



CITY HALL, 1572 RAILROAD AVENUE
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.cityofstheleena.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

Name: _____

Home Address:

Mailing Address: _____

Occupation: _____

Business Address: _____

Telephone: Home _____ Cell _____ Business _____

E-mail: _____

- Please indicate if above numbers can be made available to the public upon request: **Yes** **No**

Resident of St. Helena? **Yes** **No** Yes, how long have you lived in St. Helena? ____

Current occupation (within last 12 months) _____

Business interests in last 12 months: _____

Previous Committee/Commission Experience:

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Professional and/or community service activities:

Local government related experience:

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

Names, addresses, and phone numbers of three individuals familiar with your background:

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1572 Railroad Avenue
St. Helena, CA, 94574

COMMITTEE/BOARD OR COMMISSION POLICY

The City Council establishes the following policy clarifying the role of advisory committees, commissions, and boards with respect to their responsibilities.

- The purpose of creating an advisory committee/commission is to seek a broader perspective on certain issues, and to provide a forum for public participation.
- The committee/commission members should understand that they are to function in an advisory capacity to the City Council and management, and that the City Council reserves the right to use its own judgment in any matters which are brought before them for a decision.
- Your committee/commission is governed by ordinance or resolution in such a manner to insure efficient and democratic operation of its meetings and responsibility.

All committee/commission members should understand that their appointment is for a limited purpose and time, and that once the assigned time is completed they are excused from this appointment unless re-appointed in compliance with the applicable City ordinance or resolution.

PLANNING COMMISSION

The Planning Commission is a five member advisory board to the City Council on matters pertaining to planning. The Planning Commission reviews Subdivision Maps, Parcel Maps, Use Permits, Variances, and Design Review for consistency with the General Plan and Zoning Ordinance regulations.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Four years
- **Residency Requirement** - Must Reside in City Limits
- **Meets** - First and Third Tuesdays of each month at 6:00 p.m.

ACTIVE TRANSPORTATION AND SUSTAINABILITY COMMITTEE

The Active Transportation and Sustainability Committee is a five member advisory commission with two alternate members, and advises the City Council on matters pertaining to active transportation and matters pertaining to sustainability and the environment.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Two years
- **Residency Requirement** – Must Reside in City Limits
- **Meets** – First Wednesday of each month at 5:00 p.m. at City Hall

BOARD OF LIBRARY TRUSTEES

The Board of Library Trustees have the power to establish and enforce rules, regulations, and bylaws necessary for the administration and protection of the public library, subject to the approval and confirmation of the City Council.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Two years
- **Residency Requirement** - Need not be Residents of the City
- **Meets** - Second Wednesday of each month at 5:00 p.m. at the St. Helena Library

PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission is a five member advisory commission to the City Council on matters pertaining to parks and recreation.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Two years
- **Residency Requirement** - At least four Commissioners shall reside within the City Limits. One member may reside outside the City Limits but within the School District Boundary.
- **Meets** – Third Wednesday of each month at 4:30 p.m. at City Hall

MOSQUITO ABATEMENT DISTRICT BOARD

The Board's mission is to promote eliminating mosquito sources, yellowjacket control, tick outreach and rodent control.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Two years
- **Residency Requirement** - Need not be Residents of the City.
- **Meets** – Second Wednesday of each month at 7:00 p.m. at District Office

NAPA COUNTY ACTIVE TRANSPORTATION ADVISORY COMMITTEE

The Committee promotes and encourages safe bicycling and walking to further Napa County's goal of becoming a bicycle- and pedestrian-friendly county.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Two years
- **Residency Requirement** - Need not be Residents of the City.
- **Meets** – Third Wednesday of each month at 1:30 p.m. at the NCTPA Board Room, 625 Burnell Street