

Application Form

Profile

Office Use Only:

Ward 1

Which Boards would you like to apply for?

Human Relations Commission: Appointed
Charter Review Committee : Submitted

Ms./Mr.

Ms.

Ellie _____ Bennett _____
First Name Middle Initial Last Name

_____ Suite or Apt
Home Address

Riverside _____ CA _____
City State Postal Code

Home _____ Mobile: _____
Primary Phone Alternate Phone

_____ Email Address

retired _____ COO _____
Employer Job Title

Business Address

N/a

Business Phone

N/A

Length of residence in City of Riverside

since 1970

Are you a registered voter of the City of Riverside?

Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

*Eligibility requirements per City Charter Article VIII Section 805.
Applications may be screened on the basis of information submitted with this form.
You are welcome to provide a resume and/or letters of endorsement.

Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

The charter review committee is very important as it will set the course for the future of City of Riverside and all its residence.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

I have served on number of Boards and commissions with the city of Riverside. I am also a very active member of our community and involved in 10 non-profit organizations. Being involved in my community offers me a close insight to the real issues and the need of our city.

EDUCATIONAL BACKGROUND:

BA- Economics MA- behavioural science,

OCCUPATIONAL EXPERIENCE:

I have served as Executive Director of Non profit for 15 years and 15 years as the COO of Riverside county regional Medical center. I have a strong background in Economics , Health care and Finance.

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

American association of university women American college of Health care executive Orange county Mediation center

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

Community Relation commission-8 years Personel Board / human resource Board,-8 years HRC- 4 years

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
COMMISSION ON DISABILITIES
BOARD OF ETHICS
HUMAN RELATIONS COMMISSION
HUMAN RESOURCES BOARD
BOARD OF LIBRARY TRUSTEES *
METROPOLITAN MUSEUM BOARD
PARK AND RECREATION COMMISSION *
PLANNING COMMISSION *
BOARD OF PUBLIC UTILITIES *
TRANSPORTATION BOARD *

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Question applies to Human Relations Commission

HUMAN RELATIONS COMMISSION:

So far as is reasonably possible, the Human Relations Commission shall include representation in the fields of education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement, and labor. The diversity of the Commission is important to achieving its stated objective.

Question applies to Human Relations Commission

Please state your field of endeavor as it applies to the Human Relations Commission:

NOTICE REGARDING INCOMPATIBLE OFFICES

Under existing California law, no member of City boards or commissions may simultaneously hold two public offices that are incompatible. (California Government Code Section 1099)

Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?

Yes No

If “Yes”, please state position:

parlemintarian with HRC

Members of boards and commissions are covered by Workers’ Compensation insurance while serving. If appointed, completion of a LiveScan background screening is required prior to commencement of service.

Please call the City Clerk’s Office at 826-5557 or visit RiversideCA.gov/city_clerk for more information. City Clerk’s Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

[1 - HRC - Bennett_Ellie.pdf](#)

Upload a Resume

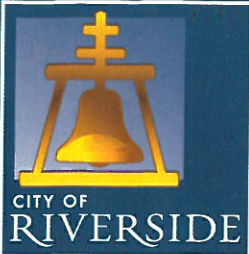
Additional document(s)

How did you learn about the Board and Commission vacancies?

None Selected

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No



BOARDS AND COMMISSIONS

WARD: 1 Voter Registration: yes
Interviewed: _____
Term Dates: _____
Reactivated: 11-1-12 10/22/14
10-22-13 11-5-2015

Code of Ethics Review Ad Hoc Committee

MAR 08 2011

BOARD(S) OR COMMISSION(S) APPLYING FOR:

City of Riverside
City Clerk's Office

Human Relations Commission, Commission on disabilities
Human Resources Board, Mayor's Commission on Aging,
Park and Recreation Commission, and Metropolitan Museum Board

Mr.
 Ms.

Bennett Ellie -
LAST NAME FIRST NAME M.I.

HOME ADDRESS _____ ZIP _____ HOME PHONE _____
EMPLOYER Riverside County Regional Medical Center JOB TITLE Chief operating officer
E-MAIL ADDRESS _____

BUSINESS ADDRESS _____ ZIP _____ BUSINESS PHONE _____

LENGTH OF RESIDENCE IN CITY OF RIVERSIDE <u>31</u> YEARS <u>0</u> MONTHS	ARE YOU A REGISTERED VOTER OF THE CITY OF RIVERSIDE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU AGE 18 OR OLDER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE ADEQUATE TIME TO SERVE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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You are welcome to provide a resume and/or letters of endorsement.

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION: Citizen involvement and help with our city and county are essential. The help, expertise and willingness to partner and forward the goals, mission and vision of our city government will provide a better city and better community.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST: I have been involved with city commissions since early 1980s. I have been part of human relations commission, EEOC and personnel/human resource board. my term just ended in march and I want to continue serving my city.

