

Council Advisory Groups

Handbook



City of Ventura Council Advisory Group Handbook

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INTRODUCTION

Community participation and input is highly valued by the San Buenaventura (Ventura) City Council. Elected officials and City staff cannot, by themselves, provide the time, energy, knowledge, and talent needed to keep Ventura the exceptional community that it is. To meet the needs for advice, skills, and public service, Ventura looks for participation from its diverse and experienced residents.

Membership on Council Advisory Groups (Boards, Commissions, and Committees) requires work and commitment, but is a rewarding experience. It offers a means of participating in community affairs, of helping to shape policy decisions, and of working with interesting people.

This handbook is part of an effort to make it as easy as possible for you to enjoy the experience of serving on a Council Advisory Group. This handbook has been prepared to:

- a. Give an overview of the City government structure.
- b. Describe the membership requirements, member roles and responsibilities, and organizational requirements of the Council Advisory Groups.
- c. Provide meeting guidelines for the operation of the Council Advisory Groups.
- d. Summarize the purpose of all the City boards, commissions, and committees.

Any questions regarding this information and requests for additional information should be directed to the City Clerk's Office or the staff liaison who provides support to your Council Advisory Group.

CITY GOVERNMENT STRUCTURE

The Ventura City Charter provides for the Council-Manager form of government. This is the most widely used form of government for cities in the United States. It is popular because it successfully brings together the combination of full-time professional staff in City administration with the finest talents the community has to offer in its locally elected and appointed officials. This form of government can be described as a partnership between elected officials, appointed staff, and community volunteers with each group having their own distinct roles and responsibilities.

City Council – The City Council is the government body for the City. The City Council sets overall policy for the community and hires a City Manager to carry out the policy. Major City Council functions include:

- a. Representing the City and all its residents.
- b. Appointing the City Manager and City Attorney.
- c. Adopting and amending City laws.
- d. Approving the annual budget.
- e. Approving City contracts and agreements.
- f. Establishing City policies and standards.

Councilmembers are not full-time City officials and do not manage the day-to-day activities of the City organization. This is done by the City Manager under the direction of the City Council. Members of the City Council are elected at large by the electorate on a non-partisan ballot. The seven Councilmembers serve overlapping four-year terms. As the governing body of the community, the City Council carries out its policy making at meetings held in the City Hall Council Chambers at 501 Poli Street, three Mondays every month commencing at 6:00 p.m.

Mayor – The City Council selects one of its members to be Mayor who serves as the City Council leader for a two-year term. The Mayor presides over the sessions of the City Council, enforces the rules of the City Council, and determines the order of business under the rules of the City Council. The Mayor has a vote just like other members and does not have the power of veto over actions of the City Council. The Mayor also acts as the official head of the City on public and ceremonial occasions.

City Manager and Staff – The City Charter establishes the office of City Manager. The City Manager is appointed by the City Council “without regard to political consideration and solely with reference to his/her executive and administrative qualifications.” The City Manager is the administrative head of the government and is responsible to the City Council for carrying out the functions placed in his/her charge. The City Manager’s duties include:

- a. Carrying out policies of the City Council.
- b. Managing the City departments and program activities.
- c. Recommending policy to the City Council.
- d. Recommending an annual budget to the City Council.
- e. Keeping the City Council apprised of the financial condition of the City.
- f. Enforcing City and State laws.

The City Manager is solely responsible for hiring, promoting, disciplining, and removing all department heads and employees (except for City Attorney) exempted from the personnel merit system. A key provision in the City Charter provides that “the City Council and its members shall deal with the City officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the City Council nor any Councilmember shall give orders to any such officer or employee, either publicly

or privately.” The City Manager takes policy direction from the City Council and is responsible for implementing that policy.

City Attorney – The City Charter also establishes the office of City Attorney. The City Attorney is appointed by the City Council and is the legal advisor of the City Council and all other City officials, departments, boards, commissions, and committees. In carrying out his/her responsibilities, the City Attorney:

- a. Provides legal opinions, orally and in writing, to the City Council, City Manager, and other City officials.
- b. Drafts or approves as to form all of the City’s ordinances, resolutions, and contracts.
- c. Is responsible for representing the City in all litigation to which the City is a party.
- d. Approves as to form all bonds given to or for the benefit of the City.
- e. Prosecutes violations of the Municipal Code.

Council Advisory Groups – Council Advisory Groups are created by the City Council to obtain increased public input and community participation in the determination of policies and programs. While all Council Advisory Groups serve as advisors to the City Council, some have decision-making authority over specified matters. The Council Advisory Groups that have some decision-making authority include the Cultural Affairs Commission, Design Review Committee, Historic Preservation Committee, Local (Construction) Appeals Board, Mobile Home Rent Review Board, Planning Commission, and Public Art Commission. Council Advisory Groups are the community’s volunteer branch of the City government.

Council Advisory Groups make recommendations to the City Council on matters within the group’s scope of responsibility. Each group’s responsibilities are established by law and are contained in the Municipal Code.

The City Council has established 11 Council Advisory Groups:

- Cultural Affairs Commission
- Design Review Committee
- Downtown Parking Advisory Committee
- Historic Preservation Committee
- Library Advisory Commission
- Local (Construction) Appeals Board
- Mobile Home Rent Review Board
- Parks and Recreation Commission
- Planning Commission
- Public Art Commission
- Tree Advisory Committee

The City Council also makes citizen appointments to the following independent governmental agencies:

- Housing Authority Board
- Ventura Port District Board

MEMBERSHIP

People interested in serving on a particular Council Advisory Group should complete an application and submit it to the City Clerk's Office. The application is available at the City Clerk's Office and at www.cityofventura.net. Applications are received throughout the year and are kept on file for 12 months. The applications are public records.

Recruitment - In December, the City Clerk's Office prepares a "Local Appointments List," which reflects the Council Advisory Group terms expiring the following calendar year as required by the Maddy Act (California State Law). This list is distributed to the City Council, City Manager, ex-officio members, Council Advisory Group staff liaisons, and news media. It is also posted on the City Hall Public Notices Board, on the City's web site, and is made available at the E.P. Foster and Avenue Library Reference Desks. Unscheduled vacancies are also posted at the time they occur. Upon notice of an unscheduled vacancy, the City Clerk's Office notifies the City Council, ex-officio members, and Council Advisory Group staff liaisons.

The City Clerk's Office will contact Council Advisory Group members whose terms are about to expire to determine if they are interested in being considered for appointment to another term. These members must also submit an application if they seek reappointment to a Council Advisory Group.

