

Handbook for City Advisory Bodies

- Bicycle Advisory Commission
- Building and Housing Board of Appeals
- Design Review Board and Historic Preservation Commission
- Downtown Steering Committee
- Economic Development Advisory Committee
- Measure C Citizens Oversight Committee
- Municipal Airport Authority
- Personnel Board
- Planning Commission
- Recreation and Parks Commission
- Redevelopment Advisory Committee

CITY SEAL



City of Merced, California

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WELCOME

Congratulations on your appointment as an advisor to the City Council of the City of Merced. You are among a select group of citizens assigned to one of the City's advisory bodies. We hope you will view your selection as a high honor, as it provides you a unique opportunity to help shape the kind of community we all want and deserve. As you serve with your assigned advisory body, we hope that your experience will be as rewarding for you as we know your contributions will be for the citizens of Merced. Again, congratulations and welcome!

Your Mayor and City Council

YOUR PURPOSE & ROLE

The City Council created advisory bodies to assist them in dealing with specific issues affecting the City. These bodies are set up to study such issues and recommend feasible actions to the Council. To some extent, these bodies are empowered to make specific decisions, subject to ratification and appeal by the Council.

Members of advisory bodies are appointed by the City Council. Appointments to permanent advisory bodies are made for staggered terms or until successors are appointed. Appointments to special ad hoc committees and task forces are usually for the duration of the groups' work. The City has been fortunate to have many thoughtful and concerned citizens who have given generously of their time and expertise to assist the City Council by serving on its advisory bodies.

ABOUT THIS HANDBOOK

The purpose of this handbook is to assist board and commission members in understanding the responsibilities of the body on which they have been asked to serve and their role as envisioned by the City Council. The handbook contains four sections. Section 1 offers a City profile, and Section 2 contains a description of duties and powers for advisory bodies. Section 3 addresses administrative issues and procedural guidelines, and Section 4 includes exhibits and a maps.

SECTION 1

CITY PROFILE

The City of Merced was incorporated April 1, 1889 and operates under the Council-Manager form of government. The City is located in the Central Valley of California, approximately 110-miles southeast of San Francisco, 310-miles northwest of Los Angeles, and serves as the county seat.

Merced is a dynamic community of about 80,542 people, with friendly small town living in a mid-size city. The University of California Merced campus, opened in 2005, provides new educational and economic opportunity, adding to the already-established growth of the region. Merced's population is youthful and diverse.

Located in the heart of California's agricultural Central Valley, Merced is the region's hub for education, culture, and business. The community offers abundant shopping, pleasant neighborhoods and tree-lined streets. Bicycle paths along creeks link major City parks. Merced's housing remains affordable compared to many other California locations. A revitalized downtown is emerging as the entertainment center of the area. Annual events and festivals bring regional and even national recognition.

The economy had traditionally relied upon agribusiness and upon the presence of Castle Air Force Base. Over the past twenty-years, more diversified industry has entered the area, including printing, fiberglass boat building, warehousing and distribution, and packaging industries.

The City is working earnestly to create a balance, which will afford citizens the opportunity to live, learn, work, and play in their own community. Accomplishing this requires key policy decisions and effective planning in the areas of land use, economic development, public safety, utility and public infrastructure, transportation, recreation, and coordination with local and regional agencies.

This is why your role as an advisor to the City Council is so important!

SECTION 2

CITY ORGANIZATION, FUNCTIONS & ADVISORY BODIES

The responsibilities of the major bodies and officers of the City to which authority has been given by State statutes and City ordinances are as follows:

City Council

Pursuant to the provisions of the Merced City Charter, the City of Merced operates under a City Council/City Manager form of government. Under this form, the Council is the governing body of the City, vested with all the regulatory and corporate power to establish policy and enact municipal laws. The Council Members serve four-year terms of office with the Mayor serving two-year terms of office. Council Members bi-annually select a Mayor Pro Tempore to provide backup in the Mayor's absence. The Council is ultimately held accountable to the people for every act in the City. Since this accountable to the Council.

The Council appoints the City Manager, City Attorney, Finance Officer, and members of advisory boards, commissions, and most committees. Except for the City Attorney and Finance Officer, City staff are hired by and employed under the direction of the City Manager.

The Council is empowered to levy certain taxes, award contracts, approve the annual budget, plan long-range development of the community, establish policies, adopt resolutions and ordinances, and act in a quasi-judicial capacity in hearings and appeals required by law.