EDUCATIONAL BACKGROUND: BA in Economics UCR
MA in Behavioral Science, Concentration Mediation Dominguez Hills
management certificate, Executive management certificate
Anderson School of management UCR. Diplomat/Fellow: American

OCCUPATIONAL EXPERIENCE: College of Health Care Executive

I am the Chief operating officer at RCRMC. oversee Budget of 385M, 2500 employees and the entire operation of my hospital and all initiatives

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS: Board member with United Way, Family Services Association, Volunteer Center of Riverside and member boards at Health Care Industry

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS: Public appt: Human Relations Commission EEOC, Human Services Board

HOW DID YOU LEARN ABOUT THE BOARD AND COMMISSION VACANCIES?

NEWSPAPER UTILITY BILL INSERT WEB SITE OTHER Have been involved in city Commission since early 1980s

COMMUNITY POLICE REVIEW COMMISSION:

Have you ever been convicted of a felony or misdemeanor? Yes No
Applicants may be subject to a Livescan as part of the initial application process.

COMMISSION ON DISABILITIES:

It is the policy of the City of Riverside to promote the full integration and participation of persons with disabilities into all areas of economic, political, and community life. In order to adequately represent the needs of residents with disabilities, the following criteria applies:

- Members should consist of both persons with and without disabilities.
- Members should represent a cross-section of the City's disability groups and include persons with professional experience representing or supporting persons with disabilities.

How would your experience or qualifications help the Commission On Disabilities meet its membership goals?

As part of responsibility at County Health Care System, I oversee the services offered to disabled as well as Senior population

CULTURAL HERITAGE BOARD:

If applying for membership on the Cultural Heritage Board, please complete and return the enclosed Supplemental Application.

DOWNTOWN PARKING COMMITTEE:

At least six of its members must be represented by the downtown area including the Downtown Chamber Representative, and one Riverside Downtown Partnership representative. Additionally, one Ward 3 representative, and one Parking, Traffic, and Streets Commission appointee will sit on the Committee.

HUMAN RELATIONS COMMISSION:

The Commission shall consist of fifteen members in accordance with the Municipal Code. So far as is reasonably possible, the Commission shall include representation in the following fields: education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement, and labor. Further, the diversity of the Commission is important to achieving its stated objective.

Please state your field of endeavor as it applies to the Human Relations Commission: Health & Welfare

MAYOR'S COMMISSION ON AGING:

Members must be at least 55 years old and not be a paid representative of an elderly service. **Answer the following:**

Are you age 55 or older? Yes No
Are you a paid representative of an elderly service? Yes No

ANY INFORMATION LISTED ON THIS APPLICATION IS A MATTER OF PUBLIC RECORD AND WILL BE DISCLOSED UPON REQUEST. A STATEMENT OF ECONOMIC INTERESTS SHALL BE REQUIRED OF MEMBERS OF THE FOLLOWING BOARDS AND COMMISSIONS:

- AIRPORT COMMISSION
- CULTURAL HERITAGE BOARD
- DOWNTOWN PARKING COMMITTEE
- BOARD OF LIBRARY TRUSTEES
- PARK AND RECREATION COMMISSION
- PARKING, TRAFFIC, AND STREETS COMMISSION
- PLANNING COMMISSION
- BOARD OF PUBLIC UTILITIES

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Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body? Yes No

If your answer is "Yes", please state position:

Just finished my term with human resource Board

Please call the City Clerk's Office at 826-5557 for more information.
RETURN TO: City Clerk's Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

SIGNATURE:  _____ DATE: 3/8/11

THANK YOU FOR YOUR INTEREST IN THE CITY OF RIVERSIDE.

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker? Yes No

Application Form

Profile

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Charter Review Committee : Submitted

Ms./Mr.

Mr.

Stephen

First Name

Hale

Last Name

Middle Initial

Home Address

Suite or Apt

RIVERSIDE

City

CA

State

Postal Code

Home:

Primary Phone

Home:

Alternate Phone

Email Address

City of Fullerton

Employer

Public Information Coordinator

Job Title

Business Address

Business Phone

Length of residence in City of Riverside

5 years

Are you a registered voter of the City of Riverside?

Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

*Eligibility requirements per City Charter Article VIII Section 805.

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You are welcome to provide a resume and/or letters of endorsement.

Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

I've recently purchased a home in the City of Riverside. Originally from South Texas, my service in the military brought me to Riverside, Ca. Now, I'd like to serve and give back to my community and make it the best possible place for our residents.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

I have eight years of experience working at the federal government (US Navy Public Affairs) and two years working for a North Orange County municipality.

