

Visalia City Council Agenda

For the special meeting of: Tuesday, December 1, 2009

Location: City Hall Council Chambers, 707 W. Acequia, Visalia, CA 93291

Mayor: Jesus Gamboa
Vice Mayor: Bob Link
Council Member: Greg Collins
Council Member: Don Landers
Council Member: Amy Shuklian

All items listed under the Consent Calendar are considered to be routine and will be enacted by one motion. If anyone desires discussion on any item on the Consent Calendar, please contact the City Clerk who will then request that Council make the item part of the regular agenda.

SPECIAL MEETING

6:00 p.m.

CITIZENS REQUESTS - This is the time for members of the public to comment on any matter within the jurisdiction of the Visalia City Council. This is also the public's opportunity to request that a Consent Calendar item be removed from that section and made a regular agenda item. The Council Members ask that you keep your comments brief and positive. Creative criticism, presented with appropriate courtesy, is welcome. The Council cannot legally discuss or take official action on citizen request items that are introduced tonight. In fairness to all who wish to speak tonight, each speaker from the public will be allowed three minutes (speaker timing lights mounted on the lectern will notify you with a flashing red light when your time has expired). Please begin your comments by stating your name and address.

1. CERTIFICATION OF ELECTION RESULTS

- a) Adoption of Resolution 2009-57 declaring the results of the General Municipal Election, November 3, 2009 - Visalia City Council
- b) Adoption of Resolution 2009-58 declaring the results of the General Municipal Election, November 3, 2009 - Visalia Unified School District Governing Board.

Council Members who are leaving office will step down from the dais

2. OATH OF COUNCIL MEMBERS

- a) Administer Oath of Office to newly elected Council Members Warren Gubler, Mike Lane, and Steve Nelsen.

Newly elected Council Members will be seated at the dais

- b) Introduction by newly elected Council Members of their family, friends, distinguished and honored guests.

- c) Election of Mayor

- d) Election of Vice Mayor

3. INFORMATION ITEMS - *no action necessary*

- a) Receive list of committees and boards that have City Council representation directly appointed by the Council. Appointments will be considered at the December 7, 2009 regular Council meeting.
- b) Receive listing of City Committee and Commission members including those whose terms will be expiring at the end of the year and receive Committees and Commissions Handbook that outlines procedures for reappointment.

CLOSED SESSION

4. Conference with Legal Counsel - Anticipated Litigation
Initiation of litigation pursuant to subdivision (c) of Section 54956.9: one potential case

BREAK FOR REFRESHMENTS

Adjourn

Upcoming Council Meetings

- Monday, December 7, 2009, 4:00 p.m. Work Session; Regular Meeting 7:00 p.m., Council Chambers 707 W. Acequia
- Monday, December 21, 2009, 4:00 p.m. Work Session; Regular Meeting 7:00 p.m., Council Chambers 707 W. Acequia
- Monday, January 11, 2010 4:00 p.m. Work Session; Regular Meeting 7:00 p.m., Convention Center, 303 E. Acequia

In compliance with the American Disabilities Act, if you need special assistance to participate in meetings call (559) 713-4512 48-hours in advance of the meeting. For Hearing-Impaired - Call (559) 713-4900 (TDD) 48-hours in advance of the scheduled meeting time to request signing services.

Any written materials relating to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the Office of the City Clerk, 425 E. Oak Street, Visalia, CA 93291, during normal business hours.

City of Visalia Agenda Item Transmittal

Meeting Date: December 1, 2009

Agenda Item Number (Assigned by City Clerk): 1a

Agenda Item Wording: Adoption of Resolution 2009-57 declaring the results of the General Municipal Election, November 3, 2009 – Visalia City Council.

Deadline for Action: December 1, 2009

Submitting Department: Administration – City Clerks Office

Contact Name and Phone Number: Donjia Huffmon, Chief Deputy City Clerk (559) 713-4512

Department Recommendation: That the Council adopt Resolution 2009-57 declaring the results of the General Municipal Election held on November 3, 2009 electing Warren Gubler, Mike Lane, and Steve Nelsen as members of the Visalia City Council for the 2009-2013 term.

Summary: Pursuant to Article V of the Charter of the City of Visalia, and in accordance with the general laws of the State of California applicable thereto, an election was held on November 3, 2009, to elect three members of the City Council of the City of Visalia. There were a total of 34,715 votes cast by 12,749 registered voters (representing 24.82% of the 51,356 registered voters in the City of Visalia) and the people of the City of Visalia elected Mike Lane, Warren Gubler, and Steve Nelsen to the Visalia City Council.

For action by:

City Council
 Redev. Agency Bd.
 Cap. Impr. Corp.
 VPFA

For placement on which agenda:

Work Session
 Closed Session

Regular Session:

Consent Calendar
 Regular Item
 Public Hearing

Est. Time (Min.): _____

Review:

Dept. Head LBC 112309
(Initials & date required)

Finance _____
City Atty _____
(Initials & date required or N/A)

City Mgr _____
(Initials Required)

If report is being re-routed after revisions leave date of initials if no significant change has affected Finance or City Attorney Review.

	# of votes (34,715 total)	% of ballots cast (12,749 total)
Mike Lane	7647	60%
Warren Gubler	6746	53%
Steve Nelsen	5487	43%
Greg Collins	5240	41%
Jesus Gamboa	4574	36%
Mary Wheeler	1700	13%
Paul Fry	1271	10%
Andrew Miller	1136	9%
Dominic Prado	810	6%
Write-in	104	.8%

In accordance with the Charter, the results of the election shall be declared the first Monday following the election (or at such time as they are certified and become available) and the new Council members shall be sworn into office.

Prior Council/Board Actions:

Committee/Commission Review and Actions: n/a

Alternatives: none

Attachments: Certification of Elections Official
Resolution 2009-57

Recommended Motion: I move to adopt Resolution 2009-57 declaring the results of the General Municipal Election held on November 3, 2009 electing Warren Gubler, Mike Lane, and Steve Nelsen as members of the Visalia City Council for the 2009-2013 term.

Environmental Assessment Status

CEQA Review:

NEPA Review:

Tracking Information: *(Staff must list/include appropriate review, assessment, appointment and contract dates and other information that needs to be followed up on at a future date)*

Copies of this report have been provided to:

RESOLUTION NO. 2009-57
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VISALIA
DECLARING RESULTS OF THE GENERAL MUNICIPAL ELECTION OF NOVEMBER 3, 2009 VISALIA
CITY COUNCIL

WHEREAS, a General Municipal Election was held in the City of Visalia on November 3, 2009, pursuant to the provisions of Article V of the Charter of the City of Visalia, and in accordance with the general laws of the State of California applicable thereto, for the following purpose:

Elect three members of the City Council of the City of Visalia; and

WHEREAS, this being the time set by the Charter of the City of Visalia for declaring the results, and being in possession of certified results from the County of Tulare Registrar of Voters who has duly canvassed said return,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Visalia, and it is found by said Council as follows:

- (a) That the total number of legal ballots cast in said election was and is 12,749;
- (b) That the following named persons were candidates and/or were voted for at said election for the office of Member, Visalia City Council, and received votes for said office:
 - Greg Collins
 - Paul F. Fry
 - Jesus Gamboa
 - Warren Gubler
 - Mike Lane
 - Andrew Miller
 - Steve Nelsen
 - Dominic Prado
 - Mary Wheeler
 - Robert Naugle (write-in candidate)
- (c) That the number of votes given for each of said candidates for the office of Member, Visalia City Council, is described on the attached certified election report; and

BE IT FURTHER RESOLVED and declared by the City Council of the City of Visalia in accordance with the provisions of Article V of the Charter of the City of Visalia that the following named persons were elected at said election to the office of Member, Visalia City Council, to wit:

Warren Gubler
Mike Lane
Steve Nelsen

PASSED AND ADOPTED: STEVEN M. SALOMON, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF TULARE) ss.
CITY OF VISALIA)

I, Steven M. Salomon, City Clerk of the City of Visalia, certify the foregoing is the full and true Resolution 2009-57 passed and adopted by the Council of the City of Visalia at a special meeting held on December __, 2009.

