

2010 Community Orientation Workshop

COW

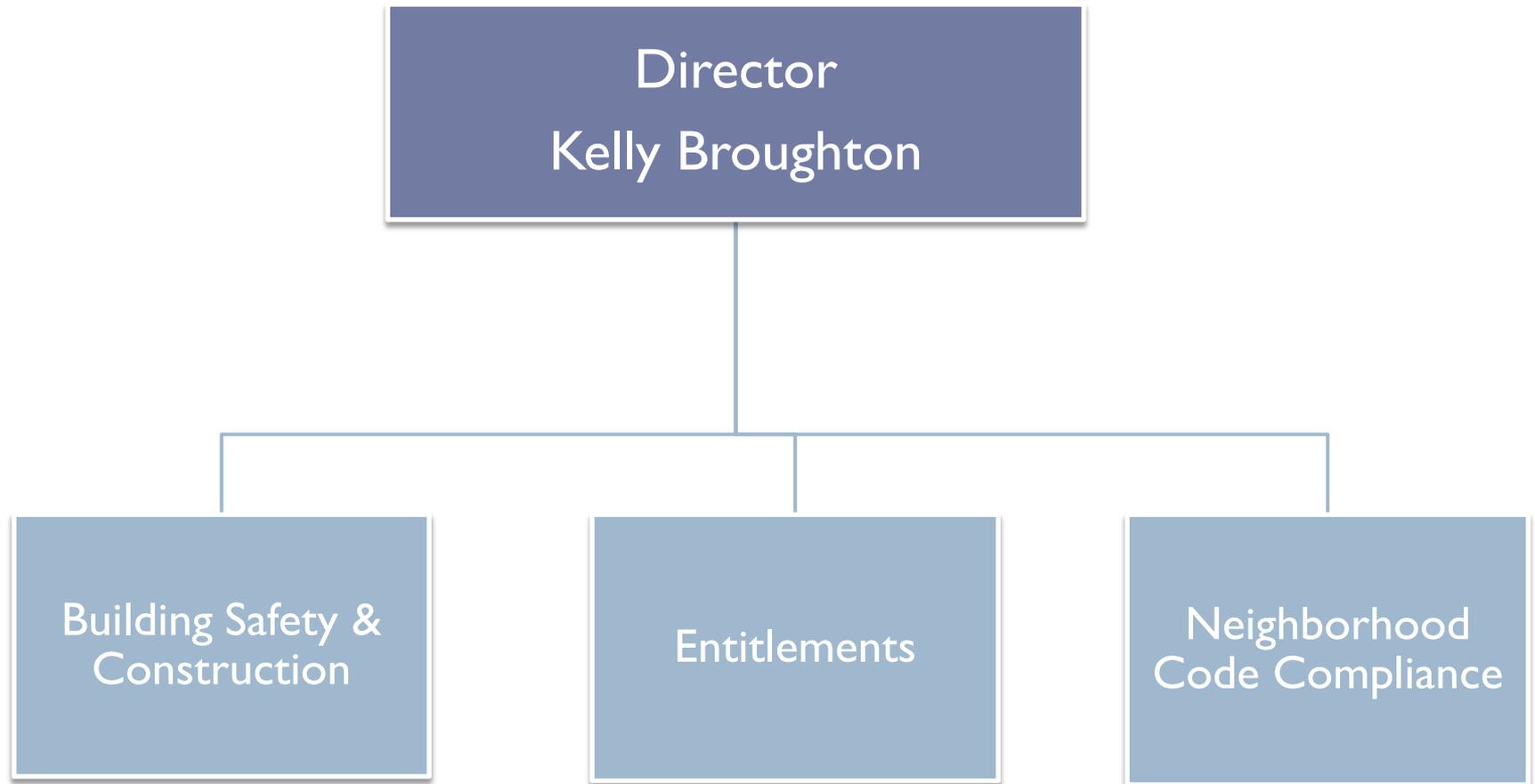


2010 COW Agenda

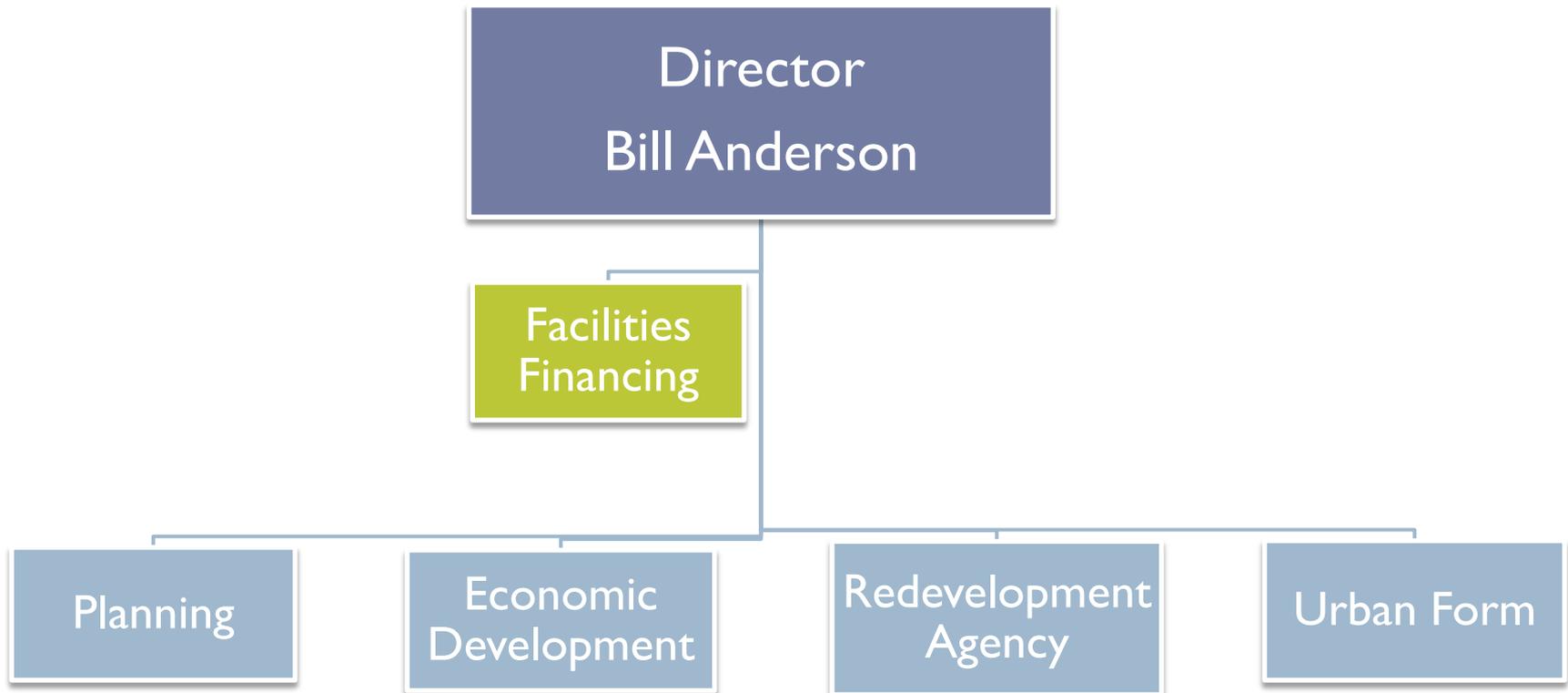
- ▶ 8:30 am Introduction
- ▶ 8:35 am Greetings to Planning Group Members
- ▶ 9:00 am Review of Purpose and Structure of the Session
- ▶ 9:10 am Roles & Responsibilities of Community Planning Groups
- ▶ 9:40 am Questions & Answers
- ▶ 10:10 am Description of Breakout Sessions
- ▶ 10:15 am Break
- ▶ 10:30 am First Breakout Session
- ▶ 11:30am Second Breakout Session
- ▶ 12:30 pm End of Workshop



