



CITY OF SAUSALITO BOARDS AND COMMISSIONS APPLICATION

Name _____ Date _____

Home Address _____ Home Phone _____ Business Phone _____

Mailing Address _____ FAX Number _____ Mobile Phone _____

E-Mail Address _____ Occupation _____

(Note: We will use your email address only for official City business and will not make it available to others without your consent.)

Type of Business _____

Education (list highest year completed and all degrees) _____

Year you became a resident of Sausalito _____ Are you a Registered Voter in Sausalito? Yes _____ No _____

Are you able to attend: Daytime meetings? Yes _____ No _____ Evening meetings? Yes _____ No _____

Are there specific days or evenings you would not be able to attend meetings? Yes _____ No _____

If your answer was "Yes", please list the days and times of day you are unavailable:

Are you now or have you ever been employed by the City of Sausalito? Yes No

Do you have any relatives employed by the City of Sausalito? Yes No

List civic activities, clubs, associations, etc.: _____

ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

Please indicate your preference(s). If more than one, number them in the order of your preference.

_____ Arts Commission

_____ Parks and Recreation Commission

_____ Board of Library Trustees

_____ Planning Commission

_____ Business Advisory Committee

_____ Sustainability Commission

_____ Citizens' Advisory Review Board on Police Matters

_____ Tree Committee

_____ Disaster Preparedness Committee

_____ Underground Committee

_____ Historic Landmarks Board

_____ Other: _____

_____ Housing & Dangerous Appeals Board

Please list any community references:

With respect to the Board(s), Commission(s) or Committee(s) in which you have interest, PLEASE ATTACH A BRIEF STATEMENT as to why you are interested in serving; list special qualifications, and feel free to attach a resume if you feel it is pertinent.

Your service to the City on a board, committee or commission makes it necessary for staff and members of the public to be able to contact you on matters related to your board service. The City publishes a Directory of Boards, Commissions and Committees and provides the information on the City website. We will honor your request to withhold some categories of contact information from the public if you so indicate. Please check the appropriate boxes below to let us know which information may be made public in the event that you are appointed by the City Council.

	Please check the boxes below if you consent to having your contact information published in the DIRECTORY OF CITY BOARDS AND COMMISSION MEMBERS. If you do not check a box, the information will not be published:	Please check the boxes below if you consent to having your contact information published on the CITY OF SAUSALITO WEBSITE. If you do not check a box, the information the information will not be published:
Name	<input type="checkbox"/>	<input type="checkbox"/>
Residence Address	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Address	<input type="checkbox"/>	<input type="checkbox"/>
Home Phone	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone	<input type="checkbox"/>	<input type="checkbox"/>
FAX	<input type="checkbox"/>	<input type="checkbox"/>
E-mail address	<input type="checkbox"/>	<input type="checkbox"/>

With my signature below, I hereby:

- Attest that I have read City of Sausalito Ordinance No. 1133 relating to City boards, commissions and committees. (Text of Ordinance attached at the end of this application)
- Submit my application for consideration by the City Council.

Signature of Applicant

Date

This application will be kept on file for a period of one (1) year and will be considered by the City Council whenever a vacancy occurs or a term expires on the Board(s), Commission(s) or Committee(s) you have selected. You will be notified shortly before the City Council is prepared to conduct interviews to schedule an appointment for an interview.

Drop off completed applications to: Sausalito City Hall / 420 Litho Street, Sausalito CA 94965 or
Mail, FAX or email to: Lilly Whalen, City Clerk/Assistant City Manager
Phone (415) 289-4134 / FAX (415) 289-4167 / LWhalen@ci.sausalito.ca.us

ORDINANCE NO. 1133

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAUSALITO ESTABLISHING UNIFORM PROVISIONS GOVERNING CITY BOARDS, COMMISSIONS AND COMMITTEES

WHEREAS, the City Council of the City of Sausalito has, from time to time, created various boards, commissions and committees to assist the City in carrying out its municipal functions; and

WHEREAS, the City Council has the authority to appoint the members of these boards, commissions and committees; and

