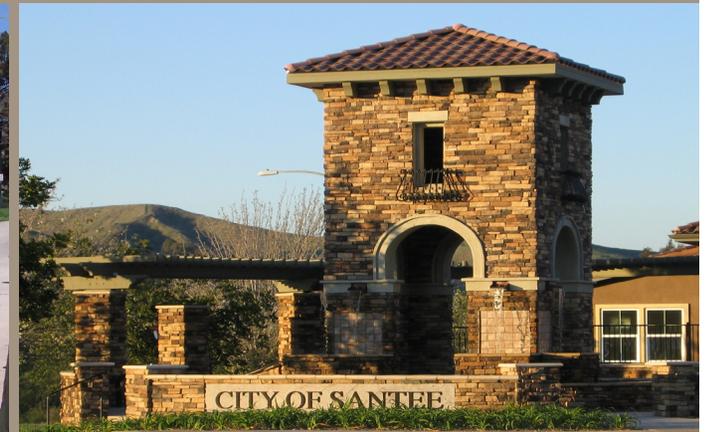


BOARDS

COMMISSIONS

COMMITTEES



WWW.CI.SANTEE.CA.US



CITY CLERK'S OFFICE
CITY OF SANTEE

TABLE OF CONTENTS

General Information	1
Application Process	3
Community Oriented Policing Committee	5
Library Committee	6
Manufactured Home Fair Practices Commission.....	7
Salary Setting Advisory Committee	9
Santee Park and Recreation Committee	10
How to be a Productive Member.....	11

Updated September 2012

General Information



The City Council of the City of Santee believes that a vast and largely untapped reservoir of talent exists among the citizenry of the City and that rich and varied segments of this great human resource are, all too frequently, not aware of the many opportunities that exist to participate in and serve on local advisory bodies. The City Council of the City of Santee invites you to serve your community and would welcome your application to any of the City's Boards, Commissions and Committees.

This information was first prepared in 1986 by the Office of the City Clerk for the purpose of informing interested persons about the City of Santee's process as it applies to the Boards, Commissions and Committees which serve in an advisory capacity to the City Council.

It is hoped this material will encourage, as well as facilitate, citizen participation.

The history and government of the City are relevant in providing perspectives of the background of Santee. The material covers general operating guidelines for all City Boards, Commissions and Committees, and their specific scopes of responsibility.

A full listing of City advisory bodies, a brief history of each, a description of their duties, a listing of meeting times and locations, and membership qualifications follows. Appointment to such a body, regardless of its formal designation, is both an honor and a heavy responsibility. Not only does it signify the confidence of the City Council in the member's wisdom and judgment, but places upon the member the duties of regular attendance at meetings and consistent working and voting towards an implementation of the general public interest. Such a charge is sometimes not easily borne, and necessary decisions not easily made.

Notwithstanding the self-discipline required in public service, each Board, Commission or Committee member may take considerable pride in being an integral part of the process which contributes to the sound government of this City, and for this service the City Council is most appreciative.

The Office of the City Clerk will be pleased to answer any questions you might have and will assist you should you desire further information. Application forms are available from the City Clerk's Office. The instructions on the form are self-explanatory.

***ALL BOARDS, COMMISSIONS AND COMMITTEES ARE SUBJECT
TO THE REGULATIONS OF THE RALPH M. BROWN ACT.
FOR FURTHER DETAILS SEE THE CITY CLERK.***



Citizen participation is encouraged for the following **citizen's** groups:

- ◆ Community Oriented Policing Committee
- ◆ Library Committee
- ◆ Manufactured Home Fair Practices Commission
- ◆ Salary Setting Advisory Committee
- ◆ Santee Park and Recreation Committee

If you are interested in serving on one of the City of Santee's Boards, Commissions, or Committees; please complete the included application form and submit it to the Santee City Clerk's Office.

Please keep in mind that most appointments require Santee residency. For further information on each committee's member qualifications, refer to the information provided in this booklet or contact the City Clerk's Office at (619) 258-4100, Ext. 114.

Applications are kept on file in the Clerk's Office for two years for appointment consideration. After that time, if you are still interested in serving, you will need to re-submit an application.

Please be advised that if you are appointed to a Board, Commission, or Committee; finger-printing will be completed on all applicants by the Sheriff's Department.

Note: The application becomes public information upon submittal.

Please return completed application to:
Santee City Clerk's Office
10601 Magnolia Avenue
Santee, CA 92071

COMMUNITY ORIENTED POLICING COMMITTEE

Established: 8/14/96 [Resolution 129-96].

The purpose of the Committee is to make recommendations regarding the City's Community Oriented Policing Program. These may include recommendations regarding crime prevention, drug awareness, education programs, neighborhood watch programs, law enforcement staffing, and other issues regarding the City's overall policing effort. The committee recommendations are forwarded to the Council for final action.

Qualifications: Members are set forth by Council and include a City Council Member, City Manager, Santee Sheriff's Station Commander, representatives from the Santee School District, Grossmont Union High School District, Chamber of Commerce, Santee Collaborative [1/23/08 City Council Minutes], Institute for Public Strategies [1/28/09 City Council Minutes], and 3 Citizens at Large [9/8/10 City Council Minutes] to be appointed by the Mayor, with the approval of the City Council.

