

CANDIDATE APPLICATION PACKET

City of Maywood Planning Commission



The City of Maywood has established the Planning Commission which is comprised of citizens who volunteer their time and act in an advisory capacity to the City Council and City staff. Members of the Commission serve at will and at the pleasure of the City Council. Besides a willingness to serve, there is no formal background requirement; however, experience in the specific area of concentration is desirable. The Maywood Planning Commission consists of five members appointed by the City Council to serve four-year terms. There currently are no term limits.

PLANNING COMMISSION (4-YEAR TERM)

Meets 3rd Tuesday (as needed), Council Chamber, 4319 E. Slauson Ave. – 7:00 p.m.

- To qualify for membership on the Commission, applicant must be a resident of, or employed within the incorporated City of Maywood City limits (MMC §9-1.02)
- Must be registered to vote
- Must submit annual conflict of interest statements and biennial Ethics Training certification

Application Process

To apply for an office, you must complete and submit a Candidate Application Packet.

1. Those interested in applying for appointment to the Planning Commission may obtain an Application from the Planning and Building Department, 4319 E. Slauson Ave., Maywood, or by downloading from the City's web site: www.cityofmaywood.org.
2. Completed applications must be submitted to the Planning Commission Secretary in person, by mail delivery, or electronically (electronic submittals are coordinated through the Planning and Building Department by calling (323) 562-5714).
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 candidate.
5. Applications will be kept on file for two years.
 - a. Applications on file will NOT be automatically included in future recruitments.
 - b. The City will email notice of vacancy to applicants with applications 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 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 Commission at the time their application is submitted as well as during their entire term of service.
2. Applicants shall be considered **ineligible** to serve on the Commission if the candidates' relative(s) is employed by the City in the same department serving as liaison to the Commission.

Disclosure and Regulatory Requirements and Non-Compliance

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 Maywood, or any decisions taken by the City of Maywood that may influence that business or affiliation.

Mandatory Ethics Training (Government Code §53234, 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 one year of appointment. This training is valid for two years and must be retaken every two years. 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.

Brown Act (Government Code §54950, et seq.)

The Planning Commission is subject to the Brown Act and must maintain “substantial compliance” with the Brown Act’s various provisions. Commission members are required to attend a City-held Brown Act training within one year of appointment and every two-years thereafter.

Public Records Act (Government Code §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.

Attendance (MMC §9-1.05 Meetings/Absences)

Commission members are required to attend meetings on a regular basis, and will be automatically removed if a member does not attend any three regularly scheduled meetings within a twelve month year period.

Non-Compliance with Requirements

City of Maywood Commission 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.



<p style="text-align: center;">CONTACT INFORMATION CITY OF MAYWOOD PLANNING COMMISSION MAYWOOD CITY HALL Department of Planning and Building 4319 E. Slauson Ave., Maywood, CA 90270 Attention: Planning Commission Secretary Office: (323) 562-5714 Fax: (323) 773-2806 Maywood City Web Site: www.cityofmaywood.org</p>
--

Maywood Planning Commission Applicant

Applicant Name: _____

Date: _____

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

13. Please briefly express your views regarding current and future development in Maywood:

14. References (Provide the names and contact information for three (3) individuals who we can contact)

- 1. _____
(Name)
- 2. _____
(Name)
- 3. _____
(Name)

- Home Number: _____
- Cell Number: _____
- Home Number: _____
- Cell Number: _____
- Home Number: _____
- Cell Number: _____

15. **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 Maywood, or any decisions taken by the City of Maywood that may influence that business or affiliation. The City will provide appointees with the filing form and instructions.

Initials

Attendance (MMC §9-1.05) – Commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three regularly scheduled meetings within any twelve month period. 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

16. 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 Maywood. 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

FOR INTERNAL USE ONLY

Meets Minimum Requirements: _____ Yes _____ No Residency Verified (Incorporated Area): _____ Yes _____ No

Application Active Until: _____