



## ***City of Petaluma, California*** **Information for City Board, Commission, and Committee Applicants**

*Note: This document uses the word "committee" to refer to any City board, commission, or committee.*

### **Council Appointed Board, Commission, and Committee Procedures**

1. Two months before a term expires, or immediately following receipt of a resignation, the City Clerk publishes a notice of vacancy on committee in a newspaper of general circulation (e.g., the *Petaluma Argus-Courier*). A news release regarding specific vacancies will be issued to the various newspapers, and flyers will be posted on the City's website, at City Hall and the Petaluma Community Center.
2. A deadline date for submitting applications is included in the advertisement.
3. Application forms and complete information are available in the City Clerk's office and on the City's website, [cityofpetaluma.net](http://cityofpetaluma.net).
4. When the final deadline has passed, the candidates' applications and supporting material are copied for Council Members and are made available for review in the City Clerk's Office.
5. Appointments are agendized and voted on in public at a Regular City Council meeting, usually at an evening session. Applicants may attend the meeting to introduce themselves to Council. Generally, each vacancy is voted on separately, using paper ballots, unless there are the same number of applicants for a committee as there are vacancies, in which case Council may vote to appoint all the applicants. The voting includes all candidates who applied for the vacancy and is not limited to those who attend the meeting. The City Clerk announces Council Members' votes. The first candidate to receive four votes (or a majority of the City Council present and voting) is appointed.

### **City Council**

The Petaluma City Council, the governing body of the City, is made up of six Council Members and a Mayor, elected in a non-partisan election and serve "at large," representing the whole City, not a particular district. The City Council is accountable to the citizens it serves. Elections are held in November of even calendar years except when special elections are held. Council Members and the Mayor serve four-year overlapping terms.

The decisions of the City Council are reached by a majority vote. The City Council enacts local laws (ordinances) and regulations for governing of the City. The local ordinances adopted by the City Council are compiled in the municipal code. Other City Council directives and policies are recorded in resolutions or council minutes. The City Council formulates policy, approves programs, appropriates funds and establishes local taxes and assessments.

The Petaluma City Council usually holds meetings on the first and third Mondays of each month at 7:00 p.m. in the Council Chambers at City Hall, 11 English Street. Closed Sessions, if any, are held at 6:00 p.m. Copies of the City Council agenda and staff reports are available six days before the meeting at the City Clerk's office and at the City's website, [cityofpetaluma.net](http://cityofpetaluma.net). Agenda packets that contain the agenda and information on each agenda item are available in the City Clerk's office and the Petaluma Community Center.

City Council Meetings are broadcast live on Cable Television Channel 28. Council Meetings are also rebroadcast on Channel 28 at various times. Call 707.773.3190 for broadcast information. Meetings may also be viewed live via media streaming on the City's website: [cityofpetaluma.net](http://cityofpetaluma.net). Staff reports are posted on-line. Archived videos of Council Meetings with staff reports and minutes are available from February 2005 forward.

## **Council-Appointed City Officials**

### **City Manager**

The City Manager is the chief executive officer and the head of the administrative branch of the City government. The City Manager is appointed by the City Council. The City Manager implements policies and procedures initiated by the City Council, prepares and administers the municipal budget, initiate and supervises business relationships and directs the daily operations of City government. The City Manager is responsible for all City personnel.

### **City Clerk**

The City Clerk is appointed by the City Council and is responsible for the recording, writing and maintenance of City Council proceedings. The City Clerk conducts municipal elections and publishes ordinances, resolutions, and other official City documents. The City Clerk stores and indexes official documents and records for retrieval, administers Conflict of Interest disclosures, and is the Public Information Officer and custodian of the seal of the City.

### **City Attorney**

The City Attorney represents the City through its highest elected body, the City Council (acting by majority vote) as a chartered municipal corporation. The City Attorney is appointed by the City Council. In performing his/her functions, the City Attorney advises the City Council and City officers (in their official capacity) in legal matters; represents the City in legal actions and proceedings; retains, supervises and monitors outside legal counsel; and attends all Council meetings and some committee meetings. The members of the City Attorney's Office (attorneys and staff) enjoy an attorney-client relationship with the City, its officers, agents and employees in their official capacity. This relationship results in confidential communications. This office also approves the form of all bonds and agreements made by the City; reviews/or approves all ordinances, resolutions and amendments for the City; and prosecutes criminal cases for violation of the Charter and of City ordinances.