Redevelopment Agency of the City of Merced

The Redevelopment Agency of the City of Merced (RDA) is a separate legal entity for which the members of the City Council serve as the RDA Board of Directors. RDA meetings are usually held jointly with the City Council meetings. The purpose of the RDA is to eliminate blight, provide affordable housing and to consider the planning, redevelopment, redesign, clearance, reconstruction, or rehabilitation of all or part of the City-adopted redevelopment project area(s) (see map on last page). These actions are required for general improvements to the health, safety, and welfare of the residents and businesses of the project area and the community. The administration of the RDA is provided through the Redevelopment/Economic Development Department.

Merced Public Facilities Financing Authority

In 1987, the City of Merced and the Redevelopment Agency established a third legal entity by agreeing to form a joint powers authority. The agreement created the City of Merced Public Financing Authority. The Authority is authorized to issue debt, including bonds, on behalf of its member agencies. Public financing authorities have been useful in serving as conduits for debt issues by local agencies.

City Administrative Staff

The City Council appoints the City Manager, the City Attorney, and Finance Officer. The City Manager is the chief executive officer of the City. He/she advises the Council of the needs of the City, carries out Council policies, and manages the City's day-to-day operations. The City Attorney advises the City Council, administration, and advisory bodies on legal matters; in addition to serving as the City's prosecutor for violations of the Charter and/or Municipal Code. The Finance Officer is responsible for financial planning, budgeting, accounting and auditing, property management, treasury cash management, license administration, central purchasing, and the billing and collecting of utility charges for the City.

Department heads are appointed by the City Manager and are responsible directly to him/her for the efficient and effective operation of the functions assigned to them. They include: Assistant City Manager, Chief Building/Construction Project Official, City Engineer, Director of Development Services, Director of Information Technology, Director of Parks and Community Services, Director of Public Works-Operations, Director of Support Services, Fire Chief, and Police Chief.

COUNCIL ADVISORY BODIES

All Council-appointed boards, commissions, ad-hoc task forces, and committees are asked to serve in an advisory capacity to the Council. Some appointees must be registered voters of the city throughout their term of service. All appointees must file a public service application, available at the City Clerk's Office or at www.cityofmerced.org. Appointments are made for a specified term.

All appointees serve without compensation. While advisory bodies have no authority to commit the resources of the City, their recommendations to the Council facilitate wise decision-making by the Council in committing City

resources. They also can encourage review and revision of administrative policies and procedures by the City Manager.

A listing of the Council-appointed advisory bodies, together with a summary of responsibilities and meeting schedules follows:

Bicycle Advisory Commission

Responsibilities: The Commission was created by the City Council in January 2009 to serve as an advisory body to the City Council on matters relating to improving conditions for bicyclists, promoting bicycling as a means of transportation with the associated benefits of improved air quality, and improving safety conditions for bicyclists.

Commission Member Qualifications: The Commission consists of seven registered City of Merced voting members, with two ex-officio members at City Council discretion. Ex-officio members are non-voting members who may be non-City residents who live within the City's sphere of influence or persons who otherwise demonstrate a strong concern for bicycle-related issues within the City. Commission members are subject to term limits.

Meeting Schedule: Fourth Tuesday of every even numbered month during normal business hours.

Building and Housing Board of Appeals

Responsibilities: The Board, created by Ordinance 2151, hears and decides appeals of orders, decisions, or determinations made by the Chief Building Official relative to the application and interpretation of the Merced Municipal Code, including the Building Code, Housing Code, Administrative Code, Electrical Code, Mechanical Code, Plumbing Code, Fire Prevention Code, and Abatement of Dangerous Buildings Code.

Board Member Qualifications: The Board consists of five members who serve four-year terms of office; at least three of whom shall be registered or licensed professionals in the trade of design, engineering, construction, or inspection of buildings, all of whom are qualified by experience and training to pass upon matters pertaining to building, engineering, or fire inspection. Board members are subject to term limits.

Hearing Schedule: A hearing shall be held within 10-days of receipt of an appeal and an annual meeting is scheduled each April.

Design Review Board/Commission and Historic Preservation Commission

Responsibilities: The Board performs comprehensive site plan and architectural review within City redevelopment project areas in order to promote orderly development and stability of land values and investments. The Design Review Board/Commission also serves as the Historic Preservation Commission which has been established to promote the protection, enhancement, perpetuation, and use of structures, sites and areas that are reminders of past eras, events and persons important to local, state, or national history.

Board/Commission Member Qualifications: The Board shall consist of seven registered voters in the City of Merced who serve four-year terms of office; at least three of whom shall be architects, landscape architects, building designers, or other design professionals. Board members are subject to term limits.

