



**CITY OF CARMEL-BY-THE-SEA
BOARD & COMMISSION MEMBER
HANDBOOK**

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WELCOME!

Congratulations on your recent appointment to one of the City of Carmel-by-the-Sea's Commissions or Boards! Your appointment is an honor and reflects the City Council's confidence in your ability and judgment. The City Council and staff look forward to working with you and to receiving the benefit of your insight and guidance during the process of decision making. As a member of a City Commission or Board, you have the opportunity to help mold Carmel's future.

This handbook has been prepared to help orient you concerning the functions and activities of the Commission or Board to which you have been appointed. The handbook is designed to contribute to your general knowledge and understanding of public affairs, and to aid in identifying the scope and parameters of your duties and responsibilities. It is also part of an effort to make it as easy as possible for you to enjoy the experience of serving on a City Commission or Board.

We hope that this handbook will provide you with the necessary information to understand the role of your Commission or Board and your responsibilities as a member of same.

While participation on a City Commission or Board is a major responsibility, we hope that it will prove to be a meaningful and rewarding experience for you. City service provides opportunities to gain a greater understanding of the issues facing municipal government and to become actively involved in resolving those issues in a manner that reflects the best interests of the community.

Each description of a law or legal requirement in these materials is intentionally brief. Any questions regarding this information and requests for additional information should be directed first to your Staff Liaison and then to the City Clerk's Office.

We hope that you will enjoy your tenure as a vital part of the City's team and sincerely thank you for your willingness to devote your time and energy to serve your community.

The City of Carmel-by-the-Sea Preamble

The City of Carmel-by-the-Sea is hereby determined to be primarily, essentially and predominantly a residential City wherein business and commerce have in the past, are now, and are proposed to be in the future subordinated to its residential character and that said determination is made having in mind the history and the development of said City, its growth and the causes thereof, and also its geographical and topographical aspects, together with its near proximity to the cities of Pacific Grove and Monterey, and the businesses, industries, trades, callings and professions in existence and permissible therein.

INTRODUCTION

Citizen knowledge, interest and participation are vital ingredients to the delivery of high- quality public services. Now, more than ever, citizen involvement plays an important role in local government. The richness that comes from citizens serving in advisory roles to the City Council is one of the things that contribute to making Carmel-by-the-Sea the special place it is.

The City Council has established three Commissions and two Boards as well as some *ad hoc* committees to advise and assist it in dealing with specific projects, policies and issues. Members of these appointed bodies play an integral, important role in the City's decision-making process.

Being a Commissioner or Board member requires work and commitment, but should be a very rewarding experience. It provides an opportunity to become intimately aware of the operating policies and problems of municipal government in general and of specific departmental units. It offers a means to participate in community affairs, to work with a variety of interesting people, and to help shape City policy.

This handbook was prepared to help orient you to the functions and activities of the advisory position to which you have been appointed. It has been prepared to provide:

- 1) An overview of City government.
- 2) Information regarding the various City Departments and the function of each.
- 3) Information outlining the role and function of each Commission/Board.
- 4) Important guidelines for all appointed bodies, as well as the responsibilities of their members.

This handbook also is intended to provide members with the information necessary to understand the areas of responsibility for their respective organizations, and their role in serving the City.

ABOUT THE CITY OF CARMEL-BY-THE-SEA

Carmel-by-the-Sea

Carmel-by-the-Sea is resplendent in rich natural beauty and prides itself on its white sand beach, luxuriant landscaped bluffs, thriving urban forest, natural parklands and roadside greenbelts and its dedication to the arts. First incorporated as a City in 1916, the community was founded by artists and writers -- among them Jack London, George Sterling, Mary Austin and Robinson Jeffers.

The City is one square mile in area, with a population of slightly more than 4,000, although when one factors in the many tourists who come to stay, the population is comparable to a major metropolitan area. Through the diligent efforts of dedicated and hard-working citizens and their elected and appointed officials, Carmel-by-the-Sea has managed to retain its heritage and the quality of life which drew those first settlers to its midst.

Ordinance No. 96, passed on June 5, 1929 (see Preamble) clearly established business activity as forever subordinate to the residential character of Carmel-by-the-Sea. The City has kept its residential streets free of sidewalks and streetlights; nurtured the pine forest; allowed no high-rise buildings to mar the outline of these pines against the sky; and forbade neon and other unsightly signs.

Type of Government

The Constitution of the State of California establishes two types of cities: Charter and General Law. At first glance they appear similar as they pertain to day-to-day operations. A Charter City, however, has considerably more authority than a General Law City to tax, to regulate and to adopt its own procedures and organization. A General Law City, on the other hand, may exercise only those powers expressly given to it under State law. All cities begin as General Law cities, and the City of Carmel-by-the-Sea has chosen to remain such.

Form of Government

State law permits two basic forms of government in General Law Cities: the Equal Council System and Council-Manager/City Administrator System. Carmel-by-the-Sea's governmental system is Council/City Administrator. The Mayor and City Council, as the governing body, are elected by the people. The City Council appoints the City Administrator. It also appoints the City's Attorney, Treasurer, and Engineer. The City Administrator appoints all other City employees.

STRUCTURE OF CITY GOVERNMENT

City Council

The City Council is composed of four Council Members and the Mayor, all of whom are directly elected by the people. The Mayor serves a two-year term and the Council Members serve four-year terms. Two Council Members are elected every two years. Although the Mayor is granted no special decision-making powers, he or she represents the City in all ceremonial and official affairs. The City's Municipal elections are held the second Tuesday of April in each even-numbered year.

The Mayor receives a stipend of \$200 a month and the other Council Members are paid \$150.

The purpose of the City Council is to establish local laws, set policy, approve or reject programs, allocate funds, establish the City's tax rate, hear appeals resulting from City Commission, Board or Committee decisions, and provide to the citizenry a better, more attractive and healthier place in which to live. Again, as Carmel-by-the-Sea is a General Law City, its Council must act within the framework of limitations and procedures established by State law.

Local laws are established by ordinance and are compiled in a book called the Municipal Code. These laws are enforceable by the City, and violations thereof constitute an infraction. Other City Council directives and policies are recorded in Council resolutions and minutes.

Department of Administration

The Department of Administration is composed of: the City Administrator, City Clerk, Director of Contracts & Budgets, one Executive Assistant and one Administrative Coordinator.

City Administrator:

The City Administrator is the administrative head of City government and is appointed by the City Council to: carry out Council policies, enforce City laws, direct the daily operations of City government and to prepare and monitor the Council approved municipal budget. All Department Managers except the City Attorney, City Engineer and City Treasurer, are responsible to the City Administrator.

City Clerk:

The City Clerk serves as the Clerk to the City Council and is responsible for compiling meeting agendas, collecting support information, executing official documents of the City Council and preparing the minutes of meetings. The Clerk is also responsible for the care and custody of all official records and documents of the City. These include all City deeds, contracts, leases, ordinances, resolutions, minutes and the Municipal Code. The office publishes public notices and ordinances as required by law and assists staff and the public in researching information. The City Clerk also administers and organizes all municipal elections and coordinates the filing of Political Reform Act conflict of interest statements.

Legal Department:

The City Attorney is appointed by the City Council and acts as legal advisor to the Council and City Administrator. The Attorney attends Council meetings and is available to other appointed bodies upon request. The City Attorney also represents the City in litigation and prosecutes violations of City law.

City Treasurer

The City Treasurer is a part-time officer, appointed by the City Council, to advise and assist the City in all financial transactions and works closely with the Department of Administrative Services in managing the City's financial resources.

Department of Administrative Services

The Department is composed of the Finance Manager, one Finance Specialist, one Administrative Coordinator, one Information Network Services Manager and one part-time Office Assistant.

The Department of Administrative Services is responsible for the general supervision of all City financial matters, including planning and managing its fiscal programs. Departmental responsibilities also include budget research and development, financial control, accounts payable and receivable, insurance programs, risk management, property management, maintaining an inventory of City property and managing special projects.

Community Activities Department

The Community Activities Department is staffed by the Library and Community Activities Director and the Community Activities Coordinator.

The Department plans, organizes, administers and directs the operation and activities of all special events in the City and provides staff support to the Community Activities and Cultural Commission.

Department of Community Planning and Building:

The Department is composed of the Acting Planning Director, one Building Official, one Administrative Coordinator, one Assistant Planner, one contract Permit Technician, three contract Planners, one contract Planning/Permit Technician and two Code Compliance Officers.

The Department is responsible for: land use management; private and public construction and design; and environmental quality in Carmel-by-the-Sea. The planning function oversees the General Plan and ensures that capital improvements, zoning and other activities of the City are consistent with the goals and policies of the Plan. The Planning Department provides staff support to the Planning Commission and the Historic Resources Board on decisions related to design, zoning and other development plans. The major role of the staff is to provide the technical information and analysis needed for the Planning Commission and Historic Resources board to make the well-informed decisions.

Enforcement of zoning, design, building and fire codes is also a responsibility of the Department, which also serves as the City's central permit agency and issues business licenses and some encroachment permits.

The Building Official is responsible for the review of construction plans as well as inspections of projects and, when necessary, enforcement to ensure compliance with building codes.

Building Maintenance

The Building Maintenance Department is tasked with overseeing the structural integrity and maintenance of all City-owned facilities. Staff within this city unit include the Building

Maintenance Specialist. The Building Maintenance Division is responsible for the electrical, plumbing, structural, and heating needs of all public buildings.

Department of Forest, Parks and Beach

The Department of Forest, Parks and Beach is composed of the City Forester, one Tree Care Specialist and one part-time Forest Care Worker, and an Administrative Coordinator, who is also responsible for administrative duties for the Public Works Department.

