



CITY OF CAPITOLA
420 Capitola Avenue
Capitola, CA 95010
(831) 475-7300
FAX (831) 479-8879

APPLICATIONS FOR APPOINTMENT TO:
Capitola Historical Museum Board

NOTICE IS HEREBY GIVEN, that four (4) seats on the Capitola Historical Museum Board are up for reappointment/appointment in June of 2016. The term of Office shall be for three (3) years. Current members may submit a letter of intent to continue to serve, and others interested in applying to serve may do so at this time. The City Council is seeking applications from persons who are preferably Capitola residents, 18 years of age or older, with a general interest in local history and in becoming involved in local government. Duties of the board are specified in the attached Municipal Code Chapter 2.28. The board meets on the first Tuesday of each month in the Community Room located at 420 Capitola Avenue, Capitola, at 5:30 p.m. Specific questions regarding duties or other information regarding the Capitola Historical Museum Board can be directed to Frank Perry, Museum Curator, at (831) 464-0322 or by email at fperry@ci.capitola.ca.us, or you may contact Niels Kisling, Museum Board President, (831) 476-7532 or email at nkisling@pacbell.net.

Pursuant to the board's bylaws, applications for the Museum Board members will be received by the City and forwarded to the President of the Museum Board. Applicants will be interviewed by the President and Members of the Museum Board at their June 7, 2016, regular meeting. The President will forward the Board's recommendations for approval to the City Clerk and Mayor. An appointment to the Museum Board shall be made by the Mayor, subject to the approval of three (3) Council Members (one of whom can be the Mayor) at the Council's Regular Meeting to be held on Thursday, June 9, 2016.

Application Deadline: May 27, 2016

Applications may be obtained from the Receptionist at Capitola City Hall, 420 Capitola Avenue, or by calling (831) 475-7300 and requesting an application be sent to you. In addition, a notice with an application form is available in the foyer at City Hall, at the Capitola Branch Library, 2005 Wharf Road, and on the City's Website <http://www.cityofcapitola.org/> by clicking on "I Want To" and selecting "Serve on a City Board, Committee, or Commission".

I, Susan Sneddon, City Clerk of the City of Capitola, California, hereby certify that the above Notice was posted on May 5, 2016.

Dated: May 5, 2016

Susan Sneddon, City Clerk

Chapter 2.28 PUBLIC MUSEUM

Sections:

- 2.28.010 Museum.
- 2.28.015 Board.
- 2.28.020 Museum board of trustees.
- 2.28.030 Board – Duties.
- 2.28.040 Board – Meetings.
- 2.28.050 Board – Officers.
- 2.28.060 Entry fee.

* Prior ordinance history: Ord. 301.

2.28.010 Museum.

The city's public museum of natural and historical objects shall be administered as set forth in this chapter. (Ord. 735 (part), 1992)

2.28.015 Board.

The museum board of the city shall hereafter be established as set forth in this chapter. (Ord. 735 (part), 1992)

2.28.020 Museum board of trustees.

A. The museum board of trustees shall consist of seven members.

B. Members of the museum board of trustees shall be appointed by the mayor, subject to the approval of three city council members including the mayor.

C. Term of Office. Members of the museum board of trustees shall serve three-year terms. The terms of the museum board of trustees shall be staggered with three members serving a coextensive term and the other four members serving another coextensive term. Terms shall expire on the second Thursday of June in the year of term expiration.

D. Members of the museum board of trustees shall serve at the pleasure of the city council, and therefore may be removed from office, without cause, and at any time, by the affirmative vote of three city council members. Where a vacancy arises in the board membership prior to a term expiration, the mayor may appoint a person to fill that vacancy for the remainder of the unexpired term in accordance with this section.

