

CITY OF WHITTIER ADVISORY BOARDS AND COMMISSIONS

ROLES AND RESPONSIBILITIES

City of Whittier advisory board and commission members are appointed by the City Council and are an essential part of representative city government. Their role is to study various areas of importance, special projects, and city functions and act as advisors to the City Council on these matters.

FORM OF GOVERNMENT

The municipal government established by the City Charter is known as the "Council Manager" form of government. The elective officers of the City consist of five City Council members elected at-large. The City Council elects one of its members as Mayor. The Mayor is the official head of the City for all ceremonial purposes and, together with all Council members, interprets the policies, programs and needs of the City government for the people. The Council also elects a member to serve as Mayor Pro Tempore. The City Manager is the head of the administrative branch of the City government and is responsible to the City Council.

BOARDS AND COMMISSIONS

The City of Whittier has ten Boards and Commissions, which were established by Charter, ordinance, or resolution of the City Council. Within a specific area of responsibility, each Board and Commission has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as requested by the City Council or prescribed by law. This is to be done within the parameters, guidelines and priorities periodically established by the Council. Boards and Commissions meet at regular intervals, usually once a month or as required. They act on matters in a public meeting according to a published agenda. Commission and Board action is in the form of a resolution or report to the City Council. The City Council reviews these actions and approves or rejects recommendations or tables them for further study.

ROLE OF THE BOARD OR COMMISSION MEMBER

Each Board Member or Commissioner is appointed by the City Council for a term of four years. A Commissioner or Board member is a qualified resident and elector of the City who possesses desirable attributes or experience that may benefit the operation of the City government. Once he/she has accepted the appointment and received the oath of office, the member is a representative of the City government and expected to abide by all rules and prescribed conduct for an appointee of a City Board or Commission. He/she is also expected to work for the well being of the City. Each Board or Commission member is responsible for attending meetings. Unexcused absence from three consecutive regular meetings or five regular meetings in a six-month period will result in replacement of a Board or Commission member by the City Council. All Board and Commission members serve without compensation. The citizen participation which

results from the creation of Boards and Commissions is an important asset to the function of City government. Board and Commission members are encouraged by the City Council to present ideas as well as concerns. This valuable input can have an important impact on the development of City policies and procedures.

ADMINISTRATIVE STAFF AND BOARD AND COMMISSION RELATIONSHIP

Each Board or Commission is assigned a member of City staff to act as its secretary. This staff member is versed on all policies, procedures and laws relating to City government and specifically the area for which the Board or Commission operates. The staff secretary is custodian of all records resulting from Commission action. The staff member is responsible to the City Manager who serves as ad hoc member to all Boards and Commissions. The City Manager reviews all Board and Commission actions and recommendations before placement on the next most convenient agenda. Any work resulting from Board and Commission action beyond the role as secretary must be approved by the City Manager before the staff can act on it. All communications are transmitted on City letterhead over the staff secretary's signature or Chairman of the Commission or Board with consent of the majority of the Board or Commission.

ADVISORY BOARDS AND COMMISSIONS

Members are appointed by the City Council to serve four years and must be citizens and qualified electors of the City of Whittier. The members of Boards and Commissions serve without compensation.

BOARD OF APPEALS¹ consists of five members who consider problems concerning the building code and advise the Director of Community Development. Secretary – Brian Lee, Building Services Manager/Building Official. Meets upon request of Secretary.

BOARD OF LIBRARY TRUSTEES consists of five members who give advice on all matters concerning City libraries, consider and recommend the annual budget for library purposes to the City Council, establish policies regarding the acquisition of books and periodicals, and assist in planning Library facilities to meet the needs of the City and school population. Secretary Paymaneh Maghsoudi, Library Director. Meets the fourth Monday of each month at 7:00 p.m. in the Whittier History Room, Main Library.

CULTURAL ARTS COMMISSION consists of seven members who study and advise the City Council regarding cultural art needs in the community. Cultural arts are defined as those elements of the arts and humanities, which add aesthetic enrichment to the lives of Whittier citizens and the life of the community. Secretary – Fran Shields, Director of Community Services. Meets the fourth Monday of each month at 6:30 p.m. in the Council Chamber in City Hall.

¹ The Planning Commission has been designated as the Board of Appeals

HISTORIC RESOURCES COMMISSION* consists of five members selected to advise the City Council on matters related to the preservation of historic resources within the City. Responsibilities include recommendations for local historic designations of buildings and sites; recommendations regarding the establishment of local historic districts; the completion of a comprehensive historic survey of potentially historic structures; and the education of the general public in matters relating to historic preservation. Secretary – Don Dooley, Planning Services Manager. Meets the second Wednesday of each month at 7:00 p.m. in the Council Chamber in City Hall.

PARK & RECREATION COMMISSION consists of seven members who advise the City Council on matters relating to parks, street trees and community recreation. The Commission helps plan and promote recreation programs for the City. Secretary – Jim Kurkowski, Director of Parks. Meets the third Wednesday of each month at 7:00 p.m. in the Senior Citizens Center, 13225 Walnut Street.