EDUCATIONAL BACKGROUND:

Cal Baptist University - Communication Studies - Bachelor's Degree

OCCUPATIONAL EXPERIENCE:

Please see attached resume

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

CAPIO

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
COMMISSION ON DISABILITIES
BOARD OF ETHICS
HUMAN RELATIONS COMMISSION
HUMAN RESOURCES BOARD
BOARD OF LIBRARY TRUSTEES *
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Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?

Yes No

If "Yes", please state position:

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[Stephen_hale_resume_2018.pdf](#)

Upload a Resume

Additional document(s)

How did you learn about the Board and Commission vacancies?

Web Site

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No

STEPHEN HALE

Personal Relations and Communications Director

[REDACTED]
[REDACTED]
Los Angeles
[REDACTED]

SKILL SET AND EXPERTISE

Brand Development and Management
Campaign Strategy
Social Media Expert
Broadcast Director
Strong Broadcast and AP Style Writing
Expert Public Speaker
Anchor/Hosting
Media Relations/On-Air Talent
Press Releases
Digital Content
Producing
Interpersonal
Copy Writing
Adobe Suite
Production
Media Liaison
Crisis Communication
Advanced MS Office Suite
Natural Leader
Superior Verbal and Written Communications
Community Services

EDUCATION

Bachelor of Arts: **Communication Studies, 2014**
California Baptist University - Riverside, Ca

REFERENCES

Michael Lantron - **Chief Petty Officer, USN**
Mike O'Kelley - **Director of Administrative Services, City of Fullerton**

Reference contact upon request

WORK HISTORY

12/2016 to Current

City of Fullerton - Public Information Coordinator

Develops and administers the public information program to provide comprehensive media coverage for City activities. Gathers information and composes press releases, publicity, announcements, articles, letters and position papers on City programs, policies and actions as well as for community events and activities. Responds to inquiries and requests for information from the media, governmental and other representatives and the public. Serves as the City's Public Information Officer at the scene of police and fire emergencies as needed. Coordinates and monitors placement of content on the City's web, intranet site and social media accounts. Maintains and updates media mailing lists. Assists City Council and department representatives in preparing public information materials for presentation and distribution as requested. Takes photographs and video tape recordings as needed for publication purposes and to document events. Monitors and coordinates the City's government cable channel and prepares public service messages for cable channel use. Attends a variety of meetings to include Council Meetings. Coordinates special publicity events and acts as a liaison for community relations activities. Administers film and photography permits for the City.

10/2008 to 10/2016

United States Navy - Mass Communication Specialist

TV and Podcast host with red carpet experience interviewing celebrities such as Brad Pitt, Angelina Jolie, Matthew McConaughey, Samuel L. Jackson, Kevin Hart, Terry Crews, Channing Tatum, Morris Chestnut, Bryce Harper and Andy Cohen at events such as the Oscars, the Grammy's, MLB All Star Weekend, ComicCon and more. Multi-Media Specialist, fluent in print, photo, video, social and graphic presentations. Established and maintained external communications calendar, and managed scheduled assignments. Orchestrated internal and external messaging, concurrent with branding at the local and national level. Lead Production Supervisor of west-coast News Team for the Defense Media Activity. Served as the primary point of contact for incoming media calls, including requests for meetings and interviews with company executives and experts.

Application Form

Profile

Office Use Only:

Ward 1

Which Boards would you like to apply for?

Charter Review Committee : Submitted

Ms./Mr.

Mr.

Jason
First Name

Middle Initial

Hunter
Last Name

[Redacted]
Home Address

Suite or Apt

Riverside
City

CA
State

[Redacted]
Postal Code

Home [Redacted]
Primary Phone

Home:
Alternate Phone

[Redacted]
Email Address

self
Employer

Job Title

Business Address

Business Phone

Length of residence in City of Riverside

11 years

Are you a registered voter of the City of Riverside?

Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

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Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

To use my energy, skills and experience to give back to the community.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

I have probably read the Charter more times and attended more City meetings than anyone in the area over the past 10 years; and therefore understand the City's strengths and weaknesses. I think I can help flesh out what is needed from an elected Inspector General position based upon that experience, and also offer some options to the Council on where the Mayor's position should go, on top of anything else that the City may want to consider.

EDUCATIONAL BACKGROUND:

SB Engineering, MBA

OCCUPATIONAL EXPERIENCE:

Private/public business experience for 30+ years in engineering, finance, energy, and government operations.

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

Ag Rate Water Task Force Committee Neighbors of the Wood Streets Steering Committee Neighbors Better Together (NBT) Chairman

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
COMMISSION ON DISABILITIES
BOARD OF ETHICS
HUMAN RELATIONS COMMISSION
HUMAN RESOURCES BOARD
BOARD OF LIBRARY TRUSTEES *
METROPOLITAN MUSEUM BOARD
PARK AND RECREATION COMMISSION *
PLANNING COMMISSION *
BOARD OF PUBLIC UTILITIES *
TRANSPORTATION BOARD *

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Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?