Term: Not specified.

Meetings: Meetings are held on the second Monday of each month at 2:00 p.m.; City Hall, 10601 N. Magnolia Avenue, Council Chambers Conference Room

Staff Assistance: Human Resources Department,
Jodene Dunphy, Director

LIBRARY COMMITTEE

Established: 1/22/97 [City Council Minutes].

The purpose of the Committee is to act in an advisory capacity to the City Council on matters pertaining to library services in the City of Santee

Qualifications: Two City Council Members, three representatives from the Friends of the Library, two from the Grossmont Union High School District, one from the County Library, one from the Santee School District, one from the Santee School District PTA, one from the Santee Historical Society, one from SMOAC, one from the Chamber of Commerce, one from the Santee Ministerial Council, and four members at large.

Term: Not specified.

Meetings: Meetings are typically held on the third Wednesday of alternate months or on an as-needed basis, 6:30 p.m. at Santee City Hall, 10601 N. Magnolia Avenue

Staff Assistance: Community Services Department,
Ed Ruiz, Sr. Management Analyst

MANUFACTURED HOME FAIR PRACTICES COMMISSION

Established: 6/10/94 [by Ordinance 324]. Amended on 8/26/94 by Ordinance 329, on 10/28/98 by Ordinance 381, and on 1/24/01 by Ordinance 412. The purpose of the Commission is to ensure that the provisions of the Santee Manufactured Home Fair Practices Ordinance are appropriately implemented in Santee.

Qualifications: The Commission consists of five regular members. All members must be resident electors and are appointed by the Mayor, with the approval of the City Council.

No member shall be:

- (a) a manufactured home owner or resident;
- (b) an owner, operator or manager of a manufactured home park;
- (c) any person owning or possessing any interest in, or operating or managing, any other rental property totaling four (4) or more dwelling units, whether such four (4) units are located on one parcel or lot, or are spread among several parcels or lots. As used in this section, "dwelling unit" shall mean an apartment unit, a condominium unit, or a single family residence.
- (d) a person with an identifiable economic or professional interest in the rights of park owners or residents.

**MANUFACTURED HOME FAIR PRACTICES
COMMISSION (CONTINUED)**

Term: Each regular member shall be appointed to serve a two-year term. Each regular member shall hold office until a new member has been duly appointed.

Meetings: Meetings are held quarterly on the third Thursday of March, June, and September; and the second Thursday of December at Santee City Hall, 10601 Magnolia Avenue

Staff Assistance:
Development Services Department, Tom Romstad,
Senior Management Analyst

SALARY SETTING ADVISORY COMMITTEE

Established: 01/28/09 [City Council Minutes].

The purpose of the Committee is to make recommendations to the Council regarding the appropriate level of salary and benefits for the Mayor and the City Council.

Qualifications: Appointments are made by the Mayor, with the approval of the City Council.

Term: The Mayor has term length discretion.

Meetings: Meetings are held on an as-needed basis at Santee City Hall, 10601 N. Magnolia Avenue, Council Chambers Conference Room in Building 2.

Staff Assistance:

Kathy Valverde, Assistant to the City Manager

SANTEE PARK AND RECREATION COMMITTEE
(SPARC)

Established: 09/28/81 [Resolution 75-81].

The purpose of the Committee is to act in an advisory capacity to the City Council on matters pertaining to municipal parks and recreation programs in the City of Santee. April 26, 1995, Council adopted revised by-laws [City Council Minutes].

Qualifications: Resident appointments to the Santee Park and Recreation Committee are made by the Mayor, with the approval of the City Council.

Term: The Mayor has term length discretion.

Meetings: Meetings are on the first Thursday of each month at 7:00 p.m. at Santee City Hall, 10601 N. Magnolia Avenue, Conference Room in Building 6, Community Services.

Staff Assistance:
Community Services Department, Bill Maertz, Director

How to be a Productive Member

The primary role of City Boards, Commissions and Committees is to provide increased public input and citizen participation in City government.

Review and Recommend

More specifically, City Board members review and make recommendations to City Council on matters within their scope of responsibility. They perform as a citizens' advisory arm of City Council, focusing attention on specific areas of the City. However, certain Boards or Commissions may take final action in prescribed areas. Most importantly, these bodies give the citizenry an opportunity to voice their opinions on City programs and policies.

Assist With Goal Identification

One primary function is to assist in the formation of City goals. What do people say they want in their City? How can this be translated into a set of compatible, consistent, long- and short-range City goals? The advisory groups can help feed these goals into the decision-making process, remembering the distinction between wants and needs is a policy decision and therefore, ultimately rests with City Council.

Represent General Interests

The advisory bodies must be careful to represent general interests of the City, not special interest groups. Boards, Commissions and Committees must not become involved in the administration or operation of City departments, and should not direct the administrative staff to initiate programs, conduct studies or establish official policy without approval of the City Council and/or the City Manager. They are encouraged to review and comment on relevant department programs as they affect the community.