The Department of Forest and Beach is responsible for the maintenance of and improvements to the urban forest, all City parks, and the Carmel beach. Three employees take care of all arboricultural needs of the more than 13,000 trees growing on public property. The majority of their time is spent pruning, planting, watering, controlling insects, removing dead trees and replanting new stock. Keeping the urban forest healthy and safe is the Department's primary goal.

The Gardeners and Maintenance Workers are responsible for all other landscaping in the City, including parks, medians, and the Beach Walkway. The Department provides staff support to the Forest and Beach Commission related to matters before it for consideration.

Library

The Harrison Memorial Library staff includes a full-time staff of eight: the Library and Community Activities Director, one Library Circulation Supervisor, three Librarian IIs, and three Library Assistants. In addition, there are many hourly and on-call positions to support the Library.

The Harrison Memorial Library addresses the informational, educational, and historical needs of the community. The main library services include reference assistance, access to the Internet, senior outreach and a variety of print and non-print library materials.

The Harrison Memorial Library and the Library Park Branch are governed by an independent Library Board of Trustees. Library staff provides support to the Harrison Memorial Library Board.

The library's Park Branch houses children's services, the Henry Meade Williams Local History Room, technical services, administration, and the office of the Carmel Public Library Foundation. Library services offered at Park Branch include daily reading programs for children, weekly librarian visits to local schools and an annual Local History Lecture Series.

Police Department

The Police Department staff is composed of the Chief of Police, one Commander, three Patrol Sergeants, two Police Corporals, eight Police Officers, four Community Service Officers, and six Police Service Officers. In addition, the Police Department has a Reserve Police Officers program, a Police Volunteer Program, and a Community Emergency Response Team (CERT).

The Police Department is responsible for community policing, law enforcement and crime prevention within the City. Under the direction of the Police Chief, it provides a variety of public safety services for the citizens. The mission of the Police Department is to protect and serve, with the primary responsibility of ensuring the rights of citizens and visitors to live in peace and safety.

Some of the programs provided by the Department are Seniors Helping Seniors, Neighborhood Watch, Crime Prevention Training for Businesses, Home Security Checks, Drug Abuse

Resistance Education; Citizen Police Academy, Carmel Business Association - ALERT, and Fingerprinting Identification for Children.

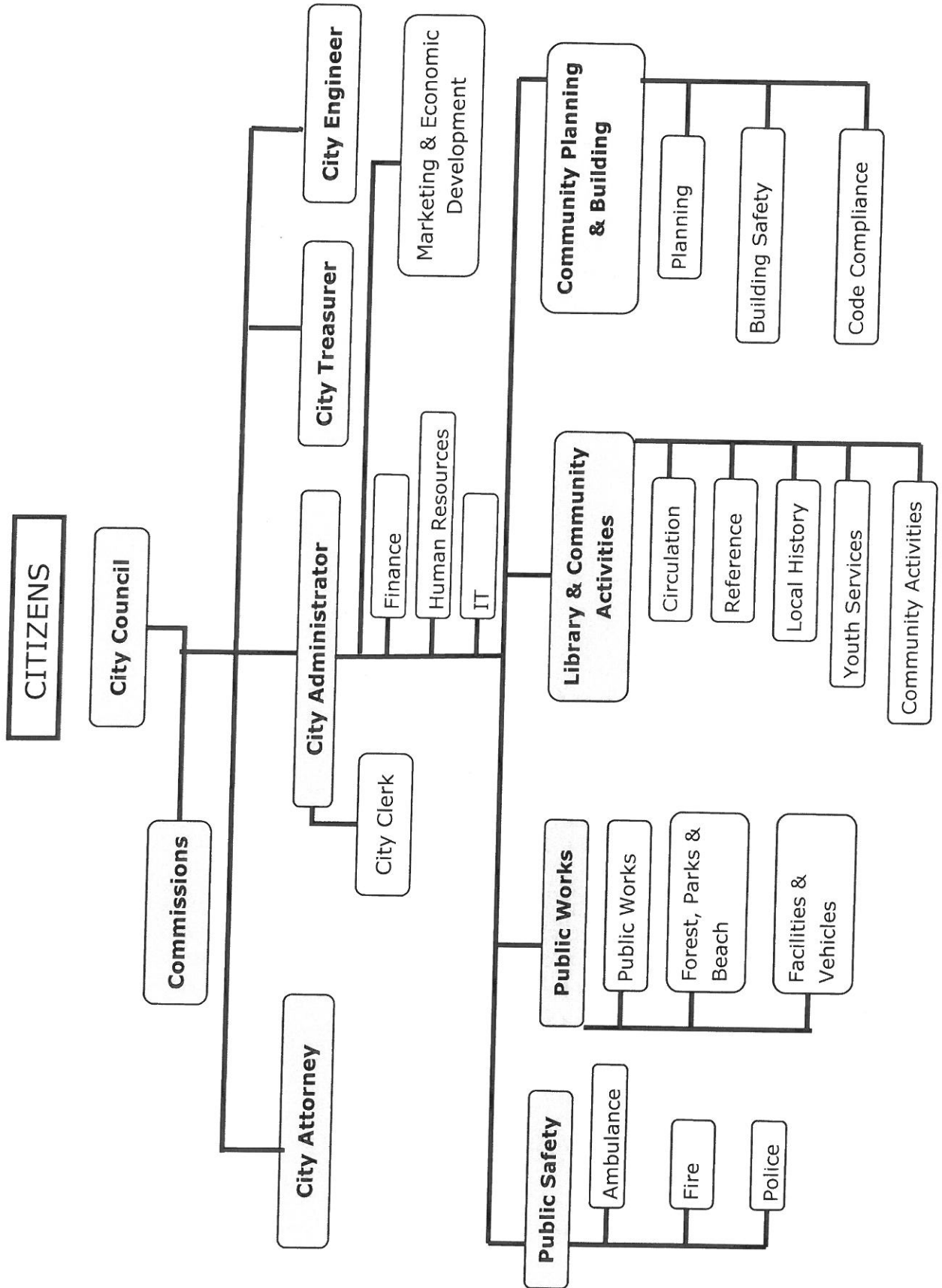
Department of Public Works

The Department of Public Works consists of the Director, one Superintendent, one Streets Supervisor, four Senior Maintenance Workers, (streets), one maintenance worker, and a Gardener. In addition, one Administrative Coordinator, who also shares administrative duties for the Department of Forest, Parks and Beach.

The Streets Division is responsible for all pavement, sidewalks, signage, and storm drains. The Vehicle/Equipment section maintains all City-owned vehicles and most City-owned mobile equipment.

The Department submits and administers all grant requests for street and sidewalk projects and is a part of a group responsible for all Federal Emergency Management Agency (FEMA) and Emergency Operations System (OES) disaster funds. It also participates in the management of the design and construction of most City facilities, all City streets, and coordinates all public utility work within the public right-of-way.

City of Carmel-by-the-Sea



COMMISSIONS, BOARDS, AND COMMITTEES

City Commissions and Boards assist the City Council in carrying out its duties. These bodies are charged with the following responsibilities:

1. Advise the City Council and City Administrator on matters within their area of responsibility and interest, as prescribed by the City Council and its ordinances.
2. Help focus attention on specific issues and problems within their scope of responsibilities and recommend actions and alternatives for Council consideration.
3. Act as channels of communication and information between City government and the general public on matters within their area of responsibility.
4. Reconcile contradictory viewpoints and provide direction toward achievement of citywide goals and objectives.
5. Encourage broad citizen participation in the definition and formulation of City goals and objectives.
6. Balance community wants with municipal responsibility and resources.

On all Commissions and Boards, an unscheduled vacancy is considered to exist whenever a member resigns, is removed by a majority vote of the City Council, or upon a death. In certain situations, if a member ceases to be an elector of the City, his/her membership shall terminate.

If, for any reason, you must resign from your position before its expiration date, you must provide written notification to the Mayor, with a copy to the City Clerk, announcing your resignation. Copies will then be sent to the City Council, the chair of your Commission, or Board, and the appropriate City departmental director.

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

The Community and Cultural Commission is a five-member body. Its meetings are held in the City Council Chambers on the second Tuesday of each month at 9:30 a.m. The staff liaison is Library & Community Events Director Janet Bombard.

DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. To stimulate and encourage community, cultural and artistic activities within the City.
2. To develop rules and regulations for conducting its business and meetings in accordance with the laws of the State and City (Municipal Code and Government Code of the State of California -- Ralph M. Brown Act).
3. To, on its own initiative, or at the request of the City Council or the City Administrator, make such recommendations to the City Council and the City Administrator concerning community, cultural, and artistic activities and programs as may be deemed appropriate.
4. To advise and assist the Library & Community Events Director and, when requested or on its own initiative, other City Commissions and City public bodies, Departments and residents on community, cultural, and artistic programs.
5. To initiate community, cultural and artistic programs and projects.
6. To remain cognizant at all times of the uses of Forest Theater and Vista Lobos and endeavor to have such facilities put to their best possible use for the Community as a whole.
7. To determine, in consultation with the Library & Community Events Director, the terms of tenancies of the facilities referred to in Number 6 above; to recommend to the City Council the rental rates and other terms of such use.
8. To review cultural grant applications and forward to the City Council recommendations regarding the disbursement of cultural grant monies.
9. To review, upon request of the City Council, applications regarding cultural or artistic programs, benefits, or services.