Yes No

If "Yes", please state position:

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Upload a Resume

Additional document(s)

How did you learn about the Board and Commission vacancies?

Web Site

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No

Application Form

Profile

Office Use Only:

Ward 1

Which Boards would you like to apply for?

Charter Review Committee : Submitted

Ms./Mr.

Ms.

Deirdre

First Name

A

Middle Initial

Kirkwood

Last Name

Home Address

Suite or Apt

Riverside

City

CA

State

Postal Code

Home:

Primary Phone

Home:

Alternate Phone

Email Address

Kaiser Permanente

Employer

Registered Nurse

Job Title

Business Address

Business Phone

Length of residence in City of Riverside

47 years

Are you a registered voter of the City of Riverside?

Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

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Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

As a lifetime resident of the city, I feel an obligation to be a part of solutions to issues that exist or may arise. This would be a growth opportunity for me. Ethics, code of conduct, and compliance are extremely important in the work that I do everyday and I believe it will help me serve the residents of our city well.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

As a Registered Nurse I am entrusted with peoples lives and deeply personal information. It is imperative that I maintain confidentiality at all times. I know how important it is to address fraud, waste, abuse, and misconduct to preserve the integrity of an organization, a profession, and a city government. It is deeply important to me because integrity is all we have.

EDUCATIONAL BACKGROUND:

Associate Degree in Nursing from Riverside City College 1994, currently enrolled in Bachelor of Science in Nursing program.

OCCUPATIONAL EXPERIENCE:

Registered Nurse since 1995. Worked at Riverside Community Hospital, Parkview Community Hospital, and Kaiser Riverside. Experience includes adult ICU, hospice and neonatal ICU for past 19+ years.

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

I am a member of First United Methodist Church of Riverside, serving in nomination committee and church and society committee. Active in hunger ministry serving food at path of life ministries family shelter and bag lunches at the Presbyterian church. I am a monthly donor to RCCD Foundation to support three memorial scholarships and I am administrator of two of them.

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
COMMISSION ON DISABILITIES
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Yes No

If "Yes", please state position:

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Additional document(s)

How did you learn about the Board and Commission vacancies?

Referred by

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No

Application Form

Profile

Office Use Only:

Ward 1

Which Boards would you like to apply for?

Budget Engagement Commission: Submitted
Charter Review Committee : Submitted

Ms./Mr.

Ms.

Kori _____ Norsell _____
First Name Middle Initial Last Name

_____ Suite or Apt
Home Address

Riverside _____ CA _____
City State Postal Code

Mobile: _____ Home: _____
Primary Phone Alternate Phone

_____ Email Address

County of Riverside _____ Admin Services Supervisor _____
Employer Job Title

Business Address

Business Phone

Length of residence in City of Riverside

3 years

Are you a registered voter of the City of Riverside?

Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

*Eligibility requirements per City Charter Article VIII Section 805.

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Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

As of November, 2018 I will be officially retired from the County of Riverside after 29 1/2 years. I'm pursuing other interests and goals, one of which is volunteering my time to matters that concern me and the community I live in. I have a lot of governmental experience from which to fall back on.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

During my tenure with the County of Riverside, I worked on the budgets for both the Executive Office and Department of Information Technology.

EDUCATIONAL BACKGROUND:

Associate of Arts degree in Social Behavioral Science; Mt. San Jacinto Community College

OCCUPATIONAL EXPERIENCE:

As previously mentioned, worked for the County of Riverside for over 29 years. Prior to that, I worked for Vons Grocery Company for 15 years, in various job capacities.

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

None at the moment

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

Member of the "Friends of Mt. Rubidoux "

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
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Question applies to Budget Engagement Commission

Thank you for your interest in serving on the City's Budget Engagement Commission. These supplemental questions are mandatory and will help the City determine the appropriate appointment category (resident or business member), as well as screen for relevant experience.

Please fill out supplemental [form](#).

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Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?

Yes No

If “Yes”, please state position:

Members of boards and commissions are covered by Workers’ Compensation insurance while serving. If appointed, completion of a LiveScan background screening is required prior to commencement of service.

Please call the City Clerk’s Office at 826-5557 or visit RiversideCA.gov/city_clerk for more information. City Clerk’s Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

[Kori Norsell -
_Resume 2018_1_.pdf](#)

Upload a Resume

[Norsell Budget Engagement Commission Application Fillable.cleaned.pdf](#)

Additional document(s)

How did you learn about the Board and Commission vacancies?

