



Welcome!

On behalf of the Coronado City Council, I would like to welcome you as a new member of a City of Coronado advisory board. This Commission, Committee, and Board Members' Handbook was prepared as a reference for those residents who volunteer to serve on the City's advisory boards. These advisory boards were established by the City Council because they can examine a variety of subjects in great detail and make recommendations to the Council based upon their study and public deliberation.

This handbook is intended to provide you with information about the City's organization as well as the functions of the advisory boards. Use it as a reference when questions arise regarding your role and responsibility as a member of a City advisory board.

Because advisory board recommendations are a vital part of the overall deliberative process in the City, it is with sincere appreciation and gratitude that I, along with the full City Council, thank you for volunteering your time and effort to serve the City of Coronado.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Bailey", with a stylized flourish at the end.

Richard Bailey, Mayor

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INTRODUCTION

The City of Coronado encourages, promotes and welcomes the participation of citizens in the decision making process. The City has a number of standing citizen commissions, committees and boards which provide public input into the City government of Coronado. The City also appoints, from time to time, ad hoc committees to study special issues and provide recommendations. Throughout this handbook, the standing and ad hoc bodies are referred to collectively as “committees” or “advisory groups.”

Standing committees and ad hoc committees serve as an important link between the citizens of Coronado and the City Council by communicating values, attitudes and needs of the community within the special area of their group’s assignment. They are an integral part of the process which contributes to sound government. There are approximately 120 citizens presently serving the City on committees, giving generously of their time. The City benefits from the expertise and energy of these special individuals.

The Board, Commission, and Committee Members’ Handbook offers a brief description of the City of Coronado and the organization, and general responsibilities for all committee members, requirements for becoming a committee member, meeting procedures, legal requirements, and descriptions of the City’s commissions, committees, and boards. The purpose of this handbook is to provide all committee members with a resource to successfully fulfill their valued role as a volunteer with the City of Coronado.

If you have any questions after reviewing this handbook, please contact the staff liaison for the committee you have been appointed to, or call the City Clerk’s Office at (619) 522-7320.



ABOUT THE CITY OF CORONADO

The City of Coronado was incorporated on December 11, 1890 and was originally governed by a Board of Trustees.

Today, Coronado is a general law city governed by a five-member City Council elected at large. A general law city follows the general laws of the State of California rather than having a specific charter of its own. It is a municipal corporation following the Council-Manager form of government.

City Council: The City Council is the community's legislative body. The Council enacts laws known as ordinances, sets policies known as resolutions, and adopts a budget annually. The Mayor and four City councilmembers are elected to serve citywide by the registered voters in Coronado. They serve a four-year term and each office is limited by a 2002 ballot measure to two consecutive four-year terms.

City Manager: The City Council hires the City Manager who serves at the pleasure of the City Council. The City Manager serves as the City's chief administrative officer, carries out Council policy, and sees to it that the Council's directions are implemented. The City Manager is responsible for the management of all City departments. Department Directors are responsible to the City Manager for the management of their departments.

City Attorney: The City Attorney is also appointed by the City Council. The City Attorney is retained by the City on contract and advises the Council on questions of law and procedure. The City Attorney represents the City in litigation matters. As a general rule, committees would not need to obtain the advice of the City Attorney; however, on the rare occasion when such advice is needed, the request would be made through the City Council.

City Departments: City departments consist of Administrative Services; City Clerk's Office; City Manager's Office; Community Development; Public Services and Engineering; Fire Services; Library Services; Police Services; and Recreation and Golf Services.

MISSION

City of Coronado

***LEADING OUR
COMMUNITY***

IN A

***PARTNERSHIP
FOR
EXCELLENCE***

Adopted by City Council on 3-21-95

City of Coronado

Coronado is a unique, well cared for, financially sound, “small town” with an involved citizenry and a strong sense of community pride.

We see a partnership between the Community and City Government, which protects the environment, preserves the traditions and fosters innovation.

We see a community that places trust and confidence in its elected officials who lead a motivated, professional city staff, dedicated to customer service and continuous quality improvement.

We see a protection of our Quality of Life through strong leadership and open communication.

Adopted by City Council on 3-21-95

City of Coronado

GUIDING PRINCIPLES

We are dedicated to leadership based on *principles* in seeking realization of our mission and vision through the following guiding principles:

INTEGRITY. Our core principle is a code of honor through which we maintain professional credibility personally and throughout our organization.

SERVICE. Our primary focus is to serve the people and future generations of Coronado to the best of our abilities.

SAFETY. We maintain public standards reflective of safety as the basic and most important service we provide.

RESPECT. We maintain a culture characterized by openness, respect for the individual, trust, accountability and self responsibility.

FINANCIAL RESPONSIBILITY. We recognize fiscal responsibility and accountability as the key to providing consistent services.

COMMUNITY AND INDIVIDUALS. We respond to the needs of the community as a whole, while remaining sensitive to the needs of individuals.

FUTURE. We value our future and therefore place emphasis on the development and well-being of our children and youth.

STEWARDSHIP. We are good stewards of our community resources including environmental, financial, cultural, and human resources.

CONSTANT IMPROVEMENT. We are committed to a philosophy of constantly improving services, communications, and management.

PLANNING. We espouse planning as a continuous process in balancing expectations with available resources.