Qualifications - Generally, individuals appointed to City boards, commissions, and committees must ordinarily be residents of the corporate limits of the City when appointed and at all times while membership continues. However, requirements vary. Some Council Advisory Groups have special or additional membership requirements for particular backgrounds and do not require residency but do require owning, operating, or managing a business enterprise within the City. Specific qualifications are listed for each Council Advisory Group in this handbook.

Appointment - The Appointments Recommendation Committee is responsible for recommending individuals to the City Council to serve on a Council Advisory Group. The Appointments Recommendation Committee consists of two groups of three Councilmembers appointed by the Mayor for a term of one calendar year.

The Appointments Recommendation Committee reviews applications on file in the City Clerk's Office to fill term expirations and vacancies. The Committee may also interview those individuals best qualified to fill the positions. After the Committee completes its review process, a report containing recommendations is presented to the City Council. The City Council makes appointments based upon a majority vote. Council Advisory Group members serve at the will of the City Council. Individuals recommended for appointment will be invited to the City Council meeting by the chairperson of the Appointments Recommendation Committee. Those appointed will be formally introduced at the meeting.

The term of office of each appointee is for a period of four years unless filling a position with an unexpired term as a result of a resignation. Members whose term has expired and for whom a successor has not been appointed continue to serve until the appointment of their successors.

Members of boards, commissions, and committees are volunteers; and are not employees of the City and are not entitled to the benefits or employment rights bestowed to City employees.

Attendance Policies - Members are expected to attend all scheduled meetings and should make every effort to do so. The City Council wants the collective benefit of each member's participation and judgment on every issue.

Council Advisory Group members who cannot attend a meeting should contact the chairperson prior to the meeting. The Municipal Code provides: "Should a member fail to attend three consecutive meetings, unless excused for cause by the committee chairperson, that member's office is deemed vacant and the member's term is ended." Meetings canceled due to the lack of agenda items are not counted as absences.

Council Advisory Group members who are unable to continue their service for health, business, or personal reasons should submit a letter of resignation to the Mayor on behalf of the City Council and copy the City Clerk's Office.

Ex-Officio Members - Council Advisory Groups also have ex-officio members who serve by virtue of their office or position. The City Manager appoints City staff members to serve as ex-officio members of each board, commission, and committee appointed by the City Council. This allows the City staff members to participate in all meeting deliberations or actions. Ex-officio members do not have a vote.

ORGANIZATIONAL REQUIREMENTS

In January, all Council Advisory Groups elect a chairperson and vice-chairperson from its membership for a one-year term.

Every board, commission, and committee may adopt its own rules and regulations dealing with the conduct of business. Regular meeting times are established by resolution and may be amended from time to time.

Each Council Advisory Group may designate one of its members, or a subcommittee composed of less than a quorum to study, review, consider, or make recommendations concerning any matter within its purview.

ROLES AND RESPONSIBILITIES

To be selected as a member of a Council Advisory Group is an honor. It provides an opportunity for improving the community. Although the specific duties of each of City's boards, commissions, and committees vary widely with the purpose for which they are formed, there are certain roles and responsibilities that are common to all Council Advisory Group members. The following is a summary of the important roles and responsibilities of Council Advisory Group members to assist members to maximize their contributions to the City.

New Member Orientation – Whenever a new member joins a Council Advisory Group, a new team must be developed. An effective orientation program begins immediately following appointment and continues until the member comes up to speed. Early orientation of new members helps the Council Advisory Group keep up its momentum instead of marking time while the new member struggles to figure everything out alone. It also helps prevent misunderstandings, which may have long-lasting effects, and that all decisions are based on full-member knowledge.

If the new member is to be able to participate quickly and knowledgeably in decision-making, he/she needs to know such things as the following before attending the first meeting:

- a. How the group operates.
- b. What the group's responsibilities are.
- c. What the annual work plan is.
- d. What decisions the group faces immediately.
- e. What and why plans and actions have been formulated.
- f. Laws affecting the Council Advisory Group.
- g. Resources available.

An effective orientation program involves the combined efforts of the Council Advisory Group staff liaison, chairperson, and Council Advisory Group members.

Staff Liaison Role:

- a. Make contact as soon as possible and welcome members.
- b. Provide member a copy of this Handbook to review.
- c. Schedule a time to review the contents of the Handbook, ordinances, and resolutions regarding items a – g described above pertaining to the Council Advisory Group.
- d. Arrange a tour of the department and City facilities and introduce City staff members.
- e. Discuss the Council Advisory Group projects and goals, and pertinent departmental goals and objectives.
- f. Indicate date, time, and place of next meeting.
- g. Brief the new member of pending issues to come before the group at its next meeting to give the new member maximum time for needed background study.
- h. Provide minutes of recent meetings.

Chairperson Role:

- a. Contact new Council Advisory Group member immediately following appointment to extend a welcome to the group.
- b. Suggest a brief personal meeting promptly to get acquainted and to explain how the group operates.
- c. Encourage the new member's questions and participation with a willingness to take additional time to provide background on issues and actions, which started before his/her term began.
- d. As soon as possible, involve the new member on a subcommittee or a specific project.

Council Advisory Group Members' Role:

- a. Introduce yourself as soon as possible.
- b. Make the new member feel like a welcomed, respected participant.
- c. Avoid projecting an impression of "clubbiness" among existing members.
- d. Be willing to hear and consider new or alternate approaches to problems and proposed actions. Infusion of new thinking should be viewed as a valued new resource, not an opportunity for a put down by a senior board member.

Council Advisory Group Members' Basic Responsibilities -

- a. Do Your Homework - It is extremely important that Council Advisory Group members do their homework before each meeting. This involves thoroughly reviewing the agenda and administrative staff reports. It also may mean making on-site visits if the agenda issue involves a site or facility.

Members should also endeavor to maintain an objective attitude in their fact finding. Remember that there are always at least two sides to every issue. Some members do not do their homework and try to “wing” it or catch-up at the meeting. This ploy is obvious to colleagues and is considered bad manners.

- b. Be Representative of the Whole City - One of the difficult on-going dilemmas for a Council Advisory Group member deals with balanced representation. Should the member represent a specific group or the entire community? While the City Council may have appointed a member because that person represents a specific interest group, the City Council expects appointees to broaden their viewpoint. The question, “What is best for the entire community?” should take precedence over “What is best for a special interest group?”
- c. Be Careful to Represent the Council Advisory Group - Individual Council Advisory Group members should not represent their views or recommendations as those of the Council Advisory Group unless the majority of the group has officially voted to approve the recommendation. Members making recommendations or expressing views not approved by a majority of the Council Advisory Group should indicate that they are representing themselves as individuals and not the Council Advisory Group.

