

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Mary Cahill, Community Resources Director
DATE: Wednesday, May 21, 2008
SUBJECT: Election of Community Resources Officers

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2 **ISSUE:** Review Ground Rules and Bylaws of Community Resources Commission
3 concerning election of CRC chairperson and vice chairperson
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5 **RECOMMENDATION:** Elect new chairperson and vice chairperson after review and
6 discussion.
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8 **BACKGROUND/DISCUSSION:**
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10 **2.23.040 Officers and Meetings**
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- 12 A. Within 60 days after their appointment the members of the Commission
13 shall meet in regular session and elect from their members a chairman and
14 vice-chairman. Their duties shall respectively be such as are usually
15 carried out by such officers. ~~Officers shall hold office for one calendar year,~~
16 ~~or until their successor is elected.~~ A majority of the members shall
17 constitute a quorum.
18 B. The Chief of Police shall serve as Secretary to the Community Resources
19 Commission.
20 C. The Commission shall develop, and adopt, rules and regulations to govern
21 organizational structure and meeting procedures.
22 D. The Commission shall meet on a regular basis, which shall be determined
23 by the adoption of the Commission's operating procedures.
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25 **FISCAL IMPACT:** None at this time
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27 **ATTACHMENTS**
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- 29 1. Ordinance No. 602
30 2. Ground Rules and By-Laws for Calistoga CRC
31 3. Chapter 23 of Municipal Code concerning CRC

Chapter 2.23
COMMUNITY RESOURCES COMMISSION

Sections:

- 2.23.010 Creation.**
- 2.23.020 Membership.**
- 2.23.030 Terms of office.**
- 2.23.040 Officers and meetings.**
- 2.23.050 Vacancies.**
- 2.23.060 Compensation.**
- 2.23.070 Staff assistance.**
- 2.23.080 Purpose, powers and duties.**

2.23.010 Creation.

There is created a Community Resources Commission in and for the City. (Ord. 602 § 2, 2004).

2.23.020 Membership.

The Community Resources Commission shall consist of seven members appointed by the City Council, none of whom shall hold any paid office or employment in the City government, and all of whom shall reside within the boundaries of the Calistoga Joint Unified School District. The majority of the Commission members shall be residents within the City of Calistoga. At least two members shall be Calistoga High School students; at least one member shall be, by training or life experience, able to represent senior issues; at least one member shall be, by ethnic background, training or life experience, able to represent Hispanic community issues; at least one member shall be a licensed design professional such as a landscape architect, architect, or civil engineer; and the balance of the membership shall be at large. (Ord. 602 § 2, 2004).

2.23.030 Terms of office.

A. Community Resources Commission members shall be nominated by the Mayor, and be approved by the City Council, at a regularly scheduled City Council meeting. Four members shall be appointed for a term of three years and three members shall be appointed for a term of two years. At the expiration of each of these initial terms, each subsequent term shall be for two years.

B. All appointees to the Community Resources Commission shall hold their offices until their successors are appointed.

C. Members shall be subject to removal by a majority vote of the City Council without cause, only at a regularly scheduled City Council meeting. (Ord. 602 § 2, 2004).

2.23.040 Officers and meetings.

A. Within 60 days after their appointment the members of the Commission shall meet in regular session and elect from their members a chairman and vice-chairman. Their duties shall respectively be such as are usually carried out by such officers. Officers shall hold office for one calendar year, or until their successor is elected. A majority of the members shall constitute a quorum.

B. The Chief of Police shall serve as secretary to the Community Resources Commission.

C. The Commission shall develop, and adopt, rules and regulations to govern organizational structure and meeting procedures.

D. The Commission shall meet on a regular basis, which shall be determined by the adoption of the Commission's operating procedures. (Ord. 602 § 2, 2004).

2.23.050 Vacancies.

Vacancies occurring during the term shall be filled for the unexpired portion of the term. Vacancies shall be

filled by nomination of the Mayor with approval of the City Council. (Ord. 602 § 2, 2004).

2.23.060 Compensation.

Members of the Community Resources Commission shall serve without compensation, as such, for their services but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received prior authorization by the Chief of Police or his/her designee. (Ord. 602 § 2, 2004).

2.23.070 Staff assistance.

The City Manager shall appoint sufficient City staff to act as staff liaison(s) to the Commission. The staff liaison(s) shall work with the Commission to effect the goals of the Commission. The Chief of Police or his/her designee shall serve as secretary and principal staff to the Commission. (Ord. 602 § 2, 2004).