CONTINUOUS LEARNING AND PERSONAL DEVELOPMENT. We are committed to a vigorous program of continuous learning and personal development throughout the organization.

INNOVATION. We encourage and reward innovation while recognizing that not all innovations are ultimately successful.

City of Coronado Guiding Principles continued:

REGIONAL RELATIONSHIPS. We seek positive relationships with regional agencies through whom we can achieve our goals cooperatively.

SENSITIVE TO INDIVIDUALS. To the extent possible, we are sensitive and responsive to the individual, even as we seek to improve the community as a whole.

COMMUNITY SPIRIT. We foster a positive community spirit in all who live, work and visit in Coronado and value the volunteers who demonstrate that spirit.

TRADITIONS. We preserve and build upon the strong traditions that make Coronado unique.

WORK ENVIRONMENT. We provide a pleasant and stable work environment for all our employees.

Adopted by the City Council on 3-21-95

City Organizational Chart Goes Here

CITY ADVISORY GROUPS

Boards, Commissions, and Committees

The City of Coronado has a number of groups appointed to function in an advisory capacity to the City Council. Some are permanent or standing groups. Others are appointed on an ad hoc or special basis for a specific, often short-term period, usually for a singular purpose. The City Council has the authority to create other bodies as the need arises.

Scope or Responsibility: Each board, commission, and committee has various powers, duties and obligations delegated to it by the City Council and/or State law. Their primary responsibility is to advise and make recommendations to the City Council, the elected policy-making body of the City. Boards, commissions, and committees do not make policy decisions. This responsibility properly rests with the City Council and cannot be delegated to any other body however capable and interested. Members should, upon appointment, pledge to represent the overall public good and not that of an exclusive group or interest.

Staff/Advisory Group Relationship: City staff members act as liaisons, advisors and perform necessary professional research and administrative service. Committee members should not and cannot direct City staff to work on projects without the approval of the City Council and direction of the City Manager. To operate the City in an effective and professional manner, the City Council and City Manager need to be aware of the projects upon which each department is working. The committees have no authority to supervise or direct the work of departments.

The following pages are general information on advisory groups as contained in Coronado Municipal Code Chapter 2.30.

CHAPTER 2.30
CORONADO MUNICIPAL CODE
BOARDS, COMMISSIONS, AND COMMITTEES

Sections:

- 2.30.010 Establishment.**
- 2.30.020 General residency requirement.**
- 2.30.030 Membership.**
- 2.30.040 Term.**
- 2.30.050 Removal of member.**
- 2.30.060 Compensation of members.**
- 2.30.070 Finances.**
- 2.30.080 Meetings.**
- 2.30.090 Supplemental rules and regulations.**
- 2.30.100 Officers.**
- 2.30.110 Records.**

2.30.010 Establishment.

- A. The City Council may establish boards, commissions and committees to carry out the proper functions and administration of the City.
- B. In establishing a City board, commission or committee, the City Council shall specify the duties and authority of the entity. (Ord. 1794)

2.30.020 General residency requirement.

In addition to the requirements specified elsewhere in this code, a person appointed as a member of a City board, commission or committee must be a citizen of the United States, must not be a registered voter in any city in the State of California other than this City, and must have as the place of habitation a residency fixed within the boundaries of the City when such appointment is made. During the term of appointment, if such person ceases to reside within the City, the appointment of such person shall be deemed to have been terminated.

2.30.030 Membership.

- A. At least three affirmative votes of members of the City Council are required to appoint an individual to a City board, commission or committee for a full term or the unexpired portion of a vacated term.
- B. On or before December 31st of each year, the City Clerk shall prepare an appointments list of all regular and ongoing boards, commissions and committees which are appointed by the City Council. (Gov. Code § 54972)
- C. Whenever a vacancy occurs, the City Clerk shall post notice. Final appointment shall not be made by the City Council for at least 10 days after the posting of notice. (Government Code Section 54974).
- D. Whenever a vacancy occurs prior to the expiration of the term, the vacancy shall be filled in the same manner as an original appointment and the newly appointed member shall serve for the remainder of the unexpired term. (Ord. 1814)

2.30.040 Term.

- A. Persons appointed to a City board, commission or committee serve at the pleasure of the City Council.
- B. If a member of a board, commission or committee is absent for four successive, regular meetings without cause, the term of such member is automatically vacated. The board, commission or committee shall determine whether the absence was for cause.

2.30.050 Removal of member.

A member of a board, commission or committee appointed by the City Council serves at the pleasure of the City Council and may be removed by a majority vote of the City Council.

2.30.060 Compensation of members.

No member of a City board, commission or committee shall receive compensation for services as a member. However, members may be compensated for expenses reasonably and necessarily incurred in the performance of official duties.

2.30.070 Finances.

The City Council shall provide the funds, equipment and accommodations deemed necessary by the City Council, for the work of each board, commission and committee.

2.30.080 Meetings.

All meetings of a City board, commission or committee shall be conducted in accordance with the Ralph M. Brown Act. (Government Code Section 54950 et seq.)

2.30.090 Supplemental rules and regulations.

Each City board, commission or committee may adopt such rules and regulations as are required to conduct their business and which are consistent with the provisions of this code.

