

## Chapter 2.15

### COMMISSIONS

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#### **2.15.010**     **Created—Number of members.**

A. There is created the following commissions in and for the City.

1. Parks/Recreation Commission
2. Planning Commission

B. A commission shall consist of six (6) members: five (5) regular and one (1) alternate whose function is to act in the place of an absent regular member.”(Ord. 482 § 1, 1991; Ord. 470 § 1 (part), 1991; Ord. 538 § 1 (part), 1995; Ord. 647 § 1, 2001; Ord. 674 §1, 2003 (part), Ord. 825 §3, 2015; Ord. 889, 2019)

#### **2.15.020**     **Appointment and Reappointments - Terms**

A. Commission members shall be appointed or reappointed by the City Council. Except as provided in Section 2.15.030 (A), such appointments or reappointments shall be made by resolution

by the City Council by the last regular meeting in January, and will take affect at the next regular meeting of the appropriate commission.

B. Applications for appointment or reappointment to any commission shall be received by the City Clerk no later than 30 days prior to the Council appointment date. At the discretion of the Mayor, applicants may be scheduled for an interview to be conducted by the entire City Council at a regular meeting. In the alternative, applicants may be scheduled for an interview by a “nominations committee” consisting of the Mayor and the Vice-Mayor, and the nominations committee shall forward its recommendation to the City Council for its consideration.

C. Except as otherwise provided, all commission members shall be appointed to terms of four (4) years.

D. No one person shall simultaneously serve on more than one commission, except when, in its sole discretion in considering all the facts (e.g. number of applicants, special qualifications, etc.), the City Council determines that such simultaneous service would be in the best interest of the City. (Ord. 470 § 1 (part), 1991; Ord. 538 § 1 (part), 1995; Ord 634 §1, (part) 2001; Ord. 674 §2 (part), 2003)

#### **2.15.030**     **Vacancies—Absences—Removal**

A. If a vacancy shall occur other than by expiration of term, it shall be filled by appointment by the City Council for the unexpired portion of the term using the procedures set forth in Section 2.15.020 (B). In addition to the causes of vacancy set forth in subsections B and C of this Section 2.15.030, a vacancy shall be deemed to have occurred when a member no longer complies with the residency requirement. Within 30 days after any commission seat becomes open due to vacancy, whether by

removal or resignation of any commission member, the City Council shall declare the commission seat open, and shall accept applications for appointment to the open commission seat for a period of not less than 30 days. The Council may, at its discretion, extend the period during which applications will be accepted.

B. Absence by a commission member from four consecutive meetings or twenty-five percent of the regularly scheduled meetings within a twelve-month period from date of appointment without due cause, as determined by the chairman with the agreement of the commission, shall be deemed to constitute a retirement by the member and a vacancy thus created, which shall be filled thereafter by the city council by appointment of a successor to complete the unexpired term of office.

C. Whenever, in the discretion of the city council, the best interest of the city shall be served thereby, any member of a commission may be removed by a majority vote of the city council. (Ord. 470 § 1 (part), 1991; Ord. 538 § 2, 1995)

#### **2.15.040 Powers and duties.**

The rights, powers and duties of each commission shall be:

A. Parks/Recreation Commission.

1. To act in an advisory capacity to the City Council, the Recreation Director, and the staff in all matters pertaining to public parks and recreation, and to cooperate with other governmental agencies and groups in the advancement of sound recreation and park planning and programming.

2. To assist the Recreation Director, as he shall from time to time direct, in the enforcement of rules and regulations as may be adopted by resolution of the City Council and the Commission.

3. To carry out such other powers and duties as may be given to the

Commission by the City Council and/or the Recreation Director.

B. Planning Commission.

1. To exercise those powers and duties provided by state law, or any subsequent amendments, changes for revisions thereof.

2. To carry out specific powers and duties as are designated in any ordinance of the City relating to planning or zoning or any other related matter referred to it for consideration by the Council. (Ord. 580 § 1, 1998, Ord. 825 § 2, 2015, Ord. 889, 2019)

#### **2.15.050 Officers—General rules and regulations**

The officers of each commission shall be a chairman, vice-chairman and treasurer, excepting the planning commission, which shall have a chairman and vice-chairman only. These officers shall be selected by the particular commission members. Their duties shall be such as are usually carried out by such officers. Officers shall hold office for one year or until their successors are selected. Each commission shall adopt by resolution, necessary rules and regulations to govern its proceedings. (Ord. 470 § 1 (part), 1991; Ord 674 §5, 2003)

#### **2.15.060 Meetings.**

Each commission shall hold at least one regular meeting each month, on the day and at the time and in the location that it shall designate by minute action, as well as such special meetings as the commission may require. Special meetings may be held only by complying with applicable provisions of the Government Code pertaining to such board and commission meetings of a general law city. (Ord. 470 § 1 (part), 1991)

**2.15.070 Rules governing conduct of business.**

All meetings shall be generally conducted pursuant to the provisions contained in Robert's Rules of Order, and as specifically set forth in the provisions of the Government Code pertaining to such board and commission meetings of a general law city. Three members of a commission shall constitute a quorum. All actions of a commission shall require the affirmative vote of a majority of the commission members present for approval and such actions may either be in the form of a formal motion or a resolution. (Ord. 470 § 1 (part), 1991)

**2.15.080 Residency requirements.**

Commission members shall reside within the boundaries as hereinafter defined:

A. Parks/Recreation Commission, the Ripon Unified School District.

B. Planning Commission, the Ripon City Limits.

All commissions, except the planning commission, shall submit to their members an annual budget for approval at least (30) thirty days prior to the City's annual budget hearing for each fiscal year stating the estimated costs and expenses of all contemplated activities for the next fiscal year, to assist the City Council in establishing any budget for that commission or associated facilities.

(Ord. 547 § 1, 1995; Ord. 538 § 1, 1995; Ord. 647 § 3, 2001; Ord. 674 §1, 2003; Ord 674 §5, 2003, Ord. 825, 2015, Ord. 889, 2019)

**2.15.090 Cooperation with city departments—Reports to council.**

All officers, department heads and departments of the city shall render cooperation and all reasonable and necessary assistance to the commissions.

Neither a commission nor any person connected with a commission shall incur any financial liability in the name of the city without the prior consent of the city. All commissions shall render annually a full written report of its work to the city council. (Ord. 470 § 1 (part), 1991)

**2.15.100 Appropriation—Budget.**

A. The city council may, in its discretion, appropriate such moneys as it may deem necessary for the purpose of carrying on the activities of any commission.

B. All commissions, except the economic development and planning commissions, shall submit to their members an annual budget for approval at least thirty days prior to the city's annual budget hearing for each fiscal year stating the estimated costs and expenses of all contemplated activities for the next fiscal year, to assist the city council in establishing any budget for that commission or associated facilities. (Ord. 470 § 1 (part), 1991)

**2.15.110 Deposit of funds—Expenditures.**

All commissions, except the planning commission, may accept any moneys appropriated for their activities or any associated equipment or facilities and their operation by any other public or private agency or body, and all gifts, legacies or bequests from any other person or source. All such moneys shall be immediately deposited in the treasury of the commission or any other authorized commission bank account, and shall only be withdrawn therefrom after approval of any such withdrawal has been made by the commission at a regular or special meeting, and then only upon a proper warrant drawn against the bank account or fund signed by

the chairman and treasurer of the  
commission. (Ord. 470 § 1 (part), 1991; Ord  
674 §5(part), 2003)