



# CITY OF HUNTINGTON BEACH

## COMMISSION, BOARD, AND COMMITTEE APPLICATION

Please submit the completed application to:

The City Council Offices - 4<sup>th</sup> Floor,  
2000 Main Street  
Huntington Beach, CA 92648

Thank you for your interest in serving on one of Huntington Beach's citizen advisory groups. The City Council is comprised of seven members who are elected at-large to a four-year term, with a two-term limitation.

Members of the city's boards, commissions, committees, or task forces also serve four-year terms with a two-term limitation. Appointment to a city advisory body is at the City Council's discretion. **However, members must be United States citizens and residents of the city, and it is not permitted to hold an appointment to more than one board or commission at the same time.**

Citizen committees, boards, and commissions serve as advisory bodies to the City Council. All boards and commissions are established by ordinance, while committees may be established by resolution. Task forces address specific issues within the community that have been formally recognized by the City Council. Any responsibility or authority they have is given to them by the City Council. With a few exceptions, the decisions of an advisory body may be appealed to the City Council, and the City Council retains the right to overturn these decisions. Specific definitions of the role of these bodies as defined in Chapter 2.100 of the city's municipal codes are shown below. **PLEASE NOTE: Members of all city boards, commissions, and committees are required bi-annually to take harassment training and two hours of ethics training.**

**A BOARD** is a body of members appointed by the City Council pursuant to City Charter Section 405 to serve in a continuing advisory capacity to the City Council.

**A COMMISSION** is a body of members appointed by the City Council pursuant to City Charter Section 405 that may have decision-making authority over those activities delegated to them by the City Council.

**A COMMITTEE** is a body of members appointed by the City Council pursuant to City Charter Section 405 on an ad hoc basis to advise the City Council on a particular matter.

**DESCRIPTIONS:** In order to assist you in selecting a citizen body that would be compatible with your interests and qualifications, a brief description of the responsibilities and/or authority delegated to each body is provided below.

**ALLIED ARTS BOARD** coordinates programs related to the arts within the city providing recommendations to the City Council on the development of the arts and other cultural activities for the city. The Board meets at 6:00 PM on the 1<sup>st</sup> Tuesday, every other month beginning in February. Staff support is provided by Community Services, 536-5258.

**CHILDREN'S NEEDS TASK FORCE** develops and implements plans for youth and children that will ensure the best possible environment for raising children to become successful members of our community. This task force functions as a standing committee with appointments made by the City Council. They meet as needed on the 4<sup>th</sup> Thursday of the month at 4 P.M. Staff support is provided by Community Services, 536-5486.

**CITIZEN PARTICIPATION ADVISORY BOARD** makes recommendations to City Council on eligible public improvement and housing projects for the Community Development Block Grant program and other Housing and Urban Development (HUD) programs. This board conducts public hearings to determine community priorities. They meet monthly on the 1st Thursday at 7 P.M. Staff support is provided by Economic Development, 536-5582.

**COMMUNITY SERVICES COMMISSION** reviews and provides recommendations relating to the city's parks, beaches, and recreational facilities. They meet monthly on the 2<sup>nd</sup> Wednesday at 6 P.M. Staff support is provided by Community Services, 536-5486.

**DESIGN REVIEW BOARD** reviews and acts on the design of any structure, facility, landscape, or architecture to be constructed, altered, or modified in areas designated by the City Council. They also approve, conditionally approve, or deny any design review application referred to them by the Planning Director, Zoning Administrator, Planning Commission and/or City Council. Actions of this board may be appealed to the Planning Commission. They meet monthly on the 2<sup>nd</sup> Thursday at 3:30 P.M. Staff support is provided by Planning, 374-1744. **Members of this board are required to complete the State Financial Disclosure, Form 700 each year.**

**ENVIRONMENTAL BOARD** studies and reports on issues related to the environment of the City of Huntington Beach. They investigate all actual and potential threats to a clean environment for the city and its inhabitants. They meet monthly on the 1<sup>st</sup> Thursday at 6:30 P.M. Staff support is provided by the Administration Department, 536-5537.

**FOURTH OF JULY BOARD** is responsible for fundraising and coordinating the presentation of the city's annual 4th of July Parade and related activities. They meet monthly on the 1<sup>st</sup> Wednesday at 6:00 P.M. Staffing support is provided by the Administration Department at 536-5577.

**HISTORIC RESOURCES BOARD** provides information to the City Council pertinent to the conservation and preservation of the city's historic resources. The Board meets as needed. Staff support is provided by Planning Department, 536-5624.

**HUMAN RELATIONS TASK FORCE** promotes and celebrates the diversity of our community through education and understanding. The task force sponsors community events. This task force functions as a standing committee with appointments made by the City Council. They meet monthly on the 1<sup>st</sup> Tuesday at 6:45 P.M. Staff support is provided by Community Services 374-5307.

**LIBRARY BOARD** makes recommendations to the City Council on matters related to the city's libraries and library services in areas as deemed necessary by the City Council. They meet on the 3<sup>rd</sup> Tuesday of each month at 5 P.M. Staff support is provided by Library Services, 960-8836.