2.30.100 Officers.

- A. At the first meeting of the City board, commission or committee, and at the first meeting in each calendar year thereafter, the members of the City board, commission or committee shall elect a chairperson and a vice chairperson from among its members.
- B. The chairperson and vice chairperson shall serve for a term of one year and until the successor of each takes office.
- C. The chairperson shall preside at all meetings of the City board, commission or committee. The chairperson shall appoint all subcommittees subject to the approval of the entity and shall perform the duties necessary or incidental to the office.
- D. The vice chairperson shall serve as chairperson in the absence of the chairperson or in case of the inability of the chairperson to act.

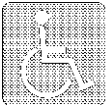
2.30.110 Records.

Each City board, commission or committee shall keep a record of the resolutions, transactions, findings and determinations made, which shall be filed with the City Clerk and maintained as a public record.

ELIGIBILITY REQUIREMENTS / APPLICATION PROCESS

Eligibility Requirements/Qualifications:

Unless otherwise specified, applicants are required to be residents and qualified electors of the City of Coronado. Upon appointment, all new members are sworn in by the City Clerk and execute an Oath of Office. For certain boards, commissions, and committees, members are required to file a statement of economic interests with the City Clerk. (See section "Conflict of Interest")



The City of Coronado encourages qualified individuals with disabilities to apply for appointment to committees. In compliance with the Americans with Disabilities Act (ADA), if an individual needs special assistance to participate in a City meeting, reasonable accommodations and arrangements will be made through the City Clerk's Office.

Term of Office:

Pursuant to City Council policy as outlined in minutes of January 16, 1973, the term of office for members of boards, commissions, and committees is three (3) years, unless otherwise specified. Members of permanent boards, commissions, and committees shall not serve more than two consecutive terms or eight years, whichever is less. The term for ad hoc committees is generally for the life of the committee, unless otherwise stated.

Applications:

Any citizen interested in serving on an advisory board is invited to complete an application form and submit it to the City Clerk's Office. Applications remain on file for one year. When a vacancy occurs, it is publicized, and applications of persons interested in service on the particular body are accepted. The issue is then placed on a City Council agenda for consideration. At least three (3) affirmative votes of the City Council are required to appoint an individual to a board, commission, or committee.

Scheduled Vacancies:

Scheduled vacancies are those created by the scheduled expiration of a term of a board, commission, or committee. In accordance with Government Code 54972, The Maddy Act, a list of all scheduled vacancies for the upcoming year is published in the *Coronado Eagle & Journal* and is posted at City Hall and at the Library on or before the 31st day of December of each year.

Unscheduled Vacancies:

Unscheduled vacancies are those created prior to a term's expiration due to resignation, removal, or death.

A board, commission, or committee member serves at the pleasure of the City Council and can be removed by a majority vote of the City Council.

In accordance with State law, a special vacancy notice must be posted in the City Clerk's Office and in the Library not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to the board, commission, or committee will not be made for at least 10 working days after the posting of the special vacancy notice by the City Clerk's Office.

Resignations:

If a board, commission, or committee member finds that he/she cannot perform the duties of the office due to any reason, he/she shall submit a written resignation to the City Council through the City Clerk's Office. The City Clerk shall then proceed with the application process for an individual to fill the unexpired term on that advisory group.

A member who relocates his or her residency outside of the City shall immediately notify the City Clerk and resign from that board, commission, or committee.

COMMITTEE DESCRIPTIONS

The following pages give a description of all standing boards, commissions, and committees outlining their authority; meeting time and place; membership; responsibilities; special requirements; and staff liaison.

Bicycle Advisory Committee
Board of Appeals (City Council)
Civil Service Commission
Coronado Cultural Arts Commission
Coronado Improvement Corporation (City Council)
Coronado Tourism Improvement District (CTID)
Design Review Commission
Golf Course Advisory Committee (Ad Hoc)
Historic Resource Commission
Library Board of Trustees
Oversight Board
Parks and Recreation Commission
Planning Commission
Spreckels Center Advisory Committee (Ad Hoc)
Street Tree Committee
Transportation Commission

BICYCLE ADVISORY COMMITTEE

Authority:	Established by City Council Resolution No. 8496; adopted August 16, 2011
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Resident and elector of City
Members and Term:	Seven members appointed by the City Council for staggered three-year terms
Time of Meetings:	The first Monday of the month at 3 p.m.
Place of Meetings:	City Council Chamber
Responsibilities:	To investigate, consider, and recommend to the City Council such plans and recommendations related to bicycling in the City, including such matters as bicycle safety.
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Public Services and Engineering Department representative

BOARD OF APPEALS

Authority:	Chapter 2.38 of Municipal Code
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Appointed by the City Council
Members and Term:	Currently, the City Council appoints its own members to sit as the Board of Appeals in conjunction with their elected terms.
Time of Meetings:	When called
Place of Meetings:	City Council Chamber
Responsibilities:	Perform functions identified in the Building Codes adopted by the City, including application and interpretation of the technical code.
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Building Inspection Supervisor

CIVIL SERVICE COMMISSION

Authority:	Chapters 2.42 and 4.04 of Municipal Code; Government Code Section 45004
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Resident and elector of City. No person who holds paid public position with the City shall be appointed.
Members and Term:	Five members for staggered three-year terms
Time of Meetings:	Second Thursday of the month at 5:30 p.m.
Place of Meetings:	City Council Chamber
Responsibilities:	Interpret and administer Civil Service Rules and regulations concerning the employment, promotion and discipline of city employees
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office, disclosing if member has a spouse who is an employee of the City. AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Director of Administrative Services