City Liaison Persons

City staff liaisons assigned to Boards, Commissions and Committees are available to provide general staff assistance. This includes preparation of agenda materials, general review of department programs and activities, and performance of limited studies. If members have questions or are concerned with particular issues, the City Manager or City staff liaison should be contacted to review the matter.

Open Meetings/Voting

All meetings of City Boards, Commissions and Committees must be open to the public pursuant to the Ralph M. Brown Act enacted in 1953. The intent of the Act is to ensure that "actions be taken openly and that deliberations be conducted openly." Furthermore, advisory bodies must announce a time, place and date for holding any regular, adjourned, or special meeting.

A quorum (a majority) of the regular voting members must be present to conduct a meeting.

Your Participation

Selection as a member of a City Board, Commission or Committee provides an opportunity for genuine public service. Although the specific duties of each of Santee's advisory bodies vary widely, there are certain responsibilities common to all members. Following is a summary of important responsibilities which will assist in maximizing one's contribution to the City.

- ***UNDERSTANDING THE ROLE AND SCOPE OF RESPONSIBILITY OF THE BOARD, COMMISSION OR COMMITTEE***

Board, Commission and Committee members should become acquainted with programs within their scope of interest by consulting Department Heads and staff liaisons accountable for these programs. The role of the Board, Commission, or Committee, however, is to advise City Council on specific program areas and related policies, not to establish City policy or administer City programs.

- ***PROPERLY REPRESENT THE BOARD, COMMISSION OR COMMITTEE***

Individual advisory body members must be careful not to represent their own views or recommendations as those of the body unless the majority has officially voted on the issue. Public statements should contain no promises binding the Board, Commission, or Committee.

- ***BE CONCERNED WITH THE ENTIRE COMMUNITY***

Although Board, Commission, and Committee members may be selected in part on the basis of representing clearly defined groups, in order to assume that all interests are voiced and considered, each member should represent the overall public and not that of an exclusive group or interest.

- **KEEP THE LINES OF COMMUNICATION OPEN**

Advisory bodies serve as liaisons between the City and the general public in helping to reconcile contradictory viewpoints and building a consensus of opinion. Therefore, each member must serve as a communication link between the community and the City, explaining City programs and recommendations, as well as providing a channel for citizen expression. To properly represent the community, members must be accessible to the public so they can receive input as to the sentiment and opinions of their fellow residents.

- **BE CONSCIOUS OF YOUR RELATIONSHIP TO THE CITY COUNCIL AND CITY STAFF**

Good relations with the City Council and City staff are necessary for the successful operation of any Board, Commission, or Committee. It is important that each member respect the authority of those who, in the end, will be charged with the final responsibility for action taken by the City. To avoid placing the City staff in a compromising position and to facilitate effective communication, your actions as a member should be done with the approval of the body. In contacting City personnel on business matters, the proper channel is through the staff liaison appointed to your advisory group.

- **ESTABLISH A GOOD RELATIONSHIP WITH OTHER MEMBERS**

On many occasions, the success or failure of a Board, Commission or Committee will depend upon the degree of cooperation among the individual members. In order to build a consensus around common goals and objectives, members will often first have to reconcile contradictory viewpoints and show a willingness to objectively consider the issues.

Another way of developing this cooperation is for each member to do their part to ensure that meetings proceed in an orderly manner. The Chairperson is primarily responsible for seeing that meetings are conducted in an expeditious and thorough fashion. However, each member can help by becoming familiar with the basic rules of parliamentary procedure and by adequately preparing for meetings.

- **PARTICIPATION IN POLITICAL ACTIVITIES**
Local government elections in California are generally non-partisan. Council appointments to a City Board, Commission or Committee are made without regard to political party affiliation. Acceptance of such appointment, however, does not restrict an individual's participation in political activities at any level of government. Nevertheless, appointees should not use their appointed office or title to conduct political activities.

- **CONFLICT OF INTEREST**
The Political Reform Act is intended to prevent conflict of interest by requiring designated public officials to disclose financial interests which could potentially cause conflicts. In addition, you may be required to disqualify yourself from making, participating in, or attempting to influence any governmental decision which will affect your financial interests, including those required to be reported on a statement of economic interest where appropriate. The Fair Political Practices Commission's Guide to the Political Reform Act, California's Conflict of Interest Law for Public Officials, explains what a conflict is and when disqualification is required by law. If in doubt, the staff liaison person will assist in acquiring legal clarification.

- **OTHER IMPORTANT POINTS TO CONSIDER**
 - Always show respect for the other individual's view point. Allow other members adequate time to present their views before making comments.

 - Be open and honest at all times.

 - Welcome new members and see that they become acquainted with their duties.

 - Strive to minimize political action among members.

 - Be aware that, in the public's eye, you represent the City you serve. Your comments and actions, therefore, should express your sensitivity to the diverse viewpoints held within the City. Your membership on a Board, Commission, or Committee does not entitle you to exercise undue influence upon individuals in the community.

City of Santee
Patsy Bell, CMC
City Clerk
City Clerk Department
10601 N. Magnolia Avenue
Santee, CA 92071
(619) 258-4100, Extension 114