

INVESTMENT OVERSIGHT COMMITTEE INSTRUCTIONS

Applicant:

Attached is an application for appointment to the City of Ukiah Investment Oversight Committee. Please review the application questions carefully, note the submittal deadline, and feel free to list answers to the questions on an additional sheet of paper. Incomplete applications could be basis for denial. Applications submitted after the submittal deadline will not be accepted.

The Investment Oversight Committee consists of five (5) members as follows: City Manager, Director of Finance, City Councilmember, the City Treasurer, and a public member who shall have governmental accounting experience and may not have been employed by the City of Ukiah at any time during the three years preceding the appointment date. Please contact the City Clerk at 707-463-6217 with any questions.

The Committee assists in the public review and understanding of the City's investment practices and serves to meet the goals of the "Prudent Investor" rule to which all local governments should follow in their financial transactions. The Committee considers recommendations from the investment advisor. The investment Oversight Committee is appointed by the Ukiah City Council for a two (2) year term and meets on an as needed basis.

Interviews will be held and appointments considered at a regular City Council meeting scheduled in June.

City of Ukiah City Clerks Office

Enclosures

CITY OF UKIAH
INVESTMENT OVERSIGHT COMMITTEE APPLICATION FOR APPOINTMENT

A. General Information

Full Name					Date		
Residence Address (Physical Address, not PO)							
Mailing Address (if different from above)							
Home Phone				Work Phone			
Email				Cell Phone			
Employer							
Business Address							
Job Title/Position				Employed Since			
How long have you resided in:	Ukiah?		Mendocino County?		California?		
Please list community groups or organizations you are affiliated with and list any offices held.							

B. Please answer the following on a separate sheet(s) of paper and attach.

1. Why are you applying to serve the City of Ukiah in this capacity?
2. What experience do you have that qualifies you to carry out the duties and responsibilities as a member of the Investment Oversight Committee?
3. Do you currently conduct any business with the City as a vendor, supplier, or independent contractor?
4. Please be specific in describing your experience in the management of a multifaceted investment portfolio.
5. How extensive is your experience relating to municipal investing? Are you familiar with the State requirements associated with local government investments?
6. Describe any previous experience you have had with municipal government finances.
7. What types of internal controls would you recommend for the City's investment committee?
8. Why should the City Council appoint you to this position?

Signature of Applicant

Date

Thank you for your interest in serving your community and the City of Ukiah.

Please return this application and attachments to the City Clerk's office by **Thursday June 3, 2008, at 5:00 pm** to 300 Seminary Avenue, Ukiah, CA 95482. If you have any questions, please contact the City Clerk's office at (707) 463-6217.