CORONADO CULTURAL ARTS COMMISSION

Authority:	Established by City Council Resolution No. 8507, adopted September 26, 2011
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Resident and elector of City
Members and Term:	Seven members appointed by the City Council for staggered three-year terms
Time of Meetings:	First Thursday of the month at 4:30 p.m.
Place of Meetings:	City Council Chamber
Responsibilities:	To recognize and encourage groups and organizations that enrich Coronado life by bringing cultural and artistic works of art and providing access to a variety of performance arts offering a diverse mix of events; recommend to the City Council policies and practices to develop and promote the arts; advocate for non-profit and private art groups operating in and for the benefit of the citizens of the City of Coronado; encourage educational art experiences for children and citizens; and offer recommendations to the City Council regarding acquisition or exhibition of quality works of art.
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment and every two years while serving.
Liaison:	Contract Arts Administrator

CORONADO IMPROVEMENT (NON-PROFIT) CORPORATION

Authority:	City Council action taken on July 7, 1981, July 21, 1992, and December 15, 1992
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Member of the City Council at the time of appointment
Members and Term:	Five directors who serve in conjunction with their elected City Council terms
Time of Meetings:	When called
Place of Meetings:	City Council Chamber
Responsibilities:	Board of Directors of Corporation meets in connection with sanitary sewer improvement programs
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	City Clerk

CORONADO TOURISM IMPROVEMENT DISTRICT

Authority:	City Council action of June 16, 2010; Ordinance No. 2013. The CTID became active on July 16, 2010, and is addressed in Chapter 16.14 of the Coronado Municipal Code.
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Resident and elector of City
Members and Term:	<p>A representative appointed by each of the four assessed hotels: Hotel del Coronado, Glorietta Bay Inn, Loews Coronado Bay Resort, and Marriott Coronado Island Resort. No term limits.</p> <p>A representative from the boards of the Chamber of Commerce, Coronado MainStreet, Ltd., and Coronado Historical Association/Visitor Center. No term limits.</p> <p>Two members at-large, appointed by the City Council. Three-year terms</p>
Time of Meetings:	First Thursday of the month at 2 p.m.
Place of Meetings:	City Council Chamber – Open to the Public
Responsibilities:	The CTID is a benefit assessment district and was established under the Parking and Business Improvement Area Law of 1989 (Streets and Highways Code Section 36500 et seq.) As provided in the 1989 Law, its purpose is to <i>"provide a method for financing public programs to attract tourist visits to areas where tourism is economically important and desired."</i>
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Assistant City Manager

DESIGN REVIEW COMMISSION

Authority:	Chapter 2.46 of Municipal Code
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Resident and elector of City; three members shall be professional in some field of design; one member shall be a business person owning, operating, or managing property in the City of a commercial or industrial nature. The qualification of one member shall be determined at the discretion of the City Council.
Members and Term:	Five members for staggered three-year terms
Time of Meetings:	Second and fourth Wednesday of the month at 3 p.m.
Place of Meetings:	City Council Chamber
Responsibilities:	Review all applications according to the design review process outlined in Chapter 80.00 of the Coronado Municipal Code.
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment; every two years while serving.
Staff Liaison:	Associate Planner

GOLF COURSE ADVISORY COMMITTEE

Authority:	City of Coronado Golf Course Policies & Procedures Manual approved by City Council with Resolution 7676 on November 16, 1999 and amended by resolution from time to time.
Appointing Authority:	City Council through Committee Membership
Nominating Requirements:	Membership or as determined by City Manager
Members and Term:	<ul style="list-style-type: none">• Director of Recreation & Golf Services (Chair)• A member of the City Council• A representative of the Office of the City Manager• Individuals appointed by the City Manager• Two members each as appointed by the Board of Directors of the Coronado Men's and Women's Club• Coronado Golf Professional• Representative of the snack bar concession <p>No term lengths established by Resolution 7676.</p>
Time of Meetings:	Once a month or as directed by the Director
Place of Meetings:	
Responsibilities:	To advise the Director of Recreation & Golf Services on matters concerning the golf course, golfers, and clubhouse, to include, but not limited to, fees, capital improvements, policies and procedures, and other matters that may be referred to them
Special Requirements:	AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Director of Recreation & Golf Services

HISTORIC RESOURCE COMMISSION

Authority:	Chapter 2.54 of Municipal Code
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Resident and elector of City; members shall have a demonstrated interest in and knowledge of historic preservation and the cultural resources of the City. In addition, the members are encouraged to be among professionals in the disciplines of history, architecture, architectural history, planning, or other historic preservation-related disciplines, such as urban planning, American studies, American civilization, cultural geography, cultural anthropology, or conservation and landscape architecture
Members and Term:	Five members for staggered three-year terms
Time of Meetings:	First and Third Wednesday of the month at 3 p.m.
Place of Meetings:	City Council Chamber
Responsibilities:	To review all applications submitted pursuant to Title 84 of the Municipal Code, including application for Historic Resource Designation, Historic District Designation, Historic Resource Alteration Permits, and Notice of Intent to Demolish applications.
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Associate Planner

