

City of Duluth
3167 Main Street
Duluth, Georgia 30096
770-476-3434
www.duluthga.net



Application for Board Appointments

Citizens provide a great insight and knowledge to City government. An avenue that the City of Duluth uses to gain the insight is through various Boards and Commissions. The members of the Boards and Commissions review policies, and make recommendations to the City of Duluth departments and the Mayor and Council. Because of the number of persons expressing an interest in serving and the important issues that the Board and Commissions members face, this questionnaire has been developed to assist the City Administrator and the Mayor and Council in the review process of applications to determine applicant eligibility requirements and qualifications for Board/Commission membership.

Questions to consider before applying for membership on a Board or Commission:

- As a registered voter in the City of Duluth, do I fully understand what this Board or Commission expects of me?
- Can I afford the demands on my time, resources and energy?
- Will I attend the meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings, and will I be prepared for each meeting?
- Am I committed to the goals of the City and other members of the Board or Commission, the City Administrator and Department Directors?
- What is my real motivation for accepting membership on the Board or Commission?
- Will I be there to help when controversy arises?

- Am I willing to participate in necessary Board/Commission training, education and development activities that will improve my effectiveness in my position?

Applicant Information

Applicant name: _____

Home Address: _____

Subdivision: _____

Telephone: _____ Email: _____

Occupation: _____ Retired: Yes No

- a) How long have you been a resident of the City of Duluth? _____
- b) Are you a registered voter in the City of Duluth (required)? Yes No
- c) Are you current with all of your financial obligations (property taxes, permit fees, etc) to the City? Yes No
- d) Have you ever attended a meeting of the Board or Commission for which you are asking to serve on? Yes No
- e) Have you contributed to any current elected official's campaign fund? Yes No
- f) Which Board(s) or Commission(s) do you wish to be appointed to?

- g) Are you willing and available to attend training sessions on-site and or off-site if provided by the City? Yes No
- h) The Code of Ordinances of the City of Duluth requires that Board and Commission members not miss three consecutive meetings nor more than three regular meetings annually. Terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? Yes No
- i) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? Yes No
If yes, please explain: _____

j) Do you or your employer, or your spouse or child and their employers, do business with the City of Duluth? Yes No If yes, please explain:

k) Do you have any employment or contractual relationship with the City of Duluth that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? Yes No If yes, please explain:

l) Briefly explain your reasons for wishing to serve on the Board or Commission you select:

m) What goals and objectives would you seek to achieve if you are appointed?

n) Provide a brief personal history, including education, occupation, previous civic, community, or other service involvement which would help the appointing authority make an informed decision regarding your candidacy:

o) Would you be willing to be considered for appointment to any of the other Boards and Commissions of the City if a position is not available on the Board or Commission of your first choice? If so, please list the Boards or Commissions for which you would like to be considered (please list in order of interest):

p) If you are not selected to serve on a Board or Commission, do you have any interest in serving the City as a volunteer for special events such as the annual Duluth Fall Festival, Beautification/Arbor Day Event, Down Town events, etc? Yes No If yes, please explain:

Applicant Statement: I understand that I am applying for appointment to a Board or Commission office of the City of Duluth; that the appointing authority may require an interview prior to consideration for appointment; that I will be required to provide a copy of my Georgia Voter Registration card; that I will be required to take an oath of office to uphold the United States and Georgia Constitutions and the laws of the same if appointed; that I will be required to meet the attendance and training requirements or for any other reason permitted by law or City charter; and that my application will remain on file for consideration for a period of twelve months, after which time, I will need to file a new application. 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 the application are true to the best of my knowledge.

Signature

Printed Name

Date

Please return completed and signed application to:

Phil McLemore, City Administrator
City of Duluth
3167 Main Street
Duluth, GA 30096

Boards and Commission Information

Planning Commission

Five members and one alternate, all must be residents or business owners. Term is three years which begins on March 31st. Meet 1st & 3rd Monday each month @ 7:00 pm.

Zoning Board of Appeals

Five members and one alternate; all must be residents or business owners. One member must be on the Planning Commission. Term is three years which begins March 31st. Meet 4th Wed each month @ 7:00 pm.

Core Preservation District Review Board – Commercial (CPD-C)

Seven members, of which three members from CPD-R and four from DDA. One member from ZBA. Term is three years which begin in March. Meetings are as needed.

Core Preservation District Review Board – Residential (CPD-R)

Five members, of which three must be City residents. One member must be on the ZBA. Meetings are as needed. Terms are three years which begin in March.

Alcohol Review Board

Five members and two alternates who shall be nominated to M&C and undergo investigation. Members shall be city residents for a minimum of one year. One member may be business owner for a minimum of one year. See Duluth Code Sec 3-561 (d). Meetings are as needed. Terms are two years which begin in March.

Construction Board of Adjustments and Appeals

Five members with knowledge of construction codes/design. Meetings are as needed. Term is three years which begins in March.

Downtown Development Authority (DDA)

Seven members must be city residents or own/operate business located within the downtown area, or a member of the governing body. At least four must have

economic interest in the downtown redevelopment. Meetings are second Tuesday of each month @ 6:30 pm. Term is four years beginning in March.

Parks and Recreation Advisory Board

Eight members plus one alternate, seven which must reside in City. Eighth may be resident or business owner. Term is two years and begins in March. Meetings are 1st Wednesday each month @ 7pm.

Finance Committee

Up to seven members: two members of the governing body, one, two or three city residents with investment experience. The City's Budget Financial Analyst and Human Resource Manager are automatically appointed. Term is two years and begins in March. Meetings are as needed.

Urban Redevelopment Authority

Three members, four year terms, who shall organize themselves and elect from one of their number a Chairperson, Vice Chairperson, a Secretary and a Treasurer. The Secretary and Treasurer may be but need not be a Commissioner. Annual meeting is in December/Meet as necessary.

Community Betterment Commission

Five members, one member from Planning Commission, one member from ZBA, one CPA, one Parks & Recreation Advisory Board, and one citizen at-large. Meetings in Spring and Fall or as necessary.

Municipal Court Judges

One Chief Judge and an unspecified number of Associate Judges who may be part-time, full-time or stand-by judges. Must be 21 years of age and a member of the State Bar of Georgia. Court currently held the first through fourth Thursdays of each month. Term is one year set by Charter.

Ethics Board

Ethics ordinance adopted by Council June 11, 2007. The Mayor and Council designate two qualified citizens each to provide a pool of twelve.