Development Services Department



City Planning & Community Investment



General Plan Guiding Principles



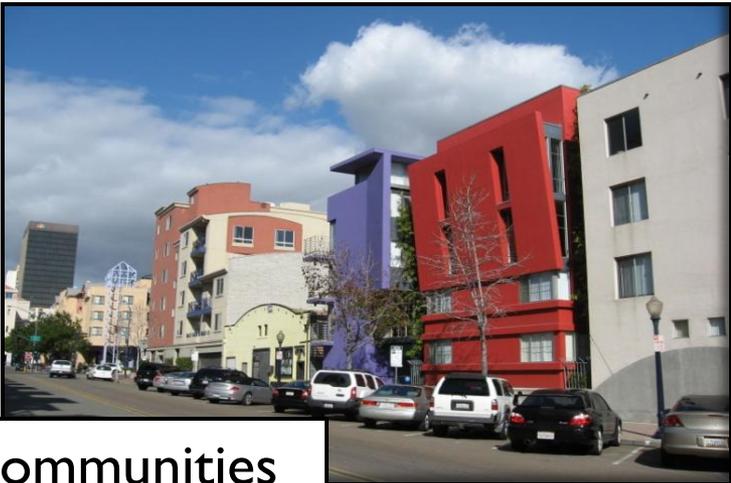
open space network



walkable mixed-use villages



diverse residential communities



General Plan Guiding Principles (Continued)

strong economy



transportation network

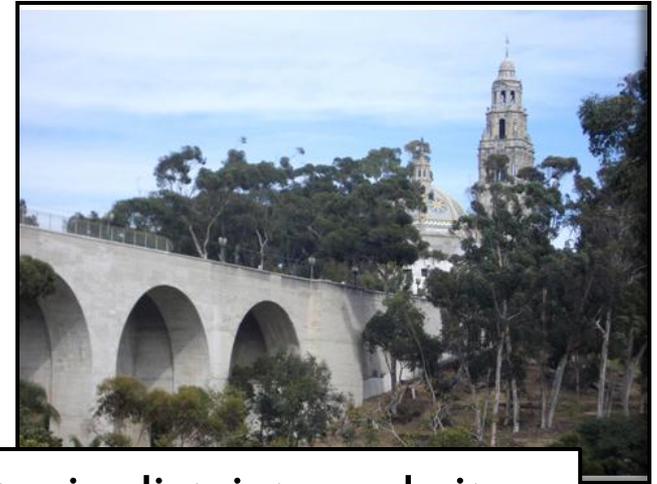


public facilities

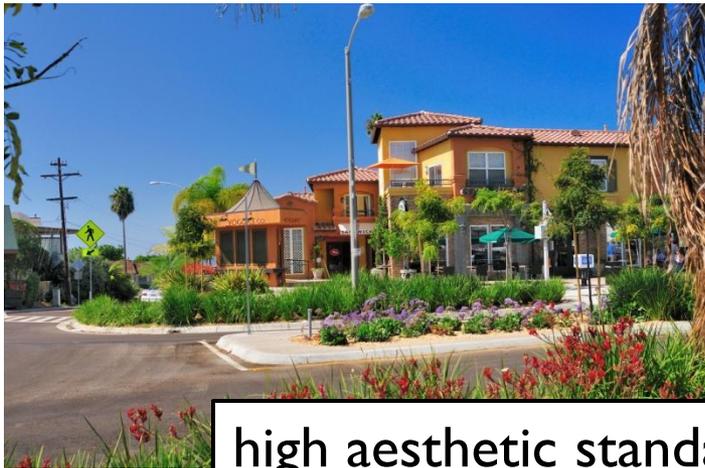
General Plan Guiding Principles (Continued)