LIBRARY BOARD OF TRUSTEES

Authority:	Chapter 2.58 and 2.59 of Municipal Code (Ordinance 1434, Nov. 20, 1979); and Chapter 5, Part 11, Section 18900 et seq. of Education Code
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Resident and elector of City
Members and Term:	Five members for staggered three-year terms
Time of Meetings:	Second Tuesday of the month at 3 p.m.
Place of Meetings:	Library meeting room
Responsibilities:	Board is semi-autonomous body charged with establishing policy for the library
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Director of Library Services

OVERSIGHT BOARD

Authority:	Redevelopment Dissolution Act (Assembly Bill 1X 26) 2011
Appointing Authorities:	County Board of Supervisors; Mayor of the City of Coronado; County Board of Education; Chancellor of the CA Community Colleges
Committee Type:	Standing
Nominating Requirements:	
Members and Term:	Seven members appointed by the appointing authorities
Time of Meetings:	Fourth Monday in January and when called
Place of Meetings:	City Hall or other public building
Responsibilities:	To oversee the dissolution of the Community Development Agency of the City of Coronado; to oversee the distribution of property taxes to pay enforceable obligations of the former redevelopment agency by the Successor Agency.
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Director of Community Development, Redevelopment and Housing

PARKS AND RECREATION COMMISSION

Authority:	Chapter 2.62 of Municipal Code
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Resident and elector of City. The City Council appoints one member of the student body of Coronado High School who serves a single term of one year from Oct. 1 to Sept. 30 and is a non-voting member.
Members and Term:	No less than five members for staggered three-year terms; three members constitutes a quorum if there is a five-member panel; four members constitutes a quorum if there is a six- or seven-member panel.
Time of Meetings:	Second Monday of the month at 3:30 p.m.
Place of Meetings:	City Council Chamber
Responsibilities:	Consider, research, and recommend plans and suggestions which promote recreational activities for the City
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Director of Recreation & Golf Services

PLANNING COMMISSION

Authority:	Chapter 2.66 of Municipal Code; Govt. Code Section 65100 et seq.
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Resident and elector of City
Members and Term:	Five members for staggered three-year terms
Time of Meetings:	Second and fourth Tuesday of the month at 3 p.m.
Place of Meetings:	City Council Chamber
Responsibilities:	Perform duties as specified by ordinance of the City Council or by the laws of the State of California.
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Senior Planner

SPRECKELS CENTER ADVISORY COMMITTEE

Authority:	Established by City Council Minute action May 17, 2016
Appointing Authority:	City Council through Committee Membership
Nominating Requirements:	Membership or as determined by City Manager
Members and Term:	<ul style="list-style-type: none">• Director of Recreation & Golf Services• Spreckels Center Recreation Supervisor• City Recreation Operations Staff rep• Senior Association appointee• Lawn Bowling Association appointee• Two members appointed by the City Manager <p>No term lengths established</p>
Time of Meetings:	TBD as of August 2016
Place of Meetings:	John D. Spreckels Center and Bowling Green
Responsibilities:	To advise the Director of Recreation & Golf Services on matters related to the delivery of services at the John D. Spreckels Center and Bowling Green.
Special Requirements:	AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Director of Recreation & Golf Services

STREET TREE COMMITTEE

Authority:	City Council Resolution No. 7266 and further City Council action on October 19, 1993
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Resident and elector of City
Members and Term:	Seven members for staggered three-year terms
Time of Meetings:	First Thursday of the month at 2:30 p.m.
Place of Meetings:	Public Services building
Responsibilities:	To periodically review the City's approved tree list and make recommendations to the City Council regarding additions and deletions
Special Requirements:	AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Director of Public Services and Engineering

TRANSPORTATION COMMISSION

Authority:	City Council Ordinance No. 2021, March 1, 2011
Appointing Authority:	City Council
Committee Type:	Standing
Nominating Requirements:	Resident and elector of City
Members and Term:	Seven members for staggered, three-year terms
Time of Meetings:	Second Thursday of the month at 3 p.m.
Place of Meetings:	City Council Chamber
Responsibilities:	To work with City staff and interested citizens to explore potential short-term and long-term methods to reduce the impact of traffic congestion on residents.
Special Requirements:	Members must file a financial disclosure statement upon assuming office, annually, and upon leaving office. AB 1234 Ethics Training upon appointment and every two years while serving.
Staff Liaison:	Assistant City Manager/City Engineer

MEETING PROCEDURES

Selection of Presiding Officer: The chairperson is the key to an efficiently run meeting and directs the progress of the meeting. Each group is responsible for selecting its own chairperson and vice-chairperson at the first meeting of each calendar year. In the absence of the chairperson, the vice-chairperson shall preside. In the absence of both the chairperson and vice-chairperson, a quorum of those members present shall designate an acting chairperson to preside over the meeting.

The chairperson has the power to confine discussion and to limit debate when it is no longer productive. The chairperson's rulings prevail unless overruled by a majority of the members or contrary to a city ordinance or established policy. The chairperson retains the right to make and second motions, participate and vote on all matters.

Rules of Procedure: Advisory group meetings are usually conducted according to parliamentary procedure. Many advisory groups have adopted standard rules of procedure for the conduct of official meetings as found in "Robert's Rules of Order." For a complete understanding of parliamentary procedure, it is suggested that members familiarize themselves with "Robert's Rules," a copy of which is available in the City Clerk's Office.