Chapter 2.28
COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Sections:

- [2.28.010](#) Establishment of Commission.
- [2.28.020](#) Membership and Criteria for Appointment.
- [2.28.030](#) Appointment Process.
- [2.28.040](#) Termination of Members.
- [2.28.050](#) Bylaws, Policies, Rules and Procedures.
- [2.28.060](#) Duties, Responsibilities and Authority.
- [2.28.070](#) Authority to Expend Funds.

2.28.010 Establishment of Commission.

There is created and established the Community Activities and Cultural Commission of the City of Carmel-by-the-Sea. (Ord. 2004-03 § 1, 2004; Ord. 2002-07 § 2, 2002; Ord. 77-27 § 1(b), 1977; Ord. 142 C.S. § 2, 1967; Code 1975 § 280).

2.28.020 Membership and Criteria for Appointment.

A. The Community Activities and Cultural Commission shall consist of five members, each of whom shall be appointed to serve a four-year term.

B. A two-thirds majority of the members of the Community Activities and Cultural Commission shall be residents of the City, and the remainder may be residents of the City's sphere of influence.

C. An equitable division of the membership shall be representative of persons who have an interest in, or familiarity with, the creative or performing arts and those who have an interest in, or familiarity with, the City's park and recreational programs and in the various City park facilities. (Ord. 2004-03 § 1, 2004; Ord. 2002-07 § 2, 2002; Ord. 2000-05 § 1, 2000; Ord. 95-5 § 1, 1995; Ord. 91-19 § 1, 1991; Ord. 89-3 § 1, 1989; Ord. 77-27 § 1(b), 1977; Ord. 142 C.S. § 2, 1967; Code 1975 § 281).

2.28.030 Appointment Process.

A. Members of the Community Activities and Cultural Commission shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Terms of members shall be staggered so that at least two terms, but no more than three terms, shall expire in any one year. Terms of office for new members shall begin at the commencement of the first regular meeting in the month of October of the appropriate year. Terms of outgoing members shall end simultaneously. The newly appointed member(s) shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days. (Ord. 2004-03 § 1, 2004; Ord. 2002-07 § 2, 2002; Ord. 93-8 § 1, 1993; Ord. 91-19 § 1, 1991; Ord. 89-3 § 1, 1989; Ord. 77-27 § 1(b), 1977; Ord. 142 C.S. § 2, 1967; Code 1975 § 281.1).

2.28.040 Termination of Members.

Members of the Community Activities and Cultural Commission shall be terminated only under the following circumstances:

A. The member ceases to be a resident of the City, thereby causing less than a two-thirds majority of the Commission to be residents of the City.

B. The member is ill or absent from the City and unable to attend three consecutive regular Commission meetings, but fails to so notify either the Chairperson, Vice Chairperson, or the Community Services Manager.

C. The member, when neither ill nor absent from the City, fails to attend three regular consecutive Commission meetings.

D. The member is terminated by a majority vote of the City Council. (Ord. 2004-03 § 1, 2004; Ord. 2002-07 § 2, 2002; Ord. 95-5 § 1, 1995; Ord. 93-8 § 1, 1993; Ord. 91-19 § 1, 1991; Ord. 77-27 § 1(b), 1977; Ord. 142 C.S. § 2, 1967; Code 1975 § 281.2).

2.28.050 Bylaws, Policies, Rules and Procedures.

The Community Activities and Cultural Commission shall adopt or maintain bylaws, policies, rules, and procedures governing parliamentary actions, election of officers and formation of committees. The bylaws shall be filed with the City Clerk. (Ord. 2004-03 § 1, 2004; Ord. 2002-07 § 2, 2002; Ord. 91-19 § 1, 1991; Ord. 77-27 § 1(b), 1977; Ord. 142 C.S. § 2, 1967; Code 1975 § 281.2).

2.28.060 Duties, Responsibilities and Authority.

The Community Activities and Cultural Commission shall have the following duties, responsibilities and authority:

A. To stimulate and encourage community, cultural and recreational activities within the City and to actively participate in the executions of these activities;

B. To develop rules and regulations for conducting its business and meetings in accordance with the laws of the State and the City;

C. To advise and assist the Community Services Manager and, when requested, other City commissions and City public bodies, departments and residents of the City, on community, cultural and recreation programs;

D. To remain cognizant at all times of the uses of the Forest Theater, Vista Lobos and the Scout House and endeavor to have such facilities put to their best possible use;

E. To be cognizant at all times of the condition of the structures, grounds, and equipment of the facilities under its jurisdiction and bring to the attention of the City Council and the City Administrator proposals and recommendations for the maintenance, repair, uses and improvements of such facilities;

F. To determine, in consultation with the Community Services Manager, the terms of tenancies of the facilities referred to in subsection (D) of this section; to recommend to the City Council the rental rates and other terms of such use;

G. To serve in an advisory capacity to the City Council, the City Administrator and Community Services Manager in regard to community activity and recreation matters and all such matters pertaining to public recreation and the use of recreational lands, facilities and donations. (Ord. 2004-03 § 1, 2004; Ord. 2002-07 § 2, 2002; Ord. 93-8 § 1, 1993; Ord. 91-19 § 1, 1991; Ord. 86-5 § 1, 1986; Ord. 78-12 § 1, 1978; Ord. 77-27 § 1(b), 1977; Ord. 142 C.S. § 2, 1967; Code 1975 § 281.1).

2.28.070 Authority to Expend Funds.

Under the supervision and control of the City Administrator, the Commission may incur indebtedness or expend funds on behalf of the City in furtherance of its authorized objectives;

provided, that the funds therefor are appropriated, approved, or budgeted by the City Council, in advance, for such purpose. (Ord. 2004-03 § 1, 2004; Ord. 2002-07 § 2, 2002; Ord. 78-12 § 1, 1978; Ord. 77-27 § 1(b), 1977; Ord. 142 C.S. § 2, 1967; Code 1975 § 282).

FOREST AND BEACH COMMISSION

The Forest and Beach Commission is a five-member body. Its meeting date is the second Thursday of each month at 3:30 p.m. in the City Hall Council Chambers, with a Tour of Inspection held at 3:00 p.m. the day of the meeting. City Forester Mike Branson is the staff liaison.

DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. To develop, with the Public Works Director, a management plan for the urban forest, parks and beach and to correlate such plans with the City's General Plan.
2. To consider and act on applications for tree-trimming and tree-removal and on matters involving construction in which root-cutting or root crown coverage is involved.
3. To advise the City Council or other government instrumentalities of the City with respect to specific items of management and technical forestry and beach matters, including the introduction of new species into the urban forest or the elimination of existing species.
4. To provide publicity in regard to the health of the urban forest, including a public information program concerning care of forest resources, as well as cooperation with school programs on conservation and the like.
5. To encourage gifts, bequests and grants to be made to the City in furtherance of any present or future object or project associated with the Commission.
6. To review landscape plans and submit comments to the Planning Commission as requested from time to time by the Department of Community Planning and Building.
7. To advise the City Council or other government instrumentalities of the City on the preservation, enhancement, protection and care of the Carmel-by-the-Sea beach and waterfront area.
8. Upon referral from the City Council, to review and recommend to the City Council possible official positions on proposals in the City, the City's Sphere of Influence, or any wider area, which impact the natural environment of the area.

Chapter 2.32
FOREST AND BEACH COMMISSION

Sections:

- [2.32.010](#) Establishment of Commission.
- [2.32.020](#) Membership and Criteria for Appointment.
- [2.32.030](#) Appointment Process.
- [2.32.040](#) Termination of Members.
- [2.32.050](#) Bylaws, Policies, Rules and Procedures.
- [2.32.060](#) Duties, Responsibilities and Authority.
- [2.32.070](#) Authority to Expend Funds.

2.32.010 Establishment of Commission.

There is created and established the Forest and Beach Commission of the City of Carmel-by-the-Sea. (Ord. 91-19 § 2, 1991; Ord. 88-12 § 1 (Exh. A), 1988; Ord. 213 C.S. § 1, 1970; Ord. 186 C.S. § 1, 1968; Ord. 135 C.S. § 1, 1966; Ord. 110 C.S. § 1, 1964; Ord. 88 C.S. § 1, 1963; Ord. 58 C.S. § 1, 1962; Ord. 26 C.S. § 1, 1960; Ord. 8 C.S. § 1, 1959; Code 1975 § 270.0).

2.32.020 Membership and Criteria for Appointment.

- A. The Forest and Beach Commission shall consist of five members, each of whom shall be appointed to serve a four-year term.

- B. A two-thirds majority of the members of the Forest and Beach Commission shall be residents of the City, and the remainder may be residents of the City's sphere of influence.

- C. Membership shall be representative of persons who have an interest in, or familiarity with, the City's parks and open space. (Ord. 2000-05 § 2, 2000; Ord. 95-5 § 2, 1995; Ord. 91-19 § 2, 1991; Ord. 88-12 § 1 (Exh. A), 1988; Ord. 77-27 § 1(a), 1977; Ord. 213 C.S. § 1, 1970; Code 1975 § 270).

2.32.030 Appointment Process.

- A. Members of the Forest and Beach Commission shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

- B. Terms of members shall be staggered so that at least two terms, but no more than three terms, shall expire in any one year. Appointments shall be, where possible, made prior to the beginning of the term of office, in order that the new member(s) shall be able to become familiar with the functions of the commission. Terms of office for new members shall begin at the commencement of the first regular meeting in the month of October of the appropriate year. Terms of outgoing members shall end simultaneously. The newly appointed member(s) shall be sworn in by the City Clerk.

- C. In the event an appointment cannot be made in a timely manner, the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days. (Ord. 93-8 § 1, 1993; Ord. 91-19 § 2, 1991; Ord. 89-3 § 2, 1989; Ord. 88-12 § 1 (Exh. A), 1988; Ord. 77-27 § 1(b), 1977; Ord. 142 C.S. § 2, 1967; Code 1975 § 281.1).