2.23.080 Purpose, powers and duties.

A. The Community Resources Commission shall act in an advisory capacity to the Planning Commission and the City Council and City staff in matters pertaining to development/rehabilitation of parks and recreation facilities, recreation and youth services, senior citizen and human services, cultural arts services, neighborhood improvement, grants or other funding, and other matters as may be referred to the Commission by the City Council, Planning Commission or City Manager from time to time. No decision of the Commission shall be final and binding on the City unless approved by the City Council or unless authority for the decision has been granted to the Commission by provision of City ordinance.

B. The powers and duties of the Community Resources Commission shall consist of the following as may be modified from time to time by City Council resolution:

1. Develop annual goals to be reviewed and approved by the City Council;
2. Advise in the planning, and make recommendations concerning City recreational facilities, programs, human services, youth and adult recreation services, senior citizen activities, cultural arts, historical preservation, communication and technology, emergency preparedness, environmental issues, and other related programs for the residents of the City;
3. Upon referral from the City Council, review and make recommendations on capital improvement programs;
4. Review and make recommendations on parks and community services and the coordination of community services and special events with other governmental and private agencies and voluntary organizations;
5. Upon referral from the City Council, review and recommend the acquisition, development, beautification and maintenance of park and recreation facilities in the City;
6. Upon referral from the City Council, conduct studies and make recommendations which promote and encourage high standards and increased opportunities in community service activities and programs that are in the best interest of the City in accordance with the City's General Plan;
7. Encourage broad citizen participation in community service activities, grant funded programs, parks, recreation, human services, youth and senior citizens and cultural arts;
8. Upon referral from the City Council, review plans and programs relating to the Conservation and Open Space Element of the City's General Plan and make recommendations to the Planning Commission and the City Council;
9. Upon referral from the City Council, study services as they affect the welfare of youth and senior citizens within the City, and assist with the promotion of youth and senior citizen services within the City;
10. Act as a sounding board for individuals and organizations having an interest in neighborhood improvement, youth and senior citizen affairs, park and recreation programs, human services and cultural arts and offer recommendations for action;
11. Upon referral from the City Council, initiate planning for future parks and facilities, as well as determine means of improving the programs, and facilities of existing efforts and sites;
12. Perform such other duties and functions the City Council may, from time to time, direct;
13. Review and make recommendations to the City Council for community services funding requests as deemed necessary by staff;
14. Appoint members to serve on special committees to address specific community issues as needed. (Ord. 602 § 2, 2004).

GROUNDRULES AND BY-LAWS FOR THE CITY OF CALISTOGA COMMUNITY RESOURCES COMMISSION

PURPOSE

The Community Resources Commission (CRC) shall act in an advisory capacity to the Planning Commission and City Council in matters pertaining to development/rehabilitation of parks and recreation facilities, recreation and youth services, senior citizen and human services, cultural arts services, neighborhood improvement, grants or other funding, and other matters as may be referred to the Commission by the City Council from time to time. No decision of the Commission shall be final and binding on the City unless approved by the City Council or unless authority for the decision has been granted to the Commission by provision of City ordinance.

The powers and duties of the Community Resources Commission shall consist of the following as may be modified from time to time by City Council Resolution:

- Develop annual goals to be reviewed and approved by the City Council;
- Advise in the planning, and make recommendations concerning city recreational facilities, programs, human services, youth and adult recreation services, senior citizen activities, cultural arts, historical preservation, communication and technology, emergency preparedness, environmental issues, and other related programs for the residents of the city;
- Upon referral from the City Council, review and make recommendations on capital improvement programs;
- Review and make recommendations on parks and community services and the coordination of community services and special events with other governmental and private agencies and voluntary organizations;
- Upon referral from the City Council, review and recommend the acquisition, development, beautification and maintenance of park and recreation facilities in the City;
- Upon referral from the City Council, conduct studies and make recommendations which promote and encourage high standards and increased opportunities in community service activities and programs that are in the best interest of the City in accordance with the City's General Plan;
- Encourage broad citizen participation in community service activities, grant funded programs, parks, recreation, human services, youth and senior citizens and cultural arts;
- Upon referral from the City Council, review plans and programs relating to the conservation of Open Space Element of the City's General Plan and make recommendations to the City Council;
- Upon referral from the City Council, study services as they affect the welfare of youth and senior citizens within the City, and assist with the promotion of youth and senior citizen services within the City;
- Act as a sounding board for individuals and organizations having an interest in neighborhood improvement, youth and senior citizen affairs, park and recreation programs, human services and cultural arts;
- Upon referral from the City Council, initiate planning for future parks and facilities, as well as determine means of improving the areas, programs, and facilities;

- Perform such other duties and functions at the City Council may from time to time direct, or otherwise appoint the commission to administer or coordinate on behalf of the City;
- Review and make recommendations to the City Council for community services funding requests as deemed necessary by staff;
- Appoint members to serve on special committees to address specific community issues as needed.