WHEREAS, the ordinances and resolutions creating the various boards, commissions and committees do not contain consistent and uniform procedures for making these City Council appointments; and

WHEREAS, the purpose of this Ordinance is to establish consistent and uniform procedures for making City Council appointments of members to these various boards, commissions and committees; and

WHEREAS, it is the City Council's intention to codify the City's existing practice and procedure for such appointments, as currently reflected in City Council Ordinance No. 1120 and City Council Resolution No. 4373, and to clarify that this established procedure applies uniformly for appointments to all City boards, commissions and committees which have been created by ordinance or resolution; and

WHEREAS, it is the City Council's further intention to codify the policies set forth in City Council Resolution Nos. 3767 and 3982.

NOW THEREFORE, the City Council of the City of Sausalito does ordain as follows:

Section 1. Chapter 2.58, entitled "City Boards, Commissions and Committees" is hereby added to Title 2 of the Sausalito Municipal Code, to read as follows:

Chapter 2.58 City Boards, Commissions and Committees.

Section 2.58.010 Applications and Interviews. The City Council may, by resolution or minute order, establish and modify procedures for the submittal of applications to serve on City boards, commissions and committees and the interviewing of applicants. Consistent with State law, all interviews shall be conducted at a duly noticed public meeting. A copy of this Chapter shall be made available to all applicants.

Section 2.58.020 City Council Appointments. After the conclusion of interviews, the Mayor shall have the opportunity to announce the name of his or her preference for appointment. If more than one vacancy exists on a particular board, commission or committee, the Mayor may announce one name for each vacancy. Each Councilmember shall then be given the opportunity to state the names of his or her preferences for each vacancy. Every person whose name has been announced by either the Mayor or by a City Councilmember shall be deemed nominated and eligible for appointment. Upon the conclusion of the nomination process, the City Clerk or recording secretary shall take a roll call vote of the members of the City Council as to the appointment. Each Councilmember may vote for one nominee for each vacancy. To be appointed, a nominee must receive at least three votes. If no nominee receives three votes for a particular vacancy, the City Clerk shall repeat the roll call vote until the vacancy is filled. Of the nominees who receive at least three votes, the ones who receive the greatest number of votes shall be appointed. Appointees shall file all legally required financial disclosure forms with and take the oath of office from the City Clerk prior to

assuming office. The City Council shall not appoint any person to serve simultaneously on more than one City board, commission or committee established by ordinance except for the Planning Commission member who sits on the Undergrounding Committee.

Section 2.58.030 Boards, Commissions and Committees Created by City Council Resolutions: Appointments. City Council appointments to the Recreation Commission, Art Commission, Disaster Committee, Waste Management Advisory Committee, Housing/Dangerous Buildings Appeal Board, and any City boards, commissions and committees created in the future by City Council ordinance or resolution shall be governed by the provisions set forth in this Chapter. Except as expressly specified by the City Council, any ad hoc committees, subcommittees, task forces or working groups created other than by ordinance or resolution of the City Council shall not be subject to the provisions of this Chapter.

Section 2.58.040 Residency.

A. Residency in the City of Sausalito at the time of appointment and at all times during one's tenure on any City board, commission or committee is required for continued membership on such board, commission or committee.

B. In the event of a board, commission or committee moves his or her residency out of Sausalito, such member may, by action of the City Council at a regular or special meeting of the Council, be authorized to remain a member of such board, commission or committee for up to six months while a replacement member is being selected.

Section 2.58.050 Regular Meetings. Each board, commission or committee shall meet regularly not less frequently than once per quarter.

Section 2.58.060 Attendance. In the event a member of any board, commission or committee fails to attend either three (3) consecutive meetings or any four (4) regularly scheduled meetings in a year, such member shall be deemed to have resigned from that board, commission or committee, unless such absences have been excused by action of the City Council upon written application from that member.

Section 2.58.070 Annual Election of Chairpersons; Limitations on Terms.

A. Each City board, commission or committee shall annually elect one of its members as chairperson for a one-year term.

B. No person may be elected as chairperson for more than two consecutive terms.

C. No person may be re-elected as chairperson after having served two consecutive terms without the passage of at least one year since the time of his or her last service as chairperson.