Dated: STEVEN M. SALOMON, CITY CLERK

By Donjia Huffmon CMC, Chief Deputy City Clerk

**City of Visalia
Agenda Item Transmittal**

Meeting Date: December 1, 2009

Agenda Item Number (Assigned by City Clerk): 1b

Agenda Item Wording: Adoption of Resolution 2009-58 declaring the results of the General Municipal Election, November 3, 2009 – Visalia Unified School District Governing Board.

Deadline for Action: December 1, 2009

Submitting Department: Administration – City Clerks Office

Contact Name and Phone Number: Donjia Huffmon, Chief Deputy City Clerk (559) 713-4512

Department Recommendation: That the Council adopt Resolution 2009-58 declaring the results of the General Municipal Election held on November 3, 2009 electing Timothy Chaney (Area 1), Rodney Elder (Area 2), Jim Qualls (Area 3), and Charles Ulmschneider (Area 4), as members of the Visalia Unified School District Governing Board.

Summary/background: Pursuant to Article V of the Charter of the City of Visalia, and in accordance with the general laws of the State of California applicable thereto, an election was held on November 3, 2009 to elect four members of the Governing Board of the Visalia Unified School District. There were a total of 45,007 votes cast by 13,535 registered voters (representing 23.76% of the 56,972 registered voters) and the people elected Timothy Chaney Area 1 (4946 votes); Rodney Elder Area 2 (9878 votes); Jim Qualls Area 3 (10,262 votes); and Charles Ulmschneider Area 4 (6441 votes); as members of the Visalia Unified School District Governing Board.

In accordance with the Charter, the results of the election shall be declared the first Monday following the election (or at such time as they are certified and become available.)

Prior Council/Board Actions:

Committee/Commission Review and Actions: n/a

Alternatives:

Attachments: Resolution 2009-58

For action by:

City Council
 Redev. Agency Bd.
 Cap. Impr. Corp.
 VPFA

For placement on which agenda:

Work Session
 Closed Session

Regular Session:

Consent Calendar
 Regular Item
 Public Hearing

Est. Time (Min.): _____

Review:

Dept. Head _____
(Initials & date required)

Finance _____
City Atty _____
(Initials & date required or N/A)

City Mgr _____
(Initials Required)

If report is being re-routed after revisions leave date of initials if no significant change has affected Finance or City Attorney Review.

Certification of Elections Official

Recommended Motion: I move adoption of Resolution 2009-58 declaring the results of the General Municipal Election held on November 3, 2009 electing Timothy Chaney, Rodney Elder, Jim Qualls, and Charles Ulmschneider as members of the Visalia Unified School District Governing Board.

Environmental Assessment Status

CEQA Review:

NEPA Review:

Tracking Information: *(Staff must list/include appropriate review, assessment, appointment and contract dates and other information that needs to be followed up on at a future date)*

Copies of this report have been provided to:

RESOLUTION NO. 2009- 58

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF VISALIA DECLARING
RESULTS OF THE GENERAL MUNICIPAL ELECTION
OF NOVEMBER 3, 2009 - VISALIA UNIFIED SCHOOL DISTRICT**

WHEREAS, a General Municipal Election was held in the City of Visalia on November 3, 2009, pursuant to the provisions of Article V of the Charter of the City of Visalia, and in accordance with the general laws of the State of California applicable thereto, for the following purpose:

- (a) Elect one member of the Governing Board of the Visalia Unified School District–Area 1; and
- (b) Elect one member of the Governing Board of the Visalia Unified School District–Area 2; and
- (c) Elect one member of the Governing Board of the Visalia Unified School District–Area 3; and
- (d) Elect one member of the Governing Board of the Visalia Unified School District–Area 4; and

WHEREAS, this being the time set by the Charter of the City of Visalia for declaring the results, and being in possession of certified results from the County of Tulare Registrar of Voters who has duly canvassed said return,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Visalia, and it is found by said Council as follows:

- (a) That the total number of legal ballots cast in said election was and is 13,535;
- (b) That the following named persons were candidates and/or were voted for at said election for the office of Member, Governing Board of the Visalia Unified School District, and received votes for said office:

Rusty Barker – Area 1
Timothy Chaney – Area 1
Victor Yost – Area 1
Sally Martin-Winter – Area 1
Rodney Elder – Area 2
Jim Qualls – Area 3
Juan Guerrero – Area 4
Charles Ulmschneider – Area 4

- (c) That the number of votes given for each of said candidates for the office of Member, Governing Board of the Visalia Unified School District, is described on the attached certified election report; and

BE IT FURTHER RESOLVED and declared by the City Council of the City of Visalia in accordance with the provisions of Article V of the Charter of the City of Visalia that the following named persons were elected at said election to the office of Member, Governing Board of the Visalia Unified School District, to wit:

Timothy Chaney - Area 1
Rodney Elder - Area 2
Jim Qualls - Area 3
Charles Ulmschneider - Area 4

PASSED AND ADOPTED:

STEVEN M. SALOMON, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF TULARE) ss.
CITY OF VISALIA)

I, Steven M. Salomon, City Clerk of the City of Visalia, certify the foregoing is the full and true Resolution 2009-58 passed and adopted by the Council of the City of Visalia at a special meeting held on December 1, 2009.

Dated:

STEVEN M. SALOMON, CITY CLERK

By Donjia Huffmon CMC, Chief Deputy City Clerk

City of Visalia Agenda Item Transmittal

Meeting Date: December 1, 2009

Agenda Item Number (Assigned by City Clerk): 3a

Agenda Item Wording: Receive the list of committees and boards that have City Council representation directly appointed by the Council. Appointments will be considered at the December 7, 2009 regular Council meeting

Deadline for Action: N/A

Submitting Department: Administration

Contact Name and Phone Number: Donjia Huffmon 713-4512, Leslie Caviglia, 713-4317

Department Recommendation: Receive and review the listing of various board and committees that have City Council Member representation directly appointed by the City Council..

Summary/background:

Staff recommends that Council review the list, and contact the Mayor with any specific interest in a particular committees or task force. Interest should be expressed regardless of whether or not a current vacancy exists. Additionally, if a Council Member is currently a member of a particular committee and no longer wishes to serve in that capacity, they should notify the Mayor that they are no longer interested.

Several Boards/Committees/Task Forces were removed from the list as their particular task is completed and there is no need to continue meeting: Civic Center MasterPlan/East Downtown Project, Oaks Stadium Task Force, Smart Growth Task Force, Riverway Sports Park Task Force, and West Visalia Specific Plan/198 Scenic Corridor Task Force.

The Mayor will recommend to the Council, on December 7th, 2009 the representatives to the various boards and committees for the 2009-11 term.

Prior Council/Board Actions: These positions were last filled in January, 2008.

Committee/Commission Review and Actions: N/A

For action by:

City Council
 Redev. Agency Bd.
 Cap. Impr. Corp.
 VPFA

For placement on which agenda:

Work Session
 Closed Session

Regular Session:

Consent Calendar
 Regular Item
 Public Hearing

Est. Time (Min.): _____

Review:

**Dept. Head LBC112309
(Initials & date required)**

**Finance _____
City Atty _____
(Initials & date required
or N/A)**

**City Mgr
(Initials Required)**

If report is being re-routed after revisions leave date of initials if no significant change has affected Finance or City Attorney Review.