balanced communities



historic districts and sites

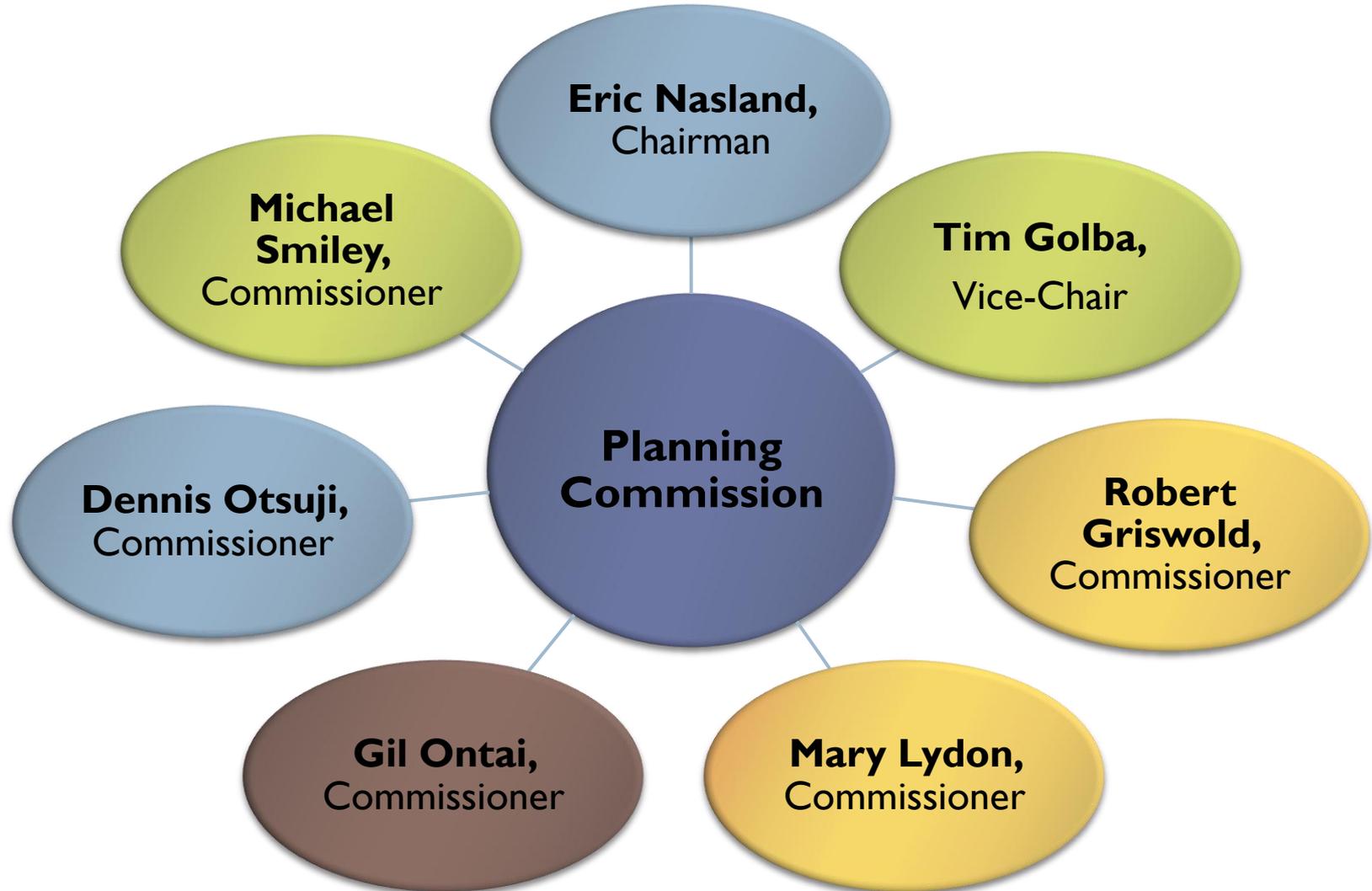


high aesthetic standard



sustainable environment

Planning Commission



Purpose of COW Training

- ▶ Elected member of a Planning Group
- ▶ Community Planning Group operations
- ▶ General procedures
- ▶ Attend COW or take E-COW within 60 days of election or appointment for indemnification

