



CITY *of* CALABASAS

**APPOINTMENTS LIST
COMMISSIONS AND BOARDS**

TERMS TO EXPIRE 2012

Pursuant to Government Code §54972, on or before December 31st of each year, the City Council of the City of Calabasas is required to prepare an appointments list of all regular and ongoing boards and commissions which are appointed by the City Council. This list is known as the Appointments List. The list shall contain the following information: 1) a list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the positions; 2) a list of all boards and commissions whose members serve at the pleasure of the City Council and necessary qualifications for each position.

The City Clerk, on behalf of the City Council, has prepared the following Local Appointments List for terms expiring in calendar year 2012. For further information regarding commissions/boards, appointment procedures, etc., please call the City Clerk's Department at (818) 224-1600.

Dated: December 7, 2011

Gwen Peirce, CMC
City Clerk

COMMUNICATIONS AND TECHNOLOGY COMMISSION (CTC)

PURPOSE AND OBJECTIVES

The purpose of the Communications and Technology Commission is to advise the City Council on matters related to the City's cable television franchises and communication technology. The Commission is responsible for recommendations to the City Council on the following:

- 1) Monitor the performance of cable franchisees with respect to technical quality of signals; service performance and customer complaints.
- 2) Provide input on any changes to the accepted regulatory conditions requested by cable franchisees.
- 3) Monitor progress of all State and Federal legislation regarding communications and television matters, provide representation at pertinent meetings and recommend a position to the City Council.
- 4) Any changes during the life of the franchises seen as desirable or required.
- 5) Terms and conditions for renewal of franchises.
- 6) Various issues involved with the changing field of communication technology.
- 7) Provide input on programming and production for CTV, the Calabasas Channel.
- 8) Provide input on the content of the City's website.
- 9) At the request of the City Council, the Commission shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

MEMBERSHIP

The Commission shall be comprised of five (5) members who are lawful residents of the City and electors during their respective terms of office. A lawfully resident nonelector may also serve provided that he or she has a pending application for citizenship at the time of appointment. Each Councilmember shall nominate a commissioner for appointment by the City Council for a term of 2 years. Commissioners shall be selected for their familiarity with the issues, interests, and needs of the community regarding technical aspects of cable television, performing arts, business, media or communications technology.

NO TERMS EXPIRING IN 2012

ENVIRONMENTAL COMMISSION

PURPOSE AND OBJECTIVES

- A. When requested by the city council, the commission will advise the planning commission and/or city council on general policy matters related to the following:
- 1.) Air quality, including transportation alternatives, stationary sources and mobile sources;
 - 2.) Waste management, including municipal solid waste management and compliance with AB 939, and hazard and toxic waste management;
 - 3.) Water quality, including National Pollutant Discharge Elimination System (NPDES) requirements, storm water discharge and watershed protection;
 - 4.) Flora and fauna, including habitat and species diversity, wildlife protection, and protection of trees;
 - 5.) Resources, including water conservation and energy conservation, green space and scenic beauty;
 - 6.) Public education programs, regarding such topic areas as listed and regarding other appropriate environmental issues.
- B. As the Environmental Commission, the commission will also be responsible for the following:
- 1.) The commission is to consider and propose recommendations for the adoption of the urban forestry master plan and to make recommendations to carry out the policies and goals of the plan pursuant to the California Urban Forestry Act of 1978, California Public Resources Code Section 4799.06 et seq., including making recommendations for updates to the plan;
 - 2.) Continued education for the care and welfare of trees;
 - 3.) Review and approval of oak tree permits pursuant to Section 17.26.070 of the Calabasas Municipal Code;
 - 4.) At the request of the city council, the commission shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

MEMBERSHIP

The Commission shall be comprised of five (5) voting members who shall be residents of the City of Calabasas and one (1) non-voting high school student, who shall be a resident of the City, appointed by the Environmental Commission. Resident voting members shall be appointed by a majority vote of the entire City Council for a term of 2 years. Commissioners shall be selected for their familiarity with environmental issues, interests, and needs of the community regarding the monitoring, maintenance and improvements of the natural resources and quality of life for all species.

NO TERMS EXPIRING IN 2012

HISTORIC PRESERVATION COMMISSION

PURPOSE AND OBJECTIVES

The powers and duties of the Historic Preservation Commission include the following:

- A. Recommend for adoption by the City Council criteria for, and upon appropriation of necessary funds by the Council, conduct or cause to be conducted, a comprehensive survey in conformance with state and federal survey standards, policies and guidelines of historical resources within the boundaries of the City, and to publicize and periodically update the survey results.
- B. The authority to hear and decide the following.
 - 1. Applications for certificates of appropriateness.
 - 2. Applications for certificates of economic hardship.
- C. The authority to hear and make recommendations to the City Council regarding the following.
 - 1. Applications for designations of historic landmarks, landscapes and districts.
 - 2. Applications for placement of landmarks or districts on the National Register of Historical Places or the California Register of Historical Resources.
 - 3. Applications for Mills Act contracts.
- D. Authority to act upon an appeal of any order, requirement, permit, decision, or determination of the City's Historic Preservation Officer concerning historical resources under this Development Code.
- E. Maintain a local register of designated historic landmarks, landscapes and districts consistent with those criteria contained in the National Register of Historic Places and the California Register of Historical Resources, including all information required for each designation.
- F. Undertake any other action or activity necessary or appropriate to implement its powers or duties to fulfill the objectives of the historic preservation program.

