



City of El Centro
1275 Main Street
El Centro, CA 92243
Telephone: (760) 337-4515

APPLICATION FOR APPOINTMENT TO CITIZENS' COMMISSIONS

(You may designate more than one interest if desired)

Building Board of Appeals _____

Board of Trustees-ECRMC _____

**Imp. Valley Housing
Authority Comm.** _____

Library Board _____

Personnel Appeals Board _____

Planning Commission _____

Community Services Commission _____

Date of application: _____

Commission applied for: _____

Name: _____
(first) (middle) (last)

Residence Address: _____ Residence Telephone: _____

Business Address: _____ Business Telephone: _____

Email Address: _____

Occupation: _____

How long have you been a resident of El Centro? _____

Educational Background: _____

Please list any special skills, civic or community involvement or memberships, interests, etc. (Use additional pages if you desire.)

Additional Comments (Use additional pages if you desire):

Please list three local references:
1. _____
2. _____
3. _____

UNLESS SPECIFICALLY REQUESTED, NO NEGATIVE NOTIFICATION WILL BE MADE, AS VACANCIES ON COMMISSIONS ARE NOT PREDICTABLE AND THE CITY COUNCIL WOULD LIKE TO BE ABLE TO KEEP YOUR APPLICATION ON FILE FOR CONSIDERATION IN THE FUTURE AS WELL.

Information concerning a particular commission is available from the City Clerk's office on request, telephone (760) 337-4515.

This application will be retained on file for reference for two (2) years as vacancies on specific commissions occur.

May we pass your name on to city committees and local civic groups as one who may be interested in working with them?

Yes _____ No _____

PLEASE NOTE: Any information appearing on this application will be of public record and your application may appear on

the City of El Centro website (internet). If you do not wish for your application to be placed on the website (internet), please notify the City Clerk's Office.

**CITY OF EL CENTRO
BOARDS AND COMMISSION OPENINGS**

The City of El Centro welcomes applications to fill present and future vacancies on the following Boards and Commissions. Please contact the City Clerk at (760) 337-4515 or you may download an application from the City's website.

Building Board of Appeals*

Five members.

The Board meets when needed to pass upon matters pertaining to building and fire codes. Members serve at the pleasure of the City Council.

Board of Trustees-ECRMC*

Seven members.

The Board meets on the 4th Tuesday of the month to review and take action on matters pertaining to ECRMC. (For the specific ordinance criteria and guidelines for appointment to this position, please contact the City Clerk.) Three year term.

Imp. Valley Housing Authority Comm.*

Three members.

The Commission meets on the 2nd Thursday of the month to review and take action on matters pertaining to the IVHA. Four year term.

Library Board*

Five members.

The Board meets on the 2nd Thursday of the month to review and take action on matters pertaining to the library. Three year term.

Personnel Appeals Board*

Five members.

The Board meets when needed to pass upon personnel matters pertaining to City of El Centro employees. Four year term.

Planning Commission*

Seven members.

The Commission meets on the 2nd Tuesday of the month to review and take action on certain planning applications and also makes recommendations to the City Council on matters pertaining to the General Plan and zoning. Four year term.

Community Services Commission*

Seven members.

The Commission meets on the 2nd Thursday of the month to advise the City Council regarding the administration of the parks and recreation

services, including the administration of the Community Center. Four year term.

***Required to file Statement of Economic Interest Form #700 and pursuant to AB1234 attend an Ethics Training course every two years.**

**CITY OF EL CENTRO
BOARD AND COMMISSION GUIDELINES**

- All appointments require formal action by the City Council ("Council"). Each Board and Commission has varying degrees of independence in conducting its affairs. For specific information regarding the responsibilities of a particular Board or Commission, please contact the City Clerk's office.
- Depending upon the ordinance provisions relating to the particular Board or Commission, a staff representative will be assigned by the City Manager to work with each Board or Commission to prepare agendas, keep minutes and provide assistance. The Council is to receive all notices of meetings, agendas and minutes.
- Continued absences will be the basis of replacement of any member (general rule is three unexcused absences within on year).
- Appropriate recognition will be made of services when a term is completed and a member leaves a Board or Commission.
- Application will be kept on file for two years. Applicants will be contacted to ensure their continued interest in serving on a board or commission before submittal to the Council for appointment.
- The guidelines may be waived or changed at the discretion of the Council.
- For further information contact the City Clerk's Office.

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