## City Boards, Commissions, and Committees

There are presently 14 boards, committees, and decision-making commissions appointed in whole or in part by the City Council. They are as follows:

- Airport Commission
- Animal Services Advisory Committee
- Building Board of Appeals (Housing Advisory and Appeals Board)
- Historical and Cultural Preservation Committee
- Pedestrian and Bicycle Advisory Committee
- Planning Commission
- Public Art Committee
- Recreation, Music, and Parks Commission
- Senior Advisory Committee
- Sonoma County Library Commission/Petaluma Library Advisory Board
- Technology Advisory Committee
- Transit Advisory Committee
- Tree Advisory Committee
- Youth Commission

The bodies in general are comprised of Petaluma residents, who volunteer for service and are appointed by the City Council. All committee members serve at the pleasure of the City Council. The primary responsibility of the committees is to advise and make recommendations to the City Council. The adoption of policies, the issuance of proclamations, and the approval of agreements and other official acts of the City are the responsibility of the City Council. The City's annual budget includes funding for the functioning of committees. The City Manager is the official staff liaison to each committee and either serves as liaison or appoints a staff member to act on his/her behalf.

### Application Process/Appointments

When a vacancy on a committee occurs, the City Clerk prepares a press release that is distributed to all local media, including the Petaluma *Argus-Courier*. The vacancy is announced Petaluma's Community Access government channel 28 and on the City's website, [cityofpetaluma.net](http://cityofpetaluma.net).

Applications for vacancies are obtained from the City Clerk's office and on the City's website, [cityofpetaluma.net](http://cityofpetaluma.net). Completed applications are submitted to the City Clerk's office. Three to four weeks after the vacancy announcement, the completed applications are forwarded to the City Council in regular agenda packets for public review. Applicants are given the opportunity to introduce themselves at the Council Meeting. The official appointment of committee members is made at a City Council meeting by at least four affirmative votes of the Council.

### Term of Office

Committee members serve overlapping terms. The length of those terms varies by committee. (Every June 30<sup>th</sup>, the term of at least one member of each committee may expire.) The City Council may reappoint the committee member or fill the vacancy.

Some committees limit the number of consecutive terms for which an individual may be reappointed. After one year has elapsed, the individual is again eligible to serve and may make

application for appointment to the same or another committee. There is no monetary compensation or benefits for committee members.

Committee members are expected to serve their full terms of office; however, when a committee member must resign, due to personal or professional circumstances, he/she should send a letter to the City Council stating the effective date of the resignation. A committee member may be removed from office by the City Council, based on one of the following grounds:

At the pleasure of the City Council, without cause;

- If he/she is absent from a specified number of consecutive meetings (this varies by committee), unless permission by a majority vote of the committee had been granted as reflected in the official minutes of the committee.

Or by operation of the City Code if:

- If he/she is convicted of a crime of moral turpitude.
- If he/she ceases to be a resident of the City of Petaluma, except for those committees that allow one or more members to live outside the City limits.

### **General Responsibilities of Committees**

City committees shall have the following general powers, duties and responsibilities in addition to those set forth in Title 2 of the Petaluma Municipal Code and various Resolutions:

- To establish rules and regulations governing the election of their officers, the holding of meetings and the conduct of business.
- To utilize all appropriate techniques in crystallizing and testing public sentiment on major public issues in their respective fields.
- To make budget recommendations.
- To hold official hearings as required by law or requested by the City Council.
- To advise and recommend on City policies and procedures pertinent to their respective activities and functions.
- To support and adhere to all City policies promulgated by the City Council and to establish needed interim policies in the absence of the same.
- To provide information and promote good public relations between the City and the general public.
- To perform such other related functions as may be assigned to them by the City Council.

### **Responsibilities of Public Office**

Public officials and employees are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their offices regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

Public officials and employees are bound to uphold the Constitution of the United States and the Constitution of the State of California and to carry out impartially the laws of the nation, state, and municipality.

