



City of Camarillo

CITY COUNCIL POLICY

Section: City Council

Date Adopted: August 1975
Last Amended: July 13, 2022

Subject: **City Council Reorganization, Committees, and Appointments**

Number: 1.01

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PURPOSE

To provide guidelines for reorganization of Camarillo City Council, Sanitary District and Community Development Commission, and for appointment to City Council committees and outside organizations.

POLICY

Consistent with State law, City Council may reorganize annually, and may establish committees of the City Council. Councilmembers may also be appointed to outside organizations. Appointments should be made in order to provide Councilmembers with opportunities to serve with various committees and outside organizations, build knowledge and experience, and develop regional relationships.

A. **City Council Reorganization**

City Council reorganization will take place annually on the first Wednesday in December in order to appoint the Mayor and Vice Mayor of the Camarillo City Council; Chairman and Secretary of the Camarillo Sanitary District; Chairman and Vice Chairman of the Camarillo Community Development Commission; President and President Pro Tem of the Camarillo Library Board; and, if necessary, install newly elected officials.

B. **City Council Appointments**

At the annual City Council reorganization meeting, Councilmembers will submit to the City Manager a list of Council standing committees and outside organizations on which they would like to serve. The Mayor will review the lists and make appropriate appointments of Councilmembers. The City Council will confirm appointments at the next regular Council meeting following reorganization.

C. **City Council Committees**

1. City Council committees are formed to provide review and make recommendations to Council on matters of interest to the City. Staff will present committee recommendations to Council as appropriate.

2. City Council committees will be limited to two Councilmembers. Appointments will be effective upon confirmation by the City Council. Terms will be for one (1) year, unless otherwise designated.
3. City Council committees will comply with provisions of the State Open Meetings Law (Brown Act).
4. Standing City Council Committees
 - a. Citizen Appointment

This Committee meets as needed to fill vacancies on City Committees, boards and commissions. The annual recruitment process is held each spring and the Committee also meets on an as-needed basis to fill unscheduled vacancies.
 - b. Economic Development and Land Use

This Committee meets periodically to discuss economic development, tourism, and implementation of the Economic Development Strategic Plan; and reviews and considers initiation of zoning ordinance amendments and any other unique land use matters. Various stakeholders from local businesses and economic-development related organizations attend the meetings.
 - c. Finance (two-year staggered terms rotated among all Councilmembers sequentially; members also serve on the Investment Committee)

This Committee meets periodically to review financial issues, including the annual independent audit process, and is the designated Audit Committee. This Committee also performs budget review as needed.
 - d. Investment (two-year staggered terms rotated among all Councilmembers sequentially)

This Committee includes two members of the public. This Committee meets monthly to review investment reports and the City's investment policy.
 - e. Liaison / Intergovernmental

This Committee meets periodically with other local agencies, including school districts, special districts and other governmental agencies and organizations to discuss matters of mutual interest. The Committee meets on an as-needed basis.
 - f. Policy

This Committee meets on an as-needed basis to review new, or to recommend amendments to City Council policies that do not fall

within the area of responsibility of other Committees. The Committee also establishes the City's annual Legislative Platform and may review pending legislation impacting the City.

g. Transportation and Infrastructure

This Committee meets on an as-needed basis to review matters involving public transportation, City infrastructure and the multi-year Capital Improvement Program, except for City utility facilities.

h. Utilities (CSD Chair)

This Committee meets on an as-needed basis to review matters involving the City's water, wastewater, recycled water, stormwater, and solid waste services.

i. Public Safety and Emergency Preparedness Committee

This Committee meets on an as-needed basis to review public safety issues, including Sheriff, Fire and Emergency Preparedness, and Vulnerable and Unhoused Population matters. This Committee also annually reviews the contract for law enforcement services with the Ventura County Sheriff's Office.

5. Meeting Schedule

a. Committees set their meeting schedules.

b. A member of a committee may request a meeting by notifying the City Manager.

c. Staff may contact committee members to schedule meetings when needed.

6. Council Committee Summary of Actions

a. Summary of Actions will be maintained by the staff representative to the committee.

b. The Summary of Actions will be distributed to all City Councilmembers through Council Mail.

c. The Summary of Actions will be placed on the next Committee agenda, under "Informational Items" or a similar agenda item.

D. Ad Hoc City Council Committees

As defined in State law, the Mayor is authorized to appoint up to two members of the City Council to serve on an ad hoc committee with the concurrence of the City Council. When there is insufficient time for the Mayor to have ad hoc committee appointments confirmed by the City Council, the Mayor may appoint up to two members of Council to serve on an ad hoc committee. Appointments will be submitted to City Council for confirmation at the next regular Council meeting. An

ad hoc committee is formed for a single project or purpose. At the conclusion of its purpose, an ad hoc committee is terminated. Ad Hoc Council Committees are exempt from the requirements of the Brown Act.

E. Outside Organizations

1. Appointment of Councilmembers to outside organizations (i.e. committees, commissions, authorities and boards) will be effective on January 1 of the year following appointment. Terms will be for one (1) year, unless otherwise designated.
2. If at any time there is a vacancy, the Mayor is authorized to make a temporary appointment until the City Council can confirm a regular appointment.
3. Outside Organization Appointments include:
 - a. Ventura County Airport Authority (two plus alternate)
The Camarillo Airport Authority provides oversight on the operation of the Camarillo Airport. The Airport is owned and operated by the County of Ventura in conjunction with the City of Camarillo through a Joint Powers Authority (JPA).
 - b. Ventura County Animal Services Commission (primary and alternate)
The Ventura County Animal Services Commission is comprised of a representative from each of the contracting cities and a member of the Ventura County Board of Supervisors. The Commission makes recommendations to the Animal Services Director and the Ventura County Board of Supervisors regarding Animal Services policies, programs, service levels and fees; and facilitates communication and collaboration among the County and contract cities on Animal Services issues, including such matters as City and County ordinances, services and the support of, or opposition to, State legislation.
 - c. Ventura County Council of Governments (VCOG) (primary and alternate)
VCOG is a voluntary joint powers authority representing the 10 cities of Ventura County, as well as the County. VCOG's goal is to facilitate cooperative subregional and regional planning, coordination and technical assistance on issues of mutual concern.
 - d. Ventura County Transportation Commission (VCTC) (primary)
VCTC's mission is to improve mobility within the County and increase funding to meet transportation needs. VCTC establishes transportation policies and priorities ensuring an equitable allocation of federal, state and local funds for highway, transit, rail, aviation,

bicycle and other transportation projects. The Board is composed of all five Ventura County Board of Supervisors, one member from each city council, one citizen member representing Ventura County cities and one citizen member representing the county.

e. Ventura Regional Sanitation District (VRSD) (primary and alternate)

The VRSD is a public waste management agency, organized in 1970 pursuant to the County Sanitation District Act of the California Health and Safety Code. VRSD is overseen by a nine-member Board of Directors who represent eight cities and various special districts that receive services from the District. VRSD also operates the Toland Landfill and has responsibility for several closed landfills.

f. California Joint Powers Insurance Authority (CJPIA) (primary and two staff alternates)

The California JPIA was established in 1978 for the purpose of providing liability protection from losses and lawsuits for its members.

g. Economic Development Collaborative (EDC) (primary and alternate)

EDC is a private nonprofit founded in 1996 with funding from the County of Ventura, the ten cities in the county, key private-sector companies, private foundations, and federal, state and local government grants and contributions to provide a pathway to business growth, economic prosperity and high quality of life for all. The board is comprised of a council member from each of the county's ten cities, two members of the County Board of Supervisors and up to 24 private sector leaders recruited for their representation of the diversity and drivers of the region's economy. Up to five of the designated private sector seats may be held by public entities, such as CSUCI and the Port of Hueneme. The city councils and County Board of Supervisors each separately select their own EDC representation from among their publicly elected members. Private sector members are recruited by the EDC's Executive Committee; appointment requires a majority vote by the full board. Terms are not limited, though all new and continuing memberships require annual payment of dues.

h. Regional Defense Partnership (RDP-21) (primary and alternate)

To retain the current and attract new tenant activities at Navy Base Ventura County and the California Air National Guard, 146th Airlift Wing, and to support the two bases in any way we can. The Board is comprised of representatives from the County of Ventura Board of Supervisors (two seats), each contributing city (one seat filled by a city council member or mayor), and each U.S. Congressional Office whose district contains part of Ventura County (one Ex-Officio seat, without a vote). Other members of the Board may be nominated by

the Executive Board and approved by the Board from RDP-21 public membership. The minimum number of members is two Supervisors, two local city government elected officials, and six public members. The maximum number of members is not stipulated.

- i. Ventura County City Selection Committee (Mayor; Vice Mayor alternate)

This Committee is comprised of representatives (typically the Mayor or Vice Mayor) from each city who meet to select appointees to fill vacancies on regional boards, such as the Fox Canyon Groundwater Management Agency and the Association of Water Agencies.

- j. Clean Power Alliance of Southern California (primary and first and second alternates)

Clean Power Alliance was established in 2017 to provide locally-operated cost competitive electric services, reduce electric sector greenhouse gas emissions, stimulate renewable energy development, implement distributed energy resources, promote energy efficiency and demand reduction programs, promote local energy programs, and sustain long-term rate stability for residents and businesses through local control. The Board is comprised of representatives from the counties of Ventura and Los Angeles, and each of the CPA's member cities in the counties.

- k. League of California Cities – (Mayor-Voting Delegate and Vice Mayor-Alternate)

The League of California Cities Delegates attend the Annual League Conference Business Meeting and vote on pending League Resolutions.

- l. California Association of Sanitation Agencies (CASA) – (Camarillo Sanitary District Chair - Primary Voting Delegate and VRSD Representative - Alternate)

The California Association of Sanitation Agencies Delegates attend the Annual Conference and vote on pending business matters on behalf of the City.

- m. California Contract Cities Association (CCCA) – (Primary Voting Delegate and Alternate)

The California Contract Cities Association Delegates attend the Annual Municipal Seminar and vote on pending business matters on behalf of the City.