Alternatives:

Attachments: Attachment 1 – City Council Representation on Boards/Commissions.

Recommended Motion (and Alternative Motions if expected):

Information only – appointments to be considered at a future meeting.

Environmental Assessment Status

CEQA Review:

NEPA Review:

Tracking Information: *(Staff must list/include appropriate review, assessment, appointment and contract dates and other information that needs to be followed up on at a future date)*

Copies of this report have been provided to:

CITY COUNCIL REPRESENTATION ON BOARDS/COMMITTEES 2009-2011

Board/Committee	Meeting Frequency	(2009-2011)
Air Service Sub-Committee	On Call	Link _____ (vacant)
Community Based Planning Committee (Kaweah Delta Health Care District)	On Call	Link _____ (vacant)
Consolidated Waste Management Authority	Usually monthly	Pri: Link Alt: Shuklian
COS/Cities Coordination/ Education Subcommittee (4-year University Project)	On Call	Shuklian (1 only)
Council of Cities	Monthly	Pri: Link Alt: (vacant)
Cross Valley Rail Corridor Joint Powers Authority	Annually	Pri: _____ (vacant) Alt: Shuklian
Cultural Plan Task Force	3-4 times over next 3 months, could continue dependent upon plan.	Shuklian (vacant)
General Plan Update Review Committee	Regular basis for the duration of the update process (mid 2010)	Link _____ (vacant)
Gang Intervention Task Force (multi- agency)	Monthly	_____ (vacant)
Lake Kaweah Expansion Project	On Call	Pri: E. Long Alt: _____ (vacant)
Mooney Grove Sub-Committee	Monthly for next several months	Pri: _____ (vacant) Alt: _____ (vacant)
Natural Resources	Currently on call, will become monthly or quarterly	Shuklian _____ (vacant)
Property Based Improvement District (PBID)	Monthly	Pri: _____ (vacant) Alt: Salomon

San Joaquin Valley Air Pollution Control Districts Special City Selection Committee	As needed to fill vacancies on the District Board	Pri: _____ (Mayor) Alt: _____ (Vice-Mayor)
SPCA Task Force	On call, has met frequently lately	Link Shuklian
Tulare Co. Association of Governments (TCAG)	Monthly	Pri: Link Alt: _____ (vacant)
Tulare Co. Economic Development Corp	Monthly	Pri: _____ (vacant) Alt: Salomon
Tulare County Transportation Authority (TCAG committee)		Pri: Link Alt: _____ (vacant)
TCAG High Speed Rail Committee		Link _____ (vacant)
Visalia Water Management Committee	Quarterly	Pri: _____ (vacant) Alt: _____ (vacant)
Visalia Civic Facilities Authority	1/yr	Shuklian _____ (vacant)
Visalia Convention & Visitors Bureau Bd.	Monthly	Shuklian _____ (vacant)
Visalia Economic Development Council	Monthly	Pri: Link Alt: _____ (vacant)
Visalia Unified School District Trustee Area Election Boundary Committee		Caviglia (staff) _____ (vacant) (council)

City of Visalia Agenda Item Transmittal

Meeting Date: December 1, 2009

Agenda Item Number (Assigned by City Clerk): 3b

Agenda Item Wording: Receive list of the City's Committee and Commissions members including those whose terms are expiring and slated for reappointment at the end of this year, and review procedures for reappointment.

Deadline for Action: N/A

Submitting Department: Administration

Contact Name and Phone Number: Donjia Huffmon 713-4512, Leslie Caviglia, 713-4317

Department Recommendation: Receive list of members of the City's Committees and Commissions including those whose terms are expiring in December 2009, and receive the Committees and Commissions Handbook outlining procedures for reappointment as recommended by the Citizens Advisory Committee and adopted by the City Council.

Summary/background:

In October 2008, the City Council approved the Citizen's Advisory Committee's recommendations regarding changes to the policies and procedures relating to Committees and Commissions.

In January 2009, all committee's terms were reorganized to reflect these recommendations including that all appointments begin on January 1st and end on December 31st. Terms were staggered so all terms do not end in the same year.

There are many members whose terms are expiring in December 2009 (see the list that follows). Staff will bring the replacement and reappointment recommendations to the Council later this month. Since many appointments and reappointments will be considered in December, the policies for reappointments and how vacancies are filled are attached. Staff will continue to process appointments and reappointments in accordance with these policies unless directed otherwise by the Council. An item confirming the appointment procedures will be on the December 7 agenda for Council approval.

For action by:

City Council
 Redev. Agency Bd.
 Cap. Impr. Corp.
 VPFA

For placement on which agenda:

Work Session
 Closed Session

Regular Session:

Consent Calendar
 Regular Item
 Public Hearing

Est. Time (Min.): _____

Review:

Dept. Head
(Initials & date required)

Finance _____
City Atty _____
(Initials & date required or N/A)

City Mgr
(Initials Required)

If report is being re-routed after revisions leave date of initials if no significant change has affected Finance or City Attorney Review.

Typically, the process for reappointing a committee member who is eligible, actively participating, and willing to serve another term is to ask the Council to reappoint the current member. However, the Council always has the discretion to not make a reappointment. In the case when a member has served a maximum number of terms, and there is a vacancy, the committee reviews all current applications, makes a recommendation to the Citizen's Advisory Committee for appointment, and requests the City Council to approve the CAC 's recommendation for appointment of a new member. If a vacancy occurs mid-term, for consistency purposes, the position can be filled by an alternate if one has been previously appointed by the Council.

The Council has traditionally chosen a different process for appointing Planning Commissioners. Generally the Council has chosen to simply reappoint an eligible Commissioner as long as they are willing to serve and have been actively involved in the process. When there is a vacancy on the Planning Commission, the Council has chosen to conduct a recruitment, conduct interviews and make a direct appointment. The current Commissioners whose terms are expiring can be reappointed, or a full recruitment could be conducted, if the Council so chooses. Vincent Salinas and Larry Segrue's terms are expiring. Both are eligible and willing to serve another term. Staff will process their reappointment report at the Dec. 21 meeting unless directed otherwise by the Council at the Dec. 7 meeting.

Prior Council/Board Actions: October 2008 Council approved CAC's recommendations for reorganization of terms and changes in policies and procedures.

Committee/Commission Review and Actions: N/A

Alternatives:

Attachments: Local Appointment List
Committee and Commission Handbook

Recommended Motion (and Alternative Motions if expected):

None required

Environmental Assessment Status

CEQA Review:

NEPA Review:

Tracking Information: *(Staff must list/include appropriate review, assessment, appointment and contract dates and other information that needs to be followed up on at a future date)*

Copies of this report have been provided to:



LOCAL APPOINTMENTS LIST

In compliance with the requirements of the **Maddy Act, Government Code 54970**, the following appointment list is posted on an annual basis by December 31. It shows the current members of City Commissions and Committees and the dates of their terms of office as of the time of posting. Members must be 18 years of age or older and residents of the greater Visalia area.

Note: The names on this list are subject to change based on term expirations and resignations that occur during the year. For current member information, you may contact the City Clerk's Office at 559-713-4512.

