

# CANDIDATE APPLICATION

# FOR CITY OF GLENDORA BOARDS, COMMISSIONS AND COMMITTEES

The City of Glendora has established Boards, Commissions, and Committees made up of citizens who volunteer their time and act in an advisory capacity to the City Council and city staff in the management of City affairs. Members of boards, commissions and committees serve at will and at the pleasure of the City Council (GMC §2.04.060). Besides a willingness to serve, most of the Boards, Commissions, and Committees have no formal background requirement established; however, experience in the specific area of concentration is desirable. A list of the advisory bodies established is as follows:

#### **BOARD OF LIBRARY TRUSTEES** (3-year term)

**5 Members** 

- Meets 3<sup>rd</sup> Monday (as needed), Council Chamber, 116 E. Foothill Boulevard 7:00 p.m.
- -Residency within the incorporated City of Glendora city limits
- -Must be registered to vote
- -Must submit annual conflict of interest statements and biennial Ethics Training certification

#### > BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD (3-year term)

5 Members

- Meets 1st Thursday, Council Chamber, 116 E. Foothill Boulevard 8:30 a.m.
- -Must operate a business located within the District (GMC §5.40)
- -Must be current with payment of charges and assessments imposed
- -Residency NOT required
- -Must submit biennial Ethics Training certification

# ➤ COMMUNITY SERVICES COMMISSION (3-year term)

5 Members

- Meets 3<sup>rd</sup> Thursday (as needed), Council Chamber, 116 E. Foothill Boulevard 7:00 p.m.
- -Residency within the incorporated City of Glendora city limits
- -Must be registered to vote
- -Must submit annual conflict of interest statements and biennial Ethics Training certification

# > INVESTMENT ADVISORY COMMITTEE (3-year term)

5 Members

- $Meets\ quarterly,\ Council\ Chamber,\ 116\ E.\ Foothill\ Boulevard-3:00\ p.m.$
- -Residency within the incorporated City of Glendora city limits
- -Must be registered to vote
- -Must submit annual conflict of interest statements and biennial Ethics Training certification
- -Supplemental Questionnaire is required

### > PLANNING COMMISSION (4-year term)

5 Members

- Meets 1<sup>st</sup> Tuesday (as needed), Council Chamber, 116 E. Foothill Boulevard 7:00 p.m. (GMC 2.12.080)
- -Residency within the incorporated City of Glendora city limits
- -Must be registered to vote
- -Must submit annual conflict of interest statements and biennial Ethics Training certification

# > WATER COMMISSION (3-year term)

**5 Members** 

- Meets 4<sup>th</sup> Thursday of January, April, July and October, Council Chamber, 116 E. Foothill Boulevard 6:00 p.m.
- -Residency within the incorporated City of Glendora city limits
- -Must be registered to vote
- -Customer of the City's water division
- -Must submit annual conflict-of-interest statements and biennial Ethics Training certification

#### ➤ SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL (2 or 4 year term)

1 Member

- Meets 2<sup>nd</sup> Friday, 1145 N. Azusa Canyon Road, West Covina 7:00 a.m.
- -Must be registered to vote
- -Residency within the incorporated City of Glendora city limits
- -Appointed pursuant to Section 2240, California Health and Safety Code
- -Must submit biennial Ethics Training certification

There are no term limits on any board, commission or committee whose members are appointed by the City Council. (GMC 2.12.040 and Resolution CC 2014-15)

# **Application Process**

To apply for an office, you must complete and submit the Application for Boards, Commissions and Committees for the City of Glendora.

- 1. Those interested in applying for appointment to a board, commission or committee may obtain an Application for Appointment from the Office of the City Clerk, 116 E. Foothill Boulevard, Glendora, or may download from the city's web site: <a href="https://www.cityofglendora.org">www.cityofglendora.org</a>.
- 2. Completed applications for appointment must be submitted to the Office of the City Clerk prior to the advertised application deadline.
- 3. All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form.
- 4. A separate application must be submitted for each advisory body to which a candidate seeks appointment.
- 5. Applications will be kept on file for two years.
  - (a) Applications on file will NOT be automatically included in future recruitments.
  - (b) City Clerk's Department will email notice of vacancy to applicants with applications on file.
  - (c) Candidates with applications on file wishing to be considered for appointment to vacancy(ies) occurring after the initial recruitment, must notify the City Clerk's Department in writing during the recruitment period and prior to the advertised application deadline.
  - (d) It is the candidates' responsibility to ensure their application is current and updated prior to each recruitment.

#### Eligibility

- 1. Applicants must meet all requirements of the board, commission and committee they are applying for at the time their application is submitted as well as during their entire term of service.
- 2. Applicants shall be considered **ineligible** to serve on city boards, commissions or committees that serve a particular city department if the candidate's relative (as defined by City of Glendora Personnel Rules and Regulations: Mother, Father, Grandfather, Grandmother, Aunt, Uncle, Cousin, Sister, Brother, Son, Daughter, Nephew, Niece, Grandchildren, In-Laws, and Spouse or Domestic Partner) is employed by the city in the same department serving as liaison to the board, commission or committee. (Example, a candidate is ineligible to serve on the Board of Library Trustees if the candidate's immediate family member is employed full-time in the Library Department, but the candidate is eligible to serve on other commissions or boards such as the Planning Commission or Community Services Commission).