**MOBILE HOME ADVISORY BOARD** reviews matters of concern to mobile home park residents and owners in the city. The board consists of 9 members with 3 representatives from each of the following groups: mobile home park owners, mobile home resident owners, and independent citizens at-large who have no affiliation or relationship with mobile home parks. They meet monthly as needed on the 4th Monday at 6:30 P.M. Staff support is provided by Economic Development, 960-8831.

**PERSONNEL COMMISSION** acts in an advisory capacity to the City Council and City Administration on personnel matters. It has final authority on appeals regarding employee disciplinary actions and grievances. It hears appeals pursuant to decisions involving employer/employee relations including industrial disability retirement determinations and allegations of discrimination by employees or applicants for employment. It reviews impasse matters as provided in the employer/employee resolutions. When requested by the City Council, it conducts investigations and reports findings to the City Council concerning the administration of the personnel system. They meet monthly on the 3<sup>rd</sup> Wednesday at 5:30 P.M. Staff support is provided by Human Resources, 536-5586.

**PUBLIC WORKS COMMISSION** reviews and makes recommendations related to Public Works capital improvement projects and programs. The Commission meets monthly on the 3<sup>rd</sup> Wednesday at 5 P.M. Staff support is provided by Public Works, 536-5437.

**YOUTH BOARD** is an advisory board to the City Council regarding youth achievement, problems, and needs. The board represents, involves, and promotes youth participation in community affairs. They meet monthly on the third Monday at 5 P.M. Staff support is provided by Community Services, 536-5486. *Note: A separate application is required.*

**INDIVIDUAL APPOINTMENTS:** Citizen appointments to the following boards and commissions are made by individual Council Members. Members to these bodies serve at the discretion of their appointing Council Member, and their term coincides with that Council Member's term.

**FINANCE BOARD** makes recommendations to the City Council regarding the city's finances and organizational development initiatives. They meet monthly on the 2nd Wednesday of each month at 6:00 P.M. Staff support is provided by the Finance Dept., 536-5630.

**INVESTMENT ADVISORY BOARD** acts as an advisory board to the City Council and City Treasurer in matters pertaining to the city's investments, including investment policies, audits and controls, cash management, new investments, and diversification. It also reviews proposed legislation that impacts the city's investments and such information as the City Council may request. The Board meets quarterly on the 4<sup>th</sup> Wednesday at 6:00 P.M. The City Treasurer is the staff liaison, 536-5200.

**PLANNING COMMISSION** reviews and makes recommendations regarding planning and zoning issues. The regular meetings of the Commission are held on the 2nd and 4th Tuesday of each month at 7 P.M. with a study session typically beginning at 5:15 P.M. Staff support is provided by Planning, 536-5276. **Members of this commission are required to complete the State Financial Disclosure, Form 700 each year.**

**HARBOR COMMISSION**

**JET NOISE COMMISSION**

**APPLICATION FOR APPOINTMENT  
TO A CITIZEN COMMISSION, BOARD, COMMITTEE, OR TASK FORCE**  
(Please type or print clearly)

**IMPORTANT NOTICE:** Before applying, you need to know the following:

- ☆ All Council appointed commission, board, and committee members are required bi-annually to take harassment training and two hours of ethics training.
- ☆ You are applying for a public position. As such, the information provided in your application is a public record and cannot be kept confidential.

This application should be returned to the City Council Offices, P.O. Box 190, Huntington Beach, CA 92648 or in person to the 4<sup>th</sup> Floor of City Hall, 2000 Main Street (at Yorktown).

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
Last First Middle Initial

NAME OF BOARD, COMMISSION, COMMITTEE, OR TASK FORCE \_\_\_\_\_

LENGTH OF RESIDENCY \_\_\_\_\_ OCCUPATION \_\_\_\_\_

UNITED STATES CITIZEN? \_\_\_\_\_ CURRENTLY SERVING ON A CITY BOARD OR COMMISSION? \_\_\_\_\_

IF SO, WHICH ONE? \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ PHONE \_\_\_\_\_ CELL \_\_\_\_\_

E-MAIL \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_ FAX \_\_\_\_\_

**EDUCATIONAL BACKGROUND**  
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**PROFESSIONAL LICENSES AND/OR ASSOCIATIONS**  
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**PROFESSIONAL EXPERIENCE**  
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**SPECIAL KNOWLEDGE OR SKILLS**

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**CIVIC AND/OR SERVICE MEMBERSHIPS**

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**CIVIC INTERESTS**

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**HOW WILL YOUR QUALIFICATIONS BEST SERVE THE NEEDS OF THE COMMUNITY?**

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**WHY DO YOU WISH TO SERVE ON A VOLUNTEER CITIZEN'S BODY?**

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It is the policy of the City Council to make appointments to the citizen commissions, boards, and committees, based on the needs of the city, as well as the interests and qualifications of each applicant. Selection will be made without discrimination based on the race, creed, gender, or sexual orientation of the applicant.

Additional information concerning a particular commission, board, committee, or task force or the application process is available through the staff support department identified above. General questions can be directed to Cathy Fikes, (714) 536-5553.

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