

CITY OF SOUTH LAKE TAHOE

RESOLUTION NO. 2009- 80

A RESOLUTION SETTING FORTH THE STRUCTURE, DUTIES, QUALIFICATIONS AND RESPONSIBILITIES OF, PROCEDURES FOR THE APPOINTMENT AND REMOVAL OF, CITY COMMISSIONS AND BOARDS

(Amending Resolution No. 2008-71)

Whereas, the City of South Lake Tahoe's Commissions and Boards consist of the following: the Airport Commission, the Building Board of Appeals, the Delinquent Refuse Fees Hearing Board, the Parks and Recreation Commission, the Planning Commission, the Latino Affairs Commission and the Sustainability Commission.

Whereas, this resolution will provide the City Council, City Staff and the public with information regarding the structure, duties, qualifications and responsibilities of, procedures for the appointment and removal of, and the general policies and procedures of City Commissions and Boards; and

Whereas, the information set forth in this resolution will assist in facilitating the City's Commission and Board operations and in maximizing public participation; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH LAKE TAHOE THAT:

Section 1. Application Process/Appointment Process/Removal:

Application Process: Applications to serve on City Commissions shall be solicited by the City Clerk commencing on October 1 (or as soon thereafter) each even numbered year. Appointments to Boards and Commissions shall be made only from persons who have submitted an application during the solicitation period, in accordance with the procedures set forth in this resolution.

Persons interested in serving on a City Commission may pick up an application from the City Clerk's Office located at the Lake Tahoe Airport, 1901 Airport Road, South Lake Tahoe, California or the application can be downloaded from the City's website at www.cityofslt.us. Applications will also be mailed, faxed or emailed upon request to the City Clerk's Office.

Completed applications must be returned to the City Clerk by the deadline set forth in the Notice for the solicitation period.

The City Clerk shall notify all current commissioners and applicants on the Applicant List.

Appointment Process: The City Clerk will provide the City Councilmembers with copies of all applications received by the prescribed deadline.

The City Clerk will notify all applicants of the date and time of the City Council meeting when appointments will be made and applicants are encouraged to attend the meeting and be City

available if they wish to address the City Council or if the City Council wishes to interview the applicant.

The City Council will vote for their appointments on ballots provided to them by the City Clerk.

The City Clerk will tally the votes and the candidates for each commission receiving the majority of the votes will be announced and appointed to serve. This process may require more than one ballot to achieve the required number of successful candidates by a process of elimination.

The ballots and tally sheets will be made a part of the public record and kept on file in the City Clerk's Office as permanent record and made available for public review upon request.

After the appointments have been made, the City Clerk will administer an oath of office to each newly appointed commissioner at their first commission meeting and will provide each commissioner with a copy of the City Commission Handbook which will include this resolution, the City's Code of Ethics and FPPC Financial Disclosure Statements (Airport, Building Board of Appeals and Planning Commission. Those selected, but not present at the Council meeting, will be notified by the City Clerk's Office of their appointment.

In accordance with Government Code Section 54972, the City Clerk will prepare and maintain an Appointment List of the names and terms of those voted upon to serve on each City Commission.

Those applicants not appointed will be placed on an Applicant List prepared by the City Clerk's Office. The Applicant List will be maintained until the commencement of the next solicitation period. In the event of a vacancy on any Commission or Board, the City Council may appointment from the names remaining on the "Applicant List," and the Appointee selected would serve the remainder of the unexpired term.

Removal: Any Commission or Board member may be removed at any time during his or her term, with or without cause, by a majority vote of the City Council.

Section 2. Residency Requirements

The following residency requirements shall apply to members of City Boards and Commissions:

- A. Members of the Airport Commission shall reside as follows: Three (3) of the five (5) members shall be City residents
- B. Members the Building Board of Appeals shall reside within the Tahoe Basin portion of El Dorado County.
- C. Members of the Delinquent Refuse Fees Hearing Board shall reside within the Tahoe Basin portion of El Dorado County

D. Members of the Latino Affairs Commission shall reside or be employed within the Tahoe Basin portion of El Dorado County.

E. Members of the Parks and Recreation Commission shall reside within the Tahoe Basin portion of El Dorado County.

F. Members of the Planning Commission must reside within the city limits.

G. Members of the Sustainability Commission will be selected by category representative.

Section 3. Structure Terms of Office and Qualifications

Each Board or Commission shall have the following number of members and shall serve two year terms, commencing in January of odd numbered years:

The Airport Commission shall consist of five (5) members: three (3) of the five (5) members shall reside in the city limits. One (1) Councilmember shall be appointed by the Council to serve as the eighth (6th) member of the Commission and shall act as chair and conduct the meetings, but shall not have a vote unless there is a tie among the other five (5) members.