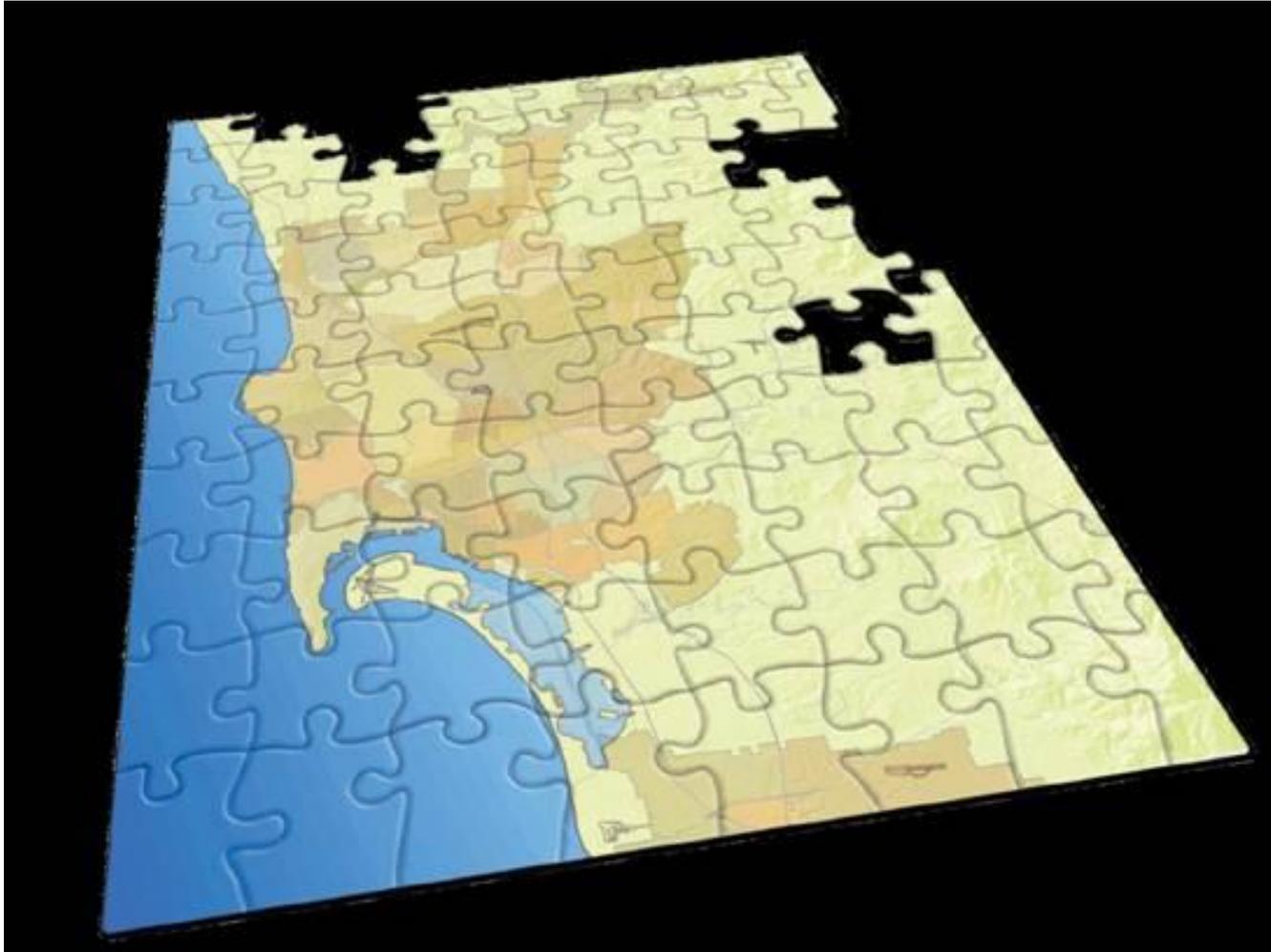


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Planning Group Roles & Responsibilities



Hierarchy of Governance

Council Policy 600-24

Administrative Guidelines

Ralph M. Brown Act

Community Planning Group Bylaws

Indemnification Ordinance

Robert's Rules of Order Newly Revised

Governance Examples

Situation

During the course of a planning group meeting, an operational issue arises which is not addressed in the group's bylaws.

Question

What should the planning group do?

- A. Panic.
- B. Consult Council Policy 600-24, Administrative Guidelines, Bylaws, and the Brown Act, or if not addressed in any of the above, Robert's Rules of Order Newly Revised. Otherwise, consult your assigned community planner.
- C. Take a straw poll of planning group members on how they think the issue should be resolved.

