AND COMMITTEES

Application

The process begins with a person interested in serving a Board, Commission or Committee filling out the form: "Application for Board of Commission Appointment". Applications for appointment and orientation packets specific to the board or commission of choice are made available at the City Hall. Applicants are required to review the orientation packet prior to submission of their application and return a signed application and supporting information to the City Clerk by the required deadline, if applicable. The City Clerk retains applications for up to two years. The City Clerk also maintains a list of all individuals who have volunteered for a position. The City Clerk will maintain the applications of appointed volunteers on file for the duration of their service.

Committees and Task Forces

Note that the Mayor or Council may, from time to time, wish to set up a committee to study a specific topic and make recommendations for action. These are typically short duration efforts, and as such, these appointments may not follow the notification and selection process described below.

Notification

Prior to the expiration of a volunteer's term or upon notice of a resignation, the City Clerk prepares and distributes a notice to local media and the city website at least two weeks prior to the Council's appointment for all vacancies on City boards and commissions, including partial terms. If there is little or no response to the notice, the City Clerk will readvertise the position and extend the application deadline.

Objectives

Applicants may apply for more than one board or commission by indicating preferences on the application form. Individuals currently serving on a city board or commission are not prevented from applying for a different board or commission.

The City Council desires to give as many citizens as possible an opportunity to serve on the various boards and commissions, so a citizen will not typically serve on more than one board or commission at a time. However, a citizen may serve on any number of committees. The City Council will, whenever possible, assign a council member as an ex-officio member of each board and commission, both to provide a direct liaison to council and to keep board and commission members informed of council issues and concerns.

Appointment Process

The following is the general process followed by the Mayor and Council in the boards and commissions appointment process. The Mayor and Council members will be notified of upcoming appointments, and they may seek out candidates who have not applied and invite them to submit an application for consideration. The Mayor and Council members will be provided a list of applicants following the closing date for applications. Only those who have filed applications are considered for appointment. The Mayor and Council members are encouraged to discuss with each other information or suggestions that they may have concerning applications. The book of filed applications is maintained by the City Clerk and is available for review by the public.

1. The City Clerk will contact incumbents whose terms are expiring and inquire if they wish to be considered for re-appointment.
2. The Mayor, when necessary, may accept applications after the published closing date.
3. The City Clerk's office prepares a packet of information for the Mayor and Council members that includes the following:
 - a. Incumbent reappointment requests
 - b. Copies of applications for appointments on file

- c. Appointment recommendation(s) from the specific board or commission chairman
 - d. A summary on the specific board's purpose
 - e. Specific board composition requirements (professional designation, residency limitations, by-law requirements, etc.)
4. The Mayor and Council members are encouraged to conduct personal interviews with applicants.
 5. The information on an appointment will be given to the City Council members in the meeting agenda packet prior to the January council meeting.
 6. The Council will review the applicants for all appointments and their qualifications in Executive Session the night of the council meeting. A formal City Council vote is required at the Regular Council meeting and will normally be listed on the agenda.
 7. Upon appointment, volunteers are sent a letter of congratulations. Applicants who are not appointed will be advised in writing or email.
 8. The City Clerk provides the name and contact information of the new volunteer to the appropriate department staff person to coordinate a formal orientation.



Application for Board Appointment

To be considered for an appointment to a municipal board, please complete and submit to the Office of the City Clerk at fax: 256-891-8299 or email: phyllis@cityofalbertville.com.

Name: _____

Physical Address: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____

Email: _____

Place of Employment: _____ Occupation: _____

Board for which you wish to be considered (check only one):

- Albertville-Boaz Recycling Authority
- Airport Board
- Board of Adjustments
- Board of Education
- Commercial Development Authority
- Museum Board
- Housing Authority Board
- Industrial Development Board
- Keep America Beautiful
- Library Board
- Medical Clinic Board
- Municipal Utilities Board (MUB)
- Parks & Recreation Board
- Planning Commission
- Water Supply Board
- Other: _____

Why are you interested in serving on this particular board? _____

What qualifications and/or experience do you possess that would be of benefit to this board?

Signature: _____ Date: _____



**CITY OF NORTH LAUDERDALE
APPLICATION FOR APPOINTMENT
CITY BOARDS/COMMITTEES**

In Order to assist the City Commission in making Municipal Board/Committee Appointments, please complete the following information, attach a resume, and return this form to the City Clerk.