Meeting Schedule: Second and fourth Wednesdays of each month, following City Council and Planning Commission meeting weeks, at 4:00 p.m.

Downtown Steering Committee

Responsibilities: The Downtown Steering Committee was created by the City Council in December 1999 to assure coordination between all organizations with downtown-related responsibilities. The Committee's duties include:

- Monitoring and reporting progress on the Downtown Strategy;
- Coordinating and aligning the activities of various organizations involved in downtown; and
- Annually reviewing and developing recommendations for the use of Downtown Fund revenues (the increased business license tax), used in developing contract(s) for downtown improvements.

Committee Member Qualifications: The Committee has seven-members who serve three-year terms of office, subject to term limits, and represent the following organizations:

Design Review Board and Historic Preservation Commission

Redevelopment Advisory Committee

Greater Merced Chamber of Commerce

Conference and Visitors Bureau

Merced County Arts Council

Merced County Historical Society

Merced Downtown Association

Meeting Schedule: First Wednesday of each new quarter at 8:30 a.m.

Economic Development Advisory Committee (EDAC)

Responsibilities: The Economic Development Advisory Committee (EDAC) acts in an advisory capacity to the City Council, Redevelopment Agency, and staff on business and industrial development policies and programs. The Committee is appointed by and responsible to the City Council. In the course of their duties, Committee members occasionally handle confidential business information. Committee work may also involve out-of-town travel in particular business development cases.

Committee Member Qualifications: The Committee is comprised of seven registered voters in the City of Merced (including one Chamber of Commerce representative and one Municipal Airport Authority representative) and four County representatives, each serving an eight-year term of office. Committee members are subject to term limits.

Meeting Schedule: Last Tuesday of each month at 7:00 a.m.

<u>Measure C – Citizens Oversight Committee</u>

Responsibilities: The purpose of this Committee is to review projected revenues created by the voter approved Measure C, a one-half cent Sales Tax for general purposes. The Committee recommends proposed expenditures to City Council.

Committee Member Qualifications: The Committee consists of three registered voters in the City of Merced from each of the three existing Policing Districts of the City, for a total of nine voting members, who serve four-year terms of office. There are also ex-officio members representing the various recognized municipal employee bargaining units. Committee members are subject to term limits.

Meeting Schedule: First Tuesday one month after the end of each quarter at 6:00 p.m.

Municipal Airport Authority

Responsibilities: The Municipal Airport Authority was created for the provision and maintenance of public airports and landing places for aerial traffic for the use of the public.

Authority Member Qualifications: The Authority consists of seven members who serve four-year terms of office. Authority members are not required to be registered voters in the City of Merced, however are subject to term limits.

Meeting Schedule: Third Tuesday of each month at 7:00 p.m.

Personnel Board

Responsibilities: The Personnel Board recommends to the City Council the adoption, amendment, or repeal of civil service rules and regulations, hears appeals of any person in the classified service relative to any suspension, demotion or dismissal, and makes any investigation which it may consider desirable concerning the administration of personnel in the municipal service and reports its findings to the City Council and the City Manager. (*Merced City Charter Sections 709 and 710.*)

Board Member Qualifications: The Board consists of five registered voters in the City of Merced who serve four-year terms of office. Two members are appointed by the City Council from a list of persons nominated by election of the employees in the classified service; two members are appointed by the City Council directly; and the fifth is appointed by the City Council from a list of three persons nominated by a majority of the four thus appointed to the Board. Board members are subject to term limits.

Meeting Schedule: Second Monday of each month at 5:00 p.m. and as needed for appeals hearings.

Planning Commission

Responsibilities: The Commission, created by City Charter, studies land subdivisions, planning and zoning matters. The Commission recommends to the City Council the adoption, amendment, or repeal of the City's Master Plan for the physical development of the City. (*Merced City Charter Sections 707 and 708.*) The City Council has also delegated decision-making authority to the Commission in expressed areas.

Commission Member Qualifications: The Commission consists of seven registered voters in the City of Merced who serve four-year terms of office. Commission members are subject to term limits.

Meeting Schedule: Wednesdays following the Monday City Council meetings at 7:00 p.m.

Recreation and Parks Commission

Responsibilities: The Commission acts in an advisory capacity to the City Council in all matters pertaining to recreation and parks, considers the annual budget for recreation and parks during the process of its preparation and makes recommendations with respect thereto to the City Manager and to the City Council, and assists in the planning of a recreation program for the citizens of Merced. (*Merced City Charter Sections 711 and 712.*)

Commission Member Qualifications: The Commission consists of seven registered voters in the City of Merced who serve four-year terms of office. Commission members are subject to term limits.