- Web Site
- Social Media

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No



HIGHLIGHTS OF QUALIFICATIONS

- Twenty-nine plus years of experience with the County of Riverside performing diverse levels of administrative, budget and fiscal work, demonstrating a multitude of skills in a governmental environment
- Supervision and training of fiscal and office support staff, including preparation of performance evaluations
- Proven record of increased responsibility and dependability
- Excellent working relationship with fellow staff members, upper management and customers

OCTOBER 2012 TO NOVEMBER 2018 (RETIRED 11-09-18): ADMINISTRATIVE SERVICES SUPERVISOR – INFORMATION TECHNOLOGY

Assist Fiscal Manager in budget preparation and development of rates for customers; budget input to PeopleSoft budget module. Tracking of budget adjustments and preparation of appropriation transfers as needed. Monitor monthly expenditures, and revenue collections. Supervision of accounts payable, accounts receivable and payroll staff; including departmental approver of all payment vouchers and journals entries. Prepare miscellaneous fiscal reports as requested by management. Develop and draft departmental policies and procedures as needed.

JULY 2010 TO OCTOBER 2012: SENIOR DEVELOPMENT SPECIALIST – ECONOMIC DEVELOPMENT AGENCY (REDEVELOPMENT FROM JULY 2010 TO JULY 2011; PROJECT MANAGEMENT DIVISION FROM JULY 2011 - OCT. 2012)

Administrative work for Project Management Office, to include division budget revenue and expenditure tracking, approving division invoices, review of monthly project status reports, review of Form 11s for accuracy; including language, financial data, Supervisorial district, previous agendas, and any attachments, as well as correct formatting of documents. Develop and write (and/or revise) office policies and procedures as recommended, including updating applicable office forms and templates; uploading information to the intranet. Recommend staff reassignments as needed. Receive and process Stop Notices on capital and non-capital projects, as well as reviewing with legal counsel. Research, collect and disburse information on Public Records Act requests according to Government Code (6250). Supervise Administrative staff.

REDEVELOPMENT (RDA)

Preparation of Annual Budget Report which includes a brief summary (description) and status of each active project, estimated project cost, reconciliation of annual expenditures for each project, as well as estimated completion date. Update quarterly cash flows with current quarter and year-to-date expenditures for each project area, (a total five) and sub-areas, meeting with regional managers for quarterly projections. Researched and evaluated effects of newly incorporated cities (Eastvale, Jurupa Valley) in regards to tax increment changes. Prepared scope of work and consulting agreements for external vendors. Researched and complied all of the Redevelopment Agency's By-laws. Worked in conjunction with GIS staff in updating project area and sub-area map boundaries in accordance with newly adopted sub-areas, and Supervisorial redistricting maps (per 2010 Census) changes. Compiled project(s) data for "20-Year Retrospect Report" (all projects for RDA from 1990 to 2010). Prepared and filed the Annual Rehab report to the State Controller's Office; filed annual Continuing Disclosure report to the Municipal Securities Rule Making Board (electronically).

MAR 2006 TO JULY 2010: ADMIN SERVICES ANALYST II (EXECUTIVE OFFICE)

Assist with revenue and expenditure projections for Executive Office budget, including preparation of budget for input. Oversee departmental budgets for 66 County Service Areas (CSA). Prepare monthly report to Board of Supervisors and other County departments for Developer Agreement (DA), Developer Mitigation (DM) and Development Impact Fees (DIF); which includes Board committed funding of projects, available balances in related funds, and reconciliation of incoming revenues and outgoing expenses. In addition to reports, monitoring of existing and newly approved DIF projects to funding sources and controlling expenditures to committed total costs. Analyst for the Inland Empire Tobacco Authority and Corporation, receive monthly statements from trustee and code appropriately. Assist external auditors in preparation of Annual Financial Statements, and consultants with Annual Disclosure Report. Review and reconcile general ledger transactions for revenue and expenditure accounts. Provide assistance and support to departmental analysts and upper management as needed. In addition, all duties of Accounting Technician II position remain as is.

AUG 2001 to MAR 2006: ACCOUNTING TECHNICIAN II (EXECUTIVE OFFICE)

Supervise accounting section; to include payables, receivables, and payroll. Identify problems and errors for outstanding transactions and determine resolution. Monitor budget expenditures and revenues; recommend and prepare budget adjustments as needed. Organize and prepare reports as requested by staff. Interpret and implement new accounting procedures; working closely with Auditor-Controller for fiscal accuracy. Correspond with other county agencies regarding charges and billings; collect and evaluate data to prepare departmental reimbursements. Collect and report year-end financial data; prepare year-end documents and general ledger transactions as support. Interpretation of sub-fund activities, reclassifying fund balances, establishing or

inactivating funds, department IDs and accounts. Review and approve bi-weekly payroll; prepare salary and benefits admin reimbursements.