2.32.040 Termination of Members.

Members of the Forest and Beach Commission shall be terminated only under the following circumstances:

- A. The member ceases to be a resident of the City, thereby causing less than a two-thirds majority of the commission to be residents of the City.

B. The member is ill or absent from the City and unable to attend three consecutive regular commission meetings, but fails to so notify either the Chairperson, Vice Chairperson, or the Director of Forest, Parks and Beach.

C. The member, when neither ill nor absent from the City, fails to attend three consecutive regular commission meetings.

D. The member is terminated by a majority vote of the City Council. (Ord. 95-5 § 2, 1995; Ord. 93-8 § 1, 1993; Ord. 91-19 § 2, 1991; Ord. 89-3 § 2, 1989; Ord. 88-12 § 1 (Exh. A), 1988; Ord. 77-27 § 1(b), 1977; Ord. 142 C.S. § 2, 1967; Code 1975 § 281.1).

2.32.050 Bylaws, Policies, Rules and Procedures.

The Forest and Beach Commission shall adopt or maintain bylaws, policies, rules, and procedures governing parliamentary actions, election of officers and formation of committees. The bylaws shall be filed with the City Clerk. (Ord. 91-19 § 2, 1991; Ord. 88-12 § 1 (Exh. A), 1988; Ord. 77-27 § 1(a), 1977; Ord. 213 C.S. § 1, 1970; Code 1975 § 270.54).

2.32.060 Duties, Responsibilities and Authority.

The Forest and Beach Commission shall have the following duties, responsibilities and authority:

A. To develop, with the Director of Forest, Parks and Beach, a management plan for the urban forest, parks and beach, and to correlate such plan with the City's General Plan;

B. To consider and act on applications for tree trimming and tree removal and on matters involving construction in which root cutting or root crown coverage is involved;

C. To advise the City Council or other government instrumentalities of the City with respect to specified items of management and technical forestry and beach matters, including the introduction of new species into the urban forest, or the elimination of existing species;

D. To provide publicity in regard to the problems of the urban forest, including a public information program concerning care of forest resources, and including cooperation with school programs on conservation and the like;

E. To encourage gifts, bequests and devises to be made to the City in furtherance of any present or future object or project associated with the commission;

F. To review plans and submit comments to the Planning Commission as requested by the Department of Community Planning and Building;

G. To advise the City Council or other government instrumentalities of the City on the preservation, enhancement, protection and care of the Carmel-by-the-Sea beach and waterfront area;

H. Upon referral from the City Council, to review and recommend to the City Council possible City positions on proposals in the City, the City's sphere of influence, or any wider area, which impact the natural environment of the area. (Ord. 93-8 § 1, 1993; Ord. 91-19 § 2, 1991; Ord. 88-12 § 1 (Exh. A), 1988; Ord. 213 C.S. § 1, 1970; Code 1975 § 272).

2.32.070 Authority to Expend Funds.

The Forest and Beach Commission may incur indebtedness in the name of and on behalf of the City in furtherance of its objectives; provided, that funds are appropriated, approved, or

budgeted by the City Council, in advance, for such purpose. (Ord. 91-19 § 2, 1991; Ord. 88-12 § 1 (Exh. A), 1988; Ord. 213 C.S. § 1, 1970; Code 1975 § 272).

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

The Harrison Memorial Library Board of Trustees is a five-member body. The Board meets in the City Hall Council Chambers the fourth Wednesday of each month at 9:00 a.m. The staff liaison is Library & Community Events Director Janet Bombard.

DUTIES AND RESPONSIBILITIES OF THE BOARD

1. To manage, control and administer any library building or library property which is now owned or may hereafter be acquired by the City; to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the library under its management and all property belonging thereto.
2. To administer any trust hereafter declared or created for such library and receive any gift, devise or bequest and hold in trust, or otherwise, property situated in this State or elsewhere and, when not otherwise provided, dispose of the same for the benefit of such library.
3. To purchase necessary books, journals, publications and other personal property.
4. To purchase such property and erect and equip such building or buildings, room or rooms, as may be necessary when in their judgment a suitable building or portion thereof has not been provided by the legislative body of the municipality for such library.
5. To require the Secretary of State and other State officials to furnish such library copies of any and all reports, laws and other publications of the State, not otherwise disposed of by law.
6. To borrow books from, lend books to, and exchange the same with other libraries, and to allow nonresidents to borrow books, upon such conditions as they may prescribe.
7. To do and perform any and all other acts and things necessary or proper to carry out the provisions of Chapter 2.72 of the Municipal Code.
8. The Board of Library Trustees, shall, on or before the thirty-first day of August of each year, make a report to the City Council of the City, giving the condition of the library on the thirtieth day of June preceding, together with a statement of its proceedings for the year then ended, and forward a copy thereof to the State Library at Sacramento.
9. To raise money for special or library purposes through direct organization and operation of fund-raising campaigns or programs, or through the establishment of foundations or employment of persons for fund-raising.

Chapter 2.72
PUBLIC LIBRARY BOARD*

Sections:

- [2.72.010](#) Establishment and Compliance With State Statute.
- [2.72.020](#) Membership and Criteria for Appointment.
- [2.72.030](#) Appointment Process.
- [2.72.035](#) Termination of Members.
- [2.72.040](#) Board of Trustees – Meetings.
- [2.72.050](#) Board of Trustees – Powers.
- [2.72.060](#) Library Fund.
- [2.72.070](#) Free to Residents and Nonresident Taxpayers.
- [2.72.080](#) Contract to Outside Corporations.
- [2.72.090](#) Title for Property.
- [2.72.100](#) Existence and Maintenance Not Affected by Repeal.

* For statutory provisions on municipal libraries, see Education Code § [18900](#) et seq.

2.72.010 Establishment and Compliance With State Statute.

A public library is established in and for the City. It shall be established, conducted, managed, controlled and maintained pursuant to the provisions of California Statutes, 1976, Chapter 1010, Section 2, operative April 30, 1977, and codified in California Education Code Section [18900](#) et seq. (Ord. 91-19 § 5, 1991; Ord. 79-21 § 2, 1979; Ord. 53 § 1, 1923; Code 1975 §§ 265, 265.1).

2.72.020 Membership and Criteria for Appointment.

A. The Harrison Memorial Library Board of Trustees shall consist of five members, each of whom shall be appointed to serve a three-year term as designated by statute.

B. At least three members of the Harrison Memorial Library Board of Trustees shall be residents of the City, and no more than two members shall be residents from the City's adopted sphere of influence.

C. All members of the Harrison Memorial Library Board of Trustees shall possess a valid Harrison Memorial Library patron card. (Ord. 91-19 § 5, 1991; Ord. 89-3 § 5, 1989; Ord. 84 § 1, 1927; Ord. 53 § 3, 1923; Code 1975 § 265.2).

2.72.030 Appointment Process.

A. Members of the Harrison Memorial Library Board of Trustees shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Appointments shall be, where possible, made prior to the beginning of the term of office, in order that the new member(s) shall be able to become familiar with the functions of the board. Terms of office for new members shall begin the date of the regular meeting in October of the appropriate year. Terms of office of outgoing members shall end simultaneously. The newly appointed members shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days. (Ord. 93-8 § 1, 1993; Ord. 91-19 § 5, 1991; Ord. 89-3 § 5, 1989; Code 1975 § 265 et seq.).

2.72.035 Termination of Members.

A member of the Harrison Memorial Library Board of Trustees shall be terminated only for good cause. (Ord. 93-8 § 1, 1993).

2.72.040 Board of Trustees – Meetings.

A. The Board of Library Trustees shall meet at least once a month at such times and places as it may fix by resolution. Special meetings may be called at any time by three trustees or by written notice served upon each member at least three hours before the time specified for the proposed meeting. A majority of the board shall constitute a quorum for the transaction of business.

B. Such board shall appoint one of their number President, who shall serve for one year until a successor is appointed, and in the President's absence shall elect a President Pro Tempore.

C. Such board shall cause a proper record to be kept. (Ord. 91-19 § 5, 1991; Ord. 53 § 4, 1923; Code 1975 § 265.3).

2.72.050 Board of Trustees – Powers.

The Board of Library Trustees shall have power as follows:

A. To manage, control and administer any library building or library property which is now owned or may hereafter be acquired by the City; to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the library under its management and all property belonging thereto;

B. To administer any trust hereafter declared or created for such library and receive any gift, devise or bequest and hold in trust, or otherwise, property situated in this State or elsewhere, and, when not otherwise provided, dispose of the same for the benefit of such library;

C. To purchase necessary books, journals, publications and other personal property;

D. To purchase such property and erect and equip such building or buildings, room or rooms, as may be necessary when in their judgment a suitable building or portion thereof has not been provided by the legislative body of the municipality for such library;

E. To require the Secretary of State and other State officials to furnish such library with copies of any and all reports, laws and other publications of the State, not otherwise disposed of by law;

F. To borrow books from, lend books to, and exchange the same with other libraries, and to allow nonresidents to borrow books, upon such conditions as they may prescribe;

G. To do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter;

H. The Board of Library Trustees shall each year make a report to the City, giving the condition of the library on the thirtieth day of June preceding, and forward a copy thereof to the State Library at Sacramento;

I. To raise money for special or library purposes through direct organization and operation of fund-raising campaigns or programs, or through the establishment of foundations or employment of persons for fund-raising. (Ord. 2012-06 (Exh. A), 2012; Ord. 91-19 § 5, 1991; Ord. 84-15 § 1, 1984; Ord. 83-16 § 1, 1983; Ord. 79-21 § 3, 1979; Ord. 53 § 5, 1923; Code 1975 § 265.4).