<p>Citizen's Advisory Committee – Acts as a liaison between the general public and the City Council concerning community issues.</p>	<p>Disability Advocacy Committee – advises the City on the needs of disabled people. The committee promotes physical, social, communication and attitudinal access for every citizen of Visalia.</p>
<p>Held the first Wednesday of each month, 5:30 p.m., in the City Hall Council Chambers – Staff Rep: Eric Frost</p>	<p>Held the 2nd Monday of each month at 5:00 p.m., at City Hall East Conference Room, 315 E. Acequia - Staff Rep: Chris Young</p>
<p>15 Members 4 Alternates (optional) 2 year terms/term limits = 3</p>	<p>7 Members/2 Alternates (optional) 2 year term length/term limits = 3</p>
<p>1. Holkeboer, Dirk <i>1st term: 2007 – 12/2009</i></p>	<p>1. Papove, Kathleen <i>1st term: 8/2008 – 12/2009</i></p>
<p>2. Gomez, John “Chris” <i>1st term: 2007 – 12/2009</i></p>	<p>2. vacant</p>
<p>3. Mirwald, Phil <i>1st term: 2006 – 12/2008</i> <i>2nd term: 1/2009 – 12/2010</i></p>	<p>3. vacant</p>
<p>4. Orozco, Donna <i>1st term: 2005 – 12/2008</i> <i>2nd term: 1/2009 – 12/2010</i></p>	<p>4. Jones, Rick <i>1st term: 2003-2005</i> <i>2nd term: 2006-2008</i> <i>3rd term: 1/2009-12/2009</i></p>
<p>5. Vacant</p>	<p>5. Andrews, Nathaniel <i>1st term: 10/2008 – 12/2010</i></p>
<p>6. Shelton Jr., George <i>1st term: 2006 – 12/2009</i></p>	<p>6. Wheeler, Mary (Chairperson) <i>1st term: 2006-2008</i> <i>2nd term: 1/2009-12/2010</i></p>
<p>7. Baggs, Sylvia <i>1st term: 2007 – 12/2009</i></p>	<p>7. Ahumad-Lopez, Liz <i>1st term: 10/2008 – 12/2010</i></p>
<p>8. Ouzounian, George <i>1st term: 2007 – 12/2009</i></p>	<p>Alternate 1: vacant</p>
<p>9. Hallum, Nyla <i>1st term: 3/2008 – 12/2009</i></p>	<p>Alternate 2: vacant</p>
<p>10. Hernandez, Nathan <i>1st term: 3/2008 – 12/2010</i></p>	
<p>11. McNutt, Betty <i>1st term: 3/2008 – 12/2010</i></p>	
<p>12. Wheeler, David <i>1st term: 3/2008 – 12/2010</i></p>	
<p>13. Lois Bollinger <i>1st term: 5/2008 – 12/2009</i></p>	
<p>14. Matthew Ainley <i>1st term: 5/2008 – 12/2010</i></p>	
<p>15. Biehle, Diane <i>1st term: 8/2008 – 12/2010</i></p>	
<p>Alternate – Evans, Jim AP: 8/2008</p>	
<p>Alternate – Seals, Nick AP: 8/2008</p>	<p>Alternate 4 - vacant</p>

<p>Environmental Committee – heightens environmental awareness and conservation in Visalia. Issues addressed include air quality, hazardous waste, recycling, water conservation and all other natural resources.</p>	<p>Historic Preservation Committee – administers and carries out the standards and specifications of the Historic Preservation Ordinance. Promotes historic preservation including encouraging building owners to initiate preservation efforts. Develops funding and/or incentive options, conducts tours and facilitates building identification.</p>	<p>North Visalia Neighborhood Advisory Committee – serves as a liaison between the City and the North Visalia community. It is a forum for citizen complaints, problems and provides recommendations to the City Council.</p>
<p>Held the 2nd Wednesday of each month, 5:45 p.m., at Transit Center, 3rd floor – Staff Rep: Kimball Loeb</p>	<p>Held the 2nd and 4th Wednesdays at 5:30 p.m., at City Hall East Main Conference Room – Staff Rep: Fred Brusuelas</p>	<p>Held the 2nd Wednesday of each month, 5:30 p.m., Wittman Center – Staff Rep: Lt. Perry Phipps</p>
<p>9 Members/2 Alternates (optional) 2 year term length/term limits = 3</p>	<p>7 Members/2 Alternates (optional) 2 year term length/term limits = 3</p>	<p>15 members/4 Alternates (optional) 2 year term length/3 max terms</p>
<p>1. Mann, Dean <i>1st term: 6/2007 – 12/2010</i></p>	<p>1. Allen-Gomez, Jennifer <i>1st term: 2003-2005 2nd term: 2006-2008 3rd term: 1/2009 – 12/2009</i></p>	<p>1. Vacant (appointment pending)</p>
<p>2. Newton, Brian <i>1st term: 3/16/09 – 12/2010</i></p>	<p>2. Gutierrez, Jesus <i>1st term: 2002-2004 2nd term: 2005-2008 3rd term: 1/2009 – 12/2009</i></p>	<p>2. Vacant (appointment pending)</p>
<p>3. Dimick, Allen <i>1st term: 2007 – 12/2009</i></p>	<p>3. Hohlbauch, Jay <i>1st term: 2003-2005 2nd term: 2006-2008 3rd term: 1/2009 – 12/2010</i></p>	<p>3. Huott, William <i>1st & 2nd terms: 2002 – 12/2008 3rd term: 1/2009 – 12/2010</i></p>
<p>4. Ferranti, Annee <i>1st term: 2007 – 12/2010</i></p>	<p>4. Rains, Jon <i>1st term: 2005-12/2008 2nd term: 1/2009 – 12/2010</i></p>	<p>4. Lockwood, Tom <i>1st & 2nd terms: 2004-12/2008 3rd term: 1/2009 – 12/2009</i></p>
<p>5. Vacant</p>	<p>5. Taylor, Bob <i>1st term: 2005-12/2008 2nd term: 1/2009 – 12/2010</i></p>	<p>5. vacant (appointment pending)</p>
<p>6. Simmons, Dale <i>1st term: 6/2007 – 12/2010</i></p>	<p>6. Sevier, Susan <i>1st term: 11/08 – 12/2010</i></p>	<p>6. vacant (appointment pending)</p>
<p>7. Lavinder, Ken <i>1st term: 8/09 - 12/2010 (UET)</i></p>	<p>7. Strawser, Virginia <i>1st term: 11/08 – 12/2010</i></p>	<p>7. Wilcox, Doris <i>1st & 2nd terms: 2002 – 12/2008 3rd term: 1/2009 – 12/2009</i></p>
<p>8. Arrellano, Ben <i>1st term: 6/1/09 – 12/31/09</i></p>	<p>Alternate 1: Cullen, Steven <i>AP: 11/08 – 12/2010</i></p>	<p>8. Guerrero, Juan <i>1st term: 2007 – 12/2009</i></p>
<p>9. Hartman, Craig <i>1st term: 6/1/09 – 12/31/2010</i></p>	<p>Alternate 2: Matthew Owdom <i>AP: 7/1/09 – 12/2010</i></p>	<p>9. Medina, Carlos <i>1st term: 2007 – 12/2010</i></p>
<p>Alternate 1: Vacant</p>		

Parks & Recreation Commission – advises the City Council and City staff in matters pertaining to parks, playgrounds and recreation centers.	Planning Commission – makes recommendations to the City Council concerning land use, building and subdivisions, administers the Zoning Ordinance and handles matters that affect the growth and development of Visalia.
Held the 3 rd Tuesday of each month, 5:30 p.m., at City Hall Council Chambers – Staff Rep: Vince Elizondo	Held the 2 nd and 4 th Mondays of each month, 7:00 p.m., in the City Hall Council Chambers – Staff Rep: Fred Brusuelas
5 Members/2 Alternates (optional) 2 year term length/4 max terms	5 Members/2 Alternates (optional) 2 year term length/4 max terms
1. Boswell, Jeff <i>1st term: 11/2008 – 12/2010</i>	1. Soltesz, Roland <i>1st & 2nd terms: 7/2008 – 12/2012</i>
2. Calhoun, Carla <i>1st & 2nd terms: 2008 – 12/2012</i>	2. Peck, Adam <i>Appointed: 1/2006 (UET) 1st & 2nd terms: 6/2006-12/2010</i>
3. Mann, Lesa <i>1st & 2nd terms: 2006 – 12/2010</i>	3. Salinas, Vincent <i>Appointed: 10/2003 UET 1st & 2nd terms: 7/2005-12/2009</i>
4. Mijares, Robert <i>1st & 2nd terms: 2006 – 12/2010</i>	4. Segrue, Larry <i>Appointed: 8/2005 UET 1st & 2nd terms: 8/2005 - 12/2009</i>
5. Desch, Russ <i>1st & 2nd terms: 2007- 12/2011</i>	5. Lane, Terese <i>1st & 2nd terms: 7/2007 - 12/2011</i>
Alternate 1: Griffith, Travis <i>AP: 4/2008</i>	
Alternate 2: vacant	