PARKING AND TRANSPORTATION COMMISSION* consists of five members who make recommendations or give advice to the City Council regarding parking and traffic problems, issue parade permits and establish parking restrictions. The Commission also reviews transportation environmental impact reports, future transportation development plans, and school crossing guard locations. Secretary - David Pelsler, Director of Public Works. Meets first Thursday of each month at 6:30 p.m. in the Council Chamber in City Hall.

PERSONNEL BOARD* consists of five members none of whom, while a member of the Board, or for one year thereafter, are eligible for appointment to any salaried office of employment in the service of the City. The Board gives advice to the City Council on matters regarding personnel administration, makes recommendations on personnel rules and regulations, and is responsible for certain Civil Service procedures, including hearing grievances and disciplinary appeals. Secretary – Terry Rubalcava, Senior Human Resources Analyst. Meets the third Thursday of each month at 7:00 p.m. in the Council Chamber in City Hall.

PLANNING COMMISSION* consists of five members who advise the City Council concerning the General Plan; makes recommendations to the City Council on subdivisions, zoning, and land use matters; and hears requests for zone changes, variances, conditional use permits and development review applications. Secretary – Jeff Collier, Director of Community Development. Meets the first and third Monday of each month at 7:00 p.m. in the Council Chamber in City Hall.

SOCIAL SERVICES COMMISSION* consists of seven members who study and review the social needs of the community and make recommendations to the City Council. Secretary - Fran Shields, Director of Community Services. Meets second Thursday of each month, 6:30 p.m. in the Council Chamber in City Hall.

*The Political Reform Act of 1974 requires filing of Statements of Economic Interests for these boards and commissions.



CITY OF WHITTIER

BOARD/COMMISSION APPLICATION

Name of Board or Commission you are applying for:

(Print or type name of one Board or Commission. A separate application must be filed for each board or commission you are applying for.)

Name: _____

Address: _____
(Zip Code)

Occupation: _____

Employer: _____

Address: _____
(Zip Code)

Home Phone: () _____ Bus. Phone: () _____

Email Address: _____

Years living in the City of Whittier: _____ Registered voter: Yes _____ No _____
(Only Whittier City electors may be appointed to a Whittier board or commission)

Do you have adequate time to serve? Yes _____ No _____

Educational background degree: _____

Licenses or special certificates: _____

List any Whittier, Los Angeles County or other city committee or commission on which you presently serve or have served, and the years served.

Organizations to which you belong (professional, technical, community service):

(Continued on reverse)

Please answer the following questions completely.

What are your reasons for wanting to serve on this Board or Commission? (Use additional paper, if necessary.)

Why do you think you would make a good Commissioner? (Use additional paper, if necessary.)

Have you ever applied for a City Board/Commission before? Yes ____ No ____
If so, which board/commission?

Abilities, experiences, and interests which you believe would contribute to your participation in municipal government:

How did you find out about this position?

PLEASE INCLUDE A RESUME IF AVAILABLE AND BE SURE YOUR NAME IS ON EACH PAGE.

(Continued on next page)

I have read and understand the Attendance Policy for Appointed Board and Commission Members and the City Charter and Whittier Municipal Code attendance standards. I am available to attend regular meetings of this advisory board as outlined in the Advisory Boards and Commissions Roles and Responsibilities. I understand I will be required to attend State-approved ethics training and complete periodic StatementS of Economic Interest as outlined on the attached page.

Signature: _____ **Date:** _____

ALL DATA SUPPLIED ON THIS APPLICATION IS A MATTER OF PUBLIC RECORD AND WILL BE DISCLOSED UPON REQUEST. THIS APPLICATION WILL BE KEPT ACTIVE FOR UP TO THREE YEARS.

Return application to: City Clerk-Treasurer
City of Whittier
13230 Penn Street
Whittier, CA 90602

Please contact the City Clerk-Treasurer Department at (562) 464-3330 if you have any questions.

(For City Use Only)	
City Resident:	Dates Interviewed:
Yes___ No___	_____
Registered Voter:	Registered Voter Status Confirmed by:
Yes___ No___	_____ (Signature)

(Continued on reverse)

Members of the Boards and Commissions are appointed by the City Council to serve four-year terms and must be qualified voters as well as residents of the City of Whittier. The members serve without compensation and may be removed from office by three affirmative votes of the City Council.

Statement of Economic Interests

The City has adopted a conflict of interest code which tailors the disclosure requirements for each position in the City to the types of governmental decisions a person holding that position would make. Members of boards and commissions noted below are required to disclose their personal financial interests on a form called a "Statement of Economic Interests" (Form 700). The form must be filed upon assuming office, annually, and upon leaving office. Filed forms are public documents that must be made available to anyone who requests them.

**Historic Resources Commission
Parking & Transportation Commission
Personnel Board**

**Planning Commission
Social Services Commission**

Ethics Training

Members of the City's boards and commissions listed below are required to attend ethics training within one year of commencing service and every two years thereafter, as mandated by Assembly Bill No. 1234, which requires that all local agencies that provide compensation, salary, or stipend to, or reimburse the expenses of, members of a legislative body must provide ethics training to local agency officials. The term "legislative body" includes not only the governing body of a local agency, but also a commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory.

**Cultural Arts Commission
Board of Library Trustees
Historic Resources Commission
Park & Recreation Commission**

**Parking & Transportation Commission
Planning Commission
Social Services Commission**