



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

ERRATA SHEET

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: Sandra Kandell, City Clerk
MEETING DATE: March 20, 2019
SUBJECT: City Council Meeting Agenda- Errata Sheet

Attached is additional information for your consideration at the March 20, 2019 City Council Meeting:

Agenda Item	Information Provided/Corrected
9B	Council Policy and PGMC 3.02 regarding Appointments to Boards, Commissions and Committees. (See attached.)

RESPECTFULLY SUBMITTED:

Sandra Kandell, City Clerk

**CITY OF PACIFIC GROVE, CALIFORNIA
COUNCIL POLICY**

SUBJECT	POLICY NO.	EFF. DATE	PAGE
Committee Classification; Board, Commission, and Committee Appointments and Procedures	000-5	February 2, 2011	1 of 3

1. Purpose. This policy establishes standards for: 1) the classification of Council committees; 2) the appointment of board, commission, and committee members; and 3) board, commission, and committee procedures.

2. Classification. The following classification shall be in place to handle the committee and other referral needs of the Council not otherwise subject to the jurisdiction of charter or municipal code boards and commissions:

a. Ad hoc committees. This class of committee shall consist either of citizens only or a mixed group of Council members and citizens. Such committees shall have limited assignments related to temporal issues and shall be expected to complete the assignments within a relatively short time. The Council shall provide a written statement of mission to an ad hoc committee, shall ask that the work of the committee be completed by a certain date, shall advise as to record keeping and form of recommendation and shall provide guidance on legal and practical aspects of proceeding with committee work, including suggested formats for agenda and minutes. Ad hoc committees shall be required to submit summary progress reports to the Council on a regular basis, or at least semi-annually. Unless otherwise directed by the Council, ad hoc committees shall designate their chair and vice chair. Ad hoc committees shall be free to request that the Council expand committee missions, i.e. scope of work, but shall make no such changes without specific approval of the Council.

b. Standing committees. This class of committee shall consist either of citizens only or a mixed group of Council members and citizens. Assignment(s) shall not necessarily be permanent, but a standing committee may exist to address issues arising more or less continually in an area of interest to the Council. With the exception of the time specific items, the provisions set out in the ad hoc committee section, above, shall apply as well to standing committees.

c. Council subcommittees. This class treats the situation where one, two, or three Council members are given direction to perform work/research and to return to the Council with some pre-assigned product.

NOTE: Staff shall not be named as committee members. Staff's role is advisory and supportive; naming staff as committee members confuses staff's relationship and responsibility to assigned committees.

3. Appointment of Board, Commission, and Committee Members.

a. Members of charter and municipal code boards and commissions are selected by the Mayor, subject to approval by the Council. Selection shall occur annually at the second regular meeting in January and on an as-needed basis thereafter. The appointment process includes a minimum two-week notification period, including posting, posting on the City's web site, and media notices specifying the board(s) or commission(s) having a vacancy, the number of vacancies on each, the

term of service, the application process, and the application closing date. The City Clerk shall make available a folder containing all applications for Council examination, and the Mayor's selections for Council approval will be placed on the next available regular meeting agenda following the closing date. If a vacancy arises during a term, and there are one or more active applications for that board or commission on file, appointment can be made from those applications, without re-noticing. This can help avoid a significant disruption in the operations of the board or commission due to extended vacancy. In any event, applications are valid for a maximum of only 12 months.

b. When considering appointments to a City Boards or Commissions, Pacific Grove residency and voter registration shall be required.