2.72.060 Library Fund.

A. All money acquired by gift, devise, bequest or otherwise for the purpose of the library shall be apportioned to a fund to be designated as the library fund, and be applied to the purpose authorized in this chapter. If such payment into the treasury should be inconsistent with the conditions or terms of any such gift, devise or bequest, the Board of Library Trustees shall provide for the safety and preservation of the same and the application thereof to the use of the library, in accordance with the terms and conditions of such gift, devise or bequest; provided, however, that the provisions of this section shall not apply to the construction and initial equipment of the Ralph Chandler Harrison Memorial Library building, the property to be used for which the purpose has heretofore been devised and bequeathed to the City Council by the Last Will and Testament of Ella Reid Harrison, deceased.

B. Payments from the library fund shall be made upon warrants issued after due audit by, and order from, the Library Trustees, which warrant shall be signed by the President and Secretary of the Board of Library Trustees. The Treasurer of the municipality shall pay such warrants without any further order or warrant from any other authority. (Ord. 91-19, 1991; Ord. 53 § 7, 1923; Code 1975 § 265.6).

2.72.070 Free to Residents and Nonresident Taxpayers.

The library established under this chapter and an act of the Legislature of the State of California shall be forever free to the inhabitants and nonresident taxpayers of the municipality, subject always to such rules, regulations and bylaws as may be made by the Board of Library Trustees; and provided, that for violations of the same a person may be fined or excluded from the privileges of the library. (Ord. 91-19 § 5, 1991; Ord. 53 § 8, 1923; Code 1975 § 265.7).

2.72.080 Contract to Outside Corporations.

The Board of Library Trustees and the legislative bodies of neighboring municipalities or Boards of Supervisors of the Counties in which public libraries are situated may contract for lending books of such library to residents of such Counties or neighboring municipalities upon a reasonable compensation to be paid by such Counties or neighboring municipalities. (Ord. 91-19 § 5, 1991; Ord. 53 § 9, 1923; Code 1975 § 265.8).

2.72.090 Title for Property.

The title to all property acquired for the purposes of the library, when not inconsistent with its terms of acquisition, or otherwise designated, shall vest in the City of Carmel-by-the-Sea, and in the name of said municipal corporation may be sued for, or defended by action at law, or otherwise. (Ord. 91-19 § 5, 1991; Ord. 53 § 10, 1923; Code 1975 § 265.9).

2.72.100 Existence and Maintenance Not Affected by Repeal.

The repeal of the ordinance codified in this chapter shall in no wise affect the existence and maintenance of the Ralph Chandler Harrison Memorial Library, the continued existence and maintenance of which, in the event of the repeal hereof, shall be provided for by ordinance of the municipality, save and except that such ordinance shall not be formulated or passed pursuant to the provisions of an act of the Legislature of the State of California entitled: "Act to Provide for the Establishment and Maintenance of Public Libraries Within Municipalities," approved March 23, 1901, or to the amendments of the Act. (Ord. 91-19 § 5, 1991; Ord. 53 § 11, 1923; Code 1975 § 266).

PLANNING COMMISSION

The Planning Commission is a five-member body. Its meeting date is the second Wednesday of each month at 4:00 p.m. in the City Hall Council Chambers, with a Tour of Inspection held at 2:00 p.m. the day of the meeting. The staff liaison is Senior Planner Marc Wiener.

DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. To develop and maintain a General Plan.
2. To develop Specific Plans as may be necessary or desirable.
3. To review Environmental Impact Reports and Initial Studies.
4. To periodically review the Capital Improvement Program of the City.
5. To conduct public hearings, review evidence and determine requests for use permits, variances, rezoning and land use Code amendments.
6. To interpret the meaning and intent of the City's Land Use Code.
7. To hear and render decisions on appeals of determinations made by administrative staff.
8. To determine the consistency with the General Plan of capital improvement projects and programs.
9. to review and act upon design review and design study applications.

Chapter 2.36
PLANNING COMMISSION*

Sections:

- [2.36.010](#) Establishment of Commission.
- [2.36.020](#) Membership and Criteria for Appointment.
- [2.36.030](#) Appointment Process.
- [2.36.040](#) Termination of Members.
- [2.36.050](#) Bylaws, Policies, Rules and Procedures.
- [2.36.060](#) Duties, Responsibilities and Authority.

* For statutory provisions on local planning commissions, see Government Code §§ [40605](#) and [65100](#) et seq.

2.36.010 Establishment of Commission.

There is created and established the Planning Commission of the City of Carmel-by-the-Sea. (Ord. 91-19 § 3, 1991; Ord. 77-27 § 1(d), 1977; Ord. 65 N.S.; Code 1975 § 290).

2.36.020 Membership and Criteria for Appointment.

A. The Planning Commission shall consist of five members, each of whom shall be appointed to serve a four-year term.

B. In establishing these criteria for appointment, the City Council seeks to insure that Planning Commission appointees both support and will advocate for the enhancement and preservation of Carmel-by-the-Sea as “primarily, essentially and predominately a residential City....” With this being the City Council’s intention:

1. All members of the Planning Commission shall be residents and electors of the City and have particular interest in, and familiarity with, planning matters.
2. If possible, membership of the Planning Commission shall include at least one member who is a licensed architect, a building designer, or is associated with the building trades or construction. (Ord. 2000-06 § 1, 2000; Ord. 93-8 § 1, 1993; Ord. 91-19 § 3, 1991; Ord. 77-27 § 1(d), 1977; Code 1975 § 291 et seq.).

2.36.030 Appointment Process.

A. Members of the Planning Commission shall be appointed in accordance with City policy adopted by resolution of the City Council.

B. Terms of members shall be staggered so that no more than two terms shall expire in any one year. Appointments shall be, where possible, made prior to the beginning of the term of office, in order that the new member(s) shall be able to become familiar with the functions of the commission prior to being seated. Terms of office for new members shall begin at the commencement of the first regular meeting in the month of October of the appropriate year. Terms of office for outgoing members shall end simultaneously. The newly appointed members shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, the City Council, with the consent of the incumbent, may extend the incumbent’s term for up to 90 days. (Ord. 93-8 § 1, 1993; Ord. 91-19 § 3, 1991; Ord. 89-3 § 3, 1989; Ord. 77-27, 1(d), 1977; Code 1975 § 291.1).

2.36.040 Termination of Members.

A member of the Planning Commission shall be terminated only under the following circumstances:

- A. The member ceases to be a resident or an elector of the City.
- B. The member is ill or absent from the City and unable to attend three consecutive regular commission meetings, but fails to so notify either the Chairperson, Vice Chairperson, or the Director of the Department of Community Planning and Building.
- C. The member, when neither ill nor absent from the City, fails to attend three consecutive regular commission meetings.
- D. The member is terminated by a majority vote of the City Council. (Ord. 93-8 § 1, 1993; Ord. 91-19 § 3, 1991; Ord. 77-27 § 1(d), 1977; Code 1975 § 291.2).

2.36.050 Bylaws, Policies, Rules and Procedures.

The Planning Commission shall adopt or maintain bylaws, policies, rules, and procedures governing parliamentary actions, election of officers and formation of committees. The bylaws shall be filed with the City Clerk. (Ord. 91-19 § 3, 1991; Ord. 77-27 § 1(d), 1977; Code 1975 §§ 291.3, 291.4).

2.36.060 Duties, Responsibilities and Authority.

The Planning Commission shall have the duties, responsibilities and authority provided for by the planning laws of the State of California, as supplemented by this code. (Ord. 77-27 § 1(d), 1977; Code 1975 § 291.5).

HISTORIC RESOURCES BOARD

The Carmel-by-the-Sea Historic Resources Board is a five-member body. Its meeting date is the third Monday of each month at 4:00 p.m. in the City Hall Council Chambers, with a Tour of Inspection held at 3:15 p.m. the day of the meeting. The staff liaison is Senior Planner Marc Wiener.

DUTIES AND RESPONSIBILITIES OF THE BOARD

The purpose of the Board is to carry out the policies of the architectural/cultural/historic (ACH) element of the General Plan and to serve in an advisory capacity to the Planning Commission and City Council. Duties of the committee shall be as follows:

1. Establish the committee's operating procedures.
2. Develop and maintain an inventory of significant sites, structures and districts.
3. Make recommendations to the Planning Commission on sites, structures or districts from the candidate list that are proposed for designation.
4. Advise and assist property owners on the physical aspects and grant opportunities for preservation, renovation, rehabilitation, and reuse, and on the procedures for inclusion on the National Register of Historic Places.
5. Review requests to alter or modify the exteriors of designated resources and provide advice, at the request of the owners, on the restoration, alteration, decoration, lighting and landscaping of such resources; and provide advice to the Planning Commission on the proposed changes.
6. Review requests for demolition and make recommendations to the Planning Commission on demolition stays of designated properties.
7. Make recommendations to the City Council and the Planning Commission on matters of land use, municipal improvements, public and private funding, promotional mechanisms for historic preservation and other types of planning programs undertaken by any agency of the City, County or State as they relate to the ACH resources of the community.
8. Inform and educate the citizens of Carmel-by-the-Sea concerning the architectural, cultural and historical heritage of the City by publishing appropriate maps, newsletters, brochures and pamphlets, and by holding programs and seminars.
9. Make recommendations to the City Council regarding the purchase of properties or easements for purposes of resources preservation.
10. Review all applications for permits, environmental assessments, environmental impact reports, environmental impact statements, and other similar documents pertaining to ACH resources, or related neighboring property within public view, and forward comments to the Planning Commission with recommendations.
11. Coordinate with local, County, State and Federal governments in the pursuit of the objectives of preservation.