Section 2.58.080 Influencing City Decisions.

A. No member of a City board, commission or committee, on behalf of a business, client or customer, shall attempt to influence a decision before such board, commission or committee by any means including, but not limited to, contacts with or appearances before such board, commission or committee or before the City staff assigned to such board, commission or committee.

B. No member of the Planning Commission or Historic Landmarks Board, on behalf of a business, client or customer shall attempt to influence a decision before any City board, commission or committee by any means including, but not limited to, contacts with or appearances before such body or before the City staff assigned to such body.

C. Members of City boards, commissions or committees are encouraged to be represented before any City board, commission or committee, or the City staff assigned thereto, for any application or proposal in which the member is the property owner.

Section 2.58.090 Limitation on Terms of Office.

A. No person appointed to membership on a City board, commission or committee shall serve more than six consecutive years on such board, commission or committee.

B. No person shall be re-appointed to a board, commission or committee without the passage of at least two years time since his or her last service on the same board, commission or committee.

C. Notwithstanding the provisions of Sections 2.58.090(A) and (B), above, a person may be re-appointed to membership on a board, commission or committee for service in excess of six consecutive years or after passage of less than two years since his or her last service thereon if there are no other applicants for the position.

Section 2.58.100 Removal from Office. All appointees to City boards, commissions or committees shall serve at the pleasure of the City Council and may be removed at any time with or without cause by the affirmative vote of three members of the City Council. Failure to comply with any of the provisions set forth in this Chapter may be considered by the City Council when deciding whether to remove an appointee from office.

Section 2.58.110 Additional Policies Regarding City Boards, Commissions and Committees. The City Council may, by resolution or minute order, establish additional policies, procedures and standards governing City boards, commissions and committees as deemed appropriate by the City Council.

Section 2. Planning Commission. Section 2.20.020 of the Sausalito Municipal Code is hereby amended, to read as follows:

Section 2.20.020 Commission Qualifications, Membership and Appointment. Planning Commissioners shall be residents of the City and shall not hold an office on any other City board, commission or committee established by ordinance, except for the Planning Commission member who sits on the Undergrounding Committee. Planning Commissioners shall not be City employees.

The Planning Commission shall consist of five members unless the City Council determines, by resolution, that the Planning Commission shall consist of seven members. Members of the Planning Commission shall be appointed by the City Council for three-year, renewable terms. Any vacancy occurring on the Planning Commission shall be filled by appointment for the unexpired term.

City Council appointments to the Planning Commission shall be governed by the provisions set forth in Chapter 2.58 of this Code.

Section 3. Historic Landmarks Board. Section 2.28.030 of the Sausalito Municipal Code is hereby amended, to read as follows:

Section 2.28.030 Membership and Term of Office. The Board shall consist of five members with qualified training or experience, or with a demonstrated interest in historic preservation to be appointed by the City Council. City Council appointments to the Board shall be governed by the provisions set forth in Chapter 2.48 of this Code. The term of office for each member shall be for two years, with terms staggered so that the terms of not more than three members expire in a single year. Board members may serve consecutive terms.

Section 4. Trees and Views Committee. Section 2.30.020 of the Sausalito Municipal Code is hereby amended, to read as follows:

Section 2.30.020 Membership. The Committee shall consist of five residents of the City, one member of which shall, when possible, be a landscape architect or arborist, serving by appointment and at the pleasure of the City Council. City Council appointments to the Committee shall be governed by the provisions set forth in Chapter 2.48 of this Code. The members of this Committee shall be appointed to serve terms of three years, said terms to be staggered so that the terms of not more than two members expire in a single year. The terms of Committee members may be extended, modified, or terminated by a majority vote of the City Council.

Section 5. Citizens' Advisory Review Board for Police Matters. Section 2.54.020 of the Sausalito Municipal Code is hereby amended, to read as follows:

Section 2.54.020 Number of Members – Appointment Procedure. Said Board shall consist of five members who shall be appointed by the City Council and shall serve without compensation. City Council appointments to the Board shall be governed by the provisions set forth in Chapter 2.58 of this Code. The Board shall annually elect its Chairperson and Vice Chairperson.