### **Disclosure and Regulatory Requirements and Non-Compliance**

#### **Conflict of Interest Disclosure**

In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter. If appointed you may be required to make information available as to any potential conflict of interest arising from business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation.

#### Mandatory Ethics Training (Government Code §53234 et seq.)

Following California State Law, all appointments, past, present, and future, will be required to complete the AB1234 Ethics Training. AB1234 requires two hours of ethics training within one year of appointment. This training is valid for two years, and must be retaken every two years. The State has an online ethics-training program which may be completed from any computer with internet access. The training may be completed all at once, or in smaller increments, as the program keeps track of your time every time you sign on.

## Brown Act (Government Code sections 54950, et seq.)

The referenced boards, commissions, and committees are subject to the Brown Act and must maintain "substantial compliance" with the Brown Acts various provisions. Board, commission, and committee members are required to attend a City-held Brown Act training within one year of appointment and every two-years thereafter.

#### Public Records Act (Government Code sections 6250-6276.48.)

This application qualifies as a public record and all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record.

#### Attendance (GMC §2.18.020 Attendance)

Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly-scheduled meetings.

#### **Non-Compliance with Requirements**

City of Glendora board, commission or committee members not in compliance with the required state law disclosure and regulatory requirements, which can include a current AB1234 Ethics Training certificate, conflict of interest disclosure statements and attendance of a city-held Brown Act training, will be suspended from participating in meetings until compliance is re-established.



6.

Appt'd On:	To:	(Ex.: PC,WC)			
Term:	Offic	e #:			
	(M/D/YY – 6/30/YY)				
CLERK'S DATE STAMP					

# APPLICATION FOR BOARDS, COMMISSIONS & COMMITTEES CITY OF GLENDORA

_	City Clerk's Office / 116 E. Foothill Boulevard, Glendora, CA 91741 / (626) 914-8210					
		ements (Completed Application must confirme (3) references with contact information				
Ins	tructions (Please Type or Print Clearl	y)				
may app	be included but cannot be substituted lication fully and accurately. If additional lication must be submitted for each advisor	on the application itself. Resumes, attachn for an application form. It is important space is needed to answer questions, attack ry body to which you seek appointment. after the deadline will be kept on file for	t that you answer all questions on yo h additional sheets. In addition, a separa			
Inf	ormation Sheet Board, Commission or Committee be	ing applied for:				
	Are you currently a City of Glendora C	dommissioner?	Commission Name:			
2.	Name: (Last)	(First)	(Middle)			
	Residential Address: Phone Number: (Require	Email:	(Required)			
P <sub>e</sub>	Are you a registered voter within the (If you have questions about your Do you currently reside within the inquired if applying for BID:	registration status, please contact the Los Angeles Reg	Yes No Significant of Voters at (800) 815-2666)  No If so for how long?			
Rec	Business Name: Business Address: Phone Number: (Require	Email:	Occupation:  (Required)			
3.	Occupation and Place of Employment		_			
4.	Have you ever been a member of any Glendora? If Yes, in what capacity?	City Board or Commission, or employed When?	d by the City of Yes No			
	Do you have any relatives currently w If Yes, please list name(s		☐ Yes ☐No			
5.	List Community/Professional Organi positions of responsibility held:	izations in which you hold active memb	pership(s). In addition, please list any			

Please state the reasons you are interested in filling this vacancy:

Board, Commission and Committee Applied for:		Applicant Name:			
7.	Please state your reasons as to why your appointment to this position:	background and/or experience makes you a suitable	candidate for		
8.	Please briefly express your views regarding c	urrent and future development in Glendora:			
9.	References				
	1. Name	Home No.: Cell No.:			
	2.	Home No.:			
	Name	Cell No.: Home No.:			
	3. Name	Cell No.:			
	· · · · · · · · · · · · · · · · · · ·	ut cannot be substituted in lieu of the requested references name and contact	information.		
10.		EGULATORY REQUIREMENTS			
	Conflict of Interest Disclosure - In compliance a Statement of Economic Interests upon appoint	e with state law, appointed officials may be required to file tment to office, and annually thereafter.			
	I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.				
	on a regular basis, and may be removed if	a member does not attend three consecutive regularly hat I will be able to attend meetings regularly and devote aber.	Initials		
		ode §53234) - In compliance with state law, if appointed I are Training seminar within one year of appointment and y entire term in office.	Initials		
11.		g information is true and correct and that I am sincerely	interested in		
	Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that information furnished on the application itself and any supporting documents attached hereto will be treated as public record and I, therefore, waive any perceived rights to privacy of the information furnished.				
	Applicant's Signature	Date			
Required for Water Commission Applicants Only:  12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.					
	Applicant's Signature Completed applications should be returned to the	Date he City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.			
FOR INTERNAL USE ONLY					
Meets Minimum Requirements					
☐ Residency Verified (Incorporated Area) ☐ Water Division Customer (WC Applicants Only) ☐ Active/Current Business Owner in BID (BID Applicants Only) ☐ BL Verified:  Notes:					