



City of Duluth
Application for Boards and Commissions

The City of Duluth relies on its Citizens to provide insight and knowledge through various Boards and Commissions based on their area of expertise and interest. Members of Boards and Commissions meet with designated departmental staff for many reasons. This questionnaire has been developed to assist the City Manager and the Mayor and Council in the review process of applications to determine if all eligibility requirements and qualifications for the Board and/or Commission are met.

Questions to consider before applying for position on a Board or Commission

- 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 meetings as required?
- Am I committed to the goals of the City?
- What is my real motivation for accepting membership on the Board or Commission?
- Will I be there to help when controversy arises?

All Boards and Commissions are subject to Open Records Act. All members are expected to sign and secure a copy of the City Ethics Ordinance.

Applicant Information

The following information will be verified through the City Clerk's Office before eligibility.

Applicant Name: _____ Physical Home Address: _____

Have you lived in the City limits of Duluth for more than one year prior to this application? _____

Please provide a phone number you can be reached at during and after business hours _____.

Email: _____ Occupation: _____ Retired: _____

Are you a registered voter in the City of Duluth? _____ (required)

Are you current with all of your financial obligations (property taxes, permit fees, etc) to the City? _____ (required)

Have you recently attended a meeting for which you are asking to serve on? If so, which? _____

Are you willing and available to attend training sessions on-site and or off-site if provided by the City? _____

Do you have any occupational or contractual relationships with the City of Duluth that would create a conflict with regard to your participation on a Board or Commission? _____ if yes, please explain:

Have you ever contributed time or financially to a candidate running for Mayor or Council for the City of Duluth? _____

Do you currently volunteer or have any interest in volunteering with the City for special events such as the Annual Duluth Fall Festival,

Beautification/Arbor Day Event, Down Town events, etc? _____

Briefly explain your reasons for wishing to serve on the Board or Commission you select. 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. Provide what goals and objectives you would seek to achieve your goals if appointed?

Which Board(s) or Commission(s) you wish to be appointed to? _____

Alcohol Review Board Information and Requirements:

Members shall be city residents for a minimum of one year. One member may be business owner for a minimum of one year. Meetings are as needed. Reference: Duluth Code Sec 3-115. Appointment to this board requires a background check. Appointment to this board requires an appointment with Human Resources for proper paperwork filing.

Construction Board of Adjustments and Appeals Information and Requirements:

Members are comprised of five applicants with knowledge of construction codes and design experience. Meetings are as needed.

Core Preservation District Review Board – Commercial (CPD-C) Information and Requirements:

Members are comprised of seven applicants, of which three members from CPD-R and four from DDA. One member from ZBA. Meetings are as needed. Reference: Section 1303 Article 13 Core Preservation District & Historic Overlay District

Core Preservation District Review Board – Residential (CPD-R) Information and Requirements:

Members are comprised of five applicants, of which three must be city residents. One member must be on the ZBA. Meetings are as needed. Reference: Section 1303 Article 13 Core Preservation District & Historic Overlay District

Downtown Development Authority (DDA) Information and Requirements:

Members are comprised of seven applicants that 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 the 3rd Tuesday of each month @ 6:30 pm. Ref. DDA By-Laws Article 1

Duluth Public Art Commission:

Members are a representation of up to eleven applicants made up of citizens of the City of Duluth, Arts Professionals and one member of Mayor and Council.

Eleven Members are comprised of city residents, Arts professionals and a member of the governing body.

Reference: Duluth Code Sec 2-270.

Ethics Board Information and Requirements:

The Mayor and Council appoint two citizens each to provide a pool of twelve members to the Ethics Board. Reference: Duluth Code Sec 2-221.

Finance Committee Information and Requirements:

Members are a representation of up to seven applicants: 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. Meetings are as needed. Reference: Duluth Code Sec 2-96.

Parks and Recreation Advisory Board Information and Requirements:

Members of this board are comprised of eight City residents plus one alternate. The eighth may be resident or business owner. Meetings are 1st Wednesday each month @ 7pm. Reference: Duluth Code Sec 2-86.

Planning Commission Information and Requirements:

Members of this Board are comprised of five full member applicants and one alternate; all must be residents or business owners. Meetings will be held the 1st & 3rd Monday each month @ 7:00 pm. Reference: Article 22, Section 2203 of the Duluth Zoning Ordinance.

Urban Redevelopment Authority Information and Requirements:

Members of this Board are comprised of three applicants. Annual meeting in December/Meet as necessary. Reference: URA By-Laws

Zoning Board of Appeals Information and Requirements:

Members of this board are comprised of five applicants for full membership and one alternate; all must be City residents or business owners. One member must be on the Planning Commission. Meetings are on the 4th Wed each month @ 7:00 pm.

Applicant Statement: I understand that I am applying to be nominated for an 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. I have read the City of Duluth’s Code of Ethics Ordinance follow all guidelines.

Signature

Printed Name

Date

Please e-mail application to Volunteer@duluthga.net or fax to 770-497-5318. If you have any questions please call June Yarbrough 678.475.3511.

More information on all of the City of Duluth’s Boards and Commissions can be found on the City website www.cityofduluthga.net or by calling City Hall.

<p>INTERDEPARTMENTAL ROUTING, PLEASE DO NOT MARK IN THIS BOX</p> <p>PROPERTY TAX OFFICER - DULUTH CITIZEN 13+ MONTHS _____ ANY DELIQUENT TAXES DUE _____</p> <p>OCCUPATIONAL TAX OFFICER – CITY OF DULUTH BUSINESS OWNER/ECONOMIC INTEREST _____ ANY DELIQUENT TAXES DUE _____</p> <p>ALCOHOL TAX OFFICER – ANY DELIQUENT TAXES DUE _____ HAS THE BACKGROUND CHECK BEEN SENT TO POLICE DEPARTMENT? _____</p> <p>APPLICANT FOR RE-APPOINTMENT- HAS THIS APPLICANT MISSED 3+ MEETINGS IN THE PAST YEAR? _____</p> <p>CITY CLERK - IS THIS APPLICANT REGISTERED TO VOTE? _____</p>
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