NAME _____ DATE _____

HOME ADDRESS _____

HOME PHONE _____ MOBILE: _____ EMAIL _____

EMPLOYER NAME _____

EMPLOYER ADDRESS _____

EMPLOYER PHONE _____

ARE YOU A CITY RESIDENT? YES _____ IF YES, HOW LONG _____

DO YOU OWN/OPERATE A BUSINESS IN NORTH LAUDERDALE? YES _____ NO _____

IF YES, BUSINESS NAME: _____

BUSINESS ADDRESS: _____ PHONE _____

ARE YOU A REGISTERED BROWARD COUNTY VOTER? YES _____ NO _____

PREVIOUS RESIDENCE ADDRESS: _____

ARE YOU A CITIZEN OF THE UNITED STATES? YES _____ NO _____

AGE: UNDER 21 _____ 21-35 _____ 35-50 _____ OVER 50 _____

PLEASE CHECK THE BOARD(S)/COMMITTEE(S) IN WHICH YOU ARE INTERESTED AND NUMBER BY PREFERENCE (IF ANY):

_____ PLANNING & ZONING BOARD* _____ CODE ENFORCEMENT BOARD*

_____ CHARTER REVIEW BOARD _____ CIVIL SERVICE BOARD

_____ PARKS & RECREATION/CULTURAL SERVICES BOARD

_____ COMMUNITY SUSTAINABILITY BOARD

_____ PUBLIC HOUSING AUTHORITY (Requires separate application)

**These boards require the filing of a Financial Disclosure Form to the Florida Commission on Ethics.*

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AFFILIATIONS WITH CIVIC/PUBLIC SERVICE ORGANIZATIONS

<u>NORTH LAUDERDALE</u>	<u>YEARS</u>	<u>OFFICE HELD (IF ANY)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>OUTSIDE OF CITY</u>	<u>YEARS</u>	<u>OFFICE HELD (IF ANY)</u>
_____	_____	_____
_____	_____	_____

PLEASE LIST YOUR BACKGROUND, EXPERIENCE, EDUCATION, ETC., WHICH WOULD QUALIFY YOU TO SERVE ON A BOARD/COMMITTEE.

EDUCATION _____

EMPLOYMENT HISTORY

OCCUPATION OR POSITION _____
YEARS OF SERVICE _____
DUTIES _____

QUALIFICATIONS: (Briefly describe the specific expertise and/or abilities which you can contribute)

WHY DO YOU WISH TO SERVE AS A BOARD/COMMITTEE MEMBER?

HOBBIES/INTERESTS:

ACKNOWLEDGEMENT: I understand that in accordance with the Florida Sunshine Law, Chapter 286, Florida Statutes, as amended from time to time, the above-referenced information is a matter of public record. I understand that the appointment is for voluntary, uncompensated service. If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all public officials and the financial disclosure requirements, if applicable to my position.

SIGNATURE: _____ **DATE:** _____

NOTES:

- Please attach a resume or brief biography. Application is effective for one year from date of completion.
- City policy requires regular attendance and proper notification to City Clerk when absence is necessary (excused by Chairperson). Failure to attend Board/Committee meetings may result in removal from the Board/Committee by the City Commission.
- Political party affiliation shall not determine board appointment.
- Making any false statements may be cause for removal from the Board/Committee by the City Commission.
- City Charter limits participation on most Boards/Committees to persons 18 years of age or over.



**APPLICATION FORM
MARQUETTE CITY BOARDS AND COMMITTEES**

Please use this form to express your interest in serving on a particular board/committee or commission. You may attach additional material if you wish. For information on vacancies and board/committee bylaws, please visit http://www.mqtcty.org/community_newtwork.html, call 225-8104 or e-mail jlepage@mqtcty.org. Please note that applications are kept on file for six months. The Marquette City Commission makes appointments to City Boards at their regular meetings as vacancies occur. Completed applications are public documents and are subject to the *Michigan Freedom of Information Act*.

Eligibility Requirements: Are you a registered voter in the City of Marquette? Yes No
Have you been a City resident for at least 12 months? Yes No
Are you currently in default to the City of Marquette? Yes No
Are you related to any elected City Commissioner (including by marriage)? Yes No

Name of City Board or Committee: If applying for more than one board/committee, please list order of preference:

- 1) _____
- 2) _____
- 3) _____

Applicant Name as it Appears on License: _____

Driver's License Number: _____

Home Address: _____ Phone: _____

Occupation: _____ Business: _____

Business Address: _____ Phone: _____

E-Mail Address: _____

Are you currently serving or have you served on any City board or committee? If so, please list and give approximate dates.