OCT 1998 TO AUG 2001: ACCOUNTING TECHNICIAN II (AUDITOR-CONTROLLER)

Receive and allocate Realignment revenue from the state to county agencies, transferred trust fund money to operating funds. Prepare quarterly and annual Local Health and Welfare Trust fund reports to the State Controller's Office. Received and allocated sales tax money for public safety (Prop. 172) to participating county agencies and cities. Received county non-discretionary revenue and monitored monthly projections for incoming revenue, and tabulated year to date totals. Collected and compiled information for reporting in the Comprehensive Annual Financial Report (CAFR) for inclusion in sections for the General Purpose Financial Statements and General Fixed Assets Account Group (GFAAG). Reviewed and reconciled capital outlay statements with capital projects included in GFAAG. Schedule printing jobs and arrange for CAFR to be printed, and assisted with cover page design. Assist in the Treasurer-Tax Collector quarterly cash count. Additional special projects as assigned by upper management.

APRIL 1995 TO OCTOBER 1998: ACCOUNTING TECHNICIAN I (AUDITOR-CONTROLLER)

Reconcile payroll trust funds for County Special Districts to include Social Security, Medicare and Health Insurance. In addition, reconcile County's direct deposit fund transactions to the general ledger accounts and Bank of America statements. Special payroll projects as assigned and administered by upper management. Allocation of monthly fines, fees and forfeitures as prescribed by legislative codes to proper state, county and city funds. Researched and interpreted state codes and laws for accurate distribution of court revenues. Compilation and submission of quarterly Judicial Council report for court revenues and expenditures. Assist with budget preparation process to include periodic analytical review of court revenue variances. Researched and assessed legislation mandating court's budget from county to state. Prepared and processed journal vouchers and payments vouchers. Work closely with auditor's court accountant to monitor court related budget issues, collections, and legislation. Provide technical assistance to other government agencies. Collected, prepared and reported year-end financial data transactions and supporting schedules.

APRIL 1991 TO APRIL 1995: SENIOR ACCOUNTING CLERK (AUDITOR-CONTROLLER)

Maintained fixed asset inventory for the County of Riverside to include recording all acquisitions, dispositions, and lease-funded purchases. Prepared and distributed annual fixed asset certification listing to all county departments. Reviewed purchase

orders for appropriate budgeted accounts and Board of Supervisors approved expenditures. Supervised, reviewed and assigned work for accounting staff.

MAY 1989 TO APRIL 1991: ACCOUNTING CLERK (AUDITOR-CONTROLLER)

Establish vendor codes for payments to county vendors. Maintained 1099-MISC transactions and issued 1099-MISC to county vendors. Reported and filed 1099 tax information to the Internal Revenue Service. Assist in development of 1099 procedures, reports and forms used. Audit payment vouchers to vendors and county personnel for appropriate expenditures per Executive Office and Board of Supervisor policies. Resolved problem documents in the county financial system. Prepared and posted manual warrants for payments to vendors.

EMPLOYMENT HISTORY

2012 to Present	Admin Svcs Supervisor	County of Riverside, RCIT
2010 to 2012	Sr. Dev Specialist	County of Riverside, EDA
2006 to 2010	Staff Analyst II/ASA II	County of Riverside; Executive Office
2001 to 2006	Accounting Technician II	County of Riverside; Executive Office
1998 to 2001	Accounting Technician II	County of Riverside; Auditor-Controller
1995 to 1998	Accounting Technician I	County of Riverside; Auditor-Controller
1991 to 1995	Senior Accounting Clerk	County of Riverside; Auditor-Controller
1989 to 1991	Accounting Clerk	County of Riverside; Auditor-Controller

COMPUTER SKILLS/SOFTWARE APPLICATIONS

PeopleSoft Financials, HRMS and BASE; Data Warehouse, Simpler Systems (Financial Reporting); Microsoft Office 2010; advanced Internet skills.

EDUCATION

Associate of Arts degree in Social Behavioral Science; Mt. San Jacinto Community College
Honors High School Graduate, Norco Senior High, Norco CA

VOLUNTEER WORK

April 2019 to March 2020* Riverside Community Hospital
Medical Intensive Care Unit
Cardiovascular Unit
Employee Health

*Terminated due to COVID-19



BUDGET ENGAGEMENT COMMISSION SUPPLEMENTAL APPLICATION

Date Received,
For Official Use Only

LAST NAME

FIRST NAME

MIDDLE INITIAL

Thank you for your interest in serving on the City's Budget Engagement Commission. This supplemental application is mandatory, and will help the City determine the appropriate appointment category (resident or business member), as well as screen for relevant experience.

STATEMENT OF INTEREST

1. Why do you wish to serve on the Budget Engagement Commission?

APPOINTMENT CATEGORY

1. Do you currently own, operate or serve in a management capacity in a Riverside-based for-profit or non-profit business? Check all that apply.