Public statements should contain no promises to the public that purport to be binding on the Council Advisory Group, City staff, or City Council. When making statements to the press, members should indicate if Council Advisory Group actions are recommendations and, if so, that final action will be taken by the City Council. Comments to the press and public should be factual.

- d. Be Conscious of the City Council Expectations - The City Council relies upon thorough, unbiased recommendations from its Council Advisory Groups. Do not embarrass the City Council with “politically popular but impractical” recommendations. Politics rightly belong to the City Council.

Do not get angry if your viewpoint is not adopted by the City Council. Your recommendation is one of several factors the City Council takes into consideration when making a decision. Remember they are directly accountable to the public.

- e. Become the “Eyes and Ears” of the City Council - As an influential member of the community, the Council Advisory Group member is in a unique position of serving as a liaison between the City and its citizens in helping to reconcile contradictory viewpoints and to build a consensus around common goals and objectives. The Council Advisory Group member serves as a communication link to the community, presenting City programs and recommendations, and also providing a channel for citizen expression. Council Advisory Group members should explain and promote policies established by the City Council.

If a member is not careful, this communication channel may break down such as when Council Advisory Group members substitute their own opinions for those of the general public. This is seldom malicious or even intentional, but is the result of too much talking and too little listening.

- f. Be Conscious of the Relationship with the City Council and City Staff - Supportive relationships with the City Council and City staff are basic for successful operation of any Council Advisory Group.

In contacting City staff on Council Advisory Group business, the proper channel is through the chairperson to the department director or his/her designated representative. The exception to this rule is in instances where a board, commission, or committee member requires some limited additional material or clarification on data being submitted.

City staff is required by the City Council to make individual recommendations, which may or may not agree with those of the Council Advisory Group. The City staff is required to fairly present and explain the staff recommendation and the Council Advisory Group’s recommendation, but will not defend them if in disagreement.

When appropriate, the chairperson or delegated representative should communicate in writing or be present at the City Council meeting to report on the Council Advisory Group recommendations. This is particularly true when the City staff recommendation is not in accord with the approved position of the Council Advisory Group on a given issue. What the City Council seeks is full and complete information including a range of options on a given issue.

- g. Disagreements - A Council Advisory Group or individual member may disagree with the City Council on any matter, but once the City Council

has established its position on a matter, the Council Advisory Group should not do anything contrary to the established policies and programs adopted by the City Council. If personal ethical problems arise, the resignation from the Council Advisory Group is the appropriate response.

- h. Establish a Good Working Relationship with Other Council Advisory Group Members - On many occasions, the success or failure of the efforts of Council Advisory Groups is largely dependent on the degree of cooperation among the individual members of the group. To help build a consensus around common goals and objectives, members will often have to first reconcile contradictory viewpoints and show a willingness to objectively consider the real issues.

Another way of developing this cooperation is for each member to ensure that meetings proceed in an orderly and constructive manner. The chairperson is primarily responsible for seeing that consideration of agenda items moves along without delay, but with reasonable time allocated to each item. Each member can assist the chairperson by becoming familiar with the basic rules of parliamentary procedure and by adequate preparation of any presentations made to the group.

Other important points that each member should consider in working with other members are:

1. Respect colleagues' viewpoints even though they may be opposite of yours.
2. Practice civility when discussing contentious matters.
3. Allow other members adequate time to present their views fully before making comments on their views.
4. Be open and honest at all times.
5. Recognize new Council Advisory Group members and see that they are made welcome.

- i. Understand the Role and Scope of Responsibility of the Council Advisory Group - One of the first responsibilities of a Council Advisory Group member is to be informed of the group's role and scope of responsibility. The role of the Council Advisory Group includes advising the City Council on specific City program areas and related policies. In addition, some boards, commissions, and committees have some decision-making responsibilities. An overview of the general roles is discussed below.

The role includes:

1. Expressing views on programs and policies within the Council Advisory Group's authorized scope of interest.
2. Focusing issues for the City Council by identifying pros, cons, alternatives, and possible actions.
3. Holding forums for members of the public to express their views on community issues within the Council Advisory Group's area of responsibility.
4. Serving the general interests of the City rather than specific interest groups or special program areas.
5. Putting self in the role of the City's general interest; balancing competing priorities and demand for resources.
6. Assuring consideration of community values and goals in the Council Advisory Group's scope of interest.
7. Completing the board, commission, or committee annual work plans.
8. Educating the public on the democratic process and subject matters within the Council Advisory Group's area of responsibility.

The education role is especially important and should not be discounted. For many residents, a Council Advisory Group meeting may be their first and only contact with City Hall. The Council Advisory Group's job is to not only deal with the issue but also represent the City and demonstrate how the democratic process works.

The role does not include:

1. Becoming involved in the administrative matters of the City departments. The City Charter specifies that the City Manager is responsible for the oversight of administration and operations.
2. Directing City staff to initiate programs or conduct studies.
3. Establishing departmental work programs (as opposed to Council Advisory Group) and determining departmental priorities. Work programs and priorities are established through the budget process and are managed by the City Manager.
4. Taking unilateral action as a City representative such as attempting to resolve a complaint. Resident complaints about City services or programs should be referred to City staff for assistance.
5. Serving as advocates for departmental budgets, programs, or policies.
6. Discussing or considering personnel matters dealing with hiring, transfers, terminations, or discipline of City employees.
7. Serving the specific interests of special groups at the expense of the overall interests of the City.

Staff Liaison Responsibilities – City staff provide professional support for several of the Council Advisory Groups. Effective Council Advisory Groups develop a partnership with the City staff based upon mutual understanding and acceptance of roles and responsibilities. Key staff liaison responsibilities include:

- a. Making sure agendas and reports are readily available for the public.
- b. Making sure the adequate room and equipment are available for the meeting.
- c. Being informed about the latest developments in their field such as changes in State law.
- d. Actively participating in meetings by providing background and expressing views to the Council Advisory Group on agenda items.
- e. Making a professional recommendation on every issue presented on the agenda.
- f. Alerting Council Advisory Group members of possible detrimental impacts from proposed actions.
- g. Interpreting City Council and administrative policies for the Council Advisory Group.

Chairperson Responsibilities - Council Advisory Groups can only take action at a meeting with a majority vote of the members.