Education/Credentials: _____

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Professional activities that relate to this board/committee: _____

Community activities that relate to this board/committee: _____

Why are you interested in serving on this board/committee? _____

What talents or experience would you bring to the board/committee? _____

Any other comments or information you wish to provide to the Mayor and City Commissioners?

Are you involved in any personal, professional or business pursuit that would affect your ability to make fair and impartial recommendations as a member of a City advisory board or committee? Yes No

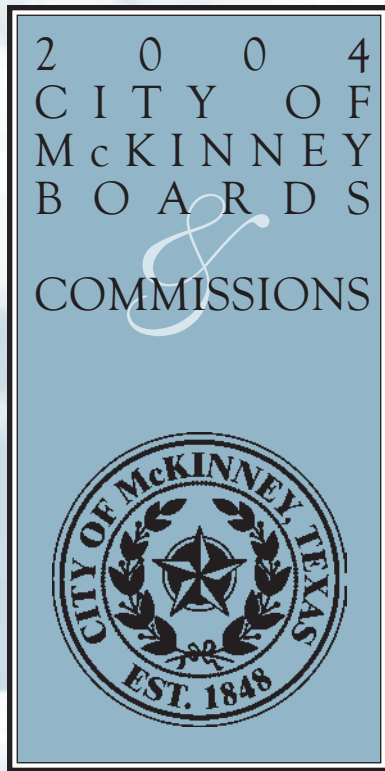
References: (Please list name, address, e-mail and phone number)
1) _____
2) _____
3) _____

Appointed members are expected to attend all meetings of the board/committee. A member who misses more than 3 consecutive meetings or 1/3 of all meetings will tender their resignation to the board/committee chair. Are you aware of the meeting schedule and are you available to attend regularly scheduled meetings? Yes No

Signature *Date*

I certify that there are no misrepresentations, omissions or falsifications on this application and by signing this application I give consent to the City to conduct a background check to verify the information I have provided.

Please return this form with any attachments to:
jlepage@mgtcty.org; fax to: 906-228-0429; or mail to: City Manager's Office,
Marquette City Hall, 300 W. Baraga Avenue, Marquette, MI 49855.
Thank you for your interest in serving as a volunteer board or committee member. Your willingness to serve is greatly appreciated.
-246-



222 N. Tennessee
P.O. Box 517
McKinney, Texas 75070
972-547-7505
www.mckinneytexas.org

- ❖ Board of Adj. **#J.13.**
- ❖ Building & Standards Commission
- ❖ Collin County Regional Airport Board
- ❖ Community Development Block Grant (CDBG) Advisory Commission
- ❖ Historic Preservation Advisory Board
- ❖ Housing Authority Commission
- ❖ Library Advisory Board
- ❖ McKinney Community Development Corp.
- ❖ McKinney Economic Development Corp.
- ❖ McKinney Housing Finance Corp.
- ❖ McKinney Industrial/Health Facilities Development Corp.
- ❖ McKinney Main Street Board
- ❖ North Texas Municipal Water District Board
- ❖ Parks & Recreation Board
- ❖ Planning & Zoning Commission
- ❖ Tourism Services Advisory Board

Boards & Commissions

CANDIDATE APPLICATION FORM FOR CITY COUNCIL-APPOINTED BOARDS & COMMISSIONS

A City Council Sub-Committee will conduct interviews of applicants interested in serving on a City Board and/or Commission. These interviews will be conducted in July and August 2004 and will be open to the public. Information disclosed on this application or any other attached documents may be disclosed in public meetings.

Board Preference:

1. _____
2. _____

Name: _____

Home Address: _____

Home Telephone: _____ **Home FAX:** _____

Home E-mail: _____ **McKinney Resident for** ____ **years**

Profession: _____

Business Name: _____

Business Address: _____

Business Telephone: _____ **Business FAX:** _____

Business E-mail: _____

Special Knowledge or Experience Applicable to City or Board/Commission Function:

Other Information (Civic Activities):

Please attach your resume

Signature

Date

Please Return Completed Application to the:
 City Secretary's Office at 222 N. Tennessee
 or Mail to City Secretary, P.O. Box 517, McKinney, TX 75070
 E-mail: bcovington@mckinneytexas.org or jsproull@mckinneytexas.org
 Tel. 972-547-7505 Fax: 972-542-0436

Applications will remain on file for two years.