The Purpose of Council Policy 600-24

▶Background

▶Purpose

- ▶Set standards in exchange for official recognition
- ▶Ensure consideration of diverse interests
- ▶Promotes integrity and credibility

▶Policy



Planning Group Name-Example

Situation

An individual member of a community planning group attends a City Council meeting to speak on an issue. The issue was presented to the planning group at their previous meeting and the group voted unanimously to support the proposal.

Question

Can this individual represent the community planning group when presenting their position on the issue?

- A. No, only the planning group Chair can represent the planning group at a public hearing.
- B. Yes, because the planning group unanimously voted in favor of the proposal.
- C. Only if this individual has been authorized by the planning group or the planning group Chair to do so on their behalf.

Council Policy 600-24

Article II: Purpose

- ▶ Advisory Recommendation
- ▶ Project Review
- ▶ City Staff Assistance
- ▶ Nonpartisan/Nonsectarian
- ▶ Political Elections & Ballot Initiatives
- ▶ Timely review and response to projects
- ▶ Bylaw Amendments



Council Policy 600-24

Article III: Organizations

- ▶ Quantity of Members
- ▶ Recognized Members
- ▶ Membership Representative of the Community
- ▶ Membership Terms
- ▶ Member Eligibility
- ▶ Compliance



Planning Group Organizations-Example

Situation

Five vacancies exist during an election cycle, and there are five new eligible candidates and three returning members, two of which have reached their eight-year term limit.

Question

In preparing the ballot, what should the planning group do?

- A. Include all eight candidates.
- B. Include only the five new candidates.
- C. Include the five new candidates plus the one member who has not reached their eight-year term limit.

Council Policy 600-24

Article IV: Vacancies

- ▶ Vacancies
- ▶ Filling Vacancies
- ▶ Unable to Fill Vacancies



Planning Group Vacancy-Example

Situation

A planning group member is absent from the September, October, and November regular planning group meetings.

Question

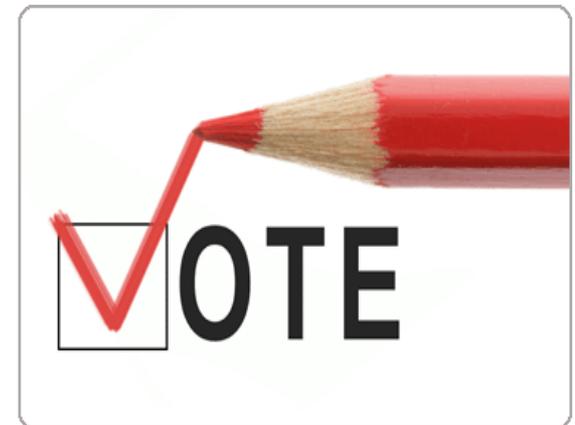
At the December meeting, what should the planning group should?

- A. Send a card to let the member know that the group has missed him/her.
- B. Declare the seat vacant because the member has missed three consecutive meetings and then fill the vacancy according to the procedures outlined in the group's bylaws.
- C. Declare the seat vacant and then immediately reappoint the member because he/she had a good reason to miss the meetings.

Council Policy 600-24

Article V: Elections

- ▶ Elections
 - ▶ Minimum Attendance
 - ▶ Publicizing Elections
 - ▶ Multiple Voting Times, Locations & Dates
 - ▶ Voting



Planning Group Elections - Example

Situation

An individual attends their first community planning group meeting in February and expresses interest in running for a seat at the next month's election.