### **Dedicated Service**

Public officials and employees should not exceed their authority or breach law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from doing so by law or by officially recognized confidentiality of their work.

### **Fair and Equal Treatment**

#### **Unilateral Communications**

No public official or employee should encourage or accept any application or communication from any party made out of the presence and without the knowledge of other parties in a matter under consideration when such application or communication is designed to influence official decision or the conduct of that official or employee, or other officials, employees, or agencies in order to obtain favored treatment or special consideration to advance personal or private interests.

Any written unilateral communication received by a public official or employee in matters where all interested parties should have equal opportunity for a hearing should be made part of the record by the recipient.

#### **Use of Public Property**

No public official or employee should request, use or permit the use of City-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as municipal policy for the use of such official or employee in the conduct of official business.

#### **Obligations to Citizens**

No public official or employee should grant any special consideration treatment or advantage to any citizen beyond that which is available to every other citizen.

#### **Conflicts of Interest**

Public officials and employees, whether paid or unpaid, should not engage in any business or transaction or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence of judgment or action in the performance of their official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political associations.

Specific conflicts of interest are enumerated below for the guidance of officials. This list is merely illustrative and not exclusive. It is not meant to replace any conflict of interest code.

#### **Incompatible Activities**

Public officials and employees should not engage in any employment, activity or enterprise for compensation which is inconsistent, incompatible, in conflict with or inimical to their duties as City officers or employees or with the duties, functions or responsibilities of their appointing power or the City except as permitted in Article 4.7 of Chapter 1 of Division 4 of Title 1 of the

Government Code as amended or superseded. A copy of Article 4.7 is available in the office of the City Attorney. It commences with Government Code Section 1125 as of this date.

### **Disclosure of Confidential Information**

Public officials and employees should not, without proper legal authority, disclose confidential information concerning the property, government or affairs of the City, nor should they use such information to advance the financial or other private interests of themselves or others.

### **Gifts and Favors**

Public officials and employees should at all times comply with applicable laws of the State of California. The City Manager has issued an official directive concerning the acceptance of gifts and favors.

### **Representing Private Interests Before City Agencies or Courts**

Public officials and employees whose salaries are paid in whole or in part by the City should not appear on behalf of private interests before any agency of the City. They should not represent private interests against the interests of the City in any action, litigation or other proceeding.

### **Contracts, Sales and Purchases**

Public officials and employees should not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members, nor should City officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity. The restrictions under this illustration shall not apply under any circumstances where permitted under Article 4 of Chapter 1 of Division 4 of Title 1 of the Government Code as amended or superseded. A copy of Article 4 is in the Office of the City Attorney. It commences with Government Code Section 1090 as of this date.

### **Conflicts of Interest**

Public officials at any level of City government and City employees should not make, participate in making, or in any way attempt to use their official positions to influence a City governmental decision in which they know or have reason to know they have a financial interest except as permitted in the Political Reform Act of 1974 as amended and as implemented by the Fair Political Practices Commission and/or by City Council approved Conflict of Interest Codes pursuant to that Act, as applicable. Copies of the enactment and codes are on file in the City Clerk's Office.

### **Disclosure of Interest**

Disclosure of investments, interests in real property, and sources of income should be made in accordance with the Political Reform Act of 1974 as amended and as implemented by the Fair Political Practices Commission and/or by City Council approved Conflict of Interest Codes pursuant to that Act, as applicable. Copies of the enactment and codes are on file in the City Clerk's Office.

## **Desirable Characteristics in Applicants for Committees**

While membership on City Committees requires no specific qualifications, there are desirable characteristics for which the Council will be looking as they review applications.

### **Familiarity with Community**

The Council would require appointees to have lived in Petaluma for at least one year prior to their appointment and to be somewhat familiar with the physical, social, and economic make-up of the City. Applicants should have demonstrated an active interest and involvement in the community.

### **Familiarity with Major Issues**

While it will be assumed that applicants are familiar with the specific issues that are being addressed by the committee for which they are applying, it is also expected that applicants be aware of far-reaching issues which will impact all sectors of City programs and services.

