



CALIMESA *California*

CITY COMMISSIONER APPLICATION PACKET

Prepared by:

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"Preserving and enhancing the open space atmosphere and quality of life in Calimesa"



COMMISSION AND BOARD APPLICATION PACKET

INTRODUCTION

The City Council has established a number of Committees, Commissions and Boards to review City programs, projects and community issues. These groups provide greater community participation and input into local government and facilitate quality decisions by the City Council. This handbook, designed as an informational tool, has been prepared to inform the residents of Calimesa of the opportunities for citizen participation in local government through citizen advisory Committees. It includes basic information about the purpose, responsibilities, and qualifications for membership and how to apply for a City Commission, Committee or Board.

By serving on a City Advisory Committee, Commission or Board, you can participate in planning the future of Calimesa. Many of these Committees, Commissions or Boards are making recommendations that will greatly affect life in Calimesa. It is important that prospective members of our Commissions clearly understand the functions and responsibilities of membership before actively seeking appointment. A great deal of personal satisfaction may be received from public service, and the knowledge and experience gained will be invaluable.

Residents of Calimesa interested in serving on a Committee, Commission or Board should fill out the application included in this packet. Feel free to include a resume or other information you feel would help the City Council to decide which Committee could use your expertise. For further information or additional application forms, contact the City Clerk's Office, 908 Park Avenue or call (909) 795-9801.

The City Council also encourages your participation and involvement at City Council meetings. The City Council meets on the first and third Mondays at 6:00 p.m., in the Norton Younglove Multipurpose/Senior Center, 908 Park Avenue.

We look forward to working with you to build a better Calimesa.

COMMITTEES, COMMISSIONS AND BOARDS

Planning Commission

The Planning Commission is created in accordance with the provisions of the State Planning Act, and consists of five members, appointed by the City Council, to serve four (4) year terms. The purpose of this Commission is to make recommendations to the City Council concerning land use, building and subdivisions, and handles matters that affect the growth and development of Calimesa. Completion of a Statement of Economic Interest is required by the FPPC. The Commission meets on the second and fourth Monday of the month at 6:30 p.m. (Ord 92-11)

Parks, Trails & Community Services Commission

The Community Services Commission consists of five members, appointed by the City Council, to serve four (4) year terms. The purpose of the Commission is to recommend policies and procedures to the operation, development, improvement and maintenance of parks, trails, recreation facilities and park and recreation programs within the City (for additional responsibilities, see Ord 187). The Commission meets the first Wednesday of the month at 4:30 p.m., and also acts as the **Historic Preservation Commission**. The Historic Preservation Commission meets on an “as needed” basis (Ord 93-4)

Library Commission

The Library Commission consists of five members appointed by the City Council to serve a four-year term. The purpose of the Commission shall recommend policies and procedures to the City Council for the administration, operation, development and improvement of library facilities and programs within the City; Recommend policies and procedures to the City Council for the acquisition, location and function of libraries within the City; Assist staff in drafting and submitting an annual budget for library activities and supplies, including a long range capital improvement program, methods of financing operations and acquisitions; Review all joint use agreements for library facilities with school districts and other governmental agencies and report the results of such reviews with recommendations to the City Council; Review and recommend to the City Council the development of open space and public facilities elements of the City’s general plan and any amendments thereto; Review and recommend to the City Council policies for library facilities or mitigation for proposed land divisions within the City; and Perform such other duties and undertake such studies as may be directed by the City Council. The Commission meets on the first Tuesday of each month, 4:30 p.m. (Ord. 99-1 & Ord. 99-7)

Mobile Home Rent Stabilization Board

The Mobile Home Rent Stabilization Commission consists of five members and two alternates appointed by the Mayor with the consent of City Council. One member shall be a resident of a mobile home park within the City of Calimesa appointed for a term of two years. One member shall be an owner of a mobile home park within the City of Calimesa, or an agent or representative of such an owner authorized to act on his or her behalf in connection with matters relating to tenancy within the park appointed for a term of two years. One member shall be a citizen at large for a term of one year. One member shall be a citizen at large for a term of two years. One member shall be a citizen at large for a term of three years. One alternate member shall be a resident of a mobile home park within the City of Calimesa appointed for a term of two years. One alternate shall be an owner of a mobile home park within the City of Calimesa. The Commission shall meet from time to time as requested by the Mayor, the City Council, the City Manager or upon the filing of a petition with the City Clerk. All meetings of the Board shall be open to the public. Examine any rental agreement submitted to the Board by any party to the rental agreement for the purpose of determining whether the space is subject to rent control under this chapter when reviewing a petition for a rent adjustment. Receive, investigate, conduct hearings on and approve, conditionally approve or disapprove petitions for, or protests against, adjustments of rents in mobile home parks. Conduct studies, surveys, investigations and public hearings and obtain information as may be necessary to carry out its duties. Subject to the approval of the City Council, to adopt, promulgate, amend and rescind such administrative rules and regulations as the Board finds reasonable and necessary for the conduct of its affairs and to implement and administer the provisions of the Ordinance. Except where such rules are in direct conflict herewith, the Board shall be subject to the regulations and standards of conduct for City Commissioners, Committee Members and Board Members as established and amended from time to time by resolution of the City Council. Keep records of its proceedings, which shall be submitted to the City Council and open for inspection by the public. To perform such other duties as may be delegated to the Board by the City Council. (Ord. 93-17, Eff. 10/20/93; Ord. 94-9, Eff. 05/16/94; Ord. 96-1, Eff. 3/6/96; Ord. 187, Eff. 7/18/01). The Board meets on an “as needed” basis.