The chairperson is the key to the effectiveness of this group process and can be likened to the team captain. The chairperson provides group direction and sets the tone for meetings. The chairperson presides over all Council Advisory Group meetings and has the authority to preserve order at the meetings. This includes removing any person from a meeting for disorderly conduct, enforcing the rules of the Council Advisory Group, and determining the order of business under the rules of the Council Advisory Group.

The chairperson must balance being strong enough to move the meeting along and democratic enough to involve all members in the meeting. To be effective the chairperson needs the support of the members. Trust is built by even-handedness and fairness to all the participants. It also means that a chairperson does not use the powers of the chairperson unfairly to win a point or argument.

The effective chairperson also:

- a. Prevents dominant Council Advisory Group members from having a disproportionate influence.
- b. Defends all members from public and colleague abuse.
- c. Solicits opinions, feelings, and positions from reticent members.
- d. Keeps new thoughts from being rejected prior to fair evaluation.
- e. Discourages blame-oriented statements.
- f. Keeps the discussion focused on the problem.

- g. Encourages the generation of alternative solutions.
- h. Delays evaluation and analysis of alternatives until all are on the table.
- i. Guides the process of screening alternatives and selecting the solution.
- j. Attempts to obtain consensus.
- k. Moves the meeting along and does not let the group drift off the subject at hand.

Absence of Chairperson - The vice-chairperson acts in the absence or disability of the chairperson. When the chairperson and vice-chairperson are absent from any meeting of the Council Advisory Group, the members present may choose another member to act as chairperson pro tem, and that person has the powers of the chairperson for the meeting.

Member Meeting Responsibilities - Members of Council Advisory Groups also have a responsibility for making sure the meeting runs smoothly. Member responsibilities include:

- a. Helping the chairperson move the meeting along.
- b. Obtaining recognition from the chairperson before speaking.
- c. Limiting remarks to the issue being considered.
- d. Asking clarifying questions if something is not understood.
- e. Respecting colleague's rights.
- f. Explaining the reasoning behind significant decisions.
- g. Raising concerns and objections at the meeting rather than after the meeting.

Working with the Public - One of the most important functions of a Council Advisory Group is to obtain increased public input and participation. The skillful board, commission, or committee is able to obtain public input by practicing positive encouragement measures. Here are some steps that will increase the public's willingness to participate:

- a. Recognize that some people are fearful or anxious at a meeting. It may be the first time a person has addressed a public group. The chairperson may try to calm and assure him/her.
- b. Show patience – imagine yourself addressing the Council Advisory Group.
- c. The chairperson should keep the audience informed of the process and procedures that are being followed.
- d. Before each item is considered, the chairperson should describe the item and the possible actions identified.
- e. Members should project a feeling of fairness, understanding, and graciousness as circumstances permit. Members should be considerate of all interests, attitudes, and differences of opinion.
- f. Members should take care to observe the appearance as well as the principle of impartiality.

- g. Members should go through the chairperson and try to avoid speaker-to-audience conversation. The purpose of hearing the public is usually to help the Council Advisory Group to act, not to engage in debate or argument with the public.
- h. Do not spend too much quality time on routine items such as correcting the minutes. This is especially important when an audience is present.
- i. Relations with the City Council should also be kept in mind in communicating with the public or the media. Board, commission, and committee members are considered by the public to be representatives of and spokespersons for the official City family. Because policy decisions are the sole responsibility of the City Council, it is inappropriate for Council Advisory Group members, as representatives of the City, to publicly criticize established City policies or Councilmembers. If personal ethical problems arise, resignation from the Council Advisory Group is the appropriate response. This does not in any way preclude a member's responsibility to advocate his/her position on a policy matter prior to the decision on an official policy.

Working with the Media - Members should be aware that any statements or opinions made to representatives of the media could be considered "on the record" by reporters. Such statements always should be made in consideration of the likelihood that they will be printed or broadcasted.

Participation in Political Activities - Local government elections in California are nonpartisan. City Council appointments to Council Advisory Groups are made without regard to political party affiliation. Acceptance of an appointment to a Council Advisory Group does not in any manner restrict citizen participation in political activities of an individual's choosing at any level of government be it local, state, or federal. However, members should not use their appointed role or title in the conduct of political activity.

Conflicts of Interests - The Political Reform Act of 1974 (Government Code Sections 81000, et seq.), which was approved by the voters of the State of California, is intended to prevent conflicts of interest by requiring public officials to disclose certain personal financial interests, which could foreseeably cause conflicts. In addition, a public official may be required to disqualify himself/herself from making, participating in, or attempting to influence any government decision which will affect any of his/her financial interests, not just those that are required to be disclosed. If you have any questions about a possible conflict of interest, the City Attorney's Office is available to assist you. The Fair Political Practices Commission (FPPC) Office is also available at their toll free telephone number (866-275-3772), via e-mail at <http://www.fppc.ca.gov/?id=18>, or at www.fppc.ca.gov, to answer questions regarding a conflict of interest, disclosure of certain personal financial interests, or when the law requires disqualification.

Prior to a meeting, you should review the agenda to evaluate potential financial conflicts of interest on actions to be taken. If you have a conflict of interest, you should not directly or indirectly influence City staff, Council Advisory Group members, the proceedings, or the vote. Probably the safest way to deal with this is to state the basis for your conflict of interest prior to debate on the issue, immediately after the chairperson announces the time for consideration. For example, "Mr. Chairperson, I have a conflict of interest on this item because...(state reason)... and I will not be participating in the deliberations." The minutes will reflect that you stated the conflict and did not participate in any way in the proceedings or the vote.

The penalties for violating the conflict of interest laws are serious and may include fines.

Disclosure Statements - Council Advisory Group members are required to file a Statement of Economic Interests, Form 700, and disclose reportable investments, interests in real property held, income received during the reporting period, and business positions. Statements of Economic Interests are public records. The forms are available in the City Clerk's Office.

Prior to attending the first meeting, a newly appointed Council Advisory Group member must file an "Assuming Office Statement" disclosing any investments or interests in real property held by the member on the date office is assumed as well as income received during the 12 months prior to the date the office was assumed. Council Advisory Group members are also required to complete annual statements prior to April 1 of each year.

A Council Advisory Group member will not be allowed to participate in meetings if his/her statements are not completed and filed with the City Clerk's Office, and failure to do so in a timely manner may be cause for termination of the position.

Ethics Laws – Council Advisory Group members commit to spending significant amounts of time in service to the City; and they also assume a responsibility to work for the betterment of the City. Ethics laws impose rules on the manner in which public officials conduct themselves.