<p>Transit Advisory Committee – researches and analyzes the community’s continuing transit needs, reviews operations, markets the transit program and makes recommendations about the business affairs of the transit system.</p>	<p>Waterways and Trails Committee – Advises on matters related to the Bikeway Master Plan and the Waterway and Trail Master Plan. Advocate for policies, programs, and projects that enhance bicycle and pedestrian opportunities, reviews projects, and advocates to secure additional resources. Est. 2/21/06</p>
<p>Held the 1st Wednesday of each month, 5:30 p.m., at the Transit Center, 3rd floor, Administration Conference Room – Staff Rep: Monty Cox</p>	<p>Held the 1st Tuesday of each month, 5:15 p.m., at City Hall West, Council Chambers - Staff Rep: Paul Shepard</p>
<p>9 Members/2 Alternates (optional) 3 year term length/3 max terms</p>	<p>13 Members 4 Alternates (optional) 2 year terms/term limits = 3</p>
<p>1. Martell, Elaine <i>1st & 2nd terms: 2006 – 12/2010</i></p>	<p>1. Bailey, Lindsay <i>1st term: 2006 – 12/2009</i></p>
<p>2. Wheeler, Mary <i>1st term: 2007 – 12/2009</i></p>	<p>2. Brown, Robert <i>1st term: 2006-12/2010</i></p>
<p>3. Wilson, David <i>1st & 2nd terms: 2006 – 12/2010</i></p>	<p>3. Dahler, Russ <i>1st term: 2007-12/2009</i></p>
<p>4. Squier, Gerald <i>1st term: 2004 - 2007</i> <i>2nd term: 2007 – 12/2009</i></p>	<p>4. Filiponi, Benjamin <i>1st term: 2007-12/2009</i></p>
<p>5. Miller, Andrew A. <i>1st term: 2006 – 12/2009</i></p>	<p>5. Flynn, Mike <i>1st term: 2006-12/2009</i></p>
<p>6. Unti, Christopher Gardner <i>1st term: 8/08 – 12/2010</i></p>	<p>6. Kempf, Brian <i>1st term: 2006-12/2010</i></p>
<p>7. Stewart, Glen <i>1st term: 2008 – 12/2009</i></p>	<p>7. Niccoli, Dominique <i>1st term: 2006-12/2010</i></p>
<p>8. Miller, Joshua T. <i>1st term: 8/08 – 12/2009</i></p>	<p>8. Pilling, George <i>1st term: 2006-12/2010</i></p>
<p>9. Cline, Phillip Jarrett <i>1st term: 8/08 – 12/2010</i></p>	<p>9. Simmons, Herb <i>1st term: 2006-12/2010</i></p>
<p>Alternate 1: Chester, Pat AP: <i>pending</i></p>	<p>10. Stasch, Vicki <i>1st term: 2006-12/2009</i></p>
<p>Alternate 2: vacant</p>	<p>11. Garcia, Richard <i>1st term: 2007-12/2010</i></p>
	<p>12. Rosenberry, Rachel <i>1st term: 7/2008 – 12/2009</i></p>
	<p>13. vacant</p>

Legend

AP = Appointed
UET = Un-expired Term

Commissioners serve up to (4) two-year terms

Committee members serve up to (3) two-year terms as noted

Boards with City appointed representatives:

Delta Vector Control Board – monitors, controls, abates and otherwise controls animals which carry diseases.	Tulare Mosquito Abatement District Board	Visalia Civic Facilities Authority
1 City Representative No term limits	1 City representative	2 City appointees
On call – Meetings held 2 nd Wednesday of every month. Staff Rep: Leslie Caviglia	On call	Obligated to meet once a year, but may meet quarterly-maintained by Visalia Unified School District
1. Evan Long AP: 2007	Wilson, A RA: 2005	City Rep(s): Greg Collins & Amy Shuklian - AP: 2008

Inactive Committees/Boards:

- Beautification Committee
- Affirmative Action Committee
- Village Community Center Board

CITY OF VISALIA



COMMITTEES

AND

COMMISSIONS

HANDBOOK

“A Guide for Community Volunteers”

(Revised November 2008)

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INTRODUCTION

Dear Citizen,

This packet has been prepared to inform you of how you can be involved in local government through citizen advisory committees or commissions. It includes basic information about the purpose and responsibilities, qualifications for membership and how to apply for a city committee or commission.

By serving on a city advisory committee or commission, you can help plan Visalia's future. These committees and commissions are making recommendations that affect life in Visalia. It is important that prospective members understand the functions and responsibilities of membership before actively seeking appointment. A great deal of personal satisfaction can be received through public service, and the knowledge and experience gained will be invaluable to you.

If you are interested in serving on a committee or commission, please fill out the application included in this booklet. Feel free to include a resume or other information you feel would help the City Council to decide which committee or commission could best use your expertise. Information about specific vacancies is published annually by the City. For further information or additional application forms, contact the City Clerk's Office, 425 E. Oak Ave., Suite 301 or call (559) 713-4512 or visit our website at www.ci.visalia.ca.us.

We welcome your attendance at any of our committee or commission meetings, please see a listing of all committees/commissions and their meeting schedules at the end of this document and feel free to contact the staff representative for further information.

The City Council also encourages your participation and involvement at City Council meetings. The City Council meets on the first and third Mondays at 7:00 p.m., located at the City Hall Council Chambers, 707 W. Acequia. The Council Members and their terms of office are as follows:

Jesus Gamboa, Mayor, 2005-2009
Bob Link, Vice Mayor 2007-2011
Greg Collins, Council Member 2005-2009
Don Landers, Council Member 2005-2009
Amy Shuklian, Council Member 2007-2011

We look forward to working with you to create a better Visalia.

Jesus Gamboa, Mayor City of Visalia

THE COMMITTEE AND COMMISSION'S ROLE, AUTHORITY AND RESPONSIBILITIES

The role of city committees and commissions is to advise the City Council in the determination of city policies and procedures. Committees/commissions facilitate public participation.

City committees and commissions are not involved in the administration or operation of city departments. Committee/commission members may not direct administrative staff to initiate programs. Committees/commissions may not conduct major studies or establish official policy without the approval of the City Council. City staff members are available to provide general staff assistance to committees/commissions.

Despite committees/commissions differing tasks, all share some basic responsibilities. Members need to stay informed on subjects of interest to the specific committee/ commission.

Appointment to a commission or committee is an honor. It provides an opportunity for genuine public service. Each commission or committee member should be aware of the responsibilities that go along with officially serving the community. The specific duties of each commission or committee vary with the purposes for which it was formed. There are, however, many responsibilities common to all members.