1. Residency in Pacific Grove is established when all of the following conditions are met: the applicant is registered to vote; the address listed on the applicant's drivers license; the address where the applicant receives his or her mail; and where the applicant physically resides, combined with the intent to remain there.
2. Should a Pacific Grove resident serving on a City Board or Commission no longer qualify as a Pacific Grove resident under paragraph (b) 1, above, that office shall be vacated.
3. As an exception to the residency requirement set by this paragraph (b), a non-resident may be appointed to the Economic Development Commission and the Golf Links Advisory Commission.

c. With respect to appointment of citizen members of ad hoc committees and standing committees, appointment opportunities shall be announced at a Council meeting and in the media, as appropriate, with a stated closing date that is a least one week before the meeting at which the appointments will be made. If there are not sufficient or appropriate applications, the time limit may be extended and announcements may be repeated. Recommendations shall be invited from everyone with interest or expertise, i.e., Council, staff, board/commission/committee members, and citizens. Recommendations shall be made to the Mayor or the City Clerk. Any interested Council members may review the applications in the Clerk's file. The Mayor shall submit final selections for Council approval on the next available regular meeting agenda following the closing date.

d. Membership of boards, commissions, and committees shall not be changed without Council approval.

e. In making appointments to the many bodies referenced in this policy, the Council shall endeavor to distribute the appointments as broadly as possible throughout the city population. Unless a special talent or expertise otherwise dictates, the Council shall not favor appointment of more than one member of a household to a single body. Further, in considering appointments, the Council shall be attentive to the City's status as an Equal Employment Opportunity (EEO) organization.

f. (1) With the exception of charter boards and commissions (which service limitations are set out in the city charter) a citizen member of a body covered by this policy shall not be reappointed to a new term if such reappointment would result in continuous service on the body for more than eight consecutive years. Service for less than a full term shall not be counted in applying the eight-year limit.

(2) Lengths of terms, commencement, and expiration dates of said terms for members of

boards, commissions, and committees established by the Municipal Code shall be as provided by the Municipal Code. Expiration dates are staggered, so as to provide continuity.

(3) Lengths of terms of standing committee members shall be as provided at the time the Council establishes a standing committee. Said terms shall in any event be set to expire on January 31 of the appropriate year.

(4) Ad hoc committee member terms shall be for the time required for the work of the committee to be completed, as specified by the Council.

g. Appointments to outside agencies shall be made by the Mayor subject to approval by the Council.

h. All members shall serve at the pleasure of the Council. The Council, by an affirmative vote of four of its members, may remove any committee member at any time during the member's term of office (Charter Article 26). Possible grounds for removal are: excessive absences, verbally or physically abusive behavior, and violations of ethics or conflicts of interest.

4. Board, Commission, and Committee Procedures. Charter, municipal code, ad hoc, and standing boards, commissions, and committees shall adhere to standard procedures for notice, conduct of meetings, reporting to the Council, and other matters, as provided in the *Boards, Committees and Commissions Handbook*, which are attached to and made a part of this policy.

5. Council Review of Board Actions. The City Council shall not "approve" the minutes of any board, commission, or committee; rather the minutes shall be "received." If there is an item in the minutes that requires actions of the Council, it shall be separately and specifically listed on the Council agenda for action. As set forth in the municipal code (PGMC §23.73.080) the Council, acting at its next regular meeting following a final decision of any board or commission, may "call up" an item acted upon by that board or commission. The vote of three members of the Council shall be required to call an item for review. The action so called shall be reviewed by the Council, de novo, within thirty days of the decision to compel review. Notice of the review shall be provided in the same manner as required for the initial action. The review, by majority vote, may affirm or modify the original decision.

Attachments:

Boards, Committees and Commissions Handbook

Adopted: June 17, 1992 Resolution No. 6280

Amended: September 1, 1993 Resolution No. 6361

Amended: March 29, 1996 Resolution No. 6-017

Amended: May 15, 1996 Resolution No. 6-026

Amended: January 8, 1997 Resolution No. 7-001

Amended: February 19, 1997 Resolution No. 7-006

Amended: September 1, 2010 Resolution No. 10-069

Amended: December 1, 2010 Resolution No. 10-103

Amended: February 2, 2011 Resolution No. 11-007

Amended: March 6, 2019 Resolution No. 19-003

Chapter 3.02 PROCEDURES FOR APPOINTMENTS – CHARTER BOARDS AND COMMISSIONS

Sections:

- 3.02.010 Purpose.**
- 3.02.020 Vacancy – Nomination by council.**
- 3.02.030 Vacancy – Interviews.**
- 3.02.040 Refusal of appointment.**
- 3.02.050 Members – Terms.**
- 3.02.055 Repealed.**
- 3.02.060 Cause for removal.**
- 3.02.070 Required votes for actions of charter boards and commissions.**

3.02.010 Purpose.

The purpose of this chapter is to establish the council's policy and procedures for instituting the planning commission, library board, museum board and recreation board by way of implementing Article 26 of the city's charter. [Ord. 1035 N.S. § 2, 1978].

3.02.020 Vacancy – Nomination by council.

Prior to submitting any nomination to fill a vacancy in such commission or board, the mayor shall give written notice to members of the council of the vacancy so as to afford at least 14 days for consultation and consideration of any nomination which any councilmember may wish to make. Consultation shall not be required for any councilmember who remains unavailable during the 14-day period or who fails to notify the mayor in writing of a reasonable time and place for consultation within the city. Prior to November 1st of each year, the city clerk shall cause to be published, one time in the city's official newspaper, all vacancies which occur on the commission or boards on the following January 31st, and inviting interested residents to apply. [Ord. 96-13 § 1, 1996; Ord. 1695 N.S. § 1, 1989; Ord. 1035 N.S. § 2, 1978].

3.02.030 Vacancy – Interviews.

Within five days after the 14-day period, the mayor or any three councilmembers may request that all nominees and persons interested in the position, submit themselves for interview before the council at a regular or special meeting of the council, or at a study session specified in the request. The time for the interview shall be not less than five nor more than 14 days after the request. [Ord. 1035 N.S. § 2, 1978].

3.02.040 Refusal of appointment.

The council may refuse to consider the confirmation of any appointment by the mayor to such commission or boards until the procedures of this chapter have been complied with. However, nothing contained in this section shall prevent the council from waiving the requirements of this chapter where good cause or necessity require such, or reasonable efforts to consult and consider have otherwise been had. The council shall be the exclusive judge of whether or not the procedures of this chapter should be waived or have been complied with in good faith. [Ord. 1035 N.S. § 2, 1978].

3.02.050 Members – Terms.

(a) The full four-year terms of each member of the commission and boards shall commence on February 1st, with the following schedule of termination years for the presently authorized positions:

	Number of Positions	Termination Year
Planning commission	2	1998
	2	1999
	3	2000
Library board	2	1998
	2	1999
	1	2000
Museum board	2	1998
	1	1999
	2	2000
Recreation board	2	1998
	2	1999
	1	2000

(b) Each of the bodies shall elect a chairperson to serve for a one-year term at the first meeting in February. Each body shall establish its own rules of procedure not inconsistent with the provisions of this chapter and the time for its regular meetings. However, the planning commission shall meet at a regular time at least once a month. [Ord. 96-13 § 2, 1996; Ord. 1695 N.S. § 2, 1989; Ord. 1204 N.S. § 1, 1980; Ord. 1035 N.S. § 2, 1978].

3.02.055 Nonvoting library board members.

Repealed by Ord. 12-004. [Ord. 10-005 § 2, 2010].

3.02.060 Cause for removal.

Unexcused absence from three consecutive regular meetings may be considered as cause for removal by the council. [Ord. 1035 N.S. § 2, 1978].

3.02.070 Required votes for actions of charter boards and commissions.

(a) An affirmative vote of a supermajority (a majority of the appointed members, plus one) of the appointed members of the planning commission shall be required for a recommendation to amend a zoning ordinance and a simple majority of the appointed members for any other action, unless otherwise provided in this code.

(b) An affirmative vote of a majority of the appointed members of the board shall be required for any action by the library board, the museum board, and the recreation board. [Ord. 15-006 § 2, 2015; Ord. 02-30 § 1, 2002; Ord. 1035 N.S. § 2, 1978].

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