

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: February 7, 2008

TO: Board of Directors

FROM: General Manager

SUBJECT: Approval of Nomination of Rancho Simi Recreation and Park District Representative to Serve on the Selection Board to Interview and Nominate Applicants to Serve on the City of Simi Valley's Citizens Election Advisory Commission

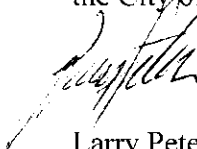
SUMMARY

The City of Simi Valley is forming a nine-member Selection Board which will interview and nominate applicants to serve on the Citizens' Election Advisory Commission ("CEAC"). Pursuant to City Ordinance, the CEAC will serve as an advisory body to the City Council on campaign and election issues. The attached letter from the City Manager provides a more thorough description of the duties of the CEAC, which will be comprised of three regular members and one alternate member.

The City is seeking assistance from local organizations in the formation of a nine member Selection Committee. Once formed, this Selection Committee will interview and nominate persons for the four available CEAC positions. Accordingly, the Board should consider nominating someone to serve on the Selection Committee.

BOARD ACTION REQUESTED

Approval of Nomination of Rancho Simi Recreation and Park District Representative to Serve on the City of Simi Valley's Citizens Election Advisory Commission



Larry Peterson
General Manager





CITY OF SIMI VALLEY

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January 10, 2008

TO ALL SERVICE CLUBS AND ORGANIZATIONS OF SIMI VALLEY

Dear Officers:

The City of Simi Valley is seeking the assistance of local service clubs and organizations in the selection of three regular members and one alternate member to the Citizens' Election Advisory Commission (CEAC).

Briefly, the CEAC is an advisory body to the City Council with the responsibility of reviewing candidate and committee financial campaign statements, assisting City staff in identifying any financial campaign disclosure inadequacies, working with City staff in preparing candidate orientation briefings, and assisting candidates with State and City election regulations.

To ensure that the members of the CEAC are selected fairly and impartially, a procedure has been established by City ordinance. A special nine-member Selection Board comprised of the Chairperson of each of the four Neighborhood Council Executive Boards and five members representing local service clubs and organizations will be formed to interview the applicants and nominate persons for the available CEAC positions. The City Council will make the formal appointments to the CEAC based upon these nominations. We wish to emphasize the important role of the Selection Board, whose duty it will be to select CEAC members who will be fair and impartial in their performance of a variety of important functions during the municipal election periods.

On behalf of the City Council, I would like to take this opportunity to solicit the participation of your organization in the election process by submitting the name of one of your members to be a representative on the Selection Board. The enclosed form is to be completed and returned to the City Clerk's Office by March 14, 2008. Each service club or organization member selected will serve a two-year term from the date of his or her random selection by the Mayor.

If this letter has not been directed to the appropriate person, it would be appreciated if you would forward this letter to that person or call the City Clerk's Office at the number indicated below so your name may be removed from the list.

Thank you for your consideration in this matter. If you should have any questions, please call Anne Morrow, Deputy Director/City Clerk at (805) 583-6720.

Sincerely,

Mike Sedell
City Manager

TO: City Clerk's Office
City of Simi Valley
2929 Tapo Canyon Road
Simi Valley, CA 93063

The following representative is interested in serving on the Selection Board to interview and nominate applicants to serve on the City of Simi Valley's Citizens' Election Advisory Commission (CEAC):

Name of Representative: _____

Home Address: _____

Name of Organization: _____

Address of Organization: _____

Telephone Number: (Home) _____ (Business) _____

Please return this form to the City Clerk's Office by mail or in person no later than, 5:00 p.m., March 14, 2008.

Thank you for your interest.

CITY CLERK'S OFFICE