1. Understand the role and responsibility of the commission or committee on which you serve. Be informed of its functions, work programs and relationship with other commissions/committees.
2. Represent the overall public good, not the exclusive point of view of a single group or interest.
3. Keep all lines of communication open. Each member serves as a communication link between the community, the City Council and the staff.
4. Do your homework and be prepared. Commission and committee members should become familiar with items under consideration prior to meetings in order to be fully prepared to discuss, evaluate, and act on matters scheduled for consideration. Feel free to seek staff's advice and assistance in advance of a meeting.
5. Establish a good working relationship with fellow members, the Council and your staff representative.
6. Understand the scope and authority of your responsibility and strive to work within that scope.
7. Be a participant, an active representative and be enthusiastic.
8. Commission/committee members should not approve projects that violate adopted City policies. These bodies make recommendations to the Council about exceptions to or recommendations to change existing policies when appropriate.

COMMITTEE AND COMMISSION GUIDELINES

Formation of a new Committee or Commission by the City Council

Unless otherwise stated by Council, a committee or commission shall be formed initially for a period of one year with time extended at the request of the committee/commission and concurrence of the Council.

After a one-year evaluation and if the committee/commission is to continue, the length of terms will be increased and the expiration of terms will be staggered.

A newly formed committee or commission will be convened by the city staff representative, and each committee/commission will elect a chairperson, a vice-chairperson, and a secretary once the members feel sufficiently acquainted with each other.

A staff representative will be assigned by the City Manager to work with each committee/commission to prepare agendas, keep minutes and furnish assistance.

The size of commissions and committees may vary from 5 to 15 members and is set for each body by the City Council. A committee or commission may decide that it is in the best interest of the committee/commission to modify the number of its members and may recommend a change to the Citizens Advisory Committee. After the Citizens Advisory Committee receives a recommendation from the committee/commission along with reason(s), a recommendation to modify the number of members will be made to the City Council.

Each Committee or Commission should have a mission statement. Ex: "It is the mission of the Citizens Advisory Committee to act as a liaison between the general public and the City Council concerning community issues."

Commissions are provided for in the City of Visalia's Charter and the duties of the Commissions are contained in the City's Municipal Code. The formation of a new Commission requires a Charter Amendment. Revision to Commission duties and responsibilities require an Ordinance change.

Appointment of Citizens to Committees/Commissions

All appointments and reappointments require formal action of the Council. Every committee/commission serves in an advisory capacity to the City Council.

Names to be considered for appointment will be recommended to the Council by the Citizens Advisory Committee, which serves as the Advisory Board Selection Committee. The Council may choose, however, to fill some positions in other manners as needed.

Persons in the community wanting to serve on an advisory committee/commission should submit their name and resume to the City Clerk's Office (a standard application form is available and included in this handbook). The City Clerk will annually publish a notice of the process and procedure to be followed by individuals wanting to serve the City.

Applications will be kept on file for a period of two years. Applicants will be contacted one year after they file their application to ensure their continued interest in serving on a City committee or commission.

Eligibility

City advisory committees/commissions will reflect, to the extent possible, the community's geographic, ethnic, gender and age composition.

Appointees to committees/commissions should be 18 years of age or older, and live or work within the urban area of Visalia as defined by Visalia Unified School District's boundary map. First consideration will be given to residents of the City of Visalia. Individuals under the age of 18 who indicate they are interested in participating are encouraged to attend meetings and participate as a member of the public. Additional requirements may be applicable to a specific Committee or Commission.

No person should serve on more than one committee or commission at one time as a regular member or as an alternate. However, individuals with unique qualifications may be asked to serve on an additional committee/commission by the City Council.

Immediate family members may not concurrently serve on the same committee or commission; however, family members are encouraged to serve on different committees/commissions.

Employees of the City of Visalia may not serve on any committee/commission other than as a staff representative. Employees of companies who do business with the City of Visalia are encouraged to serve on committees/commissions other than those where the actions of the committee/commission may directly benefit the work of the member's employer.

In accordance with Government Code Section 87200, planning commissioners are mandated to file Fair Political Practices Commission Form 700 Statement of Economic Interests upon assuming office, annually, and upon leaving office.

Government Code Section 53235 (AB 1234) requires that planning commissioners and parks and recreation commissioners complete required ethics training within one year of assuming office and every two years thereafter.

Term Limits and Replacement Process

Beginning January 2009, the term length for all members of Committees/Commissions is standardized to two-year terms. All terms begin on January 1st and end on December 31st.

Each committee member may serve three (3) two-year terms (for a total of six years). After serving for six years on a committee, a person must remain off for one year before reapplying to that same committee. This does not prohibit the person from immediately applying to a different committee or commission.

Each commissioner (Planning and Parks and Recreation Commissions) may serve four (4) two-year terms (for a total of eight years). After serving for eight years on a commission, a person must remain off for

one year before reapplying to that same commission. This does not prohibit the person from immediately applying to a different commission or committee.

Because member turnover may periodically cause some difficulty in obtaining a quorum, a term may be temporarily extended for an additional six months by the committee.

Appropriate recognition will be made of services when a term is completed and a member leaves a committee or commission. This recognition will be made by the committee/commission with the help of the staff representative.

Scheduled Vacancies: To comply with the Maddy Act, on or before December 31st of each year, the City Clerk's Office publishes the Local Appointment List informing the public of all scheduled vacancies for the upcoming year. The list is posted on the City's website, at all City Hall posting boards, and at the public library.

Resignations: Members resigning from a committee or commission should submit a letter of resignation to the Mayor, City Clerk and the secretary of their committee or commission.

Reappointments: When a member is eligible for another term, the committee/commission will present a recommendation to the City Council asking for reappointment of the member. The City Council makes the final determination on all appointments and reappointments.

Unscheduled Vacancies: The public will be informed regarding all unscheduled vacancies within 20 days after the vacancy occurs and at least 10 days before the vacancy is filled. Postings of unscheduled vacancies will be made by the City Clerk's office by posting the vacancy on the City's website, on the City Hall posting boards, the public library, through a press release, and an announcement included in the Inside City Hall newsletter.

Filling Unscheduled Vacancies with Alternates: For committees/commissions with membership under 12, a maximum of two (2) alternates may be, but are not required to be, appointed to a committee/commission by the Council and designated as alternate 1 and alternate 2. For committees/commissions with memberships of 12 or more, a maximum of four (4) alternates may be appointed and designated alternates 1, 2, 3, 4.

Once appointed as an alternate, the advance process can occur automatically, without any further confirmation by the Council, unless the Council specifically asks for a position to be brought before them for consideration. When an unscheduled vacancy occurs, alternate 1 may automatically advance to the voting position, and alternate 2 will become alternate 1. If an alternate serves more than half of an unexpired term, it will be considered a full term. If a committee/commission prefers to recommend a different approach to filling unscheduled vacancies with alternates, Council approval must be obtained.

Alternates do not automatically advance to a voting position at the end of a member's term. When a term ends, the alternates and all other applicants are to be considered for appointment to the committee/commission and recommended to the Citizens Advisory Committee and then to the City Council for final appointment.

Attendance

Conscientious attendance is a fundamental responsibility, as irregular attendance lessens one's ability to study all aspects of items under consideration. Three absences without notice, as recorded in the minutes, in a 12 month period will be considered a resignation.

Compensation

The members of the Planning Commission receive a \$100 monthly stipend and paid conferences and training. Planning Commissioners do not receive city health benefits.

All other committee and commission members receive no compensation, stipend or benefits of any kind. Actual and necessary expenditures incurred by members, while engaged in official commission or committee business, may be reimbursed to said members, provided such expenditures have been previously approved by the department head responsible for staffing the commission or committee.

Planning Commissioners and Parks and Recreation Commissioners will be provided business cards at the city's expense at the request of the member. This is not available to committee members.

Removal

The City Council may remove any member of any committee or commission by majority vote of the Council at anytime during the member's term.

Meeting Notices

Each committee/commission member, media representatives and any other interested persons who so requests will be notified in advance of time and place of each meeting. Meetings are open to the public and must follow the posting guidelines of the Brown Act.