CITY COUNCIL SEEKS VOLUNTEERS

#J.13.

The McKinney City Council encourages all citizens to consider involving themselves actively in City government by serving on a City Board or Commission. Board and Commission applications are accepted at any time throughout the year; however, applications should be submitted by the last Friday in June for current year consideration.

Appointments are made by the City Council in August/September each year. The effective term begins October 1 for all new and re-appointed Board and Commission members.

Applicants must:

- ❖ Reside within the McKinney city limits
- ❖ Be willing to attend the regularly scheduled meetings of the Board or Commission
- ❖ Complete an official Board and Commission Candidate Application form
- ❖ Attach a resume to the completed Board and Commission Candidate Application form

To obtain an application or to receive further information, contact the City Secretary at:

- ❖ Telephone 972-547-7505 or Fax 972-542-0436
- ❖ E-mail: bcovington@mckinneytexas.org or jsprull@mckinneytexas.org

BOARD OF ADJUSTMENT

- ❖ 5 members, two-year terms
- ❖ Meets 4th Wednesday of every month at 5:30 p.m. in the City Hall Council Chamber, 222 N. Tennessee.
- ❖ Serves as an appeal body for individuals seeking variances to the Zoning Ordinance or to a decision made by an administrative official enforcing the ordinance.

BUILDING & STANDARDS COMMISSION

- ❖ 7 members, two-year terms
- ❖ Meets at 4 p.m. Mondays before the second Tuesday in the City Hall Council Chamber, 222 N. Tennessee.
- ❖ Considers approval or denial of appeals of the Building Inspector for repairs, vacations or demolitions of any building or structure or portion thereof and the enforcement of City Ordinances relating to the same;
- ❖ Considers approval, denial, and/or appeals of Building Officials interpretations of the Uniform Building Codes.

HOUSING AUTHORITY COMMISSION

- ❖ 5 members, two-year terms
- ❖ Meets 4th Tuesday of every month at 5:15 p.m. in the Housing Authority Office, 1200 N. Tennessee St.
- ❖ Provides housing assistance for low-income persons.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY COMMISSION

- ❖ 7 members, two-year terms
- ❖ Meets approximately six (6) times per year on an "on-call" basis
- ❖ Considers CDBG funding requests, reviews CDBG performance and advises the City Council on Community Development Block Grant matters.

HISTORIC PRESERVATION ADVISORY BOARD

- ❖ 7 members, two-year staggered terms
- ❖ Work Sessions are held the 1st Thursday of every month beginning at 5:30 p.m. in the City Hall Council Chamber, 222 N. Tennessee.
- ❖ Meetings are held the 1st Thursday of every month at 5:30 p.m. in the City Hall Council Chamber, 222 N. Tennessee.
- ❖ Assists in the preservation of historic McKinney through programs and projects that increases public awareness of the value of historic, cultural, and architectural preservation.

RECRUITMENT RECEPTION 6:30 P.M. JUNE 15, 2004

(See [ba-249](#) details)

COLLIN COUNTY REGIONAL AIRPORT BOARD

- ❖ 7 members, two-year terms
- ❖ Meets 4th Thursday of every month at 5:30 p.m. in the Council Chamber, McKinney City Hall, 222 N. Tennessee.
- ❖ Advises City Council on all aviation activity except airport zoning, coordinates with City staff on proposed state and federal airport-related legislation.

LIBRARY ADVISORY BOARD

- ❖ 7 members, two-year terms
- ❖ Meets at 5 p.m. on the 3rd Thursday of every month in the Dulaney Room of the McKinney Memorial Public Library, 101 E. Hunt St.
- ❖ Advises the City Council in matters relating to Library Services.

MCKINNEY COMMUNITY DEVELOPMENT CORPORATION (MCDC)

- ❖ 7 members, two-year terms
- ❖ Meets 2nd Tuesday of every month at 8:30 a.m. in the Conference Room of the MCDC Office, 116 N. Tennessee, Suite 200.
- ❖ Identifies and funds community facilities and related projects to maintain and enhance the quality of life of McKinney.

