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HUMAN RESOURCES

To: Gregg Mandsager, City Administrator
From: Stephanie Romagnoli, Human Resources Manager
Date: October 17, 2016
Re: Boards and Commissions Application Form

The Boards and Commissions nominating committee met on Wednesday, October 12, 2016. Part of the agenda was to finalize the application to be used for those applying to serve on a Board or Commission.

After review of the draft document, the committee created a final form, which is attached for the review of the City Council.

At this time, this committee is asking for City Council approval to adopt this form. If you have any questions or require additional information, please let me know.

**"I remember Muscatine for its sunsets. I have never seen any
on either side of the ocean that equaled them" — Mark Twain**

**CITY OF MUSCATINE
ADVISORY BOARD/COMMISSIONS/COMMITTEE
APPLICATION FORM INFORMATION**



Individuals serving on Boards/Commissions play an important role in advising the City Council on matters of interest to our community and its future. Applicants must reside in Muscatine. Information about Boards and Commissions is available at www.muscatineiowa.gov/87/Boards-Commissions.

After a vacancy has been announced, the nominating committee reviews all applications during the work session and makes recommendations to Council. The appointment is made at the next formal Council meeting. Appointees serve as unpaid volunteers with the exception of the Muscatine Power and Water Board. This form may be filled out manually, typewritten, or electronically and submitted by email, fax or mail.

POTENTIAL CONFLICTS OF INTEREST

Please identify any potential conflicts between membership on the advisory board and your personal interests, including financial interests and your duties to an employer.

In particular, if you are applying to be a member of a Board or Commission which makes recommendations to the City Council about the allocations of City funds please list any present affiliations you have with agencies that apply for funding from the City. "Affiliation" includes being a board member or employee of the agency. Other types of affiliations must be examined on a case by case basis by the City.

You should also know that Section 362.5 of the Code of Iowa Generally prohibits, with certain important exceptions, a member of a city Board or Commission from having an interest in a city contract. A copy of Section 362.5 is attached.

If you are uncertain whether a potential conflict of interest exists or have questions about Section 362.5 of the Code of Iowa, please contact the Human Resources office at 563-264-1550.

GENDER BALANCE

Effective January 1, 2012, Section 69.16A of the Iowa Code requires gender balance on those City Boards and Commissions required or governed by state law unless the City has made a good faith effort to appoint a qualified person for a period of three months. The Muscatine City Council has initiated the process of gender balance and has applied the process to all City Boards and Commissions. The city encourages any individual interested in serving on the board or commission to apply.

Misrepresentations on this application will constitute just cause for removal of an appointee. If you fail to answer all the questions, Council may not consider your application.

THIS APPLICATION IS A PUBLIC DOCUMENT WITH THE EXCEPTION OF THE LAST PAGE MARKED "CONFIDENTIAL." THIS APPLICATION WILL BE CONSIDERED FOR TWELVE MONTHS AND AUTOMATICALLY CONSIDERED FOR ANY VACANCY DURING THAT TIME.

Advisory Board/Commission/Committee Name _____ Term _____

Name _____ Address _____

Is your home address within the city limits of Muscatine? Yes ___ No ___

How long have you lived in Muscatine? _____ Gender: Male ___ Female ___

Contact # _____ Email Address: _____

CONTRIBUTION AND/OR ACTIVITIES WHICH YOU FEEL QUALIFY YOU FOR THIS POSITION:

WHY ARE YOU INTERESTED IN SERVING ON A BOARD Or COMMISSION?

LIST POTENTIAL CONFLICTS OF INTEREST: See page 1 for information regarding Conflict of Interest.

LIST ALL BUSINESSES IN WHICH YOU, OR YOUR SPOUSE/PARTNER, HAVE AN OWNERSHIP INTEREST
(For example, sole proprietor, partner, 5% or more of corporation's stockholdings).

NOTE: A new form must be completed if the above information changes or an ownership interest is acquired in an additional business.

If you are not selected, do you want to be notified? Yes ___ No ___

If you are not selected for this Board or Commission would you like to be considered for another?
Yes ___ No ___

Do you currently serve on another board or commission? Yes ___ No ___
(If yes, please indicate which board would be your first preference.) _____

Have you served previously for the City of Muscatine or elsewhere? Yes ___ No ___
Please Describe: _____

Applicant's Signature _____ Date: _____

Misrepresentations on this application will constitute just cause for removal of an appointee. If you fail to answer all the questions, Nominations Committee may not consider your application.

Confidential

To be viewed by Nominating Committee and limited staff at Committee discretion.

Advisory Board/Commission/Committee Name: _____

Applicants Name: _____

Have you been convicted of a crime other than a simple traffic misdemeanor in the last ten (10) years?

(Conviction will not necessarily disqualify an applicant from appointment)

YES _____ NO _____

If yes, please explain and include the type of offense and the place and date of conviction.

Will this conviction or the circumstances leading to the conviction affect your ability to perform the duties of a member of the Board or Commission?

Yes _____ No _____ Not Applicable _____

Applicant Signature _____ Date _____

**Please complete all fields, print and return to Administrative Secretary,
Fran Donelson at City Hall or email to fdonelson@muscatineiowa.gov**

362.5 INTEREST IN PUBLIC CONTRACT PROHIBITED --

EXCEPTIONS.

When used in this section, "contract" means any claim, account, or demand against or agreement with a city, express or implied.

A city officer or employee shall not have an interest, direct or indirect, in any contract or job of work or material or the profits thereof or services to be furnished or performed for the officer's or employee's city. A contract entered into in violation of this section is void. The provisions of this section do not apply to:

1. The payment of lawful compensation of a city officer or employee holding more than one city office or position, the holding of which is not incompatible with another public office or is not prohibited by law.

2. The designation of a bank or trust company as a depository, paying agent, or for investment of funds.

3. An employee of a bank or trust company, who serves as treasurer of a city.

4. Contracts made by a city, upon competitive bid in writing, publicly invited and opened.

5. Contracts in which a city officer or employee has an interest solely by reason of employment, or a stock interest of the kind described in subsection 9, or both, if the contracts are made by competitive bid in writing, publicly invited and opened, or if the remuneration of employment will not be directly affected as a result of the contract and the duties of employment do not directly involve the procurement or preparation of any part of the contract. The competitive bid qualification of this subsection does not apply to a contract for professional services not customarily awarded by competitive bid.

6. The designation of an official newspaper.

7. A contract in which a city officer or employee has an interest if the contract was made before the time the officer or employee was elected or appointed, but the contract may not be renewed.

8. Contracts with volunteer fire fighters or civil defense volunteers.

9. A contract with a corporation in which a city officer or employee has an interest by reason of stockholdings when less than five percent of the outstanding stock of the corporation is owned or controlled directly or indirectly by the officer or employee or the spouse or immediate family of such officer or employee.

10. Contracts not otherwise permitted by this section, for the purchase of goods or services by a city having a population of more than two thousand five hundred, which benefit a city officer or employee, if the purchases benefiting that officer or employee do not exceed a cumulative total purchase price of one thousand five hundred dollars in a fiscal year.

11. Contracts not otherwise permitted by this section for the purchase of goods or services by a city having a population of two thousand five hundred or less, which benefit a city officer or employee, if the purchases benefiting that officer or employee do not exceed a cumulative total purchase price of two thousand five hundred dollars in a fiscal year.

12. Franchise agreements between a city and a utility and contracts entered into by a city for the provision of essential city utility services.

13. A contract that is a bond, note, or other obligation of the city and the contract is not acquired directly from the city, but is acquired in a transaction with a third party who may or may not be the original underwriter, purchaser, or obligee of the contract.