The City Council is to receive all notices of meetings, agendas and minutes.

These guidelines may be waived or changed at the discretion of the Council. The Council has the discretion to make appointments outside of this stated policy. Statutory committees and commissions are separate from these guidelines to the degree required by State Law, City Charter or Ordinance Code.

ORGANIZATION

Regular Meetings

Regular meetings are held for most of the city's committees and commissions. An exception would be committees that meet as needed or "on-call" or committees that convene on an occasional basis.

Agendas of all regular meetings must be posted for public review at least 72 hours prior to the meeting. The official posting place of agendas is at City Hall West (707 W. Acequia). Notices may also be posted at City Hall East (315 E. Acequia), City Hall North (425 E. Oak Avenue), and on the city's web page www.ci.visalia.ca.us as a courtesy.

Adjourned Regular Meetings

If for any reason the business to be considered at the regular meeting cannot be completed, the committee or commission may then adjourn to a specified time and location. A notice announcing the adjournment must be posted within twenty-four hours after the time of adjournment.

Special Meetings

If it is necessary to meet at a time or date that is not the regular meeting schedule, a Special Meeting may be called by the advisory body. A Special Meeting may also be called in order to discuss an important issue that needs to be addressed immediately. Notice of special meetings must be received by members and posted at City Hall at least 24 hours in advance of the meeting. Only the business set forth in the agenda may be considered at the meeting.

Agenda

At least 72 hours before a regular meeting, an agenda shall be publicly posted which specifies the time and location of the meeting and contains a brief general description of each item of business to be transacted or discussed at the meeting.

Minutes

Minutes of all meetings must be kept as a permanent record by the committee/commission's staff representative. The minutes should be taken and prepared by the committee/commission's Secretary with the assistance of the staff representative. Written minutes, upon approval by the committee or commission, constitute the official record of its activities. Additions and correction of the minutes may be made only in public meetings, with the approval of the body, and not by the private request of individual members. Minutes are not verbatim but are instead, action minutes, which record the essence of the decision made and significant action taken.

Annual Reports

Each Committee and Commission shall submit an annual report to the City Council. The annual report should include the number of meetings held, approximate number of citizens attending, accomplishments for the year, goals for the next year, and any other significant areas of which the Council should be aware.

Parliamentary Procedure

In order for a commission/committee to meet, conduct business and take action, a quorum must be present. A quorum is generally defined as a majority (one more than half) of appointed members to the particular advisory body. Meetings of commission/committees are generally operated according to parliamentary procedure using Roberts Rules of Order as a guideline. Each body may establish additional rules, limit debate and eject unruly persons if necessary.

The use of Parliamentary Procedure...

- Promotes cooperation and harmony so that people can work together more effectively to accomplish their goals.
- Guarantees each individual an equal right to propose motions, speak, ask questions and vote.
- Protects the rights of minority points of view and gives the minority the same consideration and respect as those in the majority.
- Encourages the full and free discussion of every motion presented.
- Ensures that the meeting is fair and conducted in good faith.

Commission/committee action is taken by motion. Motions go through the following general steps:

1. The member making the motion asks to be recognized by the chair;
2. The member makes the motion... "I move...";
3. Another member seconds the motion (if there is no second, the motion dies and is not voted upon);
4. The chairperson states the motion or if he is not clear asks the member making the motion to re-state the motion;
5. The chairperson asks if there is any discussion on the motion;
6. When the chairperson determines that there is no more discussion on the motion, the debate is closed;
7. The chairperson puts the motion to a vote.

The vote on a motion may take the form of "all in favor" so state, "all opposed" so state, which is called a commission/committee vote. If members prefer, the vote may take the form of a voice or roll call vote. The Brown Act prohibits voting or taking action by secret ballot.

Appointment of Officers

Annually, in January, each Committee/Commission shall elect a Chairperson, Vice Chairperson, and Secretary from their members. Commissions may have a staff person appointed as secretary.

Role of the Chairperson and Vice Chairperson

During meetings, the chairperson is responsible for overseeing the public debate in a manner that encourages input while facilitating the decision-making process.

The chairperson should limit the discussion and debate to the particular scope of responsibility of the group and should ensure that all individuals have the opportunity to speak. The chairperson should expedite the business of the commission/committee by making sure that the discussion does not go off-track or bog down on peripheral issues.

In the event that the chairperson is not present at the meeting, the meeting will be chaired by the vice-chairperson and all duties of the chairperson will transfer to the vice-chair during the chairperson's absence.

Role of the Secretary

The secretary is responsible for recording the actions at the meeting. A staff person may assist with this duty, if needed. The secretary should prepare the action minutes as soon after the meeting as possible and review them with the staff person prior to submitting to the committee for approval. The staff person is the "keeper" of the committee's agendas and action minutes.

Role of the Members

The committee/commission members serve as the "workers" by providing ideas, suggestions, and perspectives that may not have been considered by the City Council, chairperson and staff.

Role of the Alternate

Alternates are not regular members of the committee or commission, and while encouraged to attend, they are not voting members and should not be accorded the same rights and privileges as voting members.

Role of the Staff Representative

The City Manager appoints staff representatives to serve each of the committees and commissions. The staff representative provides information, support services and facilitates communication between the committee, the City Council and city management.

The duties of the staff representative shall include:

1. Reserve and prepare a meeting location that is available to the general public and accessible to the handicapped throughout the entire meeting.
2. Secure the location when the meeting is completed.
3. Assure that the committee/commission maintains the established meeting schedule.
4. Monitor the committee/commission membership and assist members in filling open position, notifying the City Clerk's Office promptly when an unscheduled vacancy occurs and when an alternate is promoted to regular member status.
5. Act as a resource for questions or inquiries generated by members of the committee or commission.
6. Act as liaison between the committee/commission and the City of Visalia.
7. Make proper meeting notifications, in accordance with the Brown Act, and make certain that all meetings are conducted in accordance with all laws.
8. Make certain that all documents related to the committee/commission are current and reflect the present operational status of the committee or commission.
9. Assist the Secretary in preparation of the action minutes; the staff person is the official "keeper" of the agendas, back-up materials, and action minutes
10. Oversee preparation and presentation of the required year-end summary to the City Council.
11. Perform other duties as assigned by the City Manager, Department Head or City Council.
12. Maintain a list of terms of the committee/commission members.

GUIDELINES FOR RELATIONS WITH OTHERS

Relations with Fellow Commission/Committee Members

Cooperation among fellow commission/committee members plays an important role in the successful efforts of these groups. In order to build consensus around common goals and objectives, members should first show a willingness to objectively define the issues at hand and then work to reconcile opposing viewpoints. When commissioners/committee members interact positively, the group as a whole will be more effective. Important points to keep in mind in working with other commission/committee members:

1. Respect an individual's viewpoint even though it may be different from your own;
2. Allow other members adequate time to present their view before making comments;
3. Be open and honest;
4. Welcome new commission/committee members and help them become acquainted with the commission/committee;
5. Accept responsibility, voice opinions and be fair and factual.

Relations with Council

The primary responsibility of commissions/committees is to advise and make recommendations to the Council. It is the Council's role to absorb the advice and recommendations offered by numerous sources and to make decisions to the best of its ability. Because the Council is in such a position to see the broader context and is aware of other concerns, it may not always follow the recommendation offered by individual commissions/committees.

Relations with Staff

The staff representative's role is valuable to the success of the commission/committee. They do research and provide relevant information that enhances a commission/committee's ability to get things done. Staff is available to answer questions and follow-up on items brought before the commission/committee. However, members should be aware that the staff representatives are there as liaisons, assisting the members of the commission/committee by gathering information when needed or requested, submitting recommendations of the commission/committee to the Council, etc. Staff representatives must sustain a balance between their role as a liaison and as a city employee. Commission/committee members must be sensitive to the unique and vital relationships that staff representatives must maintain.