#J.13. MCKINNEY ECONOMIC DEVELOPMENT CORPORATION (MEDDC)

- ❖ 5 members, two-year terms
- ❖ Meets 3rd Thursday of every month at 8 a.m. in the MEDDC Office, 321 N. Central Expressway, Suite 200.
- ❖ Leads, directs and coordinates the broad-based expansion of the business tax base and promotes sustainable job growth, thereby continuously enhancing the quality of life for the citizens of the McKinney area.

MCKINNEY HOUSING FINANCE CORPORATION

- ❖ 7 members, two-year terms
- ❖ Meets 1st Friday of every month at 8:30 a.m. in the Second Floor Conference Room at City Hall, 222 N. Tennessee St.
- ❖ Organized for the purpose of benefiting and accomplishing the public purposes of, and on behalf of, the City, by financing the cost of residential ownership and development that will provide decent, safe and sanitary housing for residents of the City at prices they can afford.

MCKINNEY INDUSTRIAL/HEALTH FACILITIES DEVELOPMENT CORPORATION

- ❖ 7 members, staggered six-year terms
- ❖ Called meetings at the McKinney City Hall, 222 N. Tennessee.
- ❖ Issues Obligations and Bonds on behalf of the City of McKinney to finance projects promoting and developing commercial, industrial and manufacturing enterprises;
- ❖ Issues Bonds to promote and develop new, expanded, or improved health facilities to maintain the public health welfare.

MCKINNEY MAIN STREET BOARD

- ❖ 12 members, three-year terms
- ❖ Meets 2nd Thursday of each month at 10 a.m. in the Conference Room of the McKinney Main Street Office, 116 N. Tennessee, Suite 200.
- ❖ Vision is to see the continued growth of McKinney's vibrant downtown area, through economic development, increased promotions, enhancing tourism, infrastructure redevelopment, historical preservation efforts, and an increased awareness of McKinney's history;
- ❖ Ensure that Downtown McKinney continues to be the vibrant, inviting, safe, and growing area that it is known for today.

NORTH TEXAS MUNICIPAL WATER DISTRICT BOARD (NTMWD)

- ❖ Membership: 20 members, from 12 member Cities (Allen, Farmersville, Forney, Garland, McKinney, Mesquite, Plano, Princeton, Richardson, Rockwall, Royse City, and Wylie.)
- ❖ Meets 4th Thursday of every month at 4 p.m. at the North Texas Municipal Water District Office, 505 E. Brown in Wylie, Texas.
- ❖ Oversees policies and projects of the Water District.

PARKS & RECREATION BOARD

- ❖ 7 members, two-year terms
- ❖ Meets 2nd Thursday of every month at 4:30 p.m. in the City Hall Council Chamber, 222 N. Tennessee.
- ❖ Advises the City Council on park related matters. -250-

PLANNING & ZONING COMMISSION

- ❖ 7 members, two-year terms
- ❖ Work Sessions are held the 2nd and 4th Tuesdays of every month generally beginning at 4 p.m. in the City Hall Council Chamber, 222 N. Tennessee.
- ❖ Meetings are held the 2nd and 4th Tuesdays of every month at 6:30 p.m. in the City Hall Council Chamber, 222 N. Tennessee.
- ❖ Reviews and considers site plans and plats. Makes recommendations to City Council on Zoning Ordinance amendments, Comprehensive Plan amendments, Specific Use Permits, and rezoning requests.

TOURISM SERVICES ADVISORY BOARD

- ❖ 7 members, 2 ex-officio members, two-year terms
- ❖ Meets 2nd Thursday of every month at 3:00 p.m. in the Tourism Services/Chamber Conference Room, 1650 W. Virginia St., Suite 110.
- ❖ Oversees the operations of Tourism Services; Recommends to the City Council a list of hotel/motel tax grant recipients; Maintains the Strategic Tourism Plan; and, Provides input to the McKinney Community Development Corporation Board regarding tourism services in McKinney.

RECRUITMENT RECEPTION

The City Council will host the annual Boards and Commissions Recruitment Reception 5 p.m. to 6:30 p.m. June 15 in the Dulaney Room at the McKinney Memorial Public Library, 101 E. Hunt Street. At the Reception, individuals interested in serving on a City Board or Commission, may visit with current board members, pick up literature and see booths displaying the responsibilities and activities of the board or commission. Individuals will also be given the opportunity to fill out applications. The reception is a come-and-go event and is open to the public. For more information, please call 972-547-7505.