



**City of Chico
411 Main Street
P.O. Box 3420
Chico, CA 95927**

Phone: (530) 896-7200

City Council, Board & Commissions Information Directory – April 2009

**THIS ROSTER HAS BEEN PREPARED TO COMPLY WITH
THE PROVISIONS OF GOVERNMENT CODE SECTION
54972 ET SEQ. (LOCAL APPOINTMENT LIST)**

TABLE OF CONTENTS

City Council	1
Airport Commission	3
Architectural Review Board	4
Arts Commission	5
Bidwell Park & Playground Commission	6
Human Resources Commission	7
Planning Commission	8
General Provisions	9
Tips to Commission Members	11
Assigned Committees of the City Council	12
Administrative Staff	13

Revised: April 23, 2009

CITY COUNCIL

<u>Name</u>	<u>Contact</u>	<u>#E-mail</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Mary Flynn	514-5831	mflynn@ci.chico.ca.us	12/06	12/10
Scott Gruendl	624-0756	sgruendl@ci.chico.ca.us	12/06	12/10
Andy Holcombe	345-4113	aholcomb@ci.chico.ca.us	12/08	12/12
Tom Nickell, Vice-Mayor	624-1000	tnickell@ci.chico.ca.us	12/06	12/10
Ann Schwab, Mayor	518-7383	aschwab@ci.chico.ca.us	12/08	12/12
Larry Wahl	893-1818	lwahl@ci.chico.ca.us	12/08	12/12
Jim Walker	588-5286	jwalker@ci.chico.ca.us	12/08	12/12

Staff Liaison - 896-7250 citycouncil@ci.chico.ca.us

1. Term of Office: Councilmembers are elected in November of even-numbered years, and take office the first Tuesday in December. Terms expire on the first Tuesday in December four years thereafter. (Charter Sec. 401)
2. Elected at Large: Councilmembers shall be elected at large. (Charter Sec. 402)
3. Eligibility: Candidates for City Councilmember shall be (a) a resident of the City, (b) over the age of 21 years, and (c) a qualified voter at the time they are issued nomination papers. (Charter Sec. 403)
4. Forfeiture of Office: If a Councilmember is absent for three consecutive regular meetings, said member's office shall be forfeited unless excused by the Council for cause. A member's office shall become vacant if a member is adjudged legally incompetent, ceases to be an elector of the City, or is convicted of a crime involving moral turpitude. (Charter Sec. 405)
5. Vacancies: A vacancy shall be filled by appointment by the City Council. Said appointee will hold office until the first Tuesday in December following the next general municipal election. (Charter Sec. 406)
6. Date of Elections: Election of Councilmembers shall be held in November of even numbered years on the first Tuesday after the first Monday. (Charter Sec. 500)
7. Composition: Council consists of seven members who are the elective officers of the City (Charter Sec. 400 and 600)

8. Remuneration: Remunerated at the rate of \$600.00 per month. Mayor receives an additional \$120.00 per month. May be reimbursed for expenses incurred in the service of the City, provided funds have been appropriated in the annual budget. (Charter Sec. 601) Acting as the Board of Directors of the Redevelopment Agency, the Council also receives \$30.00 per meeting; not to exceed \$120.00 in any month (Chico Municipal Code [CMC] Sec. 2R.43.025)
9. Meetings: Shall meet at 6:30 p.m. on the first and third Tuesday of each month in the Council Chamber Building, 421 Main Street. Special meetings may be called by the Mayor or a majority of the Council. (Charter Sec. 602 and CMC Sec. 1.04.080)
10. Mayor, Vice Mayor and Mayor Pro Tempore: At its first meeting on the first Tuesday in December of even-numbered years, the Council chooses one of its members as Mayor and another as Vice Mayor. In the absence of both the Mayor and Vice Mayor, the Council may choose one of its members to act as Mayor Pro Tempore. (Charter Sec. 603)
11. Appointment of Officers and Commissioners: The Council appoints the City Manager, City Attorney, and members of the various boards and commissions. (Charter Sec. 605)
12. Rules of Procedure: Council shall determine its own rules and order of business. (Charter Sec. 607, CMC Sec. 2.08.020 and Administrative Procedure and Policy No. 10-10)
13. Ineligible to Other City Positions: Councilmembers are not eligible to serve on any board or commission. No member shall hold any other municipal office where compensation is paid until one year after the expiration of his/her term. (Charter Sec. 608)
14. Campaign Contributions and Candidates: Campaign contributions limited to \$500 during the four years prior to a municipal election. Contributions must be itemized, including name of contributor and employer. Candidate responsible for certain costs associated with printing candidate statement in sample ballot. (CMC Chapter 1.30)
15. Post-Election Meetings of Councilmembers-Elect: Notice of meetings of four or more Councilmembers-elect, or any combination of Councilmembers-elect and incumbent Councilmembers, is required between date of election and date of assuming office. (CMC Sec. 2.08.010 and 2.08.030)