MEMBERSHIP

The Commission shall be comprised of five (5) voting members who shall be residents of the City of Calabasas and one (1) ex-officio non-voting member, who shall be a member of the Calabasas Historical Society and nominated by the Society. Resident voting members shall be appointed by a majority vote of the entire City Council for a term of 2 years. should have a demonstrated interest in Calabasas' historical, architectural and cultural heritage and have special interest, knowledge, or training in fields closely related to historic preservation. Such fields include architecture, history, landscape architecture, architectural history, planning, archaeology, urban design, geography, real estate, law, finance, building trades or related areas.

NO TERMS EXPIRING IN 2012

LIBRARY COMMISSION

PURPOSE AND OBJECTIVES

The Library Commission has the general power and duty to act in an advisory capacity to the City Council in all matters pertaining to the management, administration, operation, development, improvement and maintenance municipal libraries and the provision of library services within the City. In addition, the Library Commission has the powers and duties, except as otherwise provided by law, to:

- 1) Provide oversight of the City of Calabasas Municipal Library, its collections and staff and make recommendations to the City Council.
- 2) Review contracts for library services, acquisitions and equipment and make recommendations to the City Council.
- 3) Study and recommend to the City Council on matters relating to current and future library services, including methods of financing.
- 4) Submit to the City Council such recommendation as may seem desirable for the present and future operations of library facilities within the City.
- 5) Develop and implement library goals and objectives.
- 6) Develop and implement policies and procedures necessary to provide library services.
- 7) Develop with City staff and submit to the City Council, for approval, an annual budget for the next fiscal year.
- 8) Submit an annual report to the City Council and State Librarian on or before August 31st, in each year, on the condition of the library, for the year ending the preceding June 30th.
- 9) Participate in the development of library programs of service to meet community needs.
- 10) Provide technical and professional advice and recommendations related to levels of service.
- 11) Communicate and provide liaison with the "Friends of the Library" and their counterparts in other jurisdictions.
- 12) Perform other related duties as directed by the City Council.

MEMBERSHIP

The Library Commission shall consist of five (5) members who shall be resident of the City and electors during their respective terms of office. A lawfully resident nonelector may also serve on the commission provided that he or she has a pending application for citizenship at the time of his or her commission appointment. Each Councilmember shall nominate a Library Commissioner which shall be subject to appointment by a majority vote of the entire City Council for a term of 3 years. Commissioners shall be selected for their familiarity with literature and the operation and maintenance of libraries.

TERMS EXPIRING IN 2012

<u>Incumbent</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Robert Hill	April 22, 2009	March 31, 2012
Karen Brown	April 22, 2009	March 31, 2012

PARKS, RECREATION AND EDUCATION COMMISSION

PURPOSE AND OBJECTIVES

The purpose of the Parks and Recreation Commission is to act in an advisory capacity to the City Council in all matters pertaining to park recreation facilities and programs. The objectives of the Commission are:

- 1) Cooperate with other governmental agencies and civic groups in the advancement of sound recreation and parks planning and programming.
- 2) Consider the annual budget for parks and recreation purposes during the budget process and make recommendations to the City Council and City Manager.
- 3) Recommend to the Community Services Director plans for the acquisition, development, beautification and maintenance of public park and recreational areas, including parks, community centers and open space areas.
- 4) Recommend adoption of standards on organization, staffing, areas and facilities, program and financial support of recreations and park activities.
- 5) Make periodic inventories of recreational services that exist and may be needed, and interpret the needs of the public to the City Council.
- 6) Advise the City Council on long range parks and recreation capital improvement programs.

MEMBERSHIP

The Commission is comprised of at least five (5) and no more than ten (10) voting members, each of whom are residents of the City of Calabasas. Resident Commission members are appointed by a majority vote of the City Council for a term of 2 years. The commission may appoint or reappoint a high school student lawfully residing in the city as a nonvoting commissioner for a one-year term. Commissioners are selected for their familiarity with the issues, interests and needs of the community regarding parks and recreation services within the City of Calabasas.

NO TERMS EXPIRING IN 2012

PLANNING COMMISSION

PURPOSE AND OBJECTIVES

The Planning Commission shall have and exercise all of the powers, duties, rights, privileges and authorities of a City Planning Commission, all as provided for by the law of the State of California. The Planning Commission shall have the duty to:

- 1) Prepare and recommend to the City Council a comprehensive long-term general plan and amendments to that plan, for the physical development of the City, and of any land outside its boundaries which in the Planning Commission's judgment bears relation to its planning.
- 2) Investigate and make recommendations to the City Council upon reasonable and practical means for putting into effect the general plan or part thereof, in order that it will serve as a pattern and guide for the orderly physical growth and development of the City, and as a basis for the efficient expenditure of capital improvement funds relating to the subjects of the general plan.
- 3) Render an annual report to the City Council on the status of the plan and progress in its application.
- 4) Endeavor to promote public interest in, comment on, and understanding of the general plan, and regulations relating to it.
- 5) Consult and advise with public officials and agencies, public utility companies, civic, educational, professional and other organizations, and citizens generally concerning implementation of the general plan.
- 6) Review proposals for major public works projects submitted to it by departments of the City, and report to such departments with respect to conformity thereof with the general plan.
- 7) Review proposals for acquisition of property for street, park or other public purposes and report to the appropriate City department as to conformity thereof with the general plan.
- 8) Make recommendations to the City Council with respect to a specific plan or regulation or any amendment to a specific plan or regulation, and report to the City Council upon any change or addition proposed with respect thereto.
- 9) Hold a Public Hearing on any proposed zoning ordinance or amendment to zoning ordinance which changes any property from one zone to another or imposes or removes regulations with respect thereto, and render its decision thereon in the form of a written recommendation to the City Council. Such recommendation shall include the reasons for this recommendation and shall be transmitted to the City Council in such form and manner as may be specified by the City Manager.
- 10) Hear and decide applications for conditional use or other permits provided for by the zoning ordinance, where criteria are provided by such zoning ordinance for determining such matters, subject to appeal to the City Council.
- 11) Hear and decide applications for exceptions or variances from the terms of the zoning ordinance, subject to appeal to the City Council.

- 12) Consider tentative maps of proposed subdivisions of land and recommend to the City Council approval, conditional approval, or disapproval of such tentative maps.
- 13) Promote the coordination of local plans and programs with the plans and programs of other public agencies.
- 14) Have and exercise all of the powers, duties, rights, privileges and authorities of the City Planning Commission, all as provided for by the law of the State of California, and by the provisions of the Calabasas Municipal Code, as the law of the Municipal Code now exists and as the same may from time to time be hereafter amended.
- 15) Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by this Chapter.
- 16) Hear and approve, conditionally approve or deny parcel maps of proposed subdivisions of lands, subject to appeal to the City Council.

MEMBERSHIP

The planning commission shall consist of five (5) members and one (1) alternate, who shall be lawful residents of the city. A lawfully resident nonelector may also serve on the commission, provided that he or she has a pending application for citizenship at the time of his or her commission appointment. Each city councilmember shall nominate one commissioner, which nomination shall be subject to city council confirmation. The city council shall appoint the alternate. Commissioners nominated by individual councilmembers shall have a term lasting for the lesser of two years or until the expiration of the term of the councilmember who nominated him or her. The alternate shall have a term lasting for the lesser of two years or until March 31st of the next odd-numbered year following his or her appointment. Planning Commissioners are compensated at \$50.00 for each meeting of the Planning Commission attended, not to exceed a total compensation of \$200.00 in any one month.

NO TERMS EXPIRING IN 2012

PUBLIC SAFETY COMMISSION

PURPOSE AND OBJECTIVES

The purpose of the Public Safety Commission is to foster and maintain effective interaction with law enforcement and seek to develop a formal mechanism to support such interaction. The Commission is also responsible for recommendations for the following:

- 1) Crime incidents
- 2) Crime trends
- 3) Juvenile issues
- 4) Safety hazards and hangouts
- 5) School related issues
- 6) Public perceptions of law enforcement performance
- 7) Time and performance data
- 8) At the request of the City Council, the commission shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

MEMBERSHIP

The commission shall consist of six(6) members who shall be lawful residents of the city and electors during their respective terms of office. A lawfully resident nonelector may also serve on the commission, provided that he or she has a pending application for citizenship at the time of his or her commission appointment. Each City Councilmember shall nominate a commissioner for appointment by the City Council for a term of two years, and a sixth member shall be appointed by the City Council from the members of the Calabasas Emergency Response Program (CERP) or any successor City emergency response organization. Commissioners shall be selected for their familiarity with the issues, interests, and needs of the community regarding public safety matters.

NO TERMS EXPIRING IN 2012

TRAFFIC AND TRANSPORTATION COMMISSION

PURPOSE AND OBJECTIVES

The purpose of the Traffic and Transportation Commission is to act in an advisory capacity to the City Council in matters pertaining to traffic and transportation. The objectives of the Commission are:

- 1) Meet with citizens to discuss traffic concerns originating by or through the City Council, Planning Commission, Traffic and Transportation Commission, general public or City staff.
- 2) Assist in determining the overall goals of the community with regard to traffic and circulation.
- 3) Investigate and make recommendation to the City Council regarding traffic control devices, including, but not limited to, traffic signals, traffic signage, traffic striping and other appropriate traffic control devices within the City of Calabasas.

MEMBERSHIP

The Commission shall consist of five (5) members who shall be resident of the City and electors during their respective terms of office and shall be appointed by a majority vote of the entire City Council for a term of 2 years. A lawfully resident nonelector may also serve on the commission provided that he or she has a pending application for citizenship at the time of his or her commission appointment. Resident Commissioners shall be selected for their familiarity with traffic and transportation problems and issues within the City of Calabasas.

NO TERMS EXPIRING IN 2012