### **Knowledge of the Committee**

During the application process, applicants should become familiar with the responsibilities and role in the City's policy-making structure of the committee for which they are applying.

### **Commitment to Serve**

When appointed, committee members are expected to serve their term of office. While personal or professional circumstances might prompt an unexpected resignation, applicants who are aware of any reasons why they may not be able to complete a full term or attend regularly scheduled meetings, should indicate this on the application.

While time commitments will vary depending upon schedules and workload, committee members are expected to attend all scheduled meetings. In addition to attending scheduled meetings, committee members may be expected to participate in study sessions or serve on subcommittees.

### **Relations with the Community**

As a member of a City committee, your actions will reflect on the City of Petaluma, and you are required to relate to the community with impartiality and courtesy.

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**PLEASE NOTE: THE CITY OF PETALUMA REQUIRES THAT ALL MEMBERS OF CITY COMMITTEES OVER EIGHTEEN YEARS OF AGE SHALL BE RESIDENTS WITHIN THE CITY LIMITS OF PETALUMA FOR AT LEAST ONE YEAR PRIOR TO APPOINTMENT, WITH CERTAIN EXCEPTIONS.**

## Tips for Applying for a City Committee

- Type or neatly print your application. Due to the number of applications the Council must review, it is appreciated.
- Answer all questions on the application. Council reviews your application to gain an understanding of your background and experience, and what skills and talents you believe you could bring to a particular committee. Don't forget to sign and date your application.
- Attend one or two meetings of the committee for which you are applying. Find out what kinds of issues the committee is currently facing and what issues may be coming in the future. Review the minutes of each committee's meeting, available at City Hall.
- Talk to a committee member. Contact the City Clerk for a roster of committee members, or access the City's website at [cityofpetaluma.net](http://cityofpetaluma.net). Committee members can share with you their experience on the committee, give you an estimate of the time commitment involved in serving on a committee, and what they see as current and future issues for the committee.
- Talk to the City department staff liaisons to the committee. Listed on the above-mentioned roster is a City staff member who is assigned to work with a particular committee and can also help you learn more about the function and role of committee members. (City staff members are not to recommend or lobby for any applicant for a committee).
- Find out City Council's priorities and interests. Attend City Council meetings and review meeting minutes. Council meetings are televised on public access Channel 28, can be viewed on the City's website, [cityofpetaluma.net](http://cityofpetaluma.net), and are available (for loan only) on videotape from the City Manager's Office. Meeting minutes are available on the City's website or through the City Clerk's Office.
- Review the Code of Ethics for Appointed and Elected Officials. Included in your application materials will be a copy of the Code of Ethics. Review it and understand that if you are appointed to a committee, you will be required to abide by it.
- Prepare for the meeting at which Council will vote on appointments. Although we do not know what specific questions Council will ask, we suggest you clarify for yourself why you are applying for a specific committee, understand the role and function of the committee, and be familiar with the current issues it is examining.
- Treat this meeting with the City Council as a business interview. Understand that the City Council is not only considering what experience, skills and talents you bring to a committee, they are interested in how you will represent the City.

## **Committee Duties**

### **Airport Commission – Seven Members (Including Council Liaison and Petaluma Area Pilots Association (PAPA) Representative), Four-Year Terms. Council Liaison and PAPA Representative Serve One-Year Terms.**

It is the responsibility of the Airport Commission, with the cooperation of the Airport Manager, to investigate the operation and facilities of the airport so as to make themselves completely familiar with the operations and facilities in order to perform the duties hereafter listed:

- Make recommendations to the City Council in those matters which are properly the subject of formal action by the Council.
- Direct, within the limitations of the Petaluma Charter, the operations of the airport.
- Recommend, within the limitations of the Petaluma Charter, ways and means of financing changes and additions.
- Approve or disapprove changes in the methods of operation proposed by the Airport Manager.
- Recommend changes of administrative policy and to ensure that the Airport Manager carries out policies as directed.
- Submit annually a completed financial statement correctly recording the operations of the prior fiscal year.
- Recommend capital improvement projects (Petaluma Municipal Code 2.60.050).

