



APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSION

**a public document
(revised 3/16)**

City of Claremont

City Clerk's Office
207 Harvard Avenue
PO Box 880
Claremont, CA 91711
www.ci.claremont.ca.us



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Application for Appointment to Citizen Commission

A public document

Claremont has five commissions whose purpose is to advise and assist the City Council in addressing issues related to the commission's specific area of concern. Each commission does this by gathering pertinent information, hearing arguments, weighing values, and making recommendations to the Council. Please check **ONLY** the box(es) beside the commission(s) in which you are interested, and answer the corresponding supplemental questions:

- Architectural Community and Human Services Planning
 Police Traffic and Transportation

Please fill out the information requested below:

Date of application: _____

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

Claremont residency is required. (Subject to exception cited in Claremont Municipal Code Section 2.16.010.)

Are you currently a resident of the City of Claremont? Yes No. If yes, for how long? _____

Home Address: _____ Telephone: _____

Office Address: _____ Telephone: _____

Cell Phone: _____

E-Mail Address: _____

Occupation: _____

Educational Background:

Membership in Civic Organizations, Service Clubs, etc.:

Achievements and Awards (Civic, Scholastic or Other):

State Briefly Why You Are Interested in Serving:

Additional Comments:

Three Local References:

(Please do not use City Councilmembers as references)

(1) Name: _____ Telephone: _____

(2) Name: _____ Telephone: _____

(3) Name: _____ Telephone: _____

UNLESS SPECIFICALLY REQUESTED, NO NEGATIVE NOTIFICATION WILL BE MADE. YOUR APPLICATION WILL BE KEPT ON FILE UNLESS YOU REQUEST ITS REMOVAL, AND YOU WILL BE CONTACTED EACH TIME A VACANCY OCCURS ON A COMMISSION FOR WHICH YOU HAVE EXPRESSED AN INTEREST.

May we pass your name on to city committees and local civic groups, if asked? Yes No

Your completed application is subject to public disclosure in accordance with the Public Records Act. Additionally, a person holding a position on a board, committee or commission is required to file a Conflict of Interest Statement pursuant to the Political Reform Act and the City of Claremont Conflict of Interest Code, and must obtain formal ethics training within one year of appointment and bi-annually thereafter, in accordance with State AB 1234. These filings are also subject to public disclosure.

The California Penal Code states a person convicted of a felony is prohibited from holding public office, even if the felony has been expunged.

I declare under penalty of perjury that the foregoing is true and correct. Executed this ____ day of _____, _____.

Signature

Please return your completed application, **including answers to supplemental questions and your resume** to:

City Clerk, City of Claremont
207 Harvard Avenue/PO Box 880
Claremont, CA 91711

**Questions may be directed
to the City Clerk's office:
(909)-399-5461 or (909) 399-5463.**

City Business Use Only

Routed to: _____ Date: _____

Interview Date(s): _____

Revised: 3/16

COMMISSIONER ATTENDANCE POLICY (City Council approved 1/27/98)

All commissioners are expected to attend all commission meetings. The City Council recognizes that along with attending regular commission meetings, each commission has standing and ad hoc committees that meet throughout the year. It is important that all commissioners make every effort to attend all meetings. Attendance is essential toward making the process work.

It is expected that a member of a commission that meets once a month will not miss more than **one formal commission meeting every six months**. Likewise, it is expected that a member of a commission that meets twice a month will not miss more than **two formal commission meetings every six months**.

Commissioner attendance will be reviewed quarterly (October, January, April, and July) at the Mayor/Commission Chair meetings. When a commission member exceeds the allotted absences, the commission chair is responsible for counseling the member on the attendance policy. If the member continues to exceed the allotted absences, the Mayor will contact the member to discuss the issue. If after discussion with the commission chair and the Mayor, the attendance of the member does not improve, the attendance problem will be brought before the City Council to determine if the member shall be granted a leave of absence or be removed from the commission.

AB 1234 ETHICS TRAINING

State law requires specified local officials receive two hours of ethics training biannually. The training must cover both ethics laws and ethics principles. If you are appointed to serve on a City commission, you will have one year from the date you take office to fulfill the initial training requirement. And while the law provides you one year to complete the training, the City strongly encourages you to take the training within sixty (60) days of appointment in order to familiarize yourself with the laws pertaining to your service as a commissioner. Training is then required every two years. Free self-study materials are available online.

POWERS AND DUTIES

A description of the work of each commission is outlined in Title 2 of the Claremont Municipal Code, which is available on the City website and in the City Clerk's office.

5. How do you see the role of the public in the planning/design review process; and, in your opinion, how can better public participation be achieved?

6. What has been your experience working with elected officials, volunteer groups, and ad-hoc committees?

7. Describe your experiences in dealing with difficult/upset people, and how you would approach a public hearing with a roomful of heated citizens.

8. What architectural design/neighborhood challenges/issues do you foresee Claremont facing in the next decade?

3. Have you attended any Human Services programs or special events? Describe your experience at the event(s) – what you thought was well done or could be improved.

4. The Claremont Hills Wilderness Park has seen a significant increase in attendance in recent years, and the subject of much community dialogue. Have you followed this topic? How would you balance park usage with neighborhood impacts?

5. Describe any community volunteer experience.

6. What interested you in becoming a Commissioner?

7. Given your life experience, what factors do you use making a decision when there are multiple “right” choices or alternative directions for a project? What experience do you have in this type of decision-making process?

8. The Commission serves as the appeal body for residents requesting city tree removals on private property. How do you feel about reviewing and possibly denying a resident’s request for removal that could possibly be a friend or neighbor?

9. Youth and adult sports organizations are scheduled onto both City and School District sports facilities by the Community and Human Services Department, with general field maintenance being provided by the School District of the City. There is limited lit sports field practice space available. How would you ensure equity amongst the groups, given the limited resources?

10. The Community and Human Services Commission often reviews and recommends rate increases, e.g. sanitation rates and the Landscape and Lighting District assessment. How do you feel about recommending rate increases for residents?

11. The Community Based Organization (CBO) program's mission is to partner with local nonprofit organizations in order to strengthen the social family and economic fabric of the Claremont community by assisting with funding identified needs. Given the significant impact the economic downturn has had on residents and service providers alike, CBO and Homeless Program grant funding has played an important role in providing services to Claremont residents through these partnerships. How would you prioritize funding to best meet the community's needs?

5. How do you see the role of the public in the planning process; and, in your opinion, how can better public participation be achieved?

6. What has been your experience working with elected officials, volunteer groups, and ad-hoc committees?

7. Describe your experiences in dealing with difficult/upset people, and how you would approach a public hearing with a roomful of heated citizens.

8. What land use challenges/issues do you foresee Claremont facing in the next decade?

3. Describe your recent civic and community activities.

4. What do you think is the role and responsibility of the Police Commission?

5. What qualifications/assets do you have that would make you uniquely capable of serving on the Police Commission?

6. Please describe what community-based policing means to you.

7. Have you had contact personally or through your family with the Claremont Police Department or any other law enforcement agency? If so, please describe the situation and what made the experience positive or negative.

8. The relationship of the police to the community had been much in the news in the past. What do you see as the big issues challenging good police/community relationships?

9. What specific improvement would you work on as a member of the Police Commission?

3. What do you think the major traffic issue in Claremont is today, and what would you like to see done about it?

4. What is your perception of the role of the Traffic and Transportation Commission?

5. What are your impressions of Claremont's transit system? How do you think it can be improved? What needs are and are not being met?

6. Pedestrian and bicycle traffic are little used modes of transportation. How do you think we can encourage and improve these modes of transportation in Claremont?