Meeting Schedule: Fourth Monday of each month at 5:30 p.m.

Redevelopment Advisory Committee

Responsibilities: The Committee participates in planning redevelopment activities, has responsibilities in the approval of commercial rehabilitation loans and façade rebates, and makes recommendations on projects to the Redevelopment Agency. The Redevelopment Advisory Committee (RDAC) is advisory to the Redevelopment Agency Commission (City Council), City Council, and staff on redevelopment policies and programs. The Committee is appointed by and responsible to the Redevelopment Agency Commission.

Committee Member Qualifications: The Committee consists of twelve members who are residents, property owners, organizations, and business owners in the Gateways Project Area and Project Area No. 2 serving four-year terms of office. There are seven Gateways Project Area representatives and five Project Area No. 2 representatives. Committee members are subject to term limits.

Meeting Schedule: Third Tuesday of each month at 12:00 p.m.

ADVISORY BODY/CITY COUNCIL RELATIONSHIP

As a Council advisor, your principal role will be to make the best recommendation possible to Council on key policy and program issues. Typically these issues are discussed in depth in public advisory body meetings, where public input is encouraged. The advisory body recommendations are forwarded through the department liaison to the Council in the form of administrative staff reports. These reports analyze the issues and carry the staff's recommendation, which may concur or disagree with the advisory

body's viewpoint. The Council considers the recommendation(s) along with public input, and ultimately makes the final decision. Officers and members of advisory bodies may address the Council on matters of concern to the groups.

There may be times when the Council needs more information in order to make a decision. The matter is returned to staff and/or the advisory body for further analysis and direction. There are also times when Council will convene joint sessions with advisory bodies to deal with highly complex issues and engage in long-range planning.

ADVISORY BODY/CITY STAFF RELATIONSHIP

By virtue of their technical training and experience, City department representatives are assigned by the City Manager to provide staff assistance required by advisory bodies. While advisory bodies may freely communicate with their respective departments, they have no authority to supervise or direct the work of the departments.

Staff works under the direction of the City Manager, and their duties with advisory bodies are restricted to providing administrative support, orienting new group members, holding briefings, conducting field trips, and other similar activities.

If a substantial amount of staff time is required for a particular study, the advisory body should make a recommendation to the responsible department head. Dependent upon goals set by the City Council and the current workload, priorities may allow or preclude staff attention to the request. If concerns persist about this or any matter dealing with relationships with staff or staffing levels, they should be brought to the attention of the City Manager.

While City staff will communicate all recommendations of advisory bodies to the Council, staff will not advocate the bodies' viewpoints if they are counter to those held by staff and/or those recommended by the City Manager.

Criticisms of staff performance – past or present – should be done privately with the department head and/or City Manager. Any contact with the City Council over staff issues should be copied or noticed to the City Manager.

ADVISORY BODY/PUBLIC RELATIONSHIP

While advisory bodies have a major responsibility to the City Council, their ultimate responsibility is to the residents of the City of Merced. Their job is to review proposals within the scope of the committees' respective responsibilities

to determine whether they are effective, fiscally feasible, and will benefit the community.

Members are encouraged to take advantage of every resident contact to ask what they like/dislike about issues relevant to the body. They should keep in mind that the City's "customers" are the residents, visitors, and businesses who pay for the services the City delivers.

No member of an advisory body is authorized to appear or speak <u>on behalf of that body</u> unless specifically authorized by vote of that body. This includes correspondence to or appearances before the City Council as well as community groups, public agencies, newspapers, etc. Likewise, no member of an advisory body is authorized to appear or speak on behalf of the City unless specifically authorized by the City Council. Without authorization by the advisory body or City Council, an advisory body member should clarify that he/she is appearing or speaking <u>as an individual</u>, although he/she may specify the fact of membership on the advisory body.

ADVISORY BODY/MEDIA RELATIONSHIP

Advisory groups should be very cautious when dealing with the news media. Reporters look for the controversial angle to all issues. Thus, for those issues in which advisory body members have divergent views, it may not be in the best interest of the group process for a member to use the press as a forum to promote his or her individual position. To foster productive group relations, it may be best to defer public comments on such issues to the chairperson, who should articulate the views of the group. The body must also refrain from speaking on behalf of the City Council on a policy matter; and, should not speculate about pending action by the City Council on any issue. It is best to defer responses to such questions to the City Council and the City's Public Information Officer.