In general, however, advisory groups should be guided by the following:

1. Quorum: A majority of the members must be present to transact business. Without a quorum, any discussion is strictly informal.
2. Roll call: There is no legal requirement calling for such, but most groups use a roll call vote as a matter of procedure.
3. Preparing Motions: When a member wishes to propose an action on a particular item on the agenda for the advisory body to consider, the member makes a motion. The member asks first to be recognized by the Chair, and after being recognized, makes the motion "*I move that we....*" Another member seconds the motion "*I second the motion.*" The Chair asks for discussion of the motion and then calls for the vote.

4. Voting procedure: Except where specifically stated, motions and resolutions require a simple majority to pass. A tie vote is considered not a majority and, therefore, the motion or resolution fails to pass.

5. Failure to vote: No member is forced to vote on any issue; however, every member should vote unless he/she is disqualified in a manner acceptable to the group. An example would be a situation which poses potential conflict of interest on the part of the voting member, in which case, he/she should disqualify himself/herself from deliberations and voting.

Meetings: It is the responsibility of the chairperson to ensure that meetings are run smoothly at all times. Advisory groups are generally required to hold regular meetings on regularly specified meeting dates and at regularly scheduled times. All meetings are to be open and public with an agenda published and posted 72 hours before the meeting. (See “*Brown Act*” section)

Adjourned meetings are those called by the chairperson to complete business not acted upon during the regular meeting. A specified date and time is announced to the public and recorded in the minutes.

A special meeting may be called by the chairperson or a majority of the members. Adequate advance notice to the public is required; however, no special meeting shall be called sooner than 24 hours in advance. The notice of the special meeting must contain the time, place, and the subject matter to be discussed. Only items included in the agenda notice are allowed.

Agenda: An effective agenda is critical to a smoothly run and productive meeting. Agendas may be prepared by the staff liaison and the agenda must contain a section for oral communications from the public. Sufficient time should be allowed for discussion of all items and only items appearing on the agenda are to be considered. Agendas for regular meetings must be posted at City Hall, on the City website, and at the location of the meeting at least 72 hours before the meeting. Agendas for special meetings must be posted at City Hall, on the City website, and at the location of the meeting at least 24 hours before the meeting.

Minutes: Minutes of meetings are the official documents for recording actions. The original minutes should be signed by the chairperson, attested to by the staff secretary, and filed with the City Clerk.

Attendance: Members are urged to make every effort to attend all meetings. In the event of an absence, a member should notify the chairperson or staff liaison as much in advance of the meeting as possible of his/her inability to attend. If a member is absent for four (4) successive regular meetings without cause, the term of such member is automatically vacated. The committee shall determine whether the absence was for cause (CMC 2.30.040(B)).

OPEN MEETINGS LAW BROWN ACT COMPLIANCE

The Ralph M. Brown Act was enacted in 1953 to assure that government action is taken openly. It is also known as the “California Open Meetings Law” and commonly referred to as the “Brown Act.” (Government Code Sections 54950, et seq.)

The Brown Act requires that meetings of the City Council and City boards, commissions, and committees be open and public, and all persons are to be permitted to attend any meeting. This law prohibits closed or secret meetings except under very specific circumstances. The Brown Act also establishes requirements for noticing of public meetings.

The Coronado City Attorney has prepared a summary of the Brown Act that is included in this section. Please review the next few pages to ensure your understanding of the requirements. A copy of the full Brown Act is on file in the City Clerk’s Office.

HIGHLIGHTS OF THE BROWN ACT
City of Coronado
August 29, 2016

Prepared by
McDougal, Love, Eckis, Boehmer & Foley

Purpose

The Ralph M. Brown Act (Brown Act), California Government Code Sections 54950-54963, provides that all meetings of a legislative body of a local agency shall be open and public, and all persons shall be permitted to attend the meetings. The Brown Act is interpreted by the courts in a way that strongly favors open and public meetings. Although exceptions to the open meeting rules exist, they are interpreted narrowly.

Who is Covered by the Act? – Legislative Body of a Local Agency

The Brown Act defines “legislative body” broadly to include the governing body of a local agency, and includes councils, boards, commissions, standing committees, advisory committees, task forces and “blue ribbon” committees. (GC § 54952.) This includes the City Council. Newly elected or appointed members of legislative bodies who have not yet assumed office are also covered by the Brown Act. (GC § 54952.1.) In addition to the City Council, all City Boards and Commissions are required to comply with the Brown Act per Coronado Municipal Code Section 2.30.080.

The meetings of “ad hoc” advisory committees, comprised of less than a quorum of the board or commission, are not subject to the noticing and agenda requirements of the Brown Act. (GC § 54952(b)). “Ad hoc” subcommittees are those that are used for a limited purpose over a limited period of time. Examples include ad hoc committees formed to make budget recommendations, draft by-laws or policies and procedures, or other similar temporary assignments.

What is a Meeting for Purposes of the Brown Act?

Government Code Section 54952.2(a) of the Brown Act defines a “meeting” as “any congregation of a majority of the members of the legislative body at the same time and location...to hear, discuss, deliberate or take action on any item that is within the subject matter jurisdiction of the legislative body.”