Question

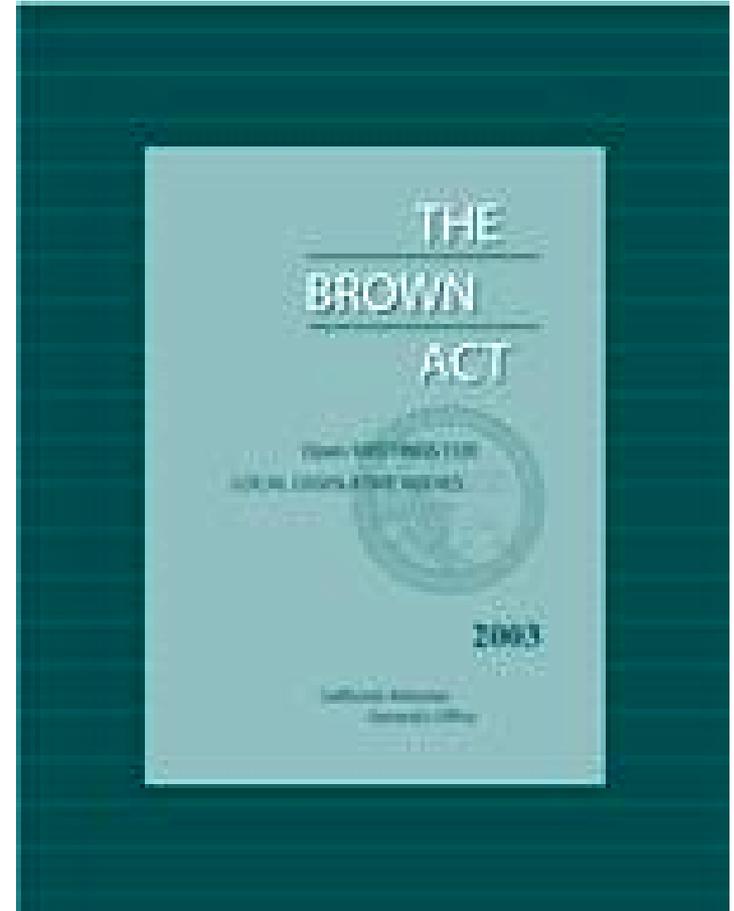
Is the individual eligible to run for a seat?

- A. The individual is not eligible because they have not attended a planning group meeting prior to the February regular meeting.
- B. The individual is eligible because they have attended one meeting prior to the March election.
- C. The individual is eligible because there are no other interested candidates for that particular seat.

Council Policy 600-24

Article VI: Duties

- ▶ **Brown Act Procedures**
 - ▶ Cooperatively work with City Staff
 - ▶ Right of Public Attendance
 - ▶ Open and Transparent Meetings
 - ▶ Refrain from Detrimental Conduct



Council Policy 600-24

Article VI: Duties

- ▶ Meeting Procedures
 - ▶ Regular Meeting Agenda Posting
 - ▶ Public Comment
 - ▶ Adjournments & Continuances
 - ▶ Continued Items
 - ▶ Consent Agenda
 - ▶ Quorum & Public Attendance



Council Policy 600-24

Article VI: Duties (continued)

- ▶ Meeting Procedures (continued)
 - ▶ Development Project Review
 - ▶ Action on Agenda Items
 - ▶ Collective Concurrence
 - ▶ Special Meetings
 - ▶ Emergency Meetings
 - ▶ Right to Record
 - ▶ Disorderly Conduct



Council Policy 600-24

Article VI: Duties (continued)

- ▶ Subcommittees
 - ▶ Standing Subcommittees
 - ▶ Ad Hoc Subcommittees
 - ▶ Subcommittee Composition
 - ▶ Recommendations
- ▶ Abstentions and Recusals
- ▶ Meeting Documents and Records
 - ▶ Agenda by Mail
 - ▶ Agenda at Meeting
 - ▶ Minutes
 - ▶ Records Retention



Recusal vs. Abstention

Recusal

RECUSAL

Direct Economic Interest in the project

Member must state that they are recusing

Member must not participate in discussions as a planning group member

Recused member does not count towards quorum

Recused member may not vote (not calculated in majority vote)

Abstention

State up-front* (Preferred)

Knowing you will not be voting on the action item

Counts as a quorum

Vote counted as abstention (not calculated in majority vote)

Not known up-front

Declare abstention at the end of the discussion

Counts as a quorum

Vote counted as abstention (not calculated in majority vote)

Council Policy 600-24

Article VI Duties

- ▶ Community Outreach
- ▶ Planning Group Documents & Records
 - ▶ Roster
 - ▶ Annual Report
- ▶ Financial Contributions



Planning Group Duties-Example

Situation

An action item is presented to a community planning group. There are twenty seats on the planning group, including one vacancy. Eighteen members are present at the meeting, additionally two members recuse themselves and one member abstains. A motion is made to recommend approval of the project.