The goal of ethics laws is to maximize the likelihood that the decisions of a public agency are made solely with the public's interests in mind. The laws frequently strive to avoid even the appearance of impropriety as well as actual improprieties. Ethics laws represent the minimum standards for the conduct of public officials.

State law requires local agency officials to attend ethics training. The basic requirement is two hours no later than one year from the date appointed and thereafter two hours at least once every two years. An on-line training program is available that will allow you to satisfy the requirements of Assembly Bill 1234

on a cost-free basis. The training may be accessed at the following links: <http://localethics.fppc.ca.gov> or <http://www.localethics.fppc.ca.gov>.

A Council Advisory Group member will not be allowed to participate in meetings if his/her certificate of participation has not been completed and filed in the City Clerk's Office, and failure to do so in a timely manner may be cause for termination of the position.

MEETING GUIDELINES

Quorum - A Council Advisory Group can only transact business when a quorum is present at the meeting. A majority of the members of the Council Advisory Group constitutes a quorum.

Group Size	Quorum
Five Members	Three
Seven Members	Four

If a quorum is not present, the meeting cannot be convened. If during the meeting a quorum is no longer present, the members present must adjourn the meeting. If no members are present, the ex-officio member may adjourn the meeting.

Ralph M. Brown Act (California State Law) - The Brown Act, described as one of the strongest open meeting laws in the United States, is designed to ensure that public meetings are conducted openly without restrictions on the right of the public to attend or to make comments. The salient purpose of the Brown Act is to protect the public's right to be informed. Provisions of the Brown Act open meeting law include:

- a. The Brown Act applies to all City boards, commissions, and committees.
- b. In general, a meeting is a quorum (majority of members) of the Council Advisory Group, no matter how informal, or where business is discussed or transacted.
- c. Generally, the Brown Act does not apply to ad hoc subcommittees of the Council Advisory Group composed solely of its members, which are less than a quorum. However, standing committees that have been formally established by the City Council or City Charter and have either a continuing subject matter jurisdiction or a set meeting schedule are subject to the Brown Act.
- d. In general, a meeting between a subcommittee of a Council Advisory Group and a subcommittee of the City Council may constitute a public meeting subject to the Brown Act.
- e. It was once thought that in order for a "meeting" to occur that was subject to the Brown Act, "action" had to be taken at that meeting. A meeting

- under the Brown Act includes not only action but also deliberation conducted by the board, commission, or committee.
- f. Serial meetings occur when a majority of the members privately confer with each other in tandem on City business. Serial meetings may be a chain, in which Member A contacts Member B, B then contacts C, C contacts D, and so on, until a quorum is involved. Serial meetings also occur when a majority of the Council Advisory Group members confer with each other through an intermediary, by e-mail, or phone. A Council Advisory Group member has the right to confer with a colleague about public business; but if and when a “collective concurrence as to action to be taken” is reached, the Brown Act is violated. Serial meetings yield a process that deprives the public the opportunity for a meaningful contribution to the decision-making process. Council Advisory Group members should be alert to the possibility of serial meetings when engaging in discussion with their colleagues on a matter within the subject jurisdiction of the Council Advisory Group.
 - g. In most cases, the law requires that the agenda for all meetings be in writing and posted 72 hours before the scheduled time of the meeting. No action can be taken on any matter that has not been listed on the agenda.
 - h. The agenda must allow for the public to speak on issues within the jurisdiction of the Council Advisory Group.
 - i. Members of the public may not be required to give their names as a condition of attendance at Council Advisory Group meetings.
 - j. Members of the public have the right to record the meeting proceedings in the absence of a reasonable finding of the Council Advisory Group that such recording constitutes a disruption of the proceedings.
 - k. Secret ballots even when conducted in public are prohibited by the Brown Act.
 - l. Attendance of members of the Council Advisory Group at a purely social or ceremonial occasion is permitted provided the members do not discuss official business among themselves.

Meeting Agenda - The agenda focuses on the discussion at the meeting by specifying topics and the order in which they will be taken up. In accordance with the Brown Act, the Council Advisory Group may not take action on any item that did not appear on the posted agenda 72 hours prior to the meeting unless an exception is permitted under Government Code Section 54954.2.

Order of Business - The agenda is prepared by the City staff and is made available to Council Advisory Group members prior to the meeting so that members can review it before the meeting is held. The agenda is generally laid out in accordance with the following order of business unless otherwise specified:

- Roll Call
- Pledge of Allegiance
- Special Presentations and Announcements
- Council Advisory Group Communications
- Public Communications
- Approval of Minutes
- Consent Items
- Public Hearings
- Regular Business Items
- Adjournment

Getting an Item on the Agenda - Council Advisory Group members can request that an item be placed on a future agenda by bringing it up at a regular meeting under Council Advisory Group Communications. The Council Advisory Group will make a determination if the item should be agendaized and at what meeting.

Staff Reports - Well-written staff reports are an indispensable part of the Council Advisory Group process. They are used to provide background information and frame the issue for the Council Advisory Group. Staff reports should anticipate the important questions regarding the issue. In addition staff reports should include a chronology of events or actions, alternative approaches, and an analysis of the issues. Every staff report should also include a staff recommendation presenting the staff's best professional judgment. Council Advisory Group members are not compelled to follow the staff recommendation if they do not agree.

Consent Items - The Consent Items section is designed to expedite meetings by grouping routine items for action in one motion that do not require discussion. If a Consent Items section is used by the Council Advisory Group, it will be clearly identified as Consent Items. Members can request that an item be removed from the Consent Items section if they wish to comment on or discuss it. If removed, the item will be considered at the beginning of the Regular Business Items section of the agenda. Members of the public may comment on the items prior to the Council Advisory Group's consideration of the Consent Items.

Time for Consideration – Matters noticed to be heard by the Council Advisory Group will commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible, and will continue until the matter has been completed or until other disposition of the matter has been made.

Public Hearings - The Council Advisory Group procedure for the conduct of public hearings is generally as follows:

- a. The chairperson opens the public hearing.
- b. City staff presents its report.
- c. Council Advisory Group members may ask questions of City staff if they so desire.
- d. The applicant or appellant then has the opportunity to present comments, testimony, or arguments. In the case of an appeal when the appellant is different from the applicant, the appellant should be called up first to provide comments or testimony.
- e. Members of the public are provided with the opportunity to present their comments, testimony, or arguments.
- f. The applicant or appellant are given an opportunity for rebuttal or closing comments. In the case of an appeal when the appellant is different from the applicant, the appellant is given the opportunity for closing comments.
- g. The public hearing is closed.
- h. The Council Advisory Group deliberates on the issue.
- i. If the Council Advisory Group raises new issues through deliberation and seeks to take additional public testimony (questions of the applicant, appellant, or the public), the public hearing must be reopened. At the conclusion of the public testimony, the public hearing is again closed.
- j. The Council Advisory Group deliberates and takes action.