12. Undertake any other action or activity necessary or appropriate to the responsible exercise of its powers and duties as to implementation of this chapter and of the General Plan. Perform any other functions that may be assigned by resolution or motion of the City Council.

Chapter 2.74
HISTORIC RESOURCES BOARD*

Sections:

[2.74.010](#) Historic Resources Board.

[2.74.020](#) Duties and Powers of the Historic Resources Board.

* Code reviser's note: The provisions of this chapter have been recodified from CMC [17.32.020](#) and [17.32.030](#).

2.74.010 Historic Resources Board.

A. Establishment. There is hereby established in the City a Historic Resources Board consisting of five members with powers and duties to administer the City's historic preservation program. Specific duties, responsibilities and functions of the Board are established in this title.

B. Board Member Qualifications.

1. Members of the Board shall have demonstrated interest in and knowledge of architectural history, architecture, archaeology, anthropology, paleontology, architecture, historic architecture, local history or fields related to historic preservation such as construction, planning, geography, landscape architecture, urban design, ethnography, fine arts, or real estate.

2. The Board shall be comprised of three professional members, consisting of one member each, from the following combined fields: (1) history, architectural history, or urban design, (2) architecture or historic architecture, and (3) archaeology, anthropology, or paleontology. The remaining two public members may represent any of the related historic preservation fields noted above.

3. All members shall be residents and electors of the City, except in the event that no resident with the requisite expertise needed for a professional member can be found. In such case one professional member appointee may reside outside the City limits but within the sphere of influence. In any event, a majority of the Board shall at all times be composed of resident-electors of the City and all public members shall at all times be resident-electors.

4. If professional members with the required expertise cannot be found, the City Council may substitute one or more additional public members with a demonstrated interest in historic preservation.

C. Term.

1. Board members shall serve for a term of four years. Terms of the members shall be staggered so that at least one term, but no more than two terms, shall expire annually. Appointments shall be made, where possible, prior to the beginning of the term of office, in order that the new member(s) may become familiar with the functions of the Board.

2. Terms of office for new members shall commence at the beginning of the first regular meeting in the month of October. Terms of outgoing members shall end simultaneously.

D. Board Member Appointment.

1. Members of the Historic Resources Board shall be nominated by the Mayor whose nomination shall be ratified by at least three members of and appointed by the City Council. The City Clerk shall swear in the newly appointed member(s).
2. In the event an appointment cannot be made in a timely manner, the City Council, with consent of the incumbent, may extend the incumbent's term for up to 90 days. Any new appointee to a scheduled or unscheduled vacancy shall hold office until the expiration date of that position.
3. All members shall serve at the pleasure of the City Council. Any member may be removed from the Board upon a majority vote of the City Council. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004. Formerly 17.32.020).

2.74.020 Duties and Powers of the Historic Resources Board.

The Historic Resources Board, established in accordance with the provisions in Chapter [2.24](#) CMC, shall have the following duties, powers and responsibilities:

- A. To administer the historic preservation program pursuant to this chapter.
- B. To review, and approve, deny or approve with conditions, determinations of consistency with the Secretary of Interior's Standards for all major alterations involving historic resources.
- C. To administer the Carmel Inventory and the Carmel Register.
- D. To approve or deny requests submitted by owners of identified historic resources to place the resources on the Carmel Register.
- E. To approve or deny requests to remove resources from the Carmel Inventory and/or the Carmel Register.
- F. To advise the Planning Commission and the City Council on amendments to the Historic Context Statement, Historic Preservation Ordinance and the provisions of the General Plan related to historic resources.
- G. To advise the Planning Commission and the City Council on the establishment of historic districts.
- H. To advise the City Council on becoming a certified local government for purposes of historic preservation.
- I. To advise the Planning Commission on the adequacy of environmental documents involving potential impacts to identified historic resources.
- J. To advise the City Council on proposed Mills Act contracts and proposed tax credit applications.
- K. To hear appeals of actions by staff to approve or deny determinations of consistency for minor alterations and/or track one projects affecting historic resources.
- L. To hear appeals of any administrative determination that a property is not eligible for the Carmel Inventory and to reverse where necessary such determinations, thereby placing such properties on the inventory.
- M. To develop historic resource interpretive programs that will foster greater understanding of, and appreciation for, historic resources including Carmel's origins and history.

N. To review and advise the City Council periodically on updating the Historic Context Statement. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004. Formerly 17.32.030).

GENERAL GUIDELINES FOR COMMISSION AND BOARD MEMBERS

Appointment to a City Commission or Board is an honor. It offers an opportunity for genuine public service. Each member should be aware of the responsibilities that go along with officially serving the City. The specific duties of each body vary with the purpose for which it was formed. There are, however, many responsibilities common to all such positions.

1. Understand the role, functions, work programs of the Commission and relationship with other such City bodies and the City Council. Understand in particular the City budget process as it relates to your Commission or Board.
2. Represent the overall public good, not the exclusive point of view of a particular group or interest.
3. Keep all lines of communication open. Each member serves as a communication link among the community, the City Council, and staff.
4. Do your homework and be prepared. 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. By so doing, meetings move more smoothly and stay focused on the issues.
5. Know, understand and apply these procedures for your particular City Commission or Board.
6. Establish a good working relationship with fellow Members, the City Council, and your staff liaison.
7. Be a participant, be an active representative, and be enthusiastic.

Lastly, your role as an appointed representative of the City Council carries with it an additional significant responsibility. You are an "ambassador" of the City of Carmel-by-the-Sea, and it is anticipated that you will conduct yourself with politeness and courtesy whenever in the public eye. Yours is a position of service that is charged with maintaining the public trust. It is important that you in no way abuse that trust.

RELATIONSHIPS

A. Working Relationships

In public statements or interactions, individual Commission/Board members should present views and recommendations representing the Commission/Board as a body -- not personal individual views. Members expressing views not approved by the majority of a Commission/Board should clearly express that their opinions reflect their personal perspective as a "private citizen." Individual opinions must be identified as such. Public statements should not include promises that may be construed to be binding on the Commission/Board, City Council or staff. When making a public statement, if applicable, members should indicate that Commission/Board actions are recommendations and that final action will be taken by the City Council. Commission/Board members may be selected on the basis of representing defined groups; however, each member should represent the overall "public good," not an exclusive group, or special interest.

B. Basic Guidelines

Commission/Board members should work to establish good relationships with other Commission/Board members. The success or failure of Commission/Board efforts may be dependent upon the degree of cooperation evident among the individual members of the body.

C. Relationships with Other Commission/Board Members

The association with other Commission/Board members is very important as you serve on a Commission/Board. Before talking about relationships it may be well to point out a few facts about Commission/Board members. Commission/Board members come from various backgrounds - education, occupational, religious, social, economic, physical, and cultural - and differences do exist. It is important to recognize that the reasons for serving on a Commission/Board will vary and perhaps some will have a special interest. Each member will contribute in his/her own way and is an important part of the decision-making process. Do not expect every member to give of his/her time, talent and knowledge to the same degree. Some will give more and others will give less, but in the end the community will benefit. Bearing this in mind, the following may serve as a guideline:

1. Always respect other individuals' viewpoints even though they may be opposite of your own.
2. Allow the other individual to articulate his/her own views and then attempt to make an objective evaluation of those views.
3. Evaluation of other members' viewpoints should be based on what is best for the total community and for all concerned.
4. There will be times when political action among the Commission/Board is apparent; strive to minimize whenever possible.
5. Be open and honest at all times.
6. Each Committee/Board member has a responsibility to recognize new Commission/Board members and see that they are made welcome, become oriented, and receive training.

D. Relationships with Council

The purposes of Commissions/Boards and Committees are to expand the opportunity for citizen input and participation, study issues, and make recommendations to the City Council. As an advisor to the City Council, Commission/Board and Committee members must be continually

aware that the decisions formed by the Council, even after receiving and evaluating the recommendations from the various advisory bodies, are not easily made.

The Council possesses the ultimate political and legal responsibility for the conduct of local government and the overall welfare of the community. It is important to recognize that not all of the recommendations made by the various Commissions/Boards and Committees will be accepted by the City Council. Council actions which vary from Commission/Board/Committee recommendations do not imply a lack of confidence or disinterest in the advisory bodies' decisions. Council members must weigh the advice provided by advisory bodies against a broader scope of considerations as they reach the decisions for which they are responsible.

Although a Commission/Board or Committee may disagree with the final decision that Council makes on an issue, the Commission/Board or Committee should not act in any manner contrary to the established policy adopted by the Council.

Commission/Board members are expected to recognize the following items:

1. The Commission/Board should assist the City Council in developing public trust in the advisory Commission/Board system; and
2. The Commission/Board should be sensitive to City priorities and know when to take a stand.

E. Relationships with Staff and Staff Liaison

The Staff assigned to a Commission/Board or Committee provides basic support and technical advice for the Commission/Board or Committee. Staff handles administrative duties, prepares meeting agendas, staff reports, and records minutes. Commission/Board and Committee members may not direct Staff to initiate programs, conduct major studies, or establish official policy without the approval of the City Council.

Commission/Board members should feel free to contact the Staff Liaison for inquiries and/or support purposes. It should be understood, however, that **Commission/Board members are responsible for all Commission work**. Staff Liaisons will provide direction, guidance, as well as clerical and/or organizational or administrative support to Commissions/Boards on an as needed basis.