Between the time a person is elected to office and assumes the duties of the office, he or she is required to comply with provisions of the Brown Act (Open Meeting Law). (Government Code [GC] Sec. 54952.1)

AIRPORT COMMISSION

<u>Name</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Robert Koch	1/07	1/11
Charles Mueller	1/09	1/13
Kurt Nathan	1/09	1/13
Floyd Sanderson	1/07	1/11
Gayle Womack	1/07	1/11

Staff Liaison - 896-7212 dcollins@ci.chico.ca.us

1. Duties. Has power and duty to operate and maintain all airports and airport properties belonging to, or under the control of, the City; power to enter into leases and contracts for up to 15 years; and confirm the appointment of the Airport Manager made by the City Manager. (Charter Sec. 1007.1)
2. Composition. Consists of five members. (CMC Sec. 2.36.010)
3. Meetings. Currently meets quarterly on the last Tuesday in January, April, July, and October at 6:00 p.m. in the Council Chamber Building, 421 Main Street. (CMC Sec. 2.36.030 and 2.36.040, and AP&P #10-1)
4. Potential Conflicts of Interest. Members of the Airport Commission and the Bidwell Park and Playground Commission are defined as City officers (CMC Sec. 2.04.010) and may not have a financial interest in any contract, sale, purchase, lease or transfer of real or personal property to which the City is a party.

Except in certain circumstances, these provisions may preclude an individual from serving on the Airport or Park Commission where the individual, or his/her employer, is involved in a financial arrangement with the City. Because of the many variations in the law, individuals applying to or serving on these commissions who are now, or may enter into a situation as described above, should contact the City Attorney's Office for advice concerning their particular situation.

5. Other. See Page 10 for general provisions.

ARCHITECTURAL REVIEW BOARD

<u>Name</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Nicholas Ambrosia*	1/07	1/11
Mike Borzage*	1/07	1/11
Marci Goulart*	1/09	1/13
Ken Husby*	1/09	1/13
David Kim*	1/09	1/13

Staff Liaison - 879-6820 arb@ci.chico.ca.us

1. Functions. Reviews architectural drawings or renderings which are required to be submitted with an application for a building permit, and bases its actions on a project design meeting those design standards established in Chapter 19.22 of the Chico Municipal Code. (CMC Sec. 2.56.020)
2. Composition. Consists of five regular members, three of which are engaged in the visual arts field, such as architects, landscape architects, artists, designers, etc. In the event any regular member is absent from a meeting, the Chair of the Planning Commission may appoint any member of the Planning Commission to serve as alternate during such absence. The Planning Services Director and Park Director, or their designees, shall be nonvoting ex-officio members. (CMC Sec. 2.56.030) A member of the Board acts as liaison to the Arts Commission, and attends Commission meetings to discuss matters of mutual interest to the Board and Commission, but shall not vote. (CMC Sec. 2.56.030)
3. Meetings. Currently meets monthly on the first Wednesday of each month at 4:00 p.m. in the Council Chamber Building, 421 Main Street. Subsequent to the appointment of new board members, the board sets a weekday and time for regular monthly meetings. (CMC Sec. 2.56.050 and 2.56.060, and AP&P #10-1). Due to the amount of business coming before the Board, meetings are also scheduled on the third Wednesday of each month at 4:00 p.m.
4. Other. See Page 10 for general provisions.

*Fulfills special membership requirements set forth in #2 above.

