

Application Form**Profile****Office Use Only:**☒ Ward 5**Which Boards would you like to apply for?**

Budget Engagement Commission: Submitted

Board of Public Utilities: Submitted

Ms./Mr.

Ms.

Nancy

First Name

E.

Middle Initial

Melendez

Last Name

Home Address

Suite or Apt

Riverside

City

CA

State

Postal Code

Home:

Primary Phone

Home:

Alternate Phone

Email Address

Retired

Employer

Job Title

Business Address**Business Phone****Length of residence in City of Riverside****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 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](#).

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:

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

[5 - Melendez Nancy E..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 A

WARD: 5 Voter Registration: yes
Interviewed: _____
Term Dates: _____
Reactivated: _____
Business Ward: 1

RECEIVED

NOV 30 2016

City of Riverside
City Clerk's Office

Date Received, For Official Use Only

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

Budget Engagement Commission; Board of Public Utilities

<input type="checkbox"/> Mr.	Melendez	Nancy	E
<input checked="" type="checkbox"/> Ms.	LAST NAME	FIRST NAME	M.I.
	[REDACTED]	[REDACTED]	[REDACTED]
	HOME ADDRESS	ZIP	PHONE
	Retired		[REDACTED]
	EMPLOYER	JOB TITLE	E-MAIL ADDRESS
	BUSINESS ADDRESS	ZIP	BUSINESS PHONE

LENGTH OF RESIDENCE
IN CITY OF RIVERSIDE

61 YEARS MONTHS

*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 requirement per City Charter Section 805.

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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:

Serving on boards, commissions, non-profits, service groups etc. is a privilege and allows one to give back to the city, entity, or organization represented as well as work toward the common good. It is a part of the democratic process that I not only wholeheartedly support but also practice.

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

The Budget Engagement Commission is a newly formed commission as a result of the passage of Measure Z. I offer my skills in community engagement to the commission to aid in a transparent communication process of the commission's decisions.

EDUCATIONAL BACKGROUND:

Bachelor of Science Degree Consumer Sciences, Cal-Poly Pomona 1978

OCCUPATIONAL EXPERIENCE:

Executive Director, Keep Riverside Clean & Beautiful 2000-2007
Assistant Director, RCCD Foundation, 2007-2016

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

see attached

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

see attached

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

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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 the following:

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 purpose of the DMV records check is due to 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:

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

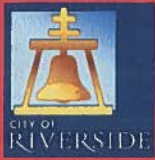
COMMISSION ON DISABILITIES:

If applying for membership on 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 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: _____



BUDGET ENGAGEMENT COMMISSION

SUPPLEMENTAL APPLICATION

Date Received,
For Official Use Only
RECEIVED

NOV 30 2016

City of Riverside
City Clerk's Office

Melendez

Nancy

E

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?

Riverside residents approval of Measure Z was a vote of confidence, trust and expectation of transparency. I would like to serve on the Budget Engagement Commission to ensure that residents confidence and trust is acknowledged and rewarded with a transparent, understandable communication process. Engagement in the processes and information shared will insure a successful implementation of Measure Z.

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):

Spanish Town Heritage Foundation, non-profit dedicated to historic, cultural preservation

Riverside, CA

0 employees

President

- ☐ 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.)

Executive Director, Keep Riverside Clean & Beautiful 2000-2007

Funded by the City of Riverside Public Works Department

Familiar with general budgeting of the City of Riverside

Assistant Director, RCCD Foundation 2007-2016

Responsible for maintaining Foundation budget through the RCC District and Foundation funds.

Provided Audit materials for Foundation's annual audit.

NANCY E. MELENDEZ

Riverside, CA

EXPERIENCE AND EMPLOYMENT

Riverside Community College District Foundation <i>Assistant Director</i>	2008 to 2016
Riverside Community College District Foundation <i>Campaign Manager</i>	2007 to 2008
Keep Riverside Clean and Beautiful, Riverside, CA <i>Executive Director</i>	2000 t o 2007
Melendez Insurance Agency, Riverside, CA <i>Owner/Agent</i>	1988 to 2000
From 1988 to 1994 served as Customer Service Representative/Office Manager/Agent	

EDUCATION

1978 California State Polytechnic University, Pomona • Graduated Summa Cum Laude • Phi Kappa Phi Honor Society • Bachelor of Science, Consumer Science	Pomona, CA
1973 Riverside City College • Alpha Gamma Sigma Honor Society • Brouse Scholarship Recipient • Associate of Arts Degree	Riverside, CA

ACTIVITIES AND AWARDS

2016	Mayoral Candidate, City of Riverside
.....2016	Dr. Carlos E. Cortez Award Championing Diversity & Inclusivity
2015.....	City of Riverside Human Relations Commission Hero Award
2014	Co-Founder Spanish Town Heritage Foundation, President
2013	Parkview Community Hospital Advisory Board
2012	Riverside Tamale Festival Steering Committee
2011	RCCD Leadership Academy Graduate
2009	La Sierra University Certificate of Philanthropy
2008	63rd CA Assembly District Women of Distinction, (1 of 63)
2008	Kiwanis Club of Riverside, Past President (member since 2002)
2008	YWCA Pacific Region Board member
2008	YWCA of Riverside County, Past President
2008	Library Board of Trustees, Past President
2008	Leadership Corona, Graduate
2007	RCCD Management Association, member
2007-09	Rebuilding Together Riverside, Past President
2007	Vocational Services Person of the Year, Riverside East Rotary
2006	Women Who Make A Difference Honoree, UCR Women's Resource

Center
2006 California Federation of Women's Clubs, Leadership Chair 06-08
2005 Riverside Housing Development Corporation, current board member
2005-06 Directors of Volunteers in Agencies, (DOVIA), Chair
2004 Celebracion de la Mujer, Community Award Recipient

2002 Leadership Riverside, Graduate
1983 Riverside Woman's Club, current member
1978-2004 GFWC California Juniors

- GFWC California Juniors is a non-profit, community service group. Served as local, district and area presidents and as State Director of Junior Clubs from 1996 to 1998 as well as serving on the national Board of Directors for the **General Federation of Women's Clubs** (GFWC). As Director of Junior Clubs for California supervised, motivated, and encouraged the community service work of 49 clubs and 1002 members statewide.

National Association of Female Executives
Wall of Tolerance, Montgomery, Alabama—Founding Member
Manchester Who's Who Registry of Executives & Professionals
Friends of the Library