Commissioners serve one and four-year terms. The Airport Commission meets on the 1<sup>st</sup> Thursday of each month at 7:00 p.m., in the Council Chambers, City Hall, 11 English Street.

### **Animal Services Advisory Committee – Eleven Members (Including Council Liaison), Three-Year Terms. Council Liaison Serves a One-Year Term.**

The Animal Services Advisory Committee was established to protect and enhance the quality of life for animals and residents in Petaluma. Responsibilities include fundraising for the Animal Shelter; educating the community about humane animal care; public relations; and serving as a resource to shelter staff and Petaluma residents. Committee members are appointed by the City Council and serve two and three-year terms. Committee members are appointed by the City Council and serve three-year terms. The Committee meets the 1<sup>st</sup> Wednesday of each month at 7:00 p.m., in the Council Chambers, City Hall, 11 English Street.

### **Building Board of Appeals (Housing Advisory and Appeals Board) – Five Members**

The Building Board of Appeals consists of five members who are qualified by experience and training in the building construction fields and who serve without compensation. The members are appointed by Council, hold office at the pleasure of Council, and meet at the pleasure of Council.

### **Pedestrian and Bicycle Advisory Committee – Ten Members (Including Council Liaison, and Representatives from the Planning Commission and Recreation, Music, and Parks Commission). Four-Year Terms. Liaison and Representatives Serve One-Year Terms.**

The Pedestrian and Bicycle Advisory Committee (PBAC) consists of seven pedestrian/bicyclists, one Recreation, Music, and Parks Commission Member, one Planning Commission Member, and one Council Liaison. The PBAC is charged with making recommendations for bicycle and

pedestrian facilities using Transportation Development Act (TDA) Article 3 funds. The PBAC is also responsible for developing bicycle and pedestrian projects and submitting them for final adoption by the Sonoma County Transportation Authority.

Committee members serve four year terms. The Pedestrian and Bicycle Advisory Committee meets on the 2<sup>nd</sup> Wednesday of each month at 6:00 p.m. in the City Manager's Conference Room, City Hall, 11 English Street.

**Planning Commission – Seven Members (Including Council Liaison), Four-Year Terms. Council Liaison Serves a One-Year Term.**

The Planning Commission consists of seven members, including one Council Liaison. The Commission performs the duties prescribed in the present or any future zoning ordinance (Title 21) or subdivision regulations (Title 20) of the City or any similar ordinance, statute, rule or regulation of the state, county or this city pertaining to the districting or zoning or dividing of the city into districts or zones or regulating the construction of improvements, or the use, division or subdivision of property within the city. The Planning Commission shall also have the duty of studying the needs of the city with respect to and advising and recommending the council concerning the establishment, modification and change of zones or districts and designation of the uses to which property contained therein may be prohibited, restricted or regulated. The Planning Commission shall also perform the duties prescribed in the zoning ordinance of the city or other ordinance, statute, rule or regulation of the state, county or this city pertaining to securing of compliance with the zoning ordinance and promoting orderly and harmonious development within the city. The Commission shall also perform the duties designated and delegated by the City Council with respect to site design and architectural review matters. The commission shall also have and perform the powers and duties hereafter designated and delegated by the City Council.

Commissioners serve four-year terms. The Planning Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 7:00 p.m. in the City Council Chambers, City Hall.

**Public Art Committee – Seven Members (Including Representatives from the Recreation, Music, and Parks Commission and Petaluma Arts Council). Four-year terms. RMPC Representative Serves a One-Year Term.**

The Public Art Committee reviews and approves public art applications and related materials for any public art project on public property or as part of a public construction project as defined in Chapter 19.6 of the Zoning Ordinance, and provides general oversight of the Public Art Program, its projects, and sites including, but not limited to:

- Selecting artwork and appropriate locations for the public art program. Locations can include surface treatments of buildings, retaining walls and bridges, or may be interior spaces provided they are accessible to the public for a minimum of eight hours per business day.
- Selecting artists for commissioned artwork
- Establishing requirements of design documentation for review of artwork, and requirements for project records.
- Establishing maintenance policies and funding.
- Developing and making recommendations to the City Council on expenditures from the Public Art Fund.