Public Discussion at Hearings – When a matter for public hearing comes before the Council Advisory Group, the chairperson will open the public hearing. Upon opening the public hearing and before any motion is adopted related to the merits of the issue to be heard, the chairperson will inquire if there are any persons present who desire to speak on the matter which is to be heard or to present evidence respecting the matter.

- a. Public Member Request to Speak – Any person desiring to speak or present evidence shall make his/her presence known to the chairperson and upon being recognized by the chairperson, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the chairperson.
- b. Council Advisory Group Questions of Speakers – Members of the Council Advisory Group who wish to ask questions of the speakers or each other during the public hearing portion may do so but only after first being recognized by the chairperson. Interaction with the speaker shall be

limited to a question or questions, rather than an ongoing dialogue. Members should avoid raising questions as a method to extend the allocated time for a speaker.

- c. Due Process – The chairperson shall conduct the meeting in such a manner as to afford due process.
- d. Public Oral Presentations – All Council Advisory Group rules pertaining to oral presentation by members of the public apply during public hearings.
- e. Materials for Public Record – All persons interested in the matter being heard by the Council Advisory Group shall be entitled to submit written evidence or remarks, as well as other graphic evidence. Written communications and petitions concerning the subject matter of the hearing will be noted, read aloud, or summarized by the chairperson. A reading in full shall take place if requested by any member of the Council Advisory Group. All such evidence presented will be retained by the City as part of the record.
- f. Germane Comments – No person will be permitted during the hearing to speak about matters or present evidence that is not germane to the matter being considered. A determination of relevance shall be made by the chairperson, but may be appealed to the full Council Advisory Group.

Continuance of Hearings – Any hearing being held, noticed, or ordered held, by the Council Advisory Group at any meeting of the Council Advisory Group, by order, notice, or continuance, may be continued or reconvened to any subsequent meeting date.

Listening Skills – Effective meetings require members who have developed their listening skills. Although listening often is considered a passive condition, it is exactly the opposite. Listening is hard work and requires definite commitment and personal discipline. The listener must deliberately prepare to listen and the quality of that listening deteriorates as he/she is carried away with the events of the moment.

Perhaps the chief requirement for effective listening is to “have room” to tend to others. If you are preoccupied with your own thoughts and feelings, you will not be available to actively listen. People who give relaxed, open attention to others are rated as effective listeners and better recall what has been said. Active listeners signal their attention and availability both verbally (“I would like to listen to you now”) and non-verbally (by not fidgeting or looking bored, etc.).

When listening, it is helpful to try to understand the other person’s view without superimposing your own views or judgments prematurely. One sure way to prevent communications is to jump in with your own viewpoint before the other person has been able to fully express his/her point. Such discussions frequently deteriorate into wrangles.

Active listening shows others that you respect and value their contribution. It may be difficult to accept the idea that the differences between people offer a resource for progress; but if you can manage to bridge differences, there is much value to be gained.

A Council Advisory Group that sets a high standard of listening usually is enjoyed by its members. The group is generally effective and individuals feel a high commitment to the other members.

Managing Difficult Meetings – From time to time, Council Advisory Groups may be faced with conducting highly charged controversial meetings. These meetings may involve one unified group or two or more conflicting groups. The group demeanor may also be characterized by aggressiveness and hostility. Such meetings really test the mettle of the Council Advisory Group and City staff. In addition to the points raised in the “Working with the Public” section, the following should be considered:

Before the meeting, the chairperson will:

- a. Try to get the group or groups to designate one or more spokespersons. This will help reduce redundancy and make sure that all sides of the issue will be heard.
- b. Establish ground rules before the meeting. Determine what procedures will be followed.

During the meeting, the chairperson will:

- a. Explain the issues, the possible actions, and the procedures that will be followed at the meeting.
- b. Have speakers address the members and not the audience. Some speakers are very adept at inciting audiences, especially if they are permitted to address the audience.
- c. Stop clapping and shouting early. Explain the reasons why such actions are disruptive and counterproductive.
- d. Not hesitate to use recesses to help diffuse hostility or aggressiveness.
- e. Consider limiting speakers to a set time such as up to three or five minutes. If such a procedure is used make sure it is applied fairly and consistently.
- f. Consider using speaker cards. These can help identify how many people wish to speak and also whether they support or contest an issue. They also are helpful in preparing the minutes by accurately recording the names of people who speak. Recognize, however, that if a person does not wish to complete a card, they still have the legal right to speak.
- g. Make sure Council Advisory Group members address colleagues and the audience.

Parliamentary Procedure – Parliamentary Procedure is a set of rules for conducting meetings. It allows all participants to be heard and to make orderly decisions. Flexibility should be used in applying these rules in order to enhance rather than frustrate the democratic process.

Council Advisory Group meetings are usually conducted according to parliamentary procedure. The chairperson directs the meeting, and the chairperson's rulings must be followed, unless he/she is overruled by the Council Advisory Group.

Preparing Motions – When a member wishes to propose an idea for the Council Advisory Group to consider, the member makes a motion. If the idea is spelled out in written form, a motion is still needed to adopt the statement. A motion goes through the following steps:

- a. The member asks to be recognized by the chairperson.
- b. After being recognized, the member makes the motion (e.g., "I move...").
- c. Motions should be clearly and concisely stated.
- d. Another member seconds the motion.
- e. The chairperson states the motion and asks for discussion.
- f. When the chairperson feels that there has been enough discussion, the debate is closed (e.g., "Are you ready for the question?" - "Is there any further discussion?"). Any member of the Council Advisory Group may move to close debate by stating, "I move that debate on this motion be closed," or "I move the previous question." This motion must be seconded. A motion to close debate cannot be amended or debated. The chairperson immediately requests a roll call vote.
- g. If no one asks for permission to speak, the chairperson then puts the question to a vote. The chairperson may ask, "All in favor say AYE, those opposed NO," or a roll call vote may be taken.
- h. After the vote, the chairperson announces the decision ("The motion is carried" - "The motion failed" as the case may be).