GROUND RULES

A. THESE GROUND RULES ARE INTENDED TO DO THE FOLLOWING:

1. To help the participants understand their roles and responsibilities, and maximize the effectiveness of their participation in the CRC process.
2. To promote cooperation and collaboration among the representatives on the CRC, as a way of setting a positive precedent for the community-based planning.

B. COMMUNICATION AND PROBLEM SOLVING

1. Other participants will respect the personal integrity and values of each participant. This includes the avoidance of personal attacks and stereotyping. The motivations and intentions of all participants are to be assumed to be well meaning and positive.
2. Disagreements will be regarded as problems to be solved rather than as battles to be won.
3. Every participant is responsible for communicating his or her position on issues under consideration. It is incumbent upon each participant to state his or her views. Voicing these views is essential to enable meaningful dialogue and full consideration of issues discussed by the CRC.
4. Each participant agrees to communicate with colleagues in the organizations they represent, to discuss the results of each meeting, to help provide continuity necessary to make collective decisions, and to build a lasting consensus.

C. INFORMATION SHARING

1. Participants are asked to share pertinent information for items under discussion at all meetings.
2. Participants will help identify information needs that are essential to supporting the CRC in its deliberations. These requests will be forwarded to staff with the intent of providing the CRC with responsive technical information with which to refine its recommendations.

D. DEFINITION OF CONSENSUS

1. The object of the CRC is to reach a full consensus on issues brought to the attention of the CRC. The term "consensus" means that all of the participants will work toward reaching agreement as a group on all major elements of their collective decisions. In the unlikely event a participant disagrees on a specific aspect of the decision making process, he or she will be asked to accede to the wishes of the majority and not oppose the overall findings. Group participants agree to work diligently toward covering the items on each meeting agenda.
2. In cases where a CRC member is unable to attend, that representative is encouraged to communicate his or her views to another member of the CRC. By their absence at any meeting, a participant forfeits their ability to revisit the consensual actions at that meeting.

E. RATIFICATION AND SINGLE TEXT APPROACH

1. CRC participants will use a single text approach for all work products and items to be created and ratified at their meetings, to avoid developing competing versions of any information they develop. This "single text" approach involves each participant indicating their suggested updates to draft work products on the same version.

F. RELATIONSHIP WITH THE MEDIA

1. When discussing the consensus or planning process with the media, participants should take special care to present only their own views and not the opinions of other CRC members. The natural tendency to discuss other people's viewpoints should be avoided.
2. CRC participants should adopt a positive tone whenever possible in their deliberations and in contacts with the media. Whenever possible, the media should be encouraged to contact the Secretary, Chair (or Co-Chairs) and Vice Chair to discuss CRC deliberations.
3. When the CRC is examining, negotiating, or discussing issues, they will not make public statements prejudging the outcome. These kinds of statements can hamper constructive dialogue among participants and prevent them from reaching a consensus related to the identification and evaluation of available options.

BYLAWS

A. Organization and Election and Duties of Officers

1. The Community Resources Commission shall consist of seven members appointed by the City Council, none of whom shall hold any paid office or employment in the city government, and all of who shall reside within the boundaries of the Calistoga Joint Unified School District. The majority of the Commission members shall be residents within the City of Calistoga.
2. At least two members of the CRC shall be Calistoga High School students; at least one member shall be, by training or life experience, able to represent senior issues; at least one member shall be, by ethnic background, training or life experience, able to represent Hispanic community issues; at least one member shall be a licensed design professional such as a Landscape Architect, Architect, or Civil Engineer; and the balance of the membership shall be at large.
3. Officers shall consist of Chair (henceforth, Chair or Co-Chairs), Vice Chair and Secretary. Officers shall hold office for one calendar year, or until their successor is elected.
4. The Chairman of the CRC shall preserve order and decorum and shall decide questions of order.
5. The Chairman of the CRC may second any motion and present and discuss any matter as a member of the Community Resources Commission without having to step down from the Chair and shall be entitled to vote on all matters before the CRC.
6. The Secretary shall be a City Employee, normally the Chief of Police or his/her designee.
7. The Secretary shall be responsible for the preparation of the CRC minutes and shall assure that all official actions or decisions by the CRC shall be recorded within the minutes.
8. The City Attorney of the City of Calistoga shall be the legal counsel to the CRC.