Building Board of Appeals Commission shall consist of five (5) members who shall have the following qualifications and hold valid California licenses to engage in the specified activities: one general building contractor experienced in both residential and commercial construction, one electrical contractor, one plumbing contractor, one heating and ventilating contractor, and one architect or engineer. Each shall have a minimum of five years of experience in their field.

The Delinquent Refuse Fees Hearing Board shall consist of three (3) members.

The Latino Affairs Commission shall consist of five (5) members with at least three (3) of those members being of Latino ethnicity.

The Parks and Recreation shall consist of five (5) members

The Planning Commission shall consist of five (5) members

The Sustainability Commission shall consist of seven (7) members from the following categories:

- a. Chamber of Commerce Representative
- b. Local Business Owner/Operator
- c. Education Representative
- d. Environmental Advocate Representative
- e. Labor Industry Representative
- f. General Public (2 Seats)

Members of local utility companies may choose to serve as (non-voting) Advisory Commissioners to the Commission.

Section 4. Adoption of Rules and Procedures

Each Commission or Board may adopt its own rules of procedure, provide for the selection of officers, and take such other steps as reasonably required for the conduct of business in conformity with the laws of the State of California.

The Airport Commission and Parks and Recreation Commission shall meet quarterly; the Latino Affairs Commission shall meet a minimum of six (6) times per year; the Planning Commission shall meet monthly assuming there is business to conduct; the Building Board of Appeals shall meet as needed; and the Delinquent Refuse Fees Hearing Board shall meet annually on one occasion for the notice of hearing. The Sustainability Commission shall meet as needed, working on their work program. There may be the need on an occasion(s) for a Commission or Board to hold a special meeting.

In the event any Planning Commission member has three (3) consecutive absences, any Latino Affairs Commission member or Sustainability Commissioner has two (2) consecutive absences, and any Airport Commissioner, Building Board of Appeals Commissioner or Parks and Recreation Commissioner has two (2) absences in one calendar year, their seat will be deemed to have been vacated and a new appointment will be made in a manner consistent with this resolution.

Airport, Building Board of Appeals and Planning Commission members are required to comply with the State of California Political Reform Act regulated by the Fair Political Practices Commission by filing of a Statement of Economic Interests Form 700. If any Airport, Building Board of Appeals or Planning Commission member fails to file the required a disclosure statement after written notice from the City Clerk, their seat shall be deemed vacated and a new appointment will be made in a manner consistent with this resolution.

Section 5. Duties and Responsibilities

Members of Boards and City Commissions shall have the following duties and qualifications:

Airport Commission: The Airport Commission is advisory to the City Council. It shall exercise the following responsibilities to further City Council goals and objectives and to assist in the efficient, safe, cost effective and environmentally sound operation of the Lake Tahoe Airport: 1) Establish policies within City Council guidelines concerning airport advertising and promotion, including coordination with visitor promotion agencies. 2) Approve ground transportation agreements within the parameters of adopted City Council policy and other similar entitlements for incidental commercial use at the airport and resolution of disputes regarding such approvals subject to the appeal process outlined in the municipal code. 3) Recommend to the City Council the solicitation of bids for capital improvements, including related consulting costs, so long as the project is within the approved budget and within engineering estimates. 4) Recommend approval of grants, loans, and passenger facilities charges for purposes of Airport Master Plan implementation subject to City Council approval on any contracts obligating the City. 5) Recommend improvements and changes to the Airport Master Plan to the City Council and identify

means of achieving these objectives 6) Assist with the implementation of the Airport Master Plan. 7) Annually review airport rates and charges and recommend to City Council any changes to the rates and/or charges. 8) Review on a regular basis revenues generated from leases of space at the airport to ensure prompt payment of debts owed the City. 9) Examine ways to further market the use of available space at the airport in a manner that is consistent with efficient and effective airport operations.

B. Building Board of Appeals: Hear and decide appeals of orders, decisions or determinations made by the Building Official in the application and interpretation of the Building and related codes adopted by the City Council. The Board shall have no administrative authority, nor shall it be entitled to waive provisions of the Code in making a decision on appeal.