SECTION 3

ADMINISTRATIVE ISSUES & PROCEDURES

The following are guidelines that will help facilitate advisory group meetings and address issues related to appropriate conduct of advisory group members.

Meetings

Each advisory group provides for its own meetings – that is, establishing meeting schedules and coordinating time/location logistics with the City Clerk in order to comply with the provisions of the Brown Act – the State of California Public Meeting Act. (A copy of the Brown Act and latest revisions are available in the City Clerk's Office.) Once a regular time is established, the group meets at that time unless it acts to change the time. The City Council must be notified of such an action. Pursuant to the Brown Act, meetings must be publicly noticed, be held in a public place within the city limits and be open to the public unless they can be closed under provision of law. (Consult your staff liaison regarding these provisions.)

According to Government Code §54954, a regular meeting which falls on a holiday shall be held on the next business day or on another day predetermined by the body. If it is not possible to obtain a quorum on a regular meeting date, consideration should be given to rescheduling the meeting. Care should be taken to give notice of rescheduled meeting times to the City Council and such other persons as may be interested in business before the body, as required by the Brown Act.

Adjourned Meetings

An advisory group may adjourn any meeting to a time and place within the City limits as specified in the order of adjournment. If all members are absent from a meeting, the clerk or secretary of the advisory group may declare the meeting adjourned to a stated time and place and give notice of the adjournment. In addition, a copy of the notice of adjournment (see Sample A) shall be posted on or near the door of the meeting place **within 24-hours** after the meeting was adjourned. An adjourned regular meeting is considered a regular meeting for purposes of transacting business.

Special Meetings

A special meeting may be called at any time by the chairperson or a majority of the members of the advisory group. Written notice of the special meeting (see Sample B) must be posted and delivered to each member at least 24-hours before the time of the meeting, and it must indicate the business to be considered at the meeting. Only the business included in the notice may be discussed or acted upon. Notice must also be given to the local news media, City staff, and other interested parties who have requested and paid for the giving of such notice.

Attendance

A quorum is essential for the conduct of business. Generally, a majority of the members of a body constitutes a quorum. The number may be established in accordance with the ordinance or resolution establishing the body. If a quorum is not present, the meeting may be adjourned by the members who are there. If no member is present, the meeting may be adjourned by the staff as specified above.

Attendance reports are generated annually for City Council review. Should a member's attendance fall below 70-percent, it will be brought to the City Council's attention. Excused absences shall be recognized for illness, family emergencies, and business conflicts. The City's Municipal Code provides that any member of a board or commission may be removed from office by motion of the City Council adopted by at least five affirmative votes.

Agenda

An agenda shall be prepared for each meeting. Meetings should be planned to encourage interest and participation. The agenda must, by law, accommodate public comments.

Posting of Agenda

The agenda shall be available to the general public and shall be posted at least 72-hours before a regular meeting and 24-hours before a special meeting. The

agenda shall be accessible to public inspection at City Hall and on the exterior of the facility where the advisory body regularly meets.

Minutes

Minutes of all meetings should be kept as an official record of proceedings and major actions taken. Corrections and changes can be made only in public meetings with the approval of the body and not by the private request of any person.

Rules of Procedure

Advisory groups follow the same rules of procedure as the City Council and should avoid the trap of becoming enmeshed in technicalities of parliamentary law rather than the conduct of business. Refer to City Council Resolution No. 2009-30 for Code of Conduct Rules.

Appointments

Generally, all City board and commission members are appointed by the City Council for four-year terms. Downtown Steering Committee terms are three-years and the Economic Development Advisory Committee terms are eight-years.

All advisory body vacancies are publicly noticed and may be publicized in local newspapers, METV, and on the City's website.

Advisory membership is open to registered voters in the City of Merced, with the exception of the Building and Housing Board of Appeals, Downtown Steering Committee, Economic Development Advisory Committee, Municipal Airport Authority, and Redevelopment Advisory Committee. City employees may not serve on municipal advisory bodies.

Subsequent to selection, advisory body members are administered the oath of office. The majority of the advisory bodies must file a statement of economic interest (Form 700) and complete ethics course pursuant to Assembly Bill 1234 and City Council Resolution 2006-14. These activities are handled through the City Clerk's Office.

Removal or Resignations

In the event an individual finds that he/she is unable to continue service as a City advisor, he/she should submit a formal letter of resignation to the City Council – via the City Clerk – for appropriate action.

Any member of an advisory body may be removed from office by motion of the City Council adopted by at least five affirmative votes.