I currently **own** a Riverside-based for-profit or non-profit business (specify name, type, address, number of employees and ownership percentage):

I currently **operate** a Riverside-based for-profit or non-profit business (specify name, type, address, number of employees and your position):

- I currently **serve in a management capacity** in a Riverside-based for-profit or non-profit business (specify name, type, address, number of employees and your position):

- I DO NOT currently **own, operate or serve in a management capacity** in a Riverside-based business.

RELEVANT EDUCATION AND/OR EXPERIENCE

1. Do you have formal college, graduate or post-graduate degree in Finance, Accounting, Public Administration, Public Policy, Business Administration or related field?

- Yes (provide details below):**

Bachelor's Degree:

College or University _____
Field of Study _____
Year of Graduation _____

Master's Degree:

College or University _____
Field of Study _____
Year of Graduation _____

Post-Graduate Degree (e.g. PhD):

College or University _____
Field of Study _____
Year of Graduation _____

- No**

2. Describe your experience with or knowledge of local government finance:
(Attach additional pages as needed.)

Thank you for your interest in serving on the Budget Engagement Commission
City Clerk's Office - City Hall 3900 Main Street, 7th floor Riverside, CA - RiversideCA.gov/City_Clerk

Application Form

Profile

Office Use Only:

Ward 1

Which Boards would you like to apply for?

Airport Commission: Submitted
 Community Police Review Commission: Submitted
 Board of Ethics: Submitted
 Human Relations Commission: Submitted
 Human Resources Board: Submitted
 Park and Recreation Commission: Submitted
 Planning Commission: Submitted
 Board of Public Utilities: Submitted
 Transportation Board: Submitted
 Charter Review Committee : Submitted

Ms./Mr.

Mr.

Keith

First Name

P.

Middle Initial

Sklarsky

Last Name

[Redacted]

Home Address

Suite or Apt

Riverside

City

CA

State

[Redacted]

Postal Code

Home: [Redacted]

Primary Phone

Home: [Redacted]

Alternate Phone

[Redacted]

Email Address

Employer

Job Title

Business Address

Business Phone

Length of residence in City of Riverside

Since 2017

Are you a registered voter of the City of Riverside?

Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

EDUCATIONAL BACKGROUND:

OCCUPATIONAL EXPERIENCE:

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
COMMISSION ON DISABILITIES
BOARD OF ETHICS
HUMAN RELATIONS COMMISSION
HUMAN RESOURCES BOARD
BOARD OF LIBRARY TRUSTEES *
METROPOLITAN MUSEUM BOARD
PARK AND RECREATION COMMISSION *
PLANNING COMMISSION *
BOARD OF PUBLIC UTILITIES *
TRANSPORTATION BOARD *

*A Statement of Economic Interests is required. Any information listed on this application is a matter of public record and will be disclosed upon request.

Under existing California law, a member of a board or commission may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member's immediate family, or any of his or her financial interests. There is also a special category of conflicts of interest which strictly forbids members and/or their employers from having financial interests in city contracts. Careful consideration should be given to this issue and applicants are encouraged to contact the City Clerk's Office if they have any questions.

Question applies to Community Police Review Commission

COMMUNITY POLICE REVIEW COMMISSION

CPRC applicants must undergo a limited background check by the Police Department prior to serving on the Commission due to the sensitivity and confidentiality of the materials you will review that have certain legal restrictions. The background check consists of completion of a Background Personal Information form, live scan fingerprint process through the FBI and Department of Justice, a local police records check, a records check of the National Crime Information Center (NCIC), and a DMV records check that includes vehicles registered to the applicant. The DMV records check relates to City liability issues since Commissioners occasionally give their personal vehicles to public outreach events. The background check takes approximately two weeks to complete.

Question applies to Community Police Review Commission

Have you ever been convicted of a felony or misdemeanor?

Yes No

Question applies to Community Police Review Commission

Do you have basic computer skills?

Yes No

Question applies to Human Relations Commission

HUMAN RELATIONS COMMISSION:

So far as is reasonably possible, the Human Relations Commission shall include representation in the fields of education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement, and labor. The diversity of the Commission is important to achieving its stated objective.

Please state your field of endeavor as it applies to the Human Relations Commission:

My management and real estate investing background both can apply to the Human Relations Commission

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Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?

Yes No

If “Yes”, please state position:

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[1 - Sklarsky Keith P..pdf](#)

Upload a Resume

Additional document(s)

How did you learn about the Board and Commission vacancies?