All members shall be residents of Sausalito who in the judgment of the City Council have a basic understanding of police policies and practices. Such knowledge may be a result of, but is not limited to, attendance at a Citizens Police Academy, work for a probation department, legal services agency, district attorney's office, public defender's office, juvenile or adult criminal division of the court system, children's social service agency or organization with exposure to the criminal justice system, or civil rights organizations. The City Council shall endeavor to reflect community diversity in its appointments including income level, ethnicity, age, gender and experience. Appointed members of the Citizens Advisory Review Board shall be encouraged to attend the Citizens Police Academy within a short period of time after their appointment if they have not already done so. No office or employee of the City shall be appointed to the Board.

Section 6. Undergrounding Committee. Section 18.08.060 of the Sausalito Municipal Code shall be amended, to read as follows:

Section 18.08.060 Undergrounding Committee Created – Purpose. For the purpose of administering the provisions of this Chapter, an Undergrounding Committee is created consisting of seven residents of the City, one of whom shall be a member of the Planning Commission as appointed by the City Council. All members of the Undergrounding Committee shall be appointed by the City Council for terms of three years, said terms to be staggered so that the terms of not more than two members expire in a single year. City Council appointments to the Committee shall be governed by the provisions set forth in Chapter 2.58 of this Code.

Section 7. Board of Library Trustees. Section 2 of Ordinance No. 161, enacted by the Sausalito City Council on March 1, 1906, is hereby amended, to read as follows:

Section 2. Members; Appointments; Duties. The public library hereby established shall be managed by a Board of Library Trustees, consisting of five members appointed by the City Council for terms of three years. City Council appointments to the Board shall be governed by the provisions set forth in Chapter 2.58 of this Code. The Board shall perform the duties imposed and enacting the powers conferred by the provisions of the above-referenced Act of the Legislature, and the Act amendatory thereof, and shall perform such duties as may hereinafter be imposed by law, and exercise such powers as may hereafter be conferred by law upon the.

Section 8. Recreation Commission, Art Commission, Disaster Committee, Waste Management Advisory Committee, and Housing/Dangerous Buildings Appeal Board.

The above-referenced boards, commissions and committees were created by City Council Resolution Nos. 1312, 3775, 4025, and 4251, respectively. It is the intent of the City Council to supersede such Resolutions, to the extent that any provisions of such Resolutions pertaining to the appointment of members to the above-referenced boards, commissions and committees are inconsistent with this Ordinance. Section 2.58.030 is hereby added to Chapter 2.58 of the Sausalito Municipal Code, to read as follows:

Section 2.58.030 Boards, Commissions and Committees Created by City Council Resolutions; Appointments. City Council appointments to the Recreation Commission, Art Commission, Disaster Committee, Waste Management Advisory Committee, Housing/Dangerous Buildings Appeal Board, and any City boards, commissions and committees created in the future by City Council ordinance or resolution shall be governed by the provisions set forth in this Chapter. Except as expressly specified by the City Council, any ad hoc committees, subcommittees, task forces, or working groups created other than by ordinance or resolution of the City Council shall not be subject to the formal appointment procedures set forth in Section 2.58.020.

Section 9. Publication and Effective Date. This Ordinance shall go into effect 30 days after the date of its adoption and within 15 days after its adoption shall be published in a newspaper of general circulation, published and circulated in the City of Sausalito.

The foregoing Ordinance was duly and regularly introduced at a meeting of the City Council of the City of Sausalito held in said City on the 3rd day of November, 1998, and thereafter adopted at a meeting of the City Council held in said City on the 17th day of November, 1998, by the following vote, to wit:

AYES: Councilmembers: Albritton, Bushmaker, Roberts, Stratigos, Mayor Belser
NOES: Councilmembers: None
ABSENT: Councilmembers: None

/s/ Amy Belser
Mayor of the City of Sausalito

Attest:
/s/ Dale Vaughn
Deputy City Clerk