B. Meeting Place, Time and Attendance

1. The Calistoga Resources Commission shall, by record vote, set a time for regular meetings which shall be held at least once each month
2. The Chair or the Secretary may call a special meeting as deemed necessary, provided proper notice can be given.

47 **C. Conflicts of Interest, Compensation and Responsibilities of Committee Members**
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- 49 1. CRC members shall serve the City of Calistoga as a whole, shall represent no special groups
50 or interest, and shall publicly state when they have financial interest in a matter before the
51 CRC and therefore disqualify themselves. All CRC members shall adhere to the City's adopted
52 Ethics policy.
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- 54 2. Any CRC member abstaining due to a conflict of interest must announce his or her abstention,
55 indicate the nature of the conflict, and refrain from involvement after the item is introduced.
56 Conflict of interest is defined as a financial interest, close proximity of home or business to the
57 subject property, membership in a class under discussion, or other reasons as defined by
58 Conflict of Interest Laws. Each Commission Member shall consult with the Secretary and/or
59 legal counsel if a conflict is possible but not certain.
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- 61 3. Members of the CRC shall serve without compensation, as such, for their services but may
62 receive reimbursement for necessary traveling and other expenses incurred on official duty
63 when such expenditures have received prior authorization by the Chief of Police or his/her
64 designee.
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- 66 4. Prior to accepting appointment, potential CRC members shall commit to attending a minimum
67 of seventy-five percent (75%) of CAC meetings annually and miss no more than three
68 meetings in a row without an excused absence.
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- 70 5. If a CRC member misses more than twenty-five percent (25%) of meetings in a year or has
71 more than three unexcused absences in a row, the Chair and/or Secretary shall discuss with
72 that member his or her desire to continue to serve on the CRC. If there is no satisfactory
73 resolution, the Secretary shall report the situation to the City Council for resolution.
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- 75 6. Members who expect to be absent from a scheduled meeting shall notify the Secretary at the
76 earliest opportunity. The Secretary shall notify the Chair in the event the projected absences
77 will provide a lack of quorum.
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- 79 7. Any meeting of the CRC may be cancelled in advance by a majority vote of the CRC. The
80 Chair may cancel a meeting in the case of an emergency or when a majority of members are
81 unavailable to attend a meeting.
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83 **D. Quorum and Voting**
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- 85 1. A majority of the CRC members entitled to vote shall constitute a quorum. No business may
86 be transacted at a regular or special meeting unless a quorum of the membership is present.
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- 88 2. Except where otherwise required by law, actions by the CRC shall be by a majority of the
89 quorum of the CRC present when action is taken.
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- 91 3. Voting will be by verbal vote. Each member present at the meeting when a question comes up
92 for a vote shall vote for or against the measure unless disqualified from voting and he/she
93 abstains because of such disqualification.

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4. If a member is required to abstain from voting due to prohibitions of State law, such member must also leave the room during any deliberation of the matter. When these circumstances exist, that member will state the reason for abstention and such reason will be noted in the minutes.

E. Conduct of Meetings

1. All meetings, including "informal" or "study" sessions of the CRC will be open and public and all persons desiring to attend shall be permitted to attend any meeting.
2. Each speaker appearing before the Commission will be requested to:
 - Be recognized by the Chair
 - State the speaker's name and address if speaking as a resident, or identify the property or organization represented.
 - Make the presentation at the speaker's stand, unless maps or other visual presentation requires standing elsewhere.
 - Address the CRC through the Chair. There shall be no direct communication with other members, any staff member or any other individual except as recognized and authorized by the Chair.
3. The CRC may, either at the beginning of a hearing or pursuant to a motion to limit debate, place time limits on speakers.
4. Robert's Rules of Order, revised, are adopted for governing the CRC in all cases to which they may apply, and in which they are not inconsistent with the Civil Code.

F. Policy

1. All matters of policy not covered by law shall be adopted by resolution and, when so adopted, shall be considered official policy of the CRC.

G. Reports to the City Council or Planning Commission

1. The Chair of the CRC or the designated representative may, by appropriate correspondence or personal appearance, be solely responsible to provide amplifying information to the City Council or Planning Commission.

I. Amending the Bylaws

1. These Bylaws may be amended at any regular or special meeting of the CRC, provided that notice of said proposed amendment is given to each voting member at least five days prior to said meeting and be effective the next regular meeting.