Officers & Proceedings

At the first meeting of every fiscal year (after June 30), each body is to choose one member as Chairperson and one as Vice-Chairperson. With one exception, the Measure C-Citizens Advisory Committee's term limits expire in January of each calendar year. A Chairperson and one Vice-Chairperson should be chosen at the first meeting of each new calendar year. It is the chairperson's responsibility to see that items on the agenda move along without delay in a businesslike manner but with reasonable time allotted to each; that petitioners and proponents are heard but not permitted to prolong the meeting; that any policies or rules prescribed by the City Council are observed; and that all actions are according to applicable rules of procedure.

Budgets & Expenditures

In each budget cycle, the City Council appropriates funds to each department to support advisory bodies for which they are responsible. Appropriate expenditures include purchases for office supplies/materials, postage, publicity support, travel and training, and items associated with special public events. Before an advisory body member can be reimbursed for travel or training, the member must have attended or taken the ethics course required by Assembly Bill 1234 and City Council Resolution 2006-14. Fundraising activities must be approved in advance by the City Council. The staff liaison assigned to each advisory body is responsible for processing and coordinating expenditures with the Finance Department.

Conflict of Interest

It is against public policy for a representative or officer of a municipality to vote on any matter which substantially affects him/her or an interest held by him/her. There is nothing wrong or improper about having a conflict of interest. It is improper, however, to fail to disclose the interest, and it is improper to participate in or use one's official position to influence a governmental decision in which one has an interest. Participation of an interested officer may result in forfeiture of office and prosecution under §3060 of the Government Code for willful or corrupt misconduct in office. For members of some advisory bodies, such participation could also result in enforcement action pursuant to the Political Reform Act of 1974, with both criminal and civil penalties.

When matters come before an advisory body in which an individual member has a direct or indirect financial interest and the action of the body could significantly affect that interest – beneficially or detrimentally – the member **must** disqualify himself/herself from participating in the deliberations and must abstain from voting, or in any way influencing or trying to influence the outcome of the matter, including participation in the discussion. When the matter comes before the body, or as soon as he/she realizes that there is a potential conflict of interest, the member should state the nature of the conflict and that he/she is disqualified by reason of that conflict and should then leave the room until that matter is finished.

It should be noted that an official who is otherwise disqualified **can** participate in a decision *only if without his/her participation, the body would be legally unable to act (i.e., no quorum or a super majority vote required by statute).* The official must declare publicly his/her conflict and the reason for his/her required participation, and then participate *only to the extent such participation is legally required*. Breaking a tie vote is not considered "legally required".

Statements of Economic Interest Disclosure

The California Political Reform Act requires designated City officials, elected officials, and members of the Planning Commission to file a statement of economic interest within 30-days of taking office and annually thereafter by April 1st. The statement should be filed with the City Clerk. By City policy, all of the advisory bodies are subject to these same disclosure requirements.



SECTION 4
SAMPLES & MAP

SAMPLE A – ADJOURNED MEETING NOTICE

NOTICE OF ADJOURNMENT OF THE CITY COUNCIL OF THE CITY OF MERCED

Notice is hereby given that the City of Merced City Council, at their meeting of Monday, June 4, 2007, adjourned said meeting to Wednesday, June 6, 2007 at 5:30 p.m. at the Civic Center, Sam Pipes Conference Room, 1st Floor, 678 West 18th Street, Merced, California. Said continuance was passed by the following vote:

AYES: SPRIGGS, GABRIAULT-ACOSTA, POLLARD, SANDERS,

WOOTEN

NOES: NONE

ABSENT: SPRIGGS, CORTEZ

ABSTAIN: NONE

Dated: June 5, 2007 By: Dana J. Davidson, Assistant City Clerk

(SEAL)

SAMPLE B – SPECIAL MEETING NOTICE

NOTICE AND CALL OF SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MERCED

NOTICE AND CALL OF SPECIAL MEETING OF THE MERCED CITY COUNCIL TO THE MEMBERS OF THE CITY COUNCIL OF THE CITY OF MERCED AND TO THE CITY CLERK:

NOTICE IS HEREBY GIVEN that a special meeting of the City Council of the City of Merced is hereby called to be held on Monday, February 2, 2009, commencing at 6:30 PM in the Civic Center, City Council Chambers, 2nd Floor, 678 West 18th Street, Merced, California.

Said special meeting shall be for the purpose of the City Council to consider:

- 1. Airport Marketing "Link to Vitality" a video detailing the importance of local airports; and
- 2. Budget Planning Session Dates scheduling dates for a budget planning session

Dated:	January 30, 2009		
	•	Ellie Wooten, Mayor	

SAMPLE C – SPECIAL MEETING AGENDA

WELCOME TO YOUR CITY COUNCIL/REDEVELOPMENT AGENCY

AGENDA April 13, 2005 JAMES G. MARSHALL, CITY MANAGER GREGORY DIAZ, CITY ATTORNEY

Special Meeting Session at 7:00 p.m.