This definition is not limited to gatherings where action is taken, but also to gatherings involving only discussion or deliberation. “Deliberation” has been interpreted broadly by the courts to include information gathering sessions. *216 Sutter Bay Associates v. County of Sutter* (1997) 58 Cal. App. 4th 860.

“Serial meetings” are a potential problem area under the Brown Act. Except for teleconferencing that meets certain noticing requirements, the Act prohibits using “a series of communications of

any kind, directly or through intermediaries, to discuss, deliberate or take action on any item of business.” (GC § 54952.2(b).) Individual contacts, including electronic mail, text, or phone contacts that occur in a series, may result in consensus being reached by a majority of members on an item of business. These types of contacts can result in a violation of the Act and should be avoided.

It should be noted that a “meeting” only occurs when an “item of business” is being discussed. It is generally accepted that communications regarding purely procedural matters (such as the time and date for scheduling an event or meeting) do not violate this rule.

“Meeting” Exceptions (GC § 54952.2(c)):

1. Individual Contacts. The Brown Act does not cover individual contacts between a member of a legislative body and other persons. The exception recognizes the right to confer with constituents, advocates, consultants, reporters, local agency staff, or a single colleague. However, as discussed above, individual contacts cannot be used in stages to form a consensus among a majority of members on an item of business.
2. Conferences. The majority of a legislative body can attend a conference or similar gathering, but cannot discuss official business among themselves.
3. Community Meetings. The majority of a legislative body can attend an open and publicized meeting organized by another organization, as long official business is not discussed among the members at the gathering.
4. Other Agency Meetings. A legislative body majority may attend an open and noticed meeting of another body of the local agency or another agency (such as the City Council) as long as official business is not discussed among the members while attending the meeting.
5. Social or Ceremonial Events. A majority of the legislative body may attend a purely social or ceremonial event if official business is not discussed among the members at the event.

Note: there is no exception that allows a majority of a legislative body to meet together with staff in advance of a meeting for a collective briefing on the agenda or an item of business. The open meeting requirements also apply to retreats, study sessions and workshops.

What is Required for an “Open and Public” Meeting?

There are two essential elements for an open and public meeting under the Brown Act: (1) effective notice; and (2) an agenda that adequately describes the items to be considered. Since 2012, the Brown Act requires local agencies with an Internet website to post agendas for all regular and special meetings on the website, at the same time the agenda is physically posted. (GC §§ 54952(a)(1), 54956.)

1. Regular Meetings. Regular meetings are those meetings for which the time and place are provided for by resolution, ordinance, bylaws, or other rule of business. For regular meetings, an agenda must be posted at least 72 hours in advance of the meeting in a location freely accessible to the members of the public. The agenda must include: (1) a brief description of each item to be discussed/business or to be transacted (generally not exceeding 20 words), including approval of any environmental document such as an EIR or MND; (2) time and location of the meeting. (GC § 54954.2(a).)
2. Special Meetings. In addition to regularly scheduled meetings, the legislative body may hold additional “special” meetings. Special meetings may be called by the presiding officer or a majority of the members. Special meetings cannot be called to consider “salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive.” (GC § 54956(b).) A written notice must be sent to each member of the legislative body, to each local newspaper of general circulation, and to other media outlets which have made a written request to receive such notices. Additionally, the notice with the time and place for the meeting must be posted in a location freely accessible to the public at least 24 hours in advance of the meeting. (GC § 54956.)
3. Emergency Meetings. An agency can hold an emergency meeting when prompt action is needed due to the actual or threatened disruption of public facilities. An “emergency situation” exists if there is a work stoppage, crippling disaster or other activity that seriously impairs the public health, safety, or both. (GC § 54956.5.) A majority of the legislative body must determine that an emergency exists to hold a meeting or discuss a non-agenda item as an emergency matter. (GC § 54954.2(b)(2).)

Rights of the Public to Attend and Participate

A number of the Act’s provisions relate to the rights of the public to attend and participate in meetings.

1. Attendance. Members of the public must be allowed to attend meetings of the legislative body and cannot be required to register their names, fill out a questionnaire, or have any other condition imposed in order to attend. (GC § 54953.3.) However, persons who are disruptive to the proceedings may be removed. (GC § 54957.9.)
2. Recording. Members of the public must be allowed to make recordings of the meeting, as long as the recording is not disruptive. (GC § 54953.5.)
3. Public Testimony. Every regular meeting agenda must allow for members of the public to speak on any item of interest within the subject matter jurisdiction of the legislative body (sometimes called “Public Comment” or “Oral Communications.”). Public testimony regarding agenda items must be allowed at both regular and special meetings before or during the consideration of the agenda item. Non-agenda comment is not required to be heard at special meetings. Reasonable regulations, such as time limits, may be adopted for public testimony. (GC § 54954.3.) The legislative body cannot

prohibit public criticism of policies, procedures, programs, or services of the agency or acts or omissions of the legislative body. (GC § 54954.3.)