General Notes About Main Motions

- a. Only one motion may be considered at a time.
- b. The maker of the motion is entitled to speak first.
- c. The maker of the motion may withdraw his/her motion before the motion is seconded or if seconded, if there is no objection from the maker of the second.
- d. The motion of record is as stated by the chairperson unless clarified or amended by the members.

Members may wish to write out difficult motions before the meeting. The City staff can also help in the phrasing and writing of difficult motions.

Amending a Motion – In some situations corrections may be necessary before a motion is acted upon. Until the chairperson states the motion the member making the motion may rephrase or withdraw it. It is particularly important when a motion is amended that the chairperson restate the motion in order that members are clear as to what they are voting on. An amendment to the main motion must be germane, requires a second, and is debatable. Steps for amending a motion:

- a. Member is recognized by the chairperson.
- b. Member makes the motion – “I move to amend the motion by” adding, striking out, inserting or substituting (be as clear and concise as possible).
- c. Chairperson asks for a second.
- d. Chairperson states the motion, “It is moved and seconded that...”
- e. Chairperson calls for discussion.
- f. Chairperson asks the clerk to call the role on the amendment.
- g. If the motion on the amendment passes, the chairperson requests a roll call vote on the main motion as amended. If the motion on the amendment fails and no other amendments are proposed, the chairperson requests a vote on the main motion as presented.

Dividing a Motion – Members should try to avoid including more than one proposal in the same motion. This is especially important when members are likely to disagree. If a member would prefer to see proposals divided and voted upon separately, the member should ask the chairperson to divide the motion. If other members do not object, the chairperson may proceed to treat each proposal as a distinct motion to be acted upon separately. The request to divide may also be made by motion.

Postponing a Motion

- a. A motion is made and seconded to postpone consideration of an item to a date certain or indefinitely.
- b. The chairperson may ask for a roll call vote or if he/she feels that the majority are in favor of the motion ask, “All in favor say AYE, those opposed NO.”
- c. If the motion passes, the item is postponed as directed. If the motion fails the members must consider the item.

Tabling a Motion

- a. A main motion has been made and seconded.
- b. A motion may be made to table the main motion (not the item) prior to a vote being taken on the main motion to a date certain or indefinitely - "I move that the motion to _____ be tabled to (date certain/indefinitely)." The motion must be seconded and cannot be debated or amended.
- c. The chairperson requests a roll call vote. If the motion passes, the main motion is tabled. If the motion fails, a roll call is taken on the main motion.

Reconsidering a Motion – Motions for reconsideration of a matter may be made by any member who voted with the prevailing majority on the matter to be reconsidered. Any member of the Council Advisory Group may second the motion to reconsider.

- a. Motions for reconsideration of a matter may be made at the following meeting. Members on the prevailing side may request that an item be placed on the agenda for reconsideration at the next succeeding meeting following a board, commission, or committee action. For placement on the agenda, a formal written request for reconsideration must be shown as well as the item to be reconsidered. With regard to a tie vote resulting in a failed motion, the prevailing side will be deemed to be those members who voted in the negative. Any member may second a motion for reconsideration.
- b. A motion for reconsideration relates only to a motion previously acted upon by the board, commission, or committee.
- c. A motion must first be made and seconded to reconsider and a vote taken. The motion to reconsider is debatable.
- d. If the vote for reconsideration is favorable, the motion previously acted upon by the board, commission, or committee is now open for discussion. The motion can be amended. Upon close of debate, the chairperson requests a roll call vote. If there is a motion and a second to amend the motion, the amendment must first be voted upon. If successful, the main motion is voted upon as amended. If the amendment fails, the main motion is voted upon as offered.

Comments for the Record – If an Council Advisory Group member desires that a comment be included in the minutes, it is his or her responsibility to indicate that the statement is "for the record" before making the comments.

Closed Sessions – From time to time, the City Council holds closed sessions to consider or hear matters that are authorized by State law to be heard or considered in closed session. Rarely will a Council Advisory Group hold a closed session. If a closed session is ever warranted, the City Attorney will advise the Council Advisory Group of the need. Prior to going into closed session the City Attorney will announce the general subject matter in an open meeting. Council

Advisory Groups should never hold a closed session without the City Attorney being present.

Adjournment – When the Council Advisory Group has finished its business, a motion to adjourn is in order. This motion is not debatable, so it is the duty of the chairperson to see that no important business is overlooked. If the Council Advisory Group wishes to meet before the next regularly scheduled meeting, the motion to adjourn may adjourn the meeting to a stated time and place. If this is done, a notice of adjourned meeting must be posted on the door of the regular meeting place within 24 hours after the time of adjournment.

Recordings of Meetings – If meetings are recorded, the department maintains the recording in accordance with the City's adopted retention schedule.

Action Minutes – Minutes of Council Advisory Group meetings will be action minutes. Action minutes include final motions with votes. The minutes will also reflect the names of public speakers. Council Advisory Group and City staff discussion and comments will not be included in the minutes. Minutes of all meetings are required to be kept by the department. Generally, minutes are submitted to the Council Advisory Group within two weeks for approval or at the next regular meeting; and they are made available to the City Council.

COUNCIL ADVISORY GROUPS

The following is a brief description of the purpose and membership:

Cultural Affairs Commission

The Cultural Affairs Commission provides advice on matters pertaining to the arts, culture, and cultural tourism. The Commission provides planning, financial support, services for, and promoting development of arts organizations, artists, and cultural activity and tourism in the City. The Cultural Affairs Commission is comprised of seven members who serve at the will of the City Council for four-year terms.

Commissioners must be either residents of the City or the owner, operator, or manager of a business or nonprofit enterprise licensed to operate in the City, or an arts education professional currently teaching in the City. No more than three Commissioners may be a staff or board member of an organization that competes in the City cultural funding (grant) program. Staff: Parks, Recreation, and Community Partnerships Department.

Design Review Committee

The Design Review Committee reports to the Planning Commission. The Committee reviews and considers applications for design of public and private projects; applications for sign variances; and proposed design elements or components of specific plans, historic districts, or other special areas. The Design Review Committee is comprised of five members who serve at the will of the City Council for four-year terms.

Two members must be Planning Commissioners appointed by the City Council. One member must be a licensed architect or building design professional who also serves on the City's Historic Preservation Committee. Lastly, two members shall be either a landscape architect or a licensed architect or a design professional such as an urban designer, interior designer, graphic designer, building designer, or similar design professional; and one member shall be from the development community such as a real estate professional, real estate developer, building contractor, or sign contractor. Staff: Community Development Department.