COMMITTEES, COMMISSIONS AND BOARD GUIDELINES

1. All appointments and replacements require formal action of the Council. Every Committee, Commission and Board shall serve in an advisory capacity to the City Council.
2. Unless otherwise stated by Council, each Council Member shall appoint one Commissioner and Board member for a period of four (4) years. Each Commissioner and Board member shall serve for the term of the appointing Council Member.
3. A newly formed Committee, Commission or Board will be convened by the City staff representative and each Committee, Commission or Board will elect a chairperson and vice-chairperson.
4. The size of the Committees may vary from 5 to 20 members and is set for each Committee by the City Council.
5. No person should serve on more than one Committee, Commission or Board at any one time. However, individuals with special qualifications may be asked to serve on an additional Committee, Commission or Board.
6. A City staff representative will be assigned by the City Manager to work with each Committee to prepare agendas, keep minutes and furnish assistance. The City Council is to receive all notices of meetings, agendas and minutes.
7. Names to be considered for appointment will be submitted to the Council by the City Clerk.
8. Persons in the community wanting to serve on a City of Calimesa Committee, Commission or Board shall submit their name, application and resume to the City Clerk (a standard application form is to be used). The City Clerk will annually publish a notice of the process and procedure to be followed by individuals wanting to serve the City.
9. Continued absences will be the basis of replacement of any member of a Committee, Commission or Board.
10. Appropriate recognition will be made of services when a term is completed and a member leaves a Committee.
11. An agenda will be posted at least 72 hours prior to each meeting. Each Commission or Board member, media representatives, and any other interested persons who so request, will be notified in advance of time and place of meeting.
12. The City Council may remove any member of any Committee, Commission or Board by majority vote of the Council.
13. City advisory Committees, Commissions or Boards will reflect, to the greatest extent possible, the community's geographic, ethnic, gender and age composition.
14. Each Commission Member shall reside within the City of Calimesa.
15. The guidelines may be waived or changed at the discretion of the Council.

For further information contact:

City Clerk's Office, 908 Park Avenue, Calimesa 92320, (909) 795-9801, Ext. 233

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CITIZEN SERVICE APPLICATION

APPOINTMENT TO A CITY COMMISSION OR BOARD

The Calimesa City Council is seeking citizens to serve on duly constituted City Commissions and Boards which have been established to assist and advise the City Council on specific matters for consideration which have been assigned to the respective Commission or Board. Please complete this application for appointment. The application should be typed or clearly printed and filed with the City Clerk.

All applicants must be residents of the City of Calimesa. Pursuant to the City's Conflict of Interest Code, please be advised that if an applicant is appointed to a Commission or Board, he or she must make available information as to any potential conflict of interest arising from their business/property and/or investments within the City of Calimesa by completing a Statement of Economic Interest Form 700.

I wish to apply for an appointment to the following Commission or Board:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work or Cell Phone: _____

Email: _____

Occupation: _____

Educational Background: _____

Requested below is information that will be used by the City Council, as a screening process to determine which applicants will be interviewed for membership on City commissions or boards.

I wish to be considered for an appointment to the above Commission or Board for the following reasons:

What do you consider to be three (3) major assets that would qualify you for selection to this Commission or Board?

(1)

(2)

(3)

Please identify specific problems facing the Commission or Board on which you would like to serve and explain how you feel they might be resolved:

Your application will be considered by the City Council, provided a vacancy exists on the commission or board to which you have applied. Applications are kept on file for one year. **Please note:** Separate applications must be filed for each commission or board on which you would like to serve. Completed applications should be returned to the City Clerk's Office, 908 Park Avenue, Calimesa, California 92320, prior to any closing dates established.

I declare under penalty of perjury that the foregoing is true and correct:

Signature _____

Date: _____