4. Secret Ballots. No secret ballots are allowed during open and public meetings. (GC § 54953(c).)

Permissible Closed Sessions

The Brown Act allows several exceptions to the open meeting requirement, allowing for closed sessions on specific subject matters that are confidential or sensitive. These exceptions are interpreted narrowly by the courts. The primary subject matters which can be discussed in closed session are:

1. Limited personnel matters. Includes appointment, evaluation, discipline, or dismissal of public employees. Compensation, job classifications, and other items not specifically set forth as allowed for closed session are items to be discussed in an open session. This exception includes contractors who function as officers or employees (such as a contract city attorney), but does not apply to elected officials, appointees to subsidiary bodies, or contractors who do not function as employees. (GC § 54957.)
2. Litigation. Closed sessions are allowed for conferring with legal counsel regarding existing litigation or threatened litigation, or potential litigation to be initiated by the agency. (GC § 54956.9.)
3. Real estate negotiations. (GC § 54956.8.)
4. Labor negotiations. (GC § 54957.6.)
5. Public security. Covers issues involving threats to security of public buildings or to essential services. (GC § 54957.)

Closed sessions may only be attended by members of the legislative body and necessary support staff with an official role advising the body regarding the closed session item. Additionally, the posted agenda for the closed session must include the legal authority for the closed session and a brief description of the item which is the subject of the session. Following some closed session items (generally those where final action has been taken), a public report of the results of the closed session must be made. (GC § 54957.1.)

Remedies for Violations

Civil and criminal penalties are provided in the Brown Act, as well as invalidation of some actions taken in violation of the law. The District Attorney can prosecute violations, and any private citizen can file a civil suit related to a violation. Prior to bringing a civil suit, a citizen must provide the legislative body with an opportunity to cure its actions. (GC § 54960.1.) A person who successfully enforces one of the Brown Act remedies may seek court costs and reasonable

attorney's fees. The public agency may recover fees and costs if the court finds the lawsuit to be clearly frivolous and lacking in merit. (GC § 54960.5.)

Miscellaneous Issues

1. **Items not on the Agenda.** The legislative body may not discuss or take action on items not included on the agenda. In response to public comment on non-agenda items, members may make brief comments such as to indicate that a subject will be included on a future agenda but may not take any action. (GC § 54954.2(a).)

An exception to this rule applies if two-thirds of the members present determine that both that there is an urgent need to take action on an item and that the need to take action came to the attention of the members after the meeting agenda was posted. Taking action on a non-agenda item is subject to challenge and should be approached with caution. (GC § 54954.2(b).)

2. **Location of Meetings.** According to the Brown Act, all of the legislative body's meetings must be held within the boundaries of the legislative body's jurisdiction. (GC § 54954(b).) There are some narrow exceptions, including one that allows a member to participate by teleconferencing if certain conditions are met, including: 1) a quorum of the legislative body is present in the jurisdiction; 2) the teleconference location is made available to the public; 3) the specific teleconference location is identified on the agenda; 4) an agenda is posted at the teleconference location, even if it is a hotel room or residence; 5) each teleconference location must have technology, such as a speakerphone, to allow the public to participate from that location; and 6) all votes must be by roll call. (GC § 54953(b)(1).)

All meetings of the legislative body must be held in locations which are accessible to persons with disabilities pursuant to the Americans with Disabilities Act of 1990. (GC § 54953.2.)

3. **Records and Documents.** The public has a right to review any documents distributed to a majority of the members of the legislative body except for privileged documents. The records must be made available to the public for inspection and copying, for a reasonable fee. The timeline for making records available to the public depends on who prepared them. For agency prepared records, the records must be made available to the public at the meeting, but for records prepared by third parties, the records can be made available after the meeting. (GC § 54957.5.) If documents related to the agenda are distributed to the legislative body less than 72 hours prior to the meeting, the documents must be made available for public inspection at the same time they are distributed to the legislative body. (GC § 54957.5.)

CONFLICT OF INTEREST DISCLOSURE OF ECONOMIC INTERESTS FPPC FORM 700

The Political Reform Act of 1974 (Government Code Sections 81000, et seq.), which was approved by the voters of the State of California, requires the City to adopt and promulgate a conflict of interest code. The City's Conflict of Interest Code is contained in Coronado Municipal Code Chapter 1.20, and is intended to prevent conflicts of interest by requiring public officials and designated employees to disclose certain personal financial interests which could foreseeably cause conflicts. In addition, a public official may be required to disqualify himself/herself from making, participating in or attempting to influence any government decision which will affect any of his/her financial interests, not just those that are required to be disclosed.

The following advisory boards are required to file a Statement of Economic Interests (known as "Form 700") with the City Clerk's Office upon assuming office, annually, and upon leaving office:

- Bicycle Advisory Committee
- Building Appeals Commission (City Council)
- Civil Service Commission
- Coronado Cultural Arts Commission
- Coronado Improvement Corporation (City Council)
- Coronado Tourism Improvement District Board
- Design Review Commission
- Historic Resource Commission
- Library Board of Trustees
- Oversight Board
- Parks and Recreation Commission
- Planning Commission
- Port Commissioner
- Transportation Commission

The City Clerk's Office provides the Statement of Economic Interest forms, and the forms are filed with the City Clerk's Office. All forms are public documents and are made available for public inspection upon request. Copies will be provided to a requesting party upon payment of a \$.05 cent per page copying fee.

The Fair Political Practices Commission (FPPC) Office encourages filers to contact them at their toll free number (866-ASK-FPPC or 866-275-3772) with questions on what constitutes a conflict of interest and when the law requires disqualification. This information is also available at the FPPC website at www.fppc.ca.gov.