- Participating to the extent determined appropriate by the City Manager in the selection of support staff and consultants necessary to carry out the duties and responsibilities of the commission.
- Preparing and implementing a comprehensive plan for the public arts.

Committee members serve four-year terms. Five members are chosen from the community at large. Three of these five are to be “visual arts professionals” as defined by City of Petaluma Ordinance 2202 N.C.S. The remaining two members represent the Recreation, Music, and Parks Commission and Petaluma Arts Council. The Public Art Committee meets the 4th Thursday of each month at 7:00 P.M. at the Petaluma Arts Center, 210 Lakeville Street, Petaluma.

**Recreation, Music, and Parks Commission – Seven Members (Including Council Liaison), Four-Year Terms. Council Liaison Serves a One-Year Term.**

The Recreation, Music, and Parks Commission was established to serve in an advisory capacity to the City Manager, City Council, and Parks and Recreation Director on all matters pertaining to public recreation, including the management, conduct, and care of the parks and playgrounds in the City, cultural arts programs, and providing musical entertainment and programs by the municipal band and other musical organizations, and in general, to study the needs of the City and the means of meeting such needs in connection with all such matters pertaining to public recreation, cultural arts, music and other entertainment.

The Commission counsels with the Parks and Recreation Director and the City Manager in connection with the preparation of the annual budget for the Parks and Recreation Department, including the parks of the City, and makes recommendations with respect thereto to the City Manager and City Council.

The Commission assists in the planning of a recreation and cultural arts programs for the inhabitants of the City and promotes and stimulates public interest therein, and, to that end, solicits to the fullest possible extent the cooperation of special authorities and other public and private agencies interested therein.

The Commission studies present and future needs of the City with respect to recreation, music and park facilities, programs, and events, and makes recommendations to the City Council and City Manager concerning the same.

All six commissioners are appointed by the City Council and serve four-year terms. The Petaluma Recreation, Music and Parks Commission meets the 3<sup>rd</sup> Wednesday of every month at 7:00 p.m. in the Council Chambers, City Hall, 11 English Street.

**Senior Advisory Committee – Nine Regular Members (Age 55 and Over), Two-Year Terms.**

The committee advises the City on issues and programs for seniors and active adults including the operation of senior facilities, including:

- a. Identifying areas of interest and need for seniors and active adults in the Petaluma community.
- b. Assist in the provision of recreational, social and health related programs for seniors and active adults.
- c. Advise the City regarding senior program operations which include recruitment of volunteers and identifying and helping secure funding sources for future programming opportunities.

- d. Any other advice deemed necessary by any members of the city council and/or city staff as it pertains to the well-being of seniors and active adults.

Committee members must be age 55 or above, and serve two-year terms. The Committee meets the 2<sup>nd</sup> Wednesday of every other month at 10:00 a.m. at the Petaluma Senior Center, 211 Novak Drive.

### **Sonoma County Library Commission/Petaluma Library Advisory Board**

Sonoma County Library Commission: Council appoints one Petaluma resident to a 4-year term on the Library Commission. That person also serves as the Commission's Liaison on the Petaluma Library Advisory Board.

The Sonoma County Library Commission meets the 1<sup>st</sup> Wednesday of each month at 7:00 p.m. at the Santa Rosa Central Library, Third and E Streets, Santa Rosa.

Petaluma Library Advisory Board: Council appoints a Council Liaison to the Petaluma Library Advisory Board for a term of 1 calendar year.

The Petaluma Library Advisory Board meets the 4<sup>th</sup> Tuesday of January, April, July, and October at 4:00 p.m. at the Petaluma Regional Library, 100 Fairgrounds Drive, Petaluma.

**Historical and Cultural Preservation Committee** – Two Members (and Planning Commission). Non-Planning Commission Members Serve One-Year Terms.

The Historical and Cultural Preservation Committee is composed of the members of the Planning Commission plus one member of Petaluma Heritage Homes and one representative of the Petaluma Historical Library/Museum, recommended by those bodies and confirmed by Council. The two non-Planning Commission members serve one-year terms. The committee meets not less than once every sixty (60) days.