F. Relationships with the Public

Commission/Board and Committee members serve as a liaison between the City and the general public. Thus, each member functions as a communication link between the community and the City, explaining City programs and recommendations, as well as providing a channel for citizen expression.

Commission/Board and Committee meetings should be conducted in a manner that is conducive to a productive exchange of ideas and perspectives. A non-threatening atmosphere should be prevalent and steps should be taken to ensure that members of the public are free to express their views without fear of ridicule or belittlement by anyone with an opposing viewpoint.

Commission/board and Committee members should conduct themselves in a manner that demonstrates fairness and professionalism. Members should be considerate of all interests and value differences of opinion. Additionally, members should remain open-minded, objective, and make no judgment or engage in any partisan position until all of the available evidence pertaining to an issue has been submitted. Common courtesy is expected from City representatives at all levels of the organization.

It is important to recognize that as a Committee/Board member your actions and comments are often interpreted to be that of the entire Committee/Board, the staff, or the City. A Committee/Board member's comments to the press or other public utterances are sometimes misinterpreted even though you state that you are speaking for yourself. They may be at odds with the Committee's/Board's goals, objectives or overall policy. It is very important that an individual be clear when stating opinion.

Members of the public are also expected to conform to an acceptable standard of conduct. Any person who willfully interrupts a public meeting or acts so as to render the orderly conduct of the meeting infeasible may be barred from further attendance at the meeting by the Chair. An individual so barred may not return for the remainder of the meeting unless permission is granted by a majority vote of the Commission/Board or Committee.

The following guidelines are offered:

1. There should be no promises made to the public that are binding on the Committee/Board, staff, or City Council.
2. Comments to the public and the press must be factual.
3. The Committee/Board members have an obligation to listen to comments or complaints of the public.

City Commissions/Boards and Committees are not involved in the administration or operation of City departments. The City's Staff reports to the Department Head, who in turn reports to the City Manager. It is, therefore, the responsibility of the Department Head and/or City Manager to allocate staff time and efforts and direct the priority of work.

Staff members are not considered members of a Commission/Board or Committee and have no power to vote in Commission/Board/Committee matters. Because of their support position, Staff does not respond to questions from the public at a meeting unless requested to do so by the Chairperson.

City Staff serves Commissions/Boards and Committees in an advisory capacity – much the same as the Commission/Board or Committee serves the Council. Staff members are selected on the basis of their technical and professional abilities and are expected to provide Commissions/Boards and Committees with recommendations based upon their professional analysis of the situation, regardless of personal opinion or consideration of political consequence. It is not expected that every Staff recommendation will be followed; however, because of Staff's technical expertise, full consideration should be given to its recommendation.

Commission/Board and Committee members should be aware of Staff's responsibility to also provide professional advice to the City Council. In instances where a Staff member disagrees with a Commission's/Board's or Committee's recommendation, he/she is obligated to advise the City Council, through the City Manager or a subsequent staff report, of his/her technical recommendation. The City Council values both the opinion of the Commission/Board/Committee as well as Staff since Staff expresses its opinion from a strictly technical perspective, while Commissions/Boards and Committees may provide counsel and advice on the issue's practical application.

Meeting Basics

A. Preparation for Meetings

- Be prepared. Thoroughly review the agenda packet, including agenda reports, and any other materials *before* the meeting. The issues that come before advisory bodies are important to the community as a whole and demand your constant attention. In agreeing to serve on an advisory body, you make a commitment to put in the time required to prepare fully for each meeting.
- Understand what action you are being asked to take regarding each particular agenda item.
- If you have questions regarding the agenda or agenda report, contact your Staff Liaison before the meeting to clarify questions or request further information.
- Know the responsibilities of your advisory body, as well as the limitations of your individual authority. As a member of an advisory body you will, among other things, be asked to provide recommendations to the City Council about specific issues. Keep in mind that your appointment does not empower you to supervise City Staff.
- Keep an open mind. An objective, balanced, and receptive approach will help you assess the facets of a given issue and evaluate new ideas. When receiving written and oral public testimony it will be necessary to discern between fact and opinion, as well as between those concerns which are relevant and those which are secondary to the issue at hand. Keeping an open mind will make it easier for you to understand all sides of an issue before you make a judgment or take a position.
- Strive to appreciate differences in approach and point of view. Likewise, take care to articulate your own ideas; remember that your individual voice is a critical part of the whole dialogue. Again, furthering common goals takes cooperation, flexibility, and a broad-based view of the public interest. If in doubt, return to the foundational documents to guide your understanding of the complexities of an issue.
- If you are unsure about something *during* the meeting, ask for clarification. On behalf of the public, your understanding of issues is important. Each advisory body has a City Staff Liaison to provide information to assist the members throughout the decision-making process.
- E-mail communications can ultimately lead to the exchange of information intended to create collective concurrence among a quorum of advisory body members in violation of the Ralph M. Brown Act. Therefore, e-mail communications between advisory body members relative to advisory body business should be avoided. While less than a quorum, for example, may appropriately communicate with one another by way of e-mail, the “forwarding” of such an e-mail message on to an additional member would result in a Brown Act violation.
- The applicant has the right to an efficient process. Unreasonable delay or lack of action is unacceptable. If necessary, make a recommendation and move along.

B. Attendance

All Commission, Committee and Board members are requested to contact their Staff Liaison prior to a meeting if they are unable to attend.

Rules of Debate

A. Chair

The Chair may debate and may make or second motions. The Chair is subject to the limitations of debate that are imposed on all members and shall not be deprived of any of the rights and privileges of a member.

B. Advisory Body Members

Every advisory body member desiring to speak shall address the Chair. Upon recognition by the Chair, the member shall confine comments to the question under debate, avoiding all undignified language and references to personalities and abiding by the following rules of civil debate. A member, once recognized, shall not be interrupted except according to rules of parliamentary procedure (e.g., for a point of order, parliamentary inquiry, question of privilege, or appeal of Chair's procedural ruling).

Public meetings will proceed smoothly if all participants keep the following tenets in mind:

- (1) We may disagree, but we will be respectful of one another.
- (2) All comments will be directed to the issue at hand.
- (3) Personal attacks shall be avoided. They are unacceptable and may result in termination from an appointed position.

C. Addressing the Advisory Body from the Floor

Securing Permission to Speak

Any person desiring to address the advisory body shall first secure permission from the Chair. Any advisory body member may also request of the Chair that a member of the public be recognized to speak.

Remarks should be directed to the matter being considered.

Individuals

Persons addressing the advisory body are requested to give their name in an audible tone of voice for the record and fill out a speaker card if provided. They are not, however, required to provide their name or complete a speaker card. Any applicable time limit shall be as stated in the agenda, or as directed by the Chair.

All remarks shall be addressed to the advisory body as a whole and not to any individual member or to members of the audience. Without the permission of the Chair, only members and the person addressing the advisory body shall be permitted to enter into any discussion. However, while advisory body members may ask speakers questions, they should not debate matters with them.

All remarks shall be delivered in a respectful manner.

Addressing the Advisory Body after Motion Made

After a motion is made by the advisory body, no person shall address the advisory body in regard to that topic except upon the request of the Chair, or a member of the advisory body through the Chair.

Decorum in Meetings

A. Proceedings

- Start meetings on time. Keep the agenda in mind in order to give each item the appropriate time.
- Announce at the start of a meeting if the order of agenda items is to be rearranged for convenience, for response to those attending only for certain items, or for better pacing of the agenda.
- Let the Chair run the meeting.
- Be fair, impartial, and respectful of the public, staff, and each other.
- Give your full attention when others speak.
- Learn to trust your own good judgment on decisions.
- Remember that people may be attending a meeting for the first time, and may be unfamiliar with your procedures. In your discussion, either avoid or explain technical terms or verbal shorthand.
- Listen to audience concerns. Don't engage in side conversations or otherwise be distracted during public testimony. The opportunity for public testimony is central to the strength of democracy, and is therefore encouraged. Active listening, however, does not mean engaging the public in debate. Your response is appropriately saved for after the public testimony is closed.
- Close the public testimony before you begin serious deliberation on an issue.
- Sometimes questions can most effectively focus discussion and direct decision-making. For example,

For staff:

- What is the history behind this item?
- What are the benefits and drawbacks?
- What other alternatives did you consider?
- Is it within this body's scope of responsibility? If not, would it be best referred to another Commission/Board, Council or staff?

For other advisory body members:

- What do you think about this item?
- What have you heard from the residents?
- What would it take for you to support this?

For the public (at a hearing):

- What are your concerns?
- How will this proposal affect you?
- What specific, constructive, alternatives can you recommend?
- How does the public comment or question relate to the decision at hand?

For yourself:

- What are we trying to accomplish?
- What are the long-range interests of the community?
- What guidance can be found in our foundational documents?

- Often you must balance multiple views, neither favoring nor ignoring one individual or group over another. Your obligation is to represent a broad-based view of the community's long-range interests.
- Remember that your advisory body exists to take actions and/or make recommendations. It is not simply a discussion group or debating society.
- Endeavor to end meetings at a reasonable hour. Short breaks may be helpful during long meetings. Extending the meeting beyond an appointed hour may be subjected to a vote when that hour nears.

B. Managing Difficult Meetings

From time to time, Commissions/Boards are faced with conducting highly charged controversial meetings. These meetings may involve one unified group or two or more conflicting groups. The group demeanor may be characterized by aggressiveness and hostility. Such meetings really test the mettle of the Commission/Board and staff. Consider the following:

Before the Meeting

- Make agendas and back-up reports easily available to participants.
- Make sure adequate seating is available. Consider moving to larger quarters if necessary.
- Make sure sound and recording equipment is adequate and operational, if applicable.
- Chairperson and staff should engage in contingency planning before the meeting.