CIVIC CENTER 678 WEST 18TH STREET MERCED, CALIFORNIA (www.cityofmerced.org)

- A. <u>CALL TO ORDER</u>
- B. ROLL CALL
- C. <u>CITY COUNCIL WORKSHOP FOR DEVELOPMENT OF 2002-</u> 2003 WORK PROGRAM GOALS AND OBJECTIVES
- **D.** <u>ADJOURNMENT</u> to 8:00 a.m. on Saturday, February 9, 2002 in the Civic Center, 678 West 18th Street, Merced, California, for the purpose of continuing a City Council workshop for Development of 2002/2003 Work Program Goals and Objectives.

COPIES OF THE STAFF REPORTS OR OTHER WRITTEN DOCUMENTATION RELATING TO EACH ITEM OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE OFFICE OF THE CITY CLERK. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE CITY CLERK TO MAKE INQUIRY REGARDING THE NATURE OF THE ITEM DESCRIBED ON THE AGENDA. PRIOR TO EACH REGULAR CITY COUNCIL MEETING, A COMPLETE AGENDA PACKET IS AVAILABLE FOR REVIEW IN THE FOYER OUTSIDE THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFMERCED.ORG.

Assisted Hearing Devices Available for Hearing Impaired

SAMPLE D – MEETING AGENDA



Committee Members:

Benjamin Franklin, Alexander Hamilton, George Washington

WELCOME TO YOUR CITIZENS' ADVISORY COMMITTEE

AGENDA Monday, January 12, 2009

Regular Session - 4:00 PM, Senior Center Conference Room

SENIOR CENTER CONFERENCE ROOM

755 W. 15th STREET MERCED, CALIFORNIA

(www.cityofmerced.org)

COPIES OF THE STAFF REPORTS OR OTHER WRITTEN DOCUMENTATION RELATING TO EACH ITEM OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE OFFICE OF THE CITY CLERK. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE CITY CLERK AT 209-388-7100 TO ASK ABOUT THE ITEM DESCRIBED ON THE AGENDA. PRIOR TO EACH REGULAR CITIZENS' ADVISORY COMMITTEE MEETING, A COMPLETE AGENDA PACKET IS AVAILABLE FOR REVIEW IN THE FOYER OUTSIDE THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFMERCED.ORG.

Assisted Hearing Devices Available for Hearing Impaired Teletypewriter (TTY) 209-385-6816

THE PUBLIC HAS THE OPPORTUNITY TO ASK QUESTIONS OR COMMENT AT THE TIME SPECIFIC AGENDA ITEMS ARE CONSIDERED. NORMALLY, EACH AGENDA ITEM WILL HAVE A STAFF PRESENTATION, FOLLOWED BY COMMENTS OR QUESTIONS BY CITIZENS' ADVISORY COMMITTEE MEMBERS. THOSE WISHING TO ADDRESS THE COMMITTEE MUST SUBMIT A COMPLETED "REQUEST TO SPEAK" FORM PRIOR TO THE CALLING OF THE AGENDA ITEM. AFTER ANY PUBLIC INPUT, THE CITIZENS ADVISORY COMMITTEE MAY HAVE FURTHER DISCUSSION BEFORE TAKING ACTION OR MOVING TO THE NEXT AGENDA ITEM.

- A. CALL TO ORDER (4:00 PM)
- B. ROLL CALL
- C. CITY MANAGER'S WELCOME STATEMENT
- D. OATHS OF OFFICE
- E. HANDBOOK FOR CITY ADVISORY BODIES
- F. STATEMENTS OF ECONOMIC INTERESTS (700 FORMS) AND ETHICS TRAINING
- G. OVERVIEW OF COMMITTEE ROLES AND DUTIES (Power-point Presentation by Staff)
- H. DESIGNATION OF CHAIRPERSON AND VICE-CHAIRPERSON
- I. ESTABLISHMENT OF COMMITTEE MEMBER TERMS BY DRAWING OF LOTS
- J. 2009 MEETING SCHEDULE
- K. ADJOURNMENT TO THURSDAY, JANUARY 29, 2009, AT 6:30 P.M. IN THE SENIOR CENTER CONFERENCE ROOM.

