

COMMISSION AND COMMITTEES SUMMARY



Prepared by:
City Clerk Department
City of La Puente
15900 E Main Street
La Puente CA 91744

Approved by the City Council May 13, 2008

INTRODUCTION

The City of La Puente has four established commissions and committees made up of citizens who have volunteered** their time to help by giving advice to the Mayor and City Council in forming, reviewing and modifying city policies, regulations and standards.

Planning Commission / Development Review Board
Parks & Recreation Commission
Puente Pride Award Committee
Education Commission

The following information provides a brief description of each board, commission or committee listed.

PLANNING COMMISSION/DEVELOPMENT REVIEW BOARD

The Planning Commission meets the first Tuesday of the month at 7:00 p.m. in the Council Chambers at City hall. This five member Commission is appointed by the City Council and serves two year staggered terms, expiring January 30 of each year. The Planning Commission advises the City Council on matters that could result in either zoning or General Plan amendments. The Commission also hears appeals of zoning decisions and reviews development and land use permit applications. The goal of the commission is to help create and maintain a well-planned community with compatible land usage. Planning Commission members are required to live within the City limits and be registered to vote.

The five members of the Planning Commission also serve on the Development Review Board and are responsible for reviewing development plans for new buildings or those undergoing substantial remodeling. They are also responsible for reviewing applications for new freestanding signs or significant changes to signs already existing.

It is the goal of the Development Review Board to promote positive aesthetic standards and orderly development in the community. This helps ensure that the health, safety and general welfare of the community can be protected, property values maintained and business growth encouraged.

PARKS & RECREATION COMMISSION

The La Puente Parks & Recreation Commission consists of five members. The intent and purpose of the Parks & Recreation Commission is to advise on matters relating to recreation, youth sports leagues, youth activities, citywide special events, and other related issues. Advise on matters such as expansion, coordination, and development of organized sports and the beautification of Recreation facilities in keeping with community needs and future growth. Provide recommendations as to the general nature of recreation programs. Advise on matters such as policies, fees, charges, rules and regulations relating to recreation programs and field and facility reservations and to help publicize and promote the programs and services of the department. Parks and Recreation Commission meetings are held at 6:00 p.m. in the City Hall Council Conference Room bi-monthly.

** The Planning Commission/Development Review Board receives a small stipend.

PUENTE PRIDE AWARD COMMITTEE

The Puente Pride Award Committee members are required to live within the City boundaries and have reliable transportation. The duties of the Committee are to identify, select and recognize homes in the City of La Puente for their exemplary appearance and promotion of community pride. As such, the six members of the Puente Pride Committee meet several times throughout the year to select homes that exemplify a high standard of appearance worthy of recognition. Committee members, who serve for one year on a volunteer basis, review homes throughout the City during the spring, summer and winter and select three homes as Puente Pride Winners during each period.

EDUCATION COMMISSION

The La Puente Education Commission consists of five members. Each member of the City Council appoints one member to the Education Commission on an annual basis. Members are required to be residents in the City of La Puente. The intent and purpose of the La Puente Education Commission is to continue positive and harmonious community relations by exchanging constructive dialogue with representatives from the La Puente Hacienda School District, Rowland Unified School District and Bassett School District and working together on matters relating to education, scholarships, youth activities, youth safety and other issues of mutual benefit. The commission members serve one-year terms that are subject to reappointment on an annual basis.

STATEMENTS OF ECONOMIC INTEREST DISCLOSURE

Members of certain commissions and committees are required by State law or the City's Conflict of Interest Code to file at the outset of appointment, annually and upon leaving office, a disclosure statement regarding certain categories of economic interests. Further information pertaining to this special filing requirement can be obtained from the City Clerk Department.

APPLICATION FOR APPOINTMENT

If you are interested in serving as a volunteer on a City of La Puente commission or committee, complete the application form and submit it to the City Clerk. A person is only allowed to serve on one committee or commission at any given time. No elected official shall be allowed to serve on any La Puente Committee or Commission.

PROCEDURE FOR APPOINTMENTS – SCHEDULED VACANCIES

1. On or before December 31 of each year the City Clerk shall prepare an appointments list of all regular and ongoing commissions and committees which are appointed by the legislative body. The list shall contain the information required by Section 54972 of the Government Code.
2. No later than 60 days prior to the scheduled term expirations, notice of such openings shall be posted in the regular posting places, and shall be publicly noticed once in the local newspaper by the City Clerk. A copy of such notice shall also be provided to the Mayor and the City Council as well as all incumbent commission and committee members.
3. Upon request, the City Clerk will provide a copy of this summary and application form to interested persons.
4. Applications shall be received for a 30-day period following the date of publication.
5. At the first meeting in January of each year, the City Clerk shall submit to the Mayor and City Council individual copies of all applications received. Applicants will be considered in the following manner:
 - a. Procedure for Appointments by City Council
At its option, the City Council may schedule interviews with those candidates being considered for appointment. Scheduled interviews shall be held publicly at the next regular Council meeting at which time appointments will be made.
 - b. Procedure for Appointments by Mayor (Council Ratification)
At his/her option, the Mayor may schedule individual interviews with those candidates being considered for appointment. Scheduled interviews shall be held prior to the next regular Council meeting, at which time the Mayor's selections will be considered for ratification by the Council members. If ratification does not occur, the Mayor may continue to submit alternate appointments until the vacancies are filled.
6. The City Clerk will notify the candidates of their appointments as well as those not appointed. The City Clerk shall also contact and assist those with disclosure statement filings when applicable.
7. Applications received from those individuals not appointed under this procedure shall remain on file in the office of the City Clerk for one year and shall automatically be resubmitted for consideration should an unscheduled vacancy occur on a commission or committee for which they had applied.
8. Applications received from individuals appointed under this procedure shall remain on file in the office of the City Clerk for the duration of the term of office.