Referred by

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No



BOARDS AND COMMISSIONS

WARD: 1 Voter Registration: Yes
 Interviewed: _____
 Term Dates: _____
 Reactivated: _____

RECEIVED

JUL 03 2018

City of Riverside
City Clerk's Office

Date Received, For Official Use Only

BOARD(S) OR COMMISSION(S) APPLYING FOR:

Board of
Public Utilities

Community Police Review, Board of Ethics #11, Human Relations, Parks and Rec, Planning, Transportation

Mr. SKLARSKY KEITH P
 Ms. _____
 LAST NAME FIRST NAME M.I.

HOME ADDRESS ZIP PHONE

UPS Senior Account Manager _____
 EMPLOYER JOB TITLE E-MAIL ADDRESS

1001 Main St NA _____
 BUSINESS ADDRESS ZIP BUSINESS PHONE

LENGTH OF RESIDENCE IN CITY OF RIVERSIDE _____ YEARS <u>6</u> MONTHS	*ARE YOU A REGISTERED VOTER OF THE CITY OF RIVERSIDE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	*HAVE YOU EVER BEEN CONVICTED OF A CRIME OF MORAL TURPITUDE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	DO YOU HAVE ADEQUATE TIME TO SERVE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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*Eligibility requirement per City Charter Section 805.
 Applications may be screened on the basis of information submitted with this form.
 You are welcome to provide a resume and/or letters of endorsement.

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION: I want to have the opportunity to have a positive impact on my community. I want to make sure the future of the city is a stable and a better place.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST: I have a degree in Political Science and serve on the Congressional Awareness Committee at my job. I have experience in leading a team, budgets, and negotiations

EDUCATIONAL BACKGROUND: I graduated from California Baptist University and attended Riverside's Notre Dame High School.

OCCUPATIONAL EXPERIENCE: As a Senior Account Manager I handled sales in a customer base in Los Angeles.

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

- COMMISSION ON AGING
- AIRPORT COMMISSION*
- BUDGET ENGAGEMENT COMMISSION
- COMMUNITY POLICE REVIEW COMMISSION
- CULTURAL HERITAGE BOARD*
- COMMISSION ON DISABILITIES
- BOARD OF ETHICS
- HUMAN RELATIONS COMMISSION
- HUMAN RESOURCES BOARD
- BOARD OF LIBRARY TRUSTEES*
- METROPOLITAN MUSEUM BOARD
- PARK AND RECREATION COMMISSION*
- PLANNING COMMISSION*
- BOARD OF PUBLIC UTILITIES*
- TRANSPORTATION BOARD*

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BUDGET ENGAGEMENT COMMISSION:

If applying for the Budget Engagement Commission, please complete and return a supplemental application. The budget Engagement Commission consists of nine resident members and nine business members advising the Mayor and City Council on spending and policy priorities based on information received through quarterly financial and performance reports including revenues from transaction and use tax, work with City staff to maximize public engagement on municipal budgetary issues, and provide input on performance measures and reporting programs.

COMMUNITY POLICE REVIEW COMMISSION:

Have you ever been convicted of a felony or misdemeanor? Yes No
CPRC applicants must undergo a limited background check by the Police Department prior to serving on the Commission due to the sensitivity and confidentiality of the materials you will review that have certain legal restrictions. The background check consists of completion of a Background Personal Information form, live scan fingerprint process through the FBI and Department of Justice, a local police records check, a records check of the National Crime Information Center (NCIC), and a DMV records check that includes vehicles registered to the applicant. The DMV records check relates to City liability issues since Commissioners occasionally drive their personal vehicles to public outreach events. The background check takes approximately two weeks to complete.

CULTURAL HERITAGE BOARD / COMMISSION ON DISABILITIES:

If applying for membership on the Cultural Heritage Board or the Commission on Disabilities, please complete and return a supplemental application.

HUMAN RELATIONS COMMISSION:

So far as is reasonably possible, the Human Relations Commission shall include representation in the fields of education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement, and labor. The diversity of the Commission is important to achieving its stated objective.

Please state your field of endeavor as it applies to the Human Relations Commission: Business, ~~Real~~

COMMISSION ON AGING:

Members must be at least 55 years old and not be a paid representative of an elder service.

Are you age 55 or older?

Yes No

Are you a paid representative of an elder service?

Yes No

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Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body? Yes No

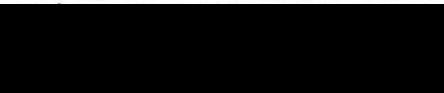
If "Yes", please state position: _____

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RETURN TO: City Clerk's Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

SIGNATURE



DATE: 7-1-18

THANK YOU FOR YOUR INTEREST IN THE CITY OF RIVERSIDE.

How did you learn about the Board and Commission vacancies? Referred by Mike Gardner

Newspaper Utility Bill Insert Web Site Social Media Other _____

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker? Yes No

The following information will be detached from your application and used for research and statistical purposes only.