ARTS COMMISSION

<u>Name</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Gary Baugh*	1/09	1/13
Ginny Crawford*	1/09	1/13
Paul Friedlander*	1/07	1/11
TJ Glenn	1/09	1/11
Carin Hilgeman*	1/09	1/11
Monica McDaniel-Berg	4/09	1/11
Lucille Wanee*	1/09	1/11

Staff Liaison - 894-4357 artscommissioners@ci.chico.ca.us

1. Functions. Advise Council on proposed funding for various community arts organizations and community art projects; assist in the site selection of community art projects; review and make recommendations on the technical and aesthetic aspects of proposed community artwork; organize competitions for artistic works in public places; implement the goals, objectives and policies of the Arts Master Plan adopted by the City Council; and perform such other duties pertaining to art as the Council from time to time may require. (CMC 2.62.020)
2. Composition. Consists of seven members, three of whom shall be individuals who work or are involved in the arts. (CMC Sec. 2.62.030) In addition to the regular members, a current member of the Architectural Review Board shall act as liaison to the Commission and attend meetings to discuss matters of mutual interest to the Board and Commission, but shall not vote. (CMC Sec. 2.62.035)
3. Meetings. Currently meets monthly on the second Wednesday of the month at 7:00 p.m. in the Council Chamber Building, 421 Main Street. Subsequent to the biennial appointment of new commission members, the commission sets a weekday and time for regular monthly meetings to begin no earlier than 6:00 p.m. (CMC Sec. 2.62.050 and 2.62.060, and AP&P #10-1)
4. Other. See Page 10 for general provisions.

*Fulfills special membership requirements as set forth in #2 above.

BIDWELL PARK & PLAYGROUND COMMISSION

<u>Name</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Mary Brentwood	1/09	1/13
Lisa Emmerich	1/07	1/11
Steve Lucas	1/07	1/11
Richard Ober	1/07	1/11
Aaron Skaggs	1/09	1/13
Jane Turney	1/09	1/11
Jamison Watts	1/09	1/13

Staff Liaison - 896-7805 cparachou@ci.chico.ca.us

1. Duties. Has power and duty to operate and maintain all parks and playgrounds owned by the City; provide for the propagation, planting, replanting, removing, pruning and caring for the trees and shrubbery on the streets and along the sidewalks of the City; enter into leases and contracts for up to 15 years; and confirm the appointment of the Park Director made by the City Manager. (Charter Sec. 1006.1)
2. Donations. In the name of the City, may accept donations, legacies or bequests for the aid and improvement of the parks and playgrounds under its supervision, provided that all moneys derived from such donations, legacies or bequests, be deposited in the treasury of the City to the credit of the Commission. (Charter Sec. 1006.2)
3. Composition. Consists of seven members. (CMC Sec. 2.40.010)
4. Meetings. Currently meets monthly on the last Monday of each month at 7:00 p.m. in the Council Chamber Building, 421 Main Street. Subsequent to the biennial appointment of new commission members, the commission sets a weekday and a time for regular monthly meetings to begin no earlier than 6:00 p.m. (CMC Sec. 2.40.030 and 2.40.040, and AP&P #10-1)
5. Potential Conflicts of Interest. Members of the Airport Commission and the Bidwell Park and Playground Commission are defined as City officers (CMC Sec. 2.04.010) and may not have a financial interest in any contract, sale, purchase, lease or transfer of real or personal property to which the City is a party.

Except in certain circumstances, these provisions may preclude an individual from serving on the Airport or Park Commission where the individual, or his/her employer, is involved in a financial arrangement with the City. Because of the many variations in the law, individuals applying to or serving on these commissions who are now, or may enter into a situation as described above, should contact the City Attorney's Office for advice concerning their particular situation.

6. Other. See Page 10 for general provisions.

HUMAN RESOURCES COMMISSION

<u>Name</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Andrea Dunn	1/09	1/13
Lee Lyon	4/09	1/11
Rae Morrison	1/07	1/11
Ali Sarsour	1/07	1/11
Ann Schulte	1/09	1/13
Megan Thomas	1/07	1/11
Charles Turner	1/07	1/11
Thor Vue	4/09	1/13

Staff Liaison - 879-7900 hrrm@ci.chico.ca.us

1. Duties. Performs and carries out all the duties and responsibilities assigned to it by and through the City's Equal Employment Opportunity Plan. (CMC Sec. 2.64.020)
2. Composition. Consists of seven members. (CMC Sec. 2.64.030)
3. Meetings. The Commission meets quarterly at 7:00 p.m. in the Council Chamber Building, 421 Main Street. Subsequent to the appointment of new commission members, the commission sets a weekday and time for regular quarterly meetings, which shall be set during the months of January, April, July, and October. (CMC Sec. 2.64.050 and 2.64.060, and AP&P #10-1)
4. Other. See Page 10 for general provisions.

PLANNING COMMISSION

<u>Name</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Kathy Barrett	1/09	1/13
Mary Brownell	1/07	1/11
Dave Kelley	1/09	1/13
Jon Luvaas	1/07	1/11
John Merz	1/07	1/11
Susan Minasian	1/07	1/11
Mark Sorensen	1/09	1/13

Staff Liaison - 879-6825 planningcommission@ci.chico.ca.us

1. Functions. Prepares and recommends for adoption by the Council a comprehensive, long-term general plan, or amendments thereto, for the physical development of the City and of any land outside its boundaries which, in the commission's judgment, bears relation to the physical development of the City; and to include such elements in the general plan as recommended by the commission or required by the planning law of the state. Prepares and recommends to Council precise plans for implementation of the general plan. Performs duties in reference to zoning and subdivision matters as authorized by the Code or state laws. Performs other duties prescribed by the Council pertaining to planning. (CMC Sec. 2.52.020)

2. Composition. Consists of seven members. The Planning Services Director or his/her designee is an ex officio non-voting member. (CMC Sec. 2.52.030)

Serve as alternate members of the Architectural Review Board when a member is absent. Alternate member appointed by Chair of Planning Commission when needed. (CMC Sec. 2.56.030)

3. Meetings. Currently meets monthly on the first Thursday of each month at 6:30 p.m. in the Council Chamber Building, 421 Main Street. If a regular meeting falls on a holiday, the meeting is held the following Thursday. Subsequent to the biennial appointment of new commission members, the commission sets a weekday and a time for regular monthly meetings to begin no earlier than 6:00 p.m. (CMC Sec. 2.52.050 and 2.52.060, and AP&P #10-1). Due to the amount of business coming before the Commission, meetings are also scheduled on the third Thursday of each month at 6:30 p.m.

4. Other. See Page 10 for general provisions.

GENERAL PROVISIONS

A. ARTICLE X OF CITY CHARTER — APPOINTIVE BOARDS AND COMMISSIONS

1. Generally.

No power granted to a board or commission shall be deemed to be equal to or greater than that of the City Council.

By ordinance, the Council may create additional boards and commissions as in its judgment are required, and may grant to them such powers and duties as are consistent with the Charter.

The number of members to comprise any board or commission shall be determined by ordinance of the Council, but shall not consist of less than five members.

2. Appointments and Terms.

Members of boards and commissions shall be appointed by the Council. To be eligible for appointment, persons shall be residents of the City and qualified (registered) voters as defined by the Elections Code.

Members shall be appointed to serve a term of four years and until a successor is appointed and qualified. Terms shall be staggered so that a substantially equal number of members shall have their terms commence on January 1 of odd-numbered years. A member of any board or commission may be removed from office at any time at the discretion of the Council by at least four affirmative votes.

3. Organization.

At the first regular meeting of each calendar year, each board and commission shall organize by electing one of its members to serve as presiding officer. Regular meetings are held as required by ordinance of the Council. Written notice of special meetings and the purpose thereof must be given not less than 24 hours before the meeting to each board or commission member. All meetings are open to the public, except as otherwise provided by law. Each board or commission shall keep a record of its proceedings and a copy thereof shall be filed monthly with the City Manager.

4. Compensation.

Members shall serve without compensation for their services, but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have been budgeted or otherwise authorized by the Council.

5. Vacancies and Forfeiture of Office.

Vacancies shall be filled by appointment by the Council. If a vacancy occurs which leaves an unexpired portion of a term, the appointment shall be for the unexpired portion of such term. If a member is convicted of a crime involving moral turpitude or ceases to be an elector of the City, his/her office shall become vacant and shall be so declared by the Council.

B. CHICO MUNICIPAL CODE AND GOVERNMENT CODE — CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

Members of the Airport Commission, Park Commission and Architectural Review Board, and Arts Commission are required to disclose certain financial interests. (CMC Sec. 2R.04.180)

Members of the Planning Commission disclose financial interests pursuant to State law. (Gov. Code Sec. 81000, et seq.)

C. ADMINISTRATIVE PROCEDURE — ATTENDANCE AT MEETINGS.

If a member misses two consecutive regular or adjourned regular meetings, the chair of the Board or Commission, or in the absence of the chair, the vice chair, shall report to the City Clerk the name of the member, dates of the absences, and the reason, if known. The City Clerk shall forward the information to the City Council and removal of the member may occur at Council's discretion (Administrative Procedure and Policy No. 10-1).

TIPS TO COMMISSION MEMBERS

In addition to the duties and responsibilities of the board and commission members enumerated under the Charter and Chico Municipal Code, the City Council desires that prospective candidates be aware of the following “tips” in serving on a board or commission of the City:

1. Attend your commission meetings regularly so that you will be completely informed of the problems involved and the information you will need in making decisions.
2. Keep informed of the activities of other City boards and commissions so that you will be aware of their action in the event there is a need to coordinate your programs with their program.
3. Familiarize yourself with the duties and responsibilities of your commission as outlined in the Charter and Chico Municipal Code.
4. Strive for good public relations at all times with the citizenry and news media. Good public relations will make your job easier and your commission’s programs more effective and better received.
5. Remember that a commission’s duty is to make policy, that is, to determine what is to be done. How to do the job is the responsibility of your staff member.
6. Expect differences of opinion among members of your commission. A spirit of tolerance and fair-mindedness will go a long way toward good working relations. Remember, you do not have to be unanimous to be harmonious.
7. Members may also be required to attend other meetings in addition to the regular meetings in order to consider matters of urgency or to better serve the public need.
8. Some commissions also have working committees appointed by the Chair of that commission to review and make recommendations to the full commission at a subsequent meeting on various matters under the jurisdiction of the commission. You may be appointed and will be expected to attend these committee meetings.
9. All board and commission meetings are open to the public and you are invited to attend any one of your choice. You may also contact the City Clerk’s Office to determine if any board or commission meeting is scheduled to be held in addition to the regular meeting.

ASSIGNED COMMITTEES OF THE CITY COUNCIL

1. **FINANCE COMMITTEE**

Financial & Budget Matters

City Facilities

Community Development

Private Activity Revenue Bonds

Housing Matters

Supplemental Appropriations & Budget Modifications

Scott Gruendl, Chair

Mary Flynn

Larry Wahl

2. **INTERNAL AFFAIRS COMMITTEE**

Legislation — Ordinances and Resolutions

Annexation Matters

Traffic Matters

Tom Nickell, Chair

Andy Holcombe

Jim Walker

3. **ECONOMIC DEVELOPMENT COMMITTEE**

Economic Development Matters

Mary Flynn, Chair

Andy Holcombe

Ann Schwab

ADMINISTRATIVE STAFF

<u>TITLE</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>
City Manager	Dave Burkland	896-7212
Assistant City Manager	John Rucker	896-7213
Administrative Services Director	Cindy Pierce	896-7215
City Clerk	Deborah Presson	896-7250
City Attorney	Lori Barker	896-7605
General Services Director	Dennis Beardsley	896-7805
Capital Project Svcs. Director	Tom Z. Varga	879-6902
Building & Development Svcs. Dir.	Fritz McKinley	879-6906
Planning Services Director	Steve Peterson	879-6820
Chief of Police	Bruce Hagerty	897-4951
Fire Chief	James Beery	897-3400
Information Systems Director	Lynn McEnespy	896-7215
Finance Director	Jennifer Hennessy	879-7305
Human Resources/Risk Manager	Teresa Campbell	879-7905
Housing & Neighborhood Svcs. Dir.	Sherry Morgado	879-6301