

**CITY OF COSTA MESA, CALIFORNIA**

**C O U N C I L P O L I C Y**

<b>SUBJECT</b>  <b>PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION</b>	<b>POLICY NUMBER</b> <b>000-2.5</b>	<b>EFFECTIVE DATE</b> <b>3/3/03</b> <b>Revised</b> <b>12/13/04</b>	<b>PAGE</b>  <b>1 of 3</b>
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**BACKGROUND**

The City Council has changed the method it uses to appoint the members of the Planning Commission and the Parks and Recreation Commission so that appointments to each of these commissions is by majority vote. The persons appointed serve at the pleasure of the City Council. The commissioners' terms are for four years except that initial appointments under Ordinance number 04-17 for two of the Planning Commissioners and two of the Parks and Recreation Commissioners, chosen randomly, shall be for two years in order to have staggered terms.

**PURPOSE**

To establish certain procedures governing the appointment of Planning and Parks and Recreation commissioners and related matters.

**PRACTICES AND PROCEDURES**

1. Appointments
  - a. The City Manager will put on the City Council agenda for the second regular City Council meeting in January following each General Election the matter of appointment of commissioners for the Planning Commission and Parks and Recreation Commission. Appointments will be needed to fill any vacancies caused by the expiration of commission member terms.
  - b. The City Manager will give advance notice of the calendaring of this matter to the Council Members.
  - c. Prior to the scheduled Council meeting, the City Manager will also cause public notice to be given of the number and type of commission appointments to be made and invite any interested persons to submit to his office their name, resume, and statement of interest in the commission appointment desired. All such applications received will be supplied to the Council Members.
  - d. At the scheduled Council meeting when this matter is called for consideration, each Council Member may make nominations of persons to be appointed to each commission to be voted on by the entire council.

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2. Qualifications

- a. Commissioners must be residents and qualified electors of the City. The City Clerk shall verify that applicants satisfy these qualifications.
- b. No commissioner shall be a regular, full-time employee of the City, nor a Council Member.
- c. The Council Members shall select their nominee(s) based on the individual Council Member's judgment that his or her nominee(s) are the best qualified persons for these commissions.
- d. The appointments shall be from among persons who have submitted applications.

3. Terms

- a. Each commissioner will serve a term of four years except that upon initial appointment following adoption of this Policy Revision and Ordinance Number 04-17, two members of each commission, selected at random, shall serve a term of two years.
- b. Notwithstanding subdivision 3.a above, a commissioner will continue to serve until a replacement commissioner has been appointed and qualified.
- c. A commissioner's term shall automatically terminate upon his or her ceasing to be qualified under section 2 above.

4. Removal

- a. A Council Member may request consideration of removal of a Commissioner by placing the removal on a Council agenda.
- b. When this matter is called for consideration, The City Council may remove any member of either commission by majority vote.

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5. Compensation

Compensation for the commissioners will be set from time to time by City Council resolution.

6. Absences

The provisions in Costa Mesa Municipal Code, section 13-10(d) and (e) describing excusable absences and absences resulting in termination of office shall govern both Planning and Parks and Recreation commissioners. An absence without cause from three consecutive meetings shall automatically end a commissioner's term of office.

7. Additional Policies

Except as provided in this policy, the Planning Commission and Parks and Recreation Commission shall be guided by the policies set forth in the Commissions/Committees/Boards Handbook. In case of any inconsistencies between this policy and the Handbook, the provisions in this policy shall govern these commissions. The Handbook includes material on such items as:

- Agenda/Minutes
- Attendance Requirements
- Brown Act Requirements
- Compensation
- Conflict of Interest
- Formal Communication with City Council
- Legislative Activity
- Oath of Allegiance
- Staff Liaison Roles
- Travel and Expense Policy