During the Meeting

- Establish and announce rules at the beginning of the meeting.
- Before public comment, ask the participants to designate one or more spokespersons, if possible. This may help reduce redundancy and make sure that all sides of the issue will be heard.
- Explain the issues, the possible actions and the procedures that will be followed at the meeting.
- Have speakers address the Commission/Board and not the audience. Some speakers are very adept at inciting audiences; especially if they are permitted to face the audience.
- Stop clapping and shouting early. Explain the reasons why such actions are disruptive and counterproductive. For instance: the meeting should provide a forum for all points of view and such displays of support or opposition could intimidate those with an opposing point of view from speaking. In addition, such displays delay the discussion.
- Don't hesitate to use recesses to help diffuse hostility or aggressiveness.
- Consider limiting speakers to a set time such as three to five minutes. If such a procedure is used, make sure it is applied fairly and consistently.
- Consider using speaker cards. These can help identify how many people wish to speak and also whether they support or contest an issue. They also are invaluable in recording the names and addresses of speakers. Recognize, however, that if a person does not wish to fill out a card or give their name, they still have the legal right to speak.

- Make sure Commission/Board members address colleagues and not the audience. Directly addressing the audience can result in loss of control of the meeting. In limited instances it may, however, be appropriate to address the public – for instance to explain an issue or to note that their concerns have been understood.

Continue items that cannot be decided at the meeting. This does not preclude the Commission/Board from allowing anyone who wishes to speak on the issue, to do so.

Conflicts of Interest

The City of Carmel-by-the-Sea has adopted a Conflict of Interest Code (Resolution 2014-61) in accordance with state law, that states no person shall make or participate in a governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally.

The City Attorney is available to help Commission and Board members decide if they have a conflict and should abstain from participation on any issue. There may be instances where a financial conflict of interest is not the issue, but rather a member may have an appearance of bias or bias conflict. Again, the City Attorney is available to provide guidance in determining whether a Commissioner or Board member should disqualify him/herself from acting on the item. In these instances, members should recuse themselves from a vote using the phrase, *"...to avoid the appearance of impropriety."*

In addition, Commission or Board members may be required by the City's Conflict of Interest Code to declare personal financial information by filing a Statement of Economic Interest (Form 700). Upon appointment, the City Clerk shall provide the Commissioner or Board member with the documents necessary for filing.

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION 2014-061

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING THE MODIFICATIONS TO THE CONFLICT OF INTEREST CODE AND
AUTHORIZING THE CITY CLERK TO FORWARD TO THE FAIR POLITICAL PRACTICES
COMMISSION**

WHEREAS, amendments to the Political Reform Act, Government Code Section 81000, et seq., have in the past and foresee ably will in the future, require conforming amendments to be made in Conflict of Interest Codes adopted and promulgated pursuant to its provisions; and

WHEREAS, the Fair Political Practices Commission has adopted Title 2, California Code of Regulations §18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the Political Reform Act after public notice and hearings conducted by the Fair Political Practices Commission pursuant to the Administrative Procedure Act, Government Code Section 11370 et. seq.; and

WHEREAS, certain changes and additions must be made periodically to the existing Code; and

WHEREAS, incorporation by reference of the terms of the aforementioned regulation and amendments to it in Conflict of Interest Codes will save the City time and money by minimizing the actions required to keep the Code in conformity with the Political Reform Act and authorize the City Clerk to file the Resolution with the Fair Political Practices Commission.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES:

1. Rescind and supersede all previously adopted Resolutions and amendments thereto approving or adopting Conflict of Interest Codes for the City Council and City agencies (Departments, Boards, Commissions, Committees, etc.).
2. Approve the adoption and incorporation by reference of the terms of 2 California Code of Regulations Section 18730, as it may be amended from time to time by the Fair Political Practices Commission, along with the attached Exhibit "A" in which officials and employees are designated and disclosure form categories are set forth, which constitutes the Conflict of Interest Code for all departments and agencies of the City of Carmel-by-the-Sea.
3. Require that all designated officials and employees file statements of economic interests with the City Clerk, who will make the statements available for public inspection and reproduction.
4. Impose fines allowed by law for persons filing after deadlines set by this Code.
5. Adopt the attached Exhibit "A", listing of designated officials and employees who are governed by the Conflict of Interest Code, including the list of disclosure categories.

6. Upon receipt of the statements of the Mayor and Members of the City Council, the City Administrator, the City Treasurer, the City Attorney and the members of the Planning Commission, the City Clerk shall make and retain a copy and forward the original of these statements to the offices of the Fair Political Practices Commission. Statements for all other designated employees shall be retained by the City Clerk.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL- BY-THE-SEA this 9th day of September 2014, by the following roll call vote:

AYES: 4 COUNCIL MEMBERS: Dallas, Beach, Talmage, Burnett

NOES: 0 COUNCIL MEMBERS:

ABSENT: 1 COUNCIL MEMBER: Theis

ABSTAIN: 0 COUNCIL MEMBERS:

SIGNED:

Jason Burnett, Mayor

ATTEST:

Lori Frontella, MMC, Interim City Clerk

EXHIBIT "A"
CITY OF CARMEL-BY-THE-SEA

DESIGNATED OFFICIALS, EMPLOYEE, AND CONSULTANTS

The following positions are required to file Fair Political Practices Commission (FPPC) Form 700 pursuant to the Government Code Section 87200:

- Mayor
- Council Members
- Planning Commissioners
- City Administrator
- City Treasurer
- Candidates for Elective Office

All designated officials, employees, and consultants shall file Statements of Economic Interests with the City Clerk and shall file statements based on disclosure categories as described herein. The following positions are required to file Statements of Economic Interest pursuant to the Political Reform Act of 1974.

Appointed positions	Position	Disclosure Category*
	Members of City Boards and Commissions (excluding the Planning Commissioners)	1

Department	Position	Disclosure Category*
City Administrator Office	City Clerk City Engineer Deputy City Clerk	1,2 1,2,3,4 1
Administrative Services	Administrative Services Director Finance Manager Finance Specialist Senior Human Resources Analyst Information Systems/Network Manager	1,2 1,2 1 1,2 2
Community Planning and Building	Community Planning and Building Director Associate Planner Building Official Senior Planner	1,2,3,4 1,2,3,4 1,2,3,4 1,2,3,4
Library and Community Activities	Library and Community Activities Director Circulation Supervisor	1,2 1,2
Public Safety	Public Safety Director Police Commander	1,2 1,2 1,2 1,2
Public Services	Public Services Director City Forester Project Manager Public Works Superintendent	1,2,3,4 1,2 1,2,3,4 1,2,3,4

Ethics Training

State law AB1234 requires that local officials that receive compensation, salary stipends, or expense reimbursements must receive training in public service ethics laws and principals every 2 years. The requirement applies to the governing body of local agency as well as boards, commissions, and committees, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Therefore, you are required to complete this training.

The Institute for Local Government and the [Fair Political Practices Commission](#) developed an [online ethics course](#) to help local officials meet their ethics training requirements. Upon completion of the ethics training, members are required to print their certificate, sign it, and return the original hard copy document to the Clerk's Office.

Ralph M. Brown Act

The Ralph M. Brown Act, commonly referred to as the “Brown Act,” is California’s “sunshine” law for local government. It is codified in the California Government Code beginning at Section 54950.

The Brown Act mandates that local government business be conducted at open and public meetings, except in certain limited situations (i.e. closed sessions). The central provision of the Brown Act requires all “meetings” of a “legislative body” to be open and public. The Brown Act broadly defines the term “meeting” to include any congregation of a majority of the members of a particular legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body. The City Council is a “legislative body” as are other Commissions of the City (i.e. Planning Commission, Arts Commission, Parks and Recreation Commission, etc.). Under the Brown Act, a majority of the members of the legislative body are prohibited from discussing, deliberating about or developing a collective concurrence regarding any item that is within the legislative body’s jurisdiction except as part of a duly noticed public meeting. The purpose of these provisions is to ensure that local governing bodies deliberate in public.

The Brown Act also requires that the public be given notice of the time and place meetings are to be held. As a general rule, a legislative body may not act on or discuss any item that does not appear on the agenda posted for the meeting. There are, however, certain exceptions to this rule. In addition, the Brown Act protects the public’s right to attend and participate in meetings. The Brown Act requires that an agenda allow for two types of public comment periods. The first is a general audience comment period where the public can comment on any item of interest that is within the subject matter jurisdiction of the legislative body. The second type of public comment period is the specific comment period pertaining to items on the agenda. The Brown Act requires a legislative body to allow members of the public to comment on agenda items either before or during the body’s consideration of that item.

CONCLUSION

The City would like to thank you for accepting this position and for devoting your time and effort to become actively involved in the affairs of your community. It is sincerely hoped that you will enjoy your participation in the governing process in the City of Carmel-by-the-Sea as a member of one of its Commission/Boards/Committees, and that you will feel totally free to call upon any of its representatives for advice, background information, or assistance.

It is with this in mind that this brief handbook has been prepared. Please consider it a guide as you begin your new duties as a member of a Commission/Board/Committee and not as an all-inclusive restrictive set of regulations.

Welcome aboard.

LINKS TO IMPORTANT INFORMATION

[Rosenberg's Rules of Order \(A League of California Cities Publication\)](#)

[Open & Public IV: A Guide to the Ralph M. Brown Act \(A League of California Cities Publication\)](#)

[FPPC Form 700 \(Conflict of Interest\)](#)

[AB1234 Ethics Training](#)