Duties and powers of the committee are as follows:

- To promote preservation of historic sites, landmarks, documents, paintings and objects associated with the City of Petaluma.
- To recommend to the Planning Commission that certain historic sites and landmarks be designated and/or acquired by the City.
- To administer the committee's responsibilities as denoted by the zoning ordinance of the City of Petaluma.
- To advise the City Council on the administration of historic sites and landmarks as may be acquired by the City of Petaluma.
- To advise the City Council on the acceptance of gifts consisting of documents, paintings and other objects of historic value, as well as money when the same is given to be used for the acquisition of property, real or personal, of historic interest, except for the donations, purchases and acceptance of gifts for the Petaluma Historical Library/Museum.
- Recommend to the City Council the documents, paintings and objects of historic value associated with the history of the City, to be acquired by the City, except for the donations, purchases, and acceptance of gifts for the Petaluma Historical Library/Museum.
- To advise the City Council on all matters relating to the historic and cultural preservation of the City, in particular state and federal designations and registration of historical landmarks.

- To annually submit to the Planning Commission a report of its activities in the preceding year.

**Technology Advisory Committee - Seven members (including Council Liaison). Two-Year Terms. Council Liaison Serves a One-Year Term.**

The Technology Advisory Committee assists the City of Petaluma in making efficient, economical, and productive use of technology and telecommunications. The committee studies local issues and submits recommendations to the City Council to ensure that the citizens of Petaluma benefit from the opportunities that today's technology has to offer and to promote access to electronic information and community resources for all, protecting individual privacy and supporting free expression.

Committee members serve two-year terms. The Technology Advisory Committee meets the 4<sup>th</sup> Wednesday of each month at 7:00 p.m. in the Council Chambers, City Hall, 11 English Street.

**Transit Advisory Committee – Nine Members (including Council Liaison) Two-Year Terms. Council Liaison Serves a One-Year Term.**

Transit Advisory Committee members, with the assistance of the Transit Manager, assure review of critical issues related to the City's transit operations and the regional bus and rail operations within the City of Petaluma.

Committee Members serve two-year terms. The Transit Advisory Committee meets the 1<sup>st</sup> Thursday of each month at 3:00 p.m. in the Council Chambers, City Hall, 11 English Street.

**Tree Advisory Committee – Seven Members (Including Representatives from the Planning Commission, and Recreation, Music, and Parks Commission.) Two-Year Terms. Representatives Serve One-Year Terms.**

The Tree Committee is charged with duties designated and delegated by the City Council on matters pertaining to the management of tree resources within the City. The Committee also serves as a forum for the coordination of tree-related policies, and advises the City on matters referred by City departments, and other Council-appointed hearing bodies.

Committee Members serve two-year terms. The Tree Advisory Committee meets the 3<sup>rd</sup> Wednesday of every month at 3:30 p.m. in Conference Room 2, City Hall, 11 English Street.

**Youth Commission – Nine Adult Members; 14 Youth Members, One- and Two-Year Terms (Including Council Liaison and Representative from Recreation, Music, and Parks Commission). Council Liaison and RMPC Representative Serve One-Year Terms.**

The Youth Commission consists of seven adult members, appointed by Council, one representative from the Recreation, Music, and Parks Commission, appointed by RMPC, and 14 youth members (8<sup>th</sup> grade through age 20) recommended by adult Youth Commission members and confirmed by Council. Adult members serve two years terms. The Council Liaison and the RMPC representative serve for one calendar year. Youth members serve one-year terms, with an option to renew for a second year. Responsibilities of the Youth Commission include, but are not limited to:

- Develop a teen resource guide for youth, families, and social providers.
- Expand substance abuse prevention programs into junior and senior high schools.

- Create a Teen Club.
- Develop or expand mentoring programs.
- Promote social, educational and recreational resources.
- Provide recreational activities, trips and scholarships for its members and others.

The Youth Commission meets on the 2<sup>nd</sup> Tuesday of each month at 6:00 p.m. at the Petaluma Community Center, 320 N. McDowell Boulevard.

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