



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

APPLICATION FOR APPOINTMENT TO CITIZENS' BOARDS/COMMISSIONS

This application is a public document

Name: _____ Phone Number: _____

Residence Address: _____

Mailing Address (if different than above): _____

Contact Email: _____

Employer: _____ Position: _____

Business Address: _____ Business Phone: _____

Are you a resident of El Centro? Yes _____ No _____ If yes, how long? _____

Please indicate the Citizen Board/Commission that you are interested in serving on. If you are interested in more than one board/commission, please indicate your preferences in order (1st, 2nd, 3rd choice).

_____ **Building Board of Appeals** (No residency requirement)

_____ **Board of Trustees – ECRMC** (No residency requirement, qualifications criteria required)

_____ **Library and Community Services Board – Voting Member** (Must be registered voter of El Centro)

_____ **Library and Community Services Board – Non-Voting Member** (Must be register voter of El Centro)

_____ **Imperial Valley Housing Authority** (No residency requirement)

_____ **Personnel Appeals Board** (City resident)

_____ **Planning Commission** (City resident or live within sphere of influence)

Please note that resumes will not be accepted in lieu of this application. Information concerning a particular commission is available from the City Clerk's Office on request, telephone (760) 337-4515.

Education Background:

Please list any special skills, civic or community involvement or memberships, interests, past El Centro Citizen Commissions you have served on, etc: (Use additional pages, if you desire.)

Additional comments: (Use additional pages, if you desire)

Please list three local references:

1. _____
2. _____
3. _____

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. YOUR APPLICATION WILL BE RETAINED ON FILE FOR TWO (2) YEARS.

I am willing to fulfill all requirements of a Citizen Commissioner or Board Member.

- I am willing to file financial disclosure statement (Form 700) a public record, as required by the State and the City's Conflict of Interest Code.
- I am willing to attend/complete the required two hours of State mandated Ethics training every two years.
- I understand continued absences or failure to file a Statement of Economic Interest may be grounds for dismissal/automatic removal from office (Sec. 2-3, Code of the City of El Centro).

I hereby certify under penalty of disqualification and termination that I agree to all requirements mentioned above, and have provided correct and truthful information on this application.

Signature: _____ **Date:** _____

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.

Please return this application along with any supplemental sheets to the Office of the City Clerk, City Hall, 1275 Main Street, El Centro, CA 92243. Any questions, related to the application, please contact City Clerk's Office at 760-337-4515.

**CITY OF EL CENTRO
BOARDS AND COMMISSIONS**

The City of El Centro welcomes applications to fill present and future vacancies on the following Boards and Commissions. Please contact the City Clerk's Office at (760) 337-4515 to obtain an application 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 terms.

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 terms.

Library and Community Services Board

Five Members.

5-Members and 2-Non-Voting

The Board will meet monthly with meeting day and time to be determined. Board will review and take action on matters pertaining to the Library, administration of the parks and recreation services, including the administration of the Community Center. Members -Three year terms/Non-Voting Members – Two year terms.

Personnel Appeals Board

Five Members.

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

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 terms.

***Board Members or Commissioners may be required to file a Statement of Economic Interest Form #700 and pursuant to AB1234 must 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.
- Automatic removal of board or commission members may occur due to continued absences or failure to file a Statement of Economic Interest (Form 700). See Section 2-3, Code of the City of El Centro.
- 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.

PLEASE BE ADVISED THAT THE INFORMATION ON THIS FORM IS A PUBLIC RECORD SUBJECT TO DISCLOSURE UPON REQUEST UNDER THE CALIFORNIA PUBLIC RECORDS ACTION.