SAMPLE E – VACANCY NOTIFICATION

CITY OF MERCED NOTICE OF VACANCIES

The City of Merced is accepting applications from persons who are registered to vote in the City of Merced for positions on the following boards and commissions: (*Building and Housing Board of Appeals, Economic Development Advisory Committee, and Municipal Airport Authority are open to County Residents.)

BUILDING AND HOUSING BOARD OF APPEALS: The Board hears and decides appeals of orders, decisions, or determinations made by the Chief Building Official relative to the application and interpretation of the Merced Municipal Code, including all Building Code, Housing Code, Administrative Code, Electrical Code, Mechanical Code, Plumbing Code, Fire Prevention Code, and Abatement of Dangerous Buildings Code. *

DESIGN REVIEW BOARD/HISTORIC PRESERVATION COMMISSION:

Performs comprehensive site plan and architectural review within City redevelopment project areas to promote orderly development and stability of land values and investments. Historic Preservation Commission established to promote the protection, enhancement, perpetuation, and use of structures, sites and areas that are reminders of past eras, events and persons important to local, state, or national history.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC): Advise the City Council, Redevelopment Agency, and staff on business and industrial development policies and programs. The Committee, appointed by and responsible to the City Council, consists of nine official electors of the City of Merced and seven County residents. *

<u>MUNICIPAL AIRPORT AUTHORITY:</u> The Municipal Airport Authority was created for the provision and maintenance of public airports and landing places for aerial traffic for the use of the public. *

<u>PERSONNEL BOARD</u>: Recommends to the City Council, after a public hearing, the adoption, amendment or repeal of civil service rules and regulations; and hears appeals of any person in the classified service relative to any suspension, demotion, or dismissal, with recommendation to the City Manager.

<u>PLANNING COMMISSION</u>: Studies land subdivisions, planning and zoning matters, and recommends to the City Council the adoption, amendment, or repeal of the City's Master Plan for the physical development of the City.

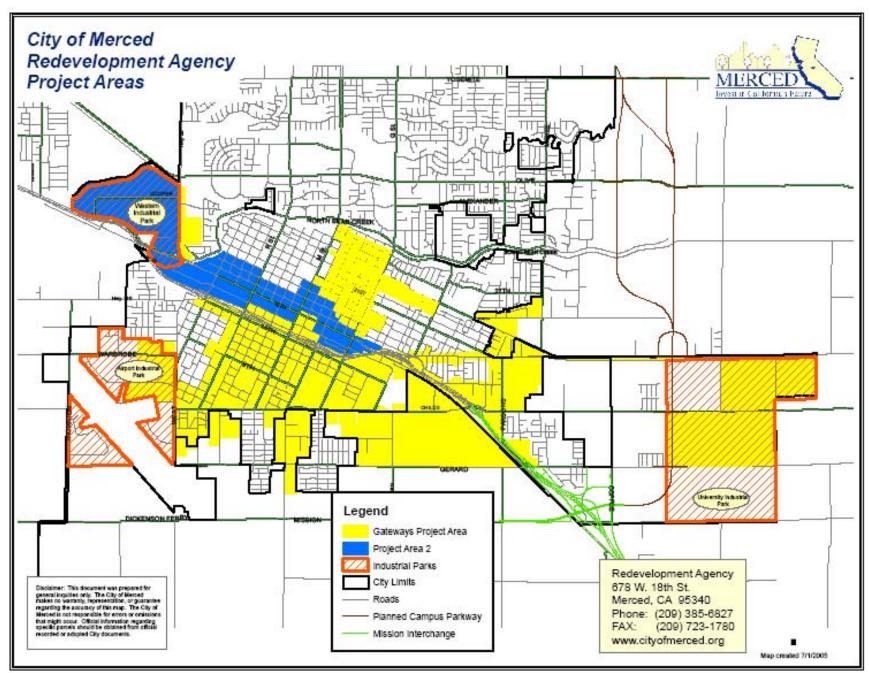
<u>RECREATION AND PARKS COMMISSION</u>: Advises the City Council in all matters pertaining to recreation and parks.

<u>REDEVELOPMENT ADVISORY COMMITTEE</u>: Participates in planning redevelopment activities, has responsibilities in the approval of commercial rehabilitation loans and façade rebates, and makes recommendations on projects to the Redevelopment Agency.

Applications are available at the City Clerk's Office, 678 W. 18th Street, Merced, #385-6866, or at www.cityofmerced.org. FILING DEADLINE: 5:00 p.m., Friday, July 2, 2004.

June 22, 2004

Dana J. Davidson, Assistant City Clerk



Handbook Created by City Clerk's Office-July 2009