PROCEDURE FOR APPOINTMENTS – UNSCHEDULED VACANCIES

1. Upon receipt by the City Clerk of written notification that an unscheduled vacancy exists or will occur, a special vacancy notice shall be posted in the office of the City Clerk and other normal posting places not earlier than 20 days before or later than 20 days after the vacancy occurs. Such notice shall also be publicly noticed once in the local newspaper by the City Clerk, with a copy of such notice to the Mayor and City Council. (G.C. 54974)
2. Final appointment to the commission or committee shall not be made for at least ten work days after the required posting and publication has been completed. (G.C. 54974)
3. Upon request, the City Clerk's office will provide a copy of this summary and application form to interested person.
4. Applications shall be received for a 30-day period following the date of publication.
5. At the next Council meeting following the close of the application period, the City Clerk shall submit to the Mayor and City Council individual copies of all applications received. Applicants will be considered in the following manner:
 - a. Procedure for Appointments by City Council
At its option, the City Council may schedule interviews with those candidates being considered for appointment. Scheduled interviews shall be held publicly at the next regular Council meeting at which time appointments will be made.
 - b. Procedure for Appointments by Mayor (Council Ratification)
At his/her option, the Mayor may schedule individual interviews with those candidates being considered for appointment. Scheduled interviews shall be held prior to the next regular Council meeting, at which time the Mayor's selections will be considered for ratification by the Council members. If ratification does not occur, the Mayor may continue to submit alternate appointments until the vacancies are filled.
6. If an emergency exists, the Council may fill the vacancy immediately. However, this individual shall serve only on an acting basis until the procedure outline above has been complied with. (G.C. 54974(b))
7. The City Clerk will notify the candidates of their appointments as well as those not appointed. The City Clerk shall also contact and assist those with disclosure statement filings when applicable.
8. Applications received from those individuals not appointed under this procedure shall remain on file in the office of the City Clerk for one year and shall automatically be resubmitted for consideration should an unscheduled vacancy occur on a commission or committee for which they had applied.
9. Applications received from individuals appointed under this procedure shall remain on file in the office of the City Clerk for the duration of the term of office.

EXHIBIT A

**LIST OF CITY DEPARTMENT LIAISONS
FOR CITY OF LA PUENTE
COMMISSIONS AND COMMITTEES**

Planning Commission / Development Review Board	City Planner
Parks & Recreation Commission	Recreation Director
Puente Pride Award Committee	Community Preservation Supervisor
Education Commission	City Clerk

EXHIBIT B

CODE REFERENCES

Planning Commission / Development Review Board	Government Code Commencing Section 65100 La Puente Municipal Code Section 2.16
Parks & Recreation Commission	Resolution No. 07-4656
Puente Pride Award Committee	Resolution No. 08-4691
Education Commission	Resolution No. 07-4652
Appointment List Preparation	Government Code Commencing Section 54972
Unscheduled Vacancy Procedure	Government Code Section 54974

EXHIBIT C

**METHOD OF APPOINTMENT CHART
LA PUENTE COMMITTEES AND COMMISSIONS**

Committee/Commission	Method of Appointment	Authority Reference	Number of Members
Planning Commission / Development Review Board	City Council appoints	La Puente Municipal Code Section 2.16	5
Parks & Recreation Commission	City Council appoints	Resolution No. 4643; Resolution No. 4656	5
Puente Pride Award Committee	Each Council Member appoints one member. A sixth member is appointed at large.	Resolution No. 08-4691	6
Education Commission	Each Council Member appoints one commissioner	Resolution No. 07-4652	5

CITY OF LA PUENTE
15900 East Main Street
La Puente, CA 91744
(626) 855-1500

APPLICATION FOR APPOINTMENT
TO COMMISSIONS AND COMMITTEES

COMMISSION OR COMMITTEE APPLIED FOR

PLANNING COMMISSION

PARKS & RECREATION COMMISSION

PUENTE PRIDE COMMISSION

EDUCATION COMMISSION

NAME: _____

RESIDENCE
ADDRESS: _____

TELEPHONE: _____

BUSINESS
ADDRESS: _____

TELEPHONE: _____

HOW LONG HAVE YOU BEEN
A RESIDENT OF LA PUENTE: _____

OCCUPATION: _____

STUDENT: (Full Time) _____ (Part Time)

EDUCATIONAL
BACKGROUND: _____

MEMBERSHIP OR LICENSE IN PROFESSIONAL OR TECHNICAL ASSOCIATION: _____

MEMBERSHIP IN CIVIC AND/OR SERVICE ORGANIZATIONS: _____

CIVIC INTEREST: _____

DO YOU POSSESS ANY SPECIAL SKILLS: _____

ADDITIONAL COMMENTS: _____

WILL YOU BE ABLE TO ATTEND ALL MEETINGS OF THIS COMMISSION OR COMMITTEE? YES NO

ARE YOU A REGISTERED VOTER? YES NO

WOULD YOU BE WILLING TO FILE A FINANCIAL DISCLOSURE STATEMENT IF REQUIRED? YES NO

It is the policy of the City Council to make appointments to citizen commissions and committees on the basis of interest and qualifications of the applicant. No citizen shall be allowed to serve on more than one committee or commission at any given time.

Applicant Signature

Date