Relations with Media and Public Statements

Commissioners and Committee members should not make public statements as a spokesperson for the City of Visalia or of their particular committee/commission. Any statement made reflects the opinion of

that particular member only. Any inquiries regarding city committees or commission matters should be referred to the staff representative and/or the Community Relations Manager.

LIST OF ALL BOARDS/COMMITTEES/COMMISSIONS

Committee/ Commission	Composition	Regular Meetings	Summary	Staff Representative
Citizens Advisory Committee	15 members 4 alternates (optional)	Held the first Wednesday of each month at 5:30 p.m. in the City Hall Council Chambers	Acts as a liaison between the general public and the City Council concerning community issues.	Eric Frost 713-4474
Disability Advocacy Committee	7 members 2 alternates (optional)	Held the second Monday of each month at 5:00 p.m. at City Hall East Conference Room (315 E. Acequia)	Advises the City on the needs of disabled people. Promotes physical, social, communication and attitudinal access for every citizen of Visalia.	Chris Young 713-4392
Environmental Committee	9 members 2 alternates (optional)	Held the second Wednesday of each month at 5:45 p.m. at Transit Center 3 rd floor conference room.	Heightens environmental awareness and conservation. Issues addressed include air quality, hazardous waste, recycling, water conservation and all other natural resources.	Kim Loeb 713-4532
Historic Preservation Committee	7 members 2 alternates (optional)	Held the second and fourth Wednesdays at 5:30 p.m. at City Hall Main Conference Room.	Administers and carries out standards and specifications of the Historic Preservation Ordinance. Promotes historic preservation including encouraging building owners to initiate preservation efforts. Develops funding and/or incentive options, conducts tours, and oversees building identification.	Paul Scheibel 713-4369

Committee/ Commission	Composition	Regular Meetings	Summary	Staff Representative
North Visalia Neighborhood Advisory Committee	15 members 4 alternates (optional)	Held the second Wednesday of each month at 5:30 p.m., at Wittman Center	Services as a liaison between the City and the North Visalia community. It is a forum for citizen complaints, problems and provides recommendations to the City Council.	Lt. Perry Phipps 713-4103
Park and Recreation Commission	5 members 2 alternates (optional)	Held the third Tuesday of each month at 5:30 p.m., at City Hall Council Chambers	Advises the City Council and City staff in matters pertaining to parks, playgrounds and recreation centers.	Vince Elizondo 713-4367
Planning Commission	5 members 2 alternates (optional)	Held the second and fourth Mondays of each month at 7:00 p.m., in the City Hall Council Chambers	Makes recommendations to the City Council concerning land use, building and subdivisions, administers the Zoning Ordinance and handles matters that affect the growth and development of Visalia	Paul Scheibel 713-4369
Transit Advisory Committee	9 members 2 alternates (optional)	Held the first Wednesday of each month at 5:30 p.m., at City Hall North (Transit Center – 3 rd floor Conference Room)	Researches and analyzes the community's continuing transit needs, reviews operations, markets the transit program and makes recommendations about the business affairs of the transit system	Monty Cox 713-4591
Waterways and Trails Committee	13 members 4 alternates (optional)	Held the 1 st Tuesday of each month, 5:15 p.m. at City Hall West, Council Chambers	Advises the City Council on matters related to the Bikeway Master Plan and the Waterway and Trail Master Plan. An advocate for policies, programs, and	Paul Shepard 713-4209

Committee/ Commission	Composition	Regular Meetings	Summary	Staff Representative
			projects that will enhance bicycle and pedestrian opportunities, reviews projects, and is an advocate to secure additional resources	

The following Boards have city appointees:

Committee/ Commission	Composition	Regular Meetings	Summary	Staff Representative
Delta Vector Control Board	1 City representative	On call.	Monitors, controls abates and otherwise controls animals which carry diseases	Leslie Caviglia 713-4317
Tulare Mosquito Abatement District Board	1 City appointee	On call	As a political subdivision of the State of California, the district monitors, inspects, abates and otherwise controls insects which carry transmittable diseases	
Visalia Civic Facilities Authority	2 City appointees	Obligated to meet once a year.	Serves as the governing body for matters pertaining to the Convention Center, the L.J. William's Theater and the Rotary Theater. The authority acquires, constructs, manages, maintains, operates and leases buildings.	Visalia Unified School District lead agency

**Members of Committees may serve up to three (3) two-year terms (maximum 6 years).
Members of Commissions may serve up to four (4) two-year terms (maximum 8 years).**



CITY OF VISALIA
APPLICATION FOR APPOINTMENT
TO CITY BOARD, COMMITTEE OR COMMISSION

Name of Board, Committee or Commission _____

Name _____

Mailing/ _____

Residence _____

Address _____ Residence Phone _____

_____ Zip Code _____ Work Phone _____

Email _____ Facsimile _____

Please check if you wish to receive the City's free newsletter "Inside City Hall" via email

Resident of Visalia for _____ years Visalia Registered Voter: Yes _____ No _____

NOTE: Of the contact information provided, please indicate with an asterisk "*" which is the best way to reach you.

TRAINING, EXPERIENCE and/or EDUCATION:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE

Additional Pertinent Skills, Experience or Interests: _____

Community activities in which you are involved: _____

Current or prior service on a City Board, Committee or Commission: _____

Employment Information:

Present Occupation: _____

Name of Firm: _____

Address: _____

Phone: _____

Rules of law and ethics prohibit members from participating in and voting on matters in which they have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Committee or Commission to which you seek appointment? (If yes, please explain in detail any potential conflicts) YES _____ NO _____
(If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk's Office prior to submitting your application.)

FIRST choice for Board/Committee/Commission appointment: _____

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.	What are your goals in serving on this Board/Committee/Commission?

SECOND choice for Board/Committee/Commission appointment: _____

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.	What are your goals in serving on this Board/Committee/Commission?

THIRD choice for Board/Committee/Commission appointment: _____

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.	What are your goals in serving on this Board/Committee/Commission?

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION.

ON OCCASION, BOARD/COMMITTEE/COMMISSION MEMBERS, CITY STAFF, AND/OR THE PUBLIC MAY HAVE NEED TO COMMUNICATE WITH YOU, PLEASE BE SURE TO NOTE ON YOUR APPLICATION THE BEST WAY TO CONTACT YOU (i.e. mailing address, phone number, or email address.)

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

Signature of Applicant

Date

The following information will be used for statistical purposes only. This information is requested on a voluntary basis. If you have questions regarding this request, please contact the City Clerk's Office. Your application *will be* processed whether or not you complete these questions. Thank you for your assistance.

Male Female

Ethnic Category: check all categories that apply:

White

(The category "White" includes White, Anglo-Saxons, Europeans, and person of Indo-European, North Africa or Middle Eastern origin.)

Black

(The category "Black" includes Blacks, Afro-Americans, persons of Jamaican, Trinidadian, and West Indian descent.)

Hispanic

(The category "Hispanic" includes Mexican, Chicano, Latino, and all persons of Puerto Rican, Cuban Central or South American or Spanish descent.)

American Indian

(The category "American Indian" includes persons who identify themselves, or are known as such, by virtue of tribal associations, including Alaskan Native.)

Asian

(The category "Asian" includes Asian-Americans and persons of Japanese, Chinese, Korean, Filipino descent, Pacific Islanders and Vietnamese.)

You are invited to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in its evaluation of your application.

When completed mail/submit original to:

Office of the City Clerk
City of Visalia
425 E. Oak, Suite 301
Visalia, California 93291