



City of Sierra Madre

Application for Commissions and Board

Office of the City Clerk

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

(626) 355-7135

sierramadrecalifornia.gov

PLEASE PLACE A CHECK MARK NEXT TO THE COMMISSION/BOARD FOR WHICH YOU WOULD LIKE TO APPLY

- ☐ Community Services Commission
☐ Energy & Natural Resources Commission
☐ Library Board of Trustees

- ☐ Planning Commission
☐ Senior Community Commission
☐ Student Commissioner

APPLICANT INFORMATION

NAME		
STREET ADDRESS		APT/UNIT#
CITY	STATE	ZIP CODE
HOME PHONE	WORK/CELL PHONE	
EMAIL ADDRESS (Addresses will not be sold or distributed. It will be used only to notify items related to the City of Sierra Madre.)		
OCCUPATION		
EMPLOYER		

ARE YOU A SIERRA MADRE RESIDENT?

☐ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT?

EDUCATION OR RELEVANT AREAS OF EXPERTISE (Attach a Resume if preferred)

--

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

--

WHY ARE YOU INTERESTED IN SERVING? (Attach a Cover Letter if preferred)

--

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT COMMISSIONERS AND BOARD MEMBERS MAY BE REQUIRED TO FILE A STATEMENT OF ECONOMIC INTERESTS (FPPC FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE	DATE:
-----------	-------

TIME COMMITMENTS

SERVICE ON A CITY COMMISSION OR BOARD MAY REQUIRE ONE OR TWO MEETINGS PER MONTH, WITH EACH MEETING AVERAGING THREE TO FOUR HOURS. MEMBERS ARE EXPECTED TO ATTEND ALL MEETINGS. FREQUENT ABSENCES MAY RESULT IN REMOVAL OF SERVICE. ARE YOU WILLING TO COMMIT TO THE TIME OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☐ YES ☐ NO

FULL TERMS ARE FOUR YEARS. MEMBERS ARE GENERALLY LIMITED TO TWO CONSECUTIVE TERMS. IF A PERSON IS APPOINTED TO FILL AN UNEXPIRED TERM, THAT TIME WILL NOT BE CONSIDERED FULL TERM. ARE YOU ABLE TO SERVE A FULL TERM?

☐ YES ☐ NO

ALL APPOINTED COMMISSIONERS AND BOARD MEMBERS ARE SUBJECT TO THE BROWN ACT. THE STATE OF CALIFORNIA AB-1234 REQUIRES MANDATORY TRAINING EVERY TWO YEARS. WILL YOU COMMIT TO COMPLETING THE BI-ANNUAL TRAINING?

☐ YES ☐ NO

CITY CLERK'S OFFICE CONTACT INFORMATION

MAIL: CITY CLERK'S OFFICE 232 West Sierra Madre Blvd. Sierra Madre, CA 91024	EMAIL: CityClerk@sierramadreca.gov
---	--

SIERRA MADRE

COMMISSIONS AND BOARDS

The City of Sierra Madre encourages residents to apply for positions on City commissions and boards. Each member of a City commission/board shall serve at the pleasure of the City Council. Anyone interested in applying may do so by completing an application available in the City Clerk's Office at City Hall or by downloading an application found on the City's website at sierramadrecalifornia.gov.

Commissioners and trustees are appointed by the City Council to serve one term and do not receive compensation. Each appointed position is eligible for two full terms. Unless otherwise noted, terms begin on July 1st and culminate on June 30 in the term-ending year.

All meetings are held in Council Chambers located at 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024

The City Council appoints members to five existing boards and/or commissions to act in an advisory capacity. Following is a brief description of each.

COMMUNITY SERVICES COMMISSION: Five (5) members meet on the third Monday of each month at 5:00 p.m., as an advisory capacity to all matters pertaining to parks, public recreation and community services.

Essential Duties and Responsibilities

1. Plan and recommend community service programs and evaluate community service programs and services designed to meet community needs in areas of youth, recreation, adults, seniors, parks, aquatics, and events, and transportation;
2. Recreation and Community Services:
 - a. Formulate policies on services and programs for approval by the City Council, including agreements with the Board of Education of the school district and the City Council for the best possible joint use of parks and recreation facilities and similar agreements with other civic groups,
 - b. Aid in the coordinating of community services with the programs of other governmental agencies and voluntary organizations;
3. Improve and enhance the quality of life throughout the community through people, parks, and programs

LIBRARY BOARD OF TRUSTEES: Five (5) members meet on the fourth Monday of each month at 5:00 p.m., to direct the administration and operation of the City library system.

Essential Duties and Responsibilities

1. Determine and adopt rules and regulations governing the use and operation of the City Library and public spaces associated with it.
2. Determine the purposes of the Library and secure adequate funds to carry on the Library's program.
3. Know the program and needs of the Library in relation to the community; keep abreast of standards and library trends; cooperate with the Librarian in planning the Library program, and support the Librarian and staff in carrying it out.

NATURAL RESOURCES COMMISSION: Five (5) members meet the third Wednesday of each month at 6:30 p.m., to enhance quality of life in the community by promoting good stewardship of precious environmental and natural resources.

Essential Duties and Responsibilities

1. Enacts provisions of the Community Forest Management Plan and oversees Arbor Day events and the City's recognition as a "Tree City USA."
2. Works with staff to research, analyze and discuss such topics as they often present specific challenges to the City of Sierra Madre.
3. Tracking developing regulations or programs in a wide variety of environmental arenas.

PLANNING COMMISSION: Five (5) members meet on the first and third Thursday of each month at 5:30 p.m. to review matters affecting the physical development of the City.

Essential Duties and Responsibilities

1. Consideration of current land use issues (i.e. applications for General Plan amendment, zone changes, specific plans, conditional use permits, tract maps, variances, and appeals of staff land use decisions); and,
2. Advising the City Council on City-initiated amendments to the General Plan.
3. Recommendations for approval or denial of Tentative Tract Maps and Specific plans.

SENIOR COMMUNITY COMMISSION: Five (5) members meet the first Thursday of each month at 3:00 p.m., to provide leadership for the coordination of senior citizen activities.

Essential Duties and Responsibilities

1. Assessing and defining their needs;
2. Locating and publicizing available resources;
3. Coordinating and initiating services and opportunities for older Sierra Madreans, such as serving hot meals;

STUDENT COMMISSIONERS: Student Commissioners are active, non-voting members. It is an opportunity for students to share their experience and expertise. Designed to integrate youth students with the existing commission/board platform, providing students with an opportunity to observe and provide perspective to commissions; as well as volunteer their service to the community of Sierra Madre.

Up to two Student Commissioners may serve for a one-year term on each commission/board.