C. Delinquent Refuse Hearing Board: Shall hear any objections or protests of landowners liable for delinquent fees. The Board may make such revisions or corrections to the report as is deemed just and thereafter the report shall be forwarded to the City Council for confirmation.

D. Latino Affairs Commission: The Latino Affairs Commission shall exercise the following responsibilities in its efforts to ensure that the interests of the Latinos within the South Lake Tahoe Basin are protected and promoted: 1) Advise the City Council on any significant problems currently encountered by Latino residents. 2) Review the needs of Latino citizens in the South Lake Tahoe Basin and recommend comprehensive goals and objectives for effectively meeting those needs. 3) Monitor the various services made available to Latino citizens by public and private agencies and make recommendations to the City Council on how City Government can help ensure effective and efficient delivery of those services. 4) Develop a procedure to identify and set priorities regarding the areas of greatest need for support and attention and prepare annual recommendations to the City Council regarding specific courses of action in response to identified needs and priorities for the Latino Community. 5) Advise the City Council how best to cooperate with local, state, federal and private agencies serving Latino citizens, and assist in the preparation, implementation and review of any regional plan or program designed to serve Latino citizens. 6) Advise the City Council how best to cooperate with local, state, federal and private agencies in order to maximize the availability of funds to meet the specific economic needs of the Latino population, with the objective of leveraging such funds to the greatest degree possible. 7) Have representative(s) of the Latino Affairs Commission attend each City Council Meeting.

E. Parks and Recreation Commission: 1) Advise the City Council concerning advise concerning proposed policies relating to parks and recreation department operations within the City. 3) Review and recommend capital improvement projects in parks and recreation facilities within the City.

F. Planning Commission: 1) Assist in the preparation and update of and make recommendations to the City Council concerning the general plan for the.

physical development of the City. 2) Perform those duties set forth in Article 7 of the California Government Code under such conditions as the City Council may from time to time establish

G. The Sustainability Commission: 1) Assist in implementing and integrating the City's Sustainability Plan that focuses on greenhouse gas emissions and climate change impacts in the delivery of public services throughout the City and the Sustainability Commission's work programs objectives and action steps.

It should be noted that any decision of any board or commission may be appealed to the City Council in accordance with the procedures established for that purpose.

In an effort to keep the City Council better informed, all City Commissions and Boards, via their Commission/Board Secretary, shall provide the City Council with copies of all Commission/Board agendas and minutes. Each City Commission and Board shall have the opportunity at each City Council meeting, under City Commission Reports, to provide a brief report on their commission's activities. All City Commissions and Boards shall make a formal report to the City Council biannually at the Council's second meeting in May and their second meeting in November.

Section 6. Miscellaneous Matters

All members of Commissions or Boards shall be unpaid volunteers and not employees of the City. All members of Boards or Commissions shall be subject to the City's Code of Ethics and the City Clerk shall provide a copy of the City Commission Handbook, which includes the Code of Ethics, to each member of a Commission or Board upon their appointment.

To minimize operational costs, all meetings shall be scheduled in such a manner to reduce or eliminate the payment of overtime to city staff.

Any proposed training and travel expenditures will be provided by city staff to the City Manager for approval.

All meetings shall be open and public, in compliance with the Brown Act. Each meeting shall be tape recorded. Conformed Agendas shall constitute the official Minutes of Commission and Board meetings and will serve as documentation of actions taken. Agenda packets shall be made available to the public for review at no charge. Copies, upon request, shall be assessed a fee consistent with the City's Fees & Charges Resolution adopted by the City Council.

The City Council may determine the need or necessity to appoint a Councilmember or City Staff member to serve as liaison to a City Commission or Board which could occur during

their Councilmember Appointments and Assignments that are held during the second City Council meeting in January of each year.

Section 7. All resolutions in conflict herewith are hereby repealed.

PASSED AND ADOPTED by the City Council of South Lake Tahoe on
October 6, 2009 by the following vote:

AYES: COUNCILMEMBERS: BIRDWELL, LOVELL, CRAWFORD, COLE & GREGO

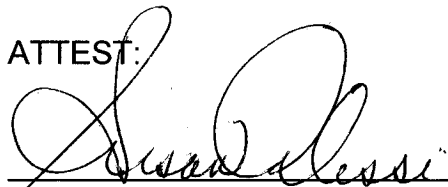
NOES: COUNCILMEMBERS: _____

ABSTAIN: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____



Jerry Birdwell, Mayor

ATTEST:


Susan Alessi, City Clerk