Question

How many votes are required in order for

- A. Ten
- B. Nine
- C. Eight

20	Planning Group Seats
-1	Unfilled Seat
19	Filled Seats
-1	Absent Member
18	Members Present
-2	Recusing Member

Council Policy 600-24

Article VII Officers

- ▶ Chairperson
- ▶ Vice Chairperson
- ▶ Secretary
- ▶ Other Officers
 - ▶ Recording Secretary
 - ▶ Treasurer



Planning Group Officers -Example

Situation

During the Officers election at the April community planning group meeting, no member has volunteered to serve as Secretary.

Question

In order to continue meeting, how should the planning group handle the situation?

- A. As the principal officer, the Chair must delegate the responsibilities of the Secretary until such time a Secretary is elected.
- B. A member of the planning group should offer his personal secretary to fill the role.
- C. Beginning with the newest planning group member, each member must serve one year as Secretary.

Council Policy 600-24

Article VIII: Policies & Procedures

▶ Operating Procedures

- ▶ Community Participation
- ▶ Planning Group Composition
- ▶ Conduct of Meetings
- ▶ Member and Group Responsibilities
- ▶ Elections



Planning Group Policies & Procedures - Example

Situation

In February a planning group votes to amend its bylaws to adjust the membership categories.

Question

Upon a planning group vote in favor of the bylaw amendment, can the group use the amended bylaws in the upcoming election?

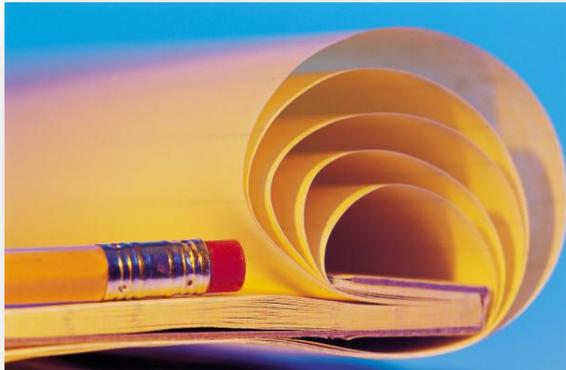
True

False

Council Policy 600-24

Article IX: Rights & Liabilities

- ▶ Indemnification & Representation
 - ▶ Revised (2009) Indemnification Ordinance
 - ▶ Defense and Indemnity for Community Planning Groups & Members
 - ▶ Must Meet All Required Circumstances



Council Policy 600-24

Article IX: Rights & Liabilities (Continued)

- ▶ **Brown Act Remedies & Penalties**
 - ▶ Bylaws
 - ▶ Civil Penalties
 - ▶ City Attorney Assistance
- ▶ **CP 600-24 Violations & Remedies**
 - ▶ Members Violations
 - ▶ Group Violations



Planning Group Rights & Liabilities- Example

Situation

Half-way through her term, a member of the group serving in the business category relocated her business outside of the boundaries of the community planning area and no longer qualifies under the group's membership categories. She is a well-respected member and the other members unanimously decided that she should complete the remainder of her term.

Question

Is this member allowed to serve out the remainder of her term?

- A. Yes, since she was elected to a full-term, she is allowed to complete the term for which she was elected.
- B. Yes, since two-thirds of the remaining members of the group have decided that she should complete the remainder of her term.
- C. No, the member is no longer eligible to serve, under the planning group's membership categories and must step down immediately.

Questions & Answers



Breakout Session

- ▶ Capital Improvements Planning and Facilities Financing Plans
 - ▶ Tom Tomlinson and Tim Nguyen
- ▶ Development Review Process, Discretionary Permits, and California Environmental Quality Act (CEQA)
 - ▶ Jeannette Temple and Ken Teasley
- ▶ Neighborhood Code Compliance
 - ▶ Tina Sanchez and Kim Wallace



Council Policy 600-24

▶ Conclusion