E. The city council may, by resolution, establish a recruitment process for individuals who may wish to apply for appointment to the museum board of trustees. (Ord. 836 § 2, 2002)

2.28.030 Board – Duties.

The duties of the board are:

A. To advise the city council and the city manager on the following and related items: financial affairs of the museum; general museum administration; formulation of long term museum plans; formulation of written policies for acquisition by the city of museum objects; and steps that can be taken to bring about a better understanding and appreciation by the Capitola community of its history, architecture, culture, technology,

and its creative and natural environment through the promotion of the city's museum and allied projects;

B. To establish the ethical standards of the Capitola Historical Museum for collecting;

C. To monitor museum finances;

D. To serve as trustees of any trust formed to receive and disburse funds collected solely for museum purposes;

E. To prepare reports, if any, which are appropriate under Government Code Section 37557;

F. To accept donations of museum objects and receive museum objects on loan;

G. To recruit and supervise volunteers. (Ord. 735 (part), 1992)

2.28.040 Board – Meetings.

The board of trustees shall meet in accord with the Brown Act and the board's bylaws. (Ord. 735 (part), 1992)

2.28.050 Board – Officers.

The board shall elect a president, vice-president, secretary and treasurer. Officers shall serve one year and until successors are elected. In the absence of the president, the vice-president shall act as president pro tem. (Ord. 735 (part), 1992)

2.28.060 Entry fee.

Subject to the rules and regulations of the board, the museum shall be free to the inhabitants and nonresident taxpayers of the city. (Ord. 735 (part), 1992)



COVER SHEET

CITY of CAPITOLA

BOARDS AND COMMISSIONS APPLICATION

(for filing in City Clerk's Office)

Citizens are encouraged to serve on the various City Boards, Committees, and Commissions. Appointments are made at a public City Council meeting.

Application for:

- | | |
|--|--|
| <input type="checkbox"/> Art & Cultural Commission
<i>[Artist; Arts Professional; At Large Member]</i>
<u>Please underline category above.</u> | <input type="checkbox"/> Architectural & Site Committee
<i>[Architect; Landscape Architect; Historian]</i>
<u>Please underline category above.</u> |
| <input type="checkbox"/> Finance Advisory Committee
<i>[Business Representative; At Large Member]</i>
<u>Please underline category above.</u> | <input type="checkbox"/> Traffic & Parking Commission
<i>[Village Resident; Village Business Owner; At Large Member]</i>
<u>Please underline category above.</u> |
| <input type="checkbox"/> Historical Museum Board | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Library Advisory Committee | <input type="checkbox"/> Other Committee _____ |

Name: _____
Last *First*

Telephone: _____
Home *Business* *Cell*

E-mail Address: _____

Physical Address of Residence: _____

Mailing Address: _____

Are you a resident of the City of Capitola? Yes No



CITY of CAPITOLA

BOARDS AND COMMISSIONS APPLICATION

Application for:

- | | |
|--|--|
| <input type="checkbox"/> Art & Cultural Commission
<i>[Artist; Arts Professional; At Large Member]</i>
<u>Please underline category above.</u> | <input type="checkbox"/> Architectural & Site Committee
<i>[Architect; Landscape Architect; Historian]</i>
<u>Please underline category above.</u> |
| <input type="checkbox"/> Finance Advisory Committee
<i>[Business Representative; At Large Member]</i>
<u>Please underline category above.</u> | <input type="checkbox"/> Traffic & Parking Commission
<i>[Village Resident; Village Business Owner; At Large Member]</i>
<u>Please underline category above.</u> |
| <input type="checkbox"/> Historical Museum Board | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Library Advisory Committee | <input type="checkbox"/> Other Committee _____ |

Name: _____
Last *First*

Residential Neighborhood: _____

Occupation: _____

Describe your qualifications and interest in serving on this Board/Commission/Committee: _____

(Use additional paper, if necessary)

Please Note: Appointment to this position may require you to file a conflict of interest disclosure statement with the City Clerk. This information is a public record and these statements are available to the public on request.

_____ Date

_____ Signature of Applicant

Mail or Deliver Application to:
Capitola City Hall
Attn: City Clerk
420 Capitola Avenue, Capitola, CA 95010

All information contained in this page of the application is public data and will be made available for public review and copying for anyone requesting it, and may be posted on the website of the City of Capitola. All information in this page will be provided to the Capitola City Council in a public forum and will be reviewed in public. It will therefore be part of the public record.