



CANDIDATE APPLICATION

FOR CITY OF GLENDORA CITY COUNCIL APPOINTED BOARDS AND COMMISSIONS

The City of Glendora has established Boards and Commissions 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 pleasure of the City Council (GMC §2.04.060), receive no compensation and are only eligible to serve on one commission at a time. Besides a willingness to serve, most of the Boards and Commissions 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 3rd Monday, Council Chamber, 116 E. Foothill Boulevard - 7:00 p.m. Members receive no compensation
Eligibility Requirements:
- Registered to vote, at least 18 years old, and a resident within the incorporated City of Glendora city limits
- Must file a Statement of Economic Interests (Form 700) upon appointment and annually thereafter
- Within 60 days of assuming office and every two years thereafter members are required to attend a City-held Brown Act and a two hour AB1234 Ethics Training
- **BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD** (4-year term) **5 Members**
Meets 1st Thursday, Council Chamber, 116 E. Foothill Boulevard – 8:30 a.m. Members receive no compensation
Eligibility Requirements:
- Registered to vote and at least 18 years old
- Residency NOT required
- Must operate a business located within the District (GMC §5.40)
- Must be current with payment of charges and assessments imposed
- Within 60 days of assuming office and every two years thereafter members are required to attend a City-held Brown Act and a two hour AB1234 Ethics Training
- **COMMUNITY SERVICES COMMISSION** (4-year term) **5 Members**
Meets 3rd Thursday of each odd month, Council Chamber, 116 E. Foothill Boulevard - 6:00 p.m. Members receive no compensation
Eligibility Requirements:
- Registered to vote, at least 18 years old, and a resident within the incorporated City of Glendora city limits.
- Must file a Statement of Economic Interests (Form 700) upon appointment and annually thereafter
- Within 60 days of assuming office and every two years thereafter members are required to attend a City-held Brown Act and a two hour AB1234 Ethics Training
- **PLANNING COMMISSION** (4-year term) **5 Members**
Meets 1st Tuesday, Council Chamber, 116 E. Foothill Boulevard - 7:00 p.m. Members receive no compensation
Eligibility Requirements:
- Registered to vote, at least 18 years old, and a resident within the incorporated City of Glendora city limits.
- Must file a Statement of Economic Interests (Form 700) upon appointment and annually thereafter
- Within 60 days of assuming office and every two years thereafter members are required to attend a City-held Brown Act and a two hour AB1234 Ethics Training
- **WATER COMMISSION** (4-year term) **5 Members**
Meets Quarterly, Council Chamber, 116 E. Foothill Boulevard - 6:00 p.m. Members receive no compensation
(Quarterly meeting held on the 4th Thursday of January, April, July and October)
Eligibility Requirements:
- Registered to vote, at least 18 years old, and a resident within the incorporated City of Glendora city limits.
- Customer of the City's water division
- Must file a Statement of Economic Interests (Form 700) upon appointment and annually thereafter
- Within 60 days of assuming office and every two years thereafter members are required to attend a City-held Brown Act and a two hour AB1234 Ethics Training

Limitation of Terms

No person shall be appointed to serve more than two consecutive full terms on any board or commission before being required to take a two-year break in service on each board or commission. (GMC 2.18.080)

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: www.cityofglendora.gov.
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(ies) to applicants 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 or commission being applied for at the time their application is submitted as well as during their entire term of service.
2. Applicants must be registered voters at the time their application is submitted as well as during their entire term of service, at least 18 years old, and a resident within the incorporated City of Glendora city limits, except for the Business District Advisory Board
3. No person who holds office in the City of Glendora government or who is employed by the City of Glendora shall be appointed to any board or commission.
4. Applicants shall be considered **ineligible** to serve on city boards or commissions 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 or commission (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), or if they are currently an elected official of the City of Glendora.

Disclosure and Regulatory Requirements and Non-Compliance

Attendance (GMC §2.18.100 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.

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.

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.

Ethics Training (Government Code §53235 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 60 Days upon assuming office and every two years thereafter. 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.

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.

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.



APPLICATION FOR APPOINTMENT TO CITY OF GLENDORA BOARDS AND COMMISSIONS

| | | | | |
|----------------------|------------------------------|-------------------------------|------------------------------------|--------------------|
| Requirements Met: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Active Until: | _____ |
| (Active for 2 years) | | | | |
| CLERK'S DATE STAMP | | | | |
| App't'd On: | _____ | To: | _____ | (Ex.: PC,WC) |
| Office #: | _____ | Term: | _____ | (M/D/YY - 6/30/YY) |
| | | <input type="checkbox"/> Full | <input type="checkbox"/> Unexpired | |

Submittal Requirements (Completed Application must contain the following)

- Completed, signed application
- Three (3) references with contact information

Instructions (Please Type or Print Clearly)

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. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: _____

Are you currently a City of Glendora Commissioner? Yes No If yes, Commission Name: _____

2. Name: _____
(Last) (First) (Middle)

Residential Address: _____

Phone Number: _____ Email: _____
(Required) (Required)

Are you a registered voter within the City of Glendora? Yes No
 (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

Do you currently reside within the incorporated City limits? Yes No If so for how long? _____

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ Email: _____
(Required) (Required)

3. Occupation and Place of Employment: _____

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? _____ Yes No

Do you have any relatives currently working for the City of Glendora? Yes No
 If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

Applying for: _____ Applicant Name: _____

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

8. Please briefly express your views regarding current and future development in Glendora:

9. References

- 1. _____ Phone No.: _____
Name
- 2. _____ Phone No.: _____
Name
- 3. _____ Phone No.: _____
Name

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

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.

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.

Initials

Attendance (GMC §2.18.100) - 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. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Initials

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Initials

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

Initials

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a 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

Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: Yes No Issues: _____

- _____ Residency Verified (Incorporated Area)
- _____ Registered to Vote Verified
- _____ Water Division Customer (WC Applicants Only)

BID Applicants Only

- Active/Current Business Owner in BID
- BL Verified:
- Current with payment of Charges/Assessment.

Notes: _____