Downtown Parking Advisory Committee

The Downtown Parking Advisory Committee considers and makes recommendations on issues or questions relating to downtown parking; assists, advises, and makes recommendations to the City Council, Planning Commission, and staff; advises on parking management strategies and programs in the Downtown Parking District area; and reviews and makes advisory recommendations regarding management, maintenance and operations of the Downtown Parking District including such matters as maintenance, operating and capital budgets, hours of operation, parking pricing policies, valet programs, and employee commuter parking policies. The Downtown Parking Advisory Committee is comprised of seven members who serve at the will of the City Council for four-year terms.

One member shall be a City resident whose principal address is within the Downtown Parking District Area. Two members shall be business owners, operators, or managers whose business is within the Downtown Parking District Area. Two members shall be the owners of commercial property situated within the Downtown Parking District area. One member shall be a City resident who has been recommended for appointment by a downtown organization that has been identified by the City Council. Lastly, one member shall be a City resident appointed to represent parking users in general. Staff: Public Works Department.

Historic Preservation Committee

The Historic Preservation Committee reports to the Planning Commission. The Committee advises and recommends on matters concerning the designation of historic districts, landmarks, sites, natural configurations, buildings, structures, and points of interest significant to the heritage and development of the City; and reviews and considers requests for demolition or relocation of designated landmarks or points of interest. Members must have a demonstrated interest in, and knowledge of, the City's historic preservation and cultural resources. The Historic Preservation Committee is comprised of five members who serve at the will of the City Council for four-year terms.

At least two members must be appointed from among professionals in the disciplines of archeology, architecture, history, architectural history, art history planning, or other historic preservation-related disciplines such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology to the extent they are available in the community. At least one member must be a licensed architect or building design professional who also is required to serve on the Design Review Committee. The remaining members may be lay people who have demonstrated special interest, competence, experience, or knowledge in the above categories, or are residents and property owners within a designated historic district. Staff: Community Development Department.

Library Advisory Commission

The Library Advisory Commission provides advice in all matters pertaining to library service in the City including the implementation of a community library vision and related services, programs, and facilities. The Library Advisory Commission is comprised of five members who serve at the will of the City Council for four-year terms.

Commissioners must be residents of the City or the owner, operator, or manager of a business enterprise licensed to operate in the City, or a library professional currently working in a school or institution in the City. Staff: Parks, Recreation, and Community Partnerships Department.

Local (Construction) Appeals Board

The Local (Construction) Appeals Board hears and decides appeals of orders, decisions, or determinations made by the Building Official or Fire Marshall relative to the application and interpretation of the building requirements of the City. The Local (Construction) Appeals Board is comprised of seven members who serve at the will of the City Council for four-year terms. Staff: Community Development Department.

Mobile Home Rent Review Board

The Mobile Home Rent Review Board receives, investigates, holds hearings on, and passes upon issues related to mobile home park rent stabilization. The Mobile Home Rent Review Board is comprised of five members who serve at the will of the City Council for four-year terms.

All members must be persons who are not connected with the real estate or rental housing industry for their personal gain; and cannot have a financial interest in any mobile home or mobile home park. Each member must file a declaration to this effect with the City Clerk's Office. Staff: Finance and Technology Department.

Parks and Recreation Commission

The Parks and Recreation Commission assists in recommending and promoting public parks and recreation programs, facilities, and events; and in reviewing and recommending on those portions of the long-range capital improvement program pertaining to the development of parks and facilities, beaches, golf courses, playing fields, and recreation centers. The Parks and Recreation Commission is comprised of seven members who serve at the will of the City Council for four-year terms. Staff: Parks, Recreation, and Community Partnerships Department.

Planning Commission

The Planning Commission has legislative and regulatory powers specified by State Law; and formulates policies and recommendations for submission to the City Council with respect to the planning, development, and beautification of the City. The Commission reviews annual and five-year capital improvement programs; advises and recommends on the development and maintenance of general and specific plans; and makes recommendations on applications for zone changes, tract maps, subdivisions, variances, use permits, planned development permits, and related matters.

The Planning Commission also acts as an appellate body regarding administrative decisions specified in the City's zoning ordinance and subdivision ordinance. The Commission additionally considers recommendations from the Design Review Committee and Historic Preservation Committee. The Planning Commission is comprised of seven members who serve at the will of the City Council for four-year terms. Two Commissioners also serve on the Design Review Committee. Staff: Community Development Department.

Public Art Commission

The Public Art Commission provides advice on the quality, quantity, scope, and style of public art projects; ensures accessibility and diversity in public art; advises and recommends on the development and implementation of the public art program policies and guidelines; and advises and recommends to the City Council an annual projects plan. The Public Art Commission is comprised of seven members who serve at the will of the City Council for four-year terms.

Commissioners must be City residents or the owner, operator, or manager of a business enterprise licensed to operate in the City, or an arts education professional currently teaching in the City. All members shall have specialized expertise or experience in the fields of visual arts, design, urban planning, or prior involvement in the City's community cultural planning process or visual arts. Two members shall be architects, landscape architects, urban planners, or similar professions; and four members shall be visual artists, public artists, curators, gallery directors, conservators, collectors, or other arts professionals. Staff: Parks, Recreation, and Community Partnerships Department.

Tree Advisory Committee

The Tree Advisory Committee provides assistance and advice in enhancing, maintaining, and preserving the City's tree inventory; and advises and makes recommendations to the Parks and Recreation Commission regarding the comprehensive street tree management plan, street tree inventory, and City tree master plan. The Tree Advisory Committee is comprised of five members who serve at the will of the City Council for four-year terms.

All members must be able to read and interpret construction blueprints and evaluate the effects of tree selection and management techniques on the overall urban forest. Three members must have technical backgrounds in arboriculture, horticulture, or a related field. Staff: Public Works Department.

INDEPENDENT GOVERNMENTAL AGENCIES

Housing Authority Board

The Housing Authority Board sets policies and procedures to assist the Housing Authority in providing housing assistance to low-income families. The Board is comprised of seven members: five at-large members who serve four-year terms; and one tenant member and one tenant member over the age of 62 who serve two-year terms at the will of the City Council. Staff: Community Development Department.

Ventura Port District Board

The Ventura Port District Board oversees the governance of the Ventura Port District pursuant to the provisions of the California Harbors and Navigation Code. The Board is comprised of five members who serve at the will of the City Council for four-year terms. Staff: Finance and Technology Department.