

## CITY BOARDS & COMMISSIONS

*Community members are encouraged to attend meetings.*

An important part of the City government policy-making process is its various appointed boards and commissions, which advise the City Council on vital policy issues. Board and commission members are appointed by the City Council for a term of two years (with the exception of the Library Board of Trustees, who are appointed for a term of four years, and Neighborhood Improvement Program (NIP) Committee members, who are ratified for one year). More information regarding appointment to City boards and commissions can be obtained from the City Clerk.

**Planning Commission:** This commission has seven members who serve in an advisory capacity and make recommendations to the City Council on matters pertaining to the City's General Plan, such as zoning issues, uses of land and buildings, height and bulk of buildings, and open-space regulations. Meetings are held on the second and fourth Tuesdays of each month at 4:00 and 7:00 p.m. in the Council Chamber.

**Architectural Review Committee:** This committee has seven members who serve in an advisory capacity and review and make decisions on design issues within the City. The committee is charged with the responsibility of ensuring orderly and harmonious development. Meetings are held the first and third Wednesdays of each month at 4:00 and 7:30 p.m. in the Council Chamber.

**Library Board of Trustees:** The Library Board of Trustees has five members who approve the annual Library budget, establish policies, and administer the Library's programs. Meetings are held the fourth Wednesday of each month at 5:00 p.m. in the Library.

**Parks & Recreation Commission:** This commission, composed of seven members, serves in an advisory capacity and makes recommendations to the City Council about the development of City parks and recreational facilities, programs, and services. The commission also provides guidance regarding new projects and operations, in addition to identifying and interpreting the community's need for developing and improving parks and recreational programs, services, and facilities. Meetings are held the third Thursday of each month at 7:00 p.m. in the City Hall Council Chamber.

**Historic Preservation Commission:** This commission has seven voting members and two non-voting members who advise the City on all matters pertaining to the promotion, restoration, and protection of Monterey's historic buildings, sites, artifacts, and related items. Meetings are generally held the second Thursday of each month at 4:00 p.m. in the Council Chamber.

**Colton Hall Museum and Cultural Arts Commission:** This commission has seven members who advise the Council on matters affecting the operation of the Colton Hall Museum and on matters pertaining to Monterey history and cultural arts. Members encourage cultural arts, including historically oriented exhibits or events and performing and visual arts projects and programs. Meetings are held the fourth Monday of each month at 4:00 p.m. in the Council Chamber.

**Neighborhood Improvement Program Committee:** The Neighborhood Improvement Program (NIP) Committee consists of the president or a representative from each of the City's neighborhood associations, nominated by the neighborhood and confirmed by the City Council. The committee makes recommendations on the annual disposition of the City's charter-mandated Neighborhood Improvement Program funds (16% of the Transient Occupancy Tax).

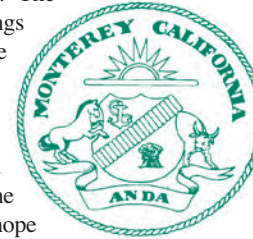
*Agendas, minutes and meeting information for the boards and commissions are available at City Hall and on the City's Web site at [www.monterey.org/boards](http://www.monterey.org/boards)*

## FACTS ABOUT MONTEREY

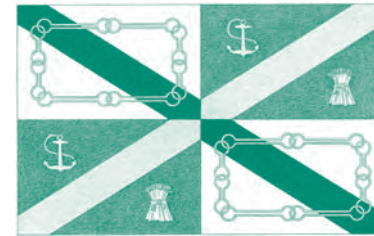
Located on the Monterey Bay off California Highway 1, Monterey is 119 miles south of San Francisco and 336 miles north of Los Angeles.

Discovered and Named	1602
Founded	June 3, 1770
First Incorporated	May 30, 1850
Adopted Present Charter	1925
Population (2005)	30,641
Elevation	0-683 feet
Land Area	8.62 square miles
Water Area	3.47 square miles
Average Mean Temperature	56.5°F
Acres of Forested Greenbelt	300

**The City Seal** was adopted more than a century ago on April 10, 1850, by the City Common Council. It had been designed earlier that same year by Lieutenant Alfred Sully, one of a small group of young U.S. Army officers stationed in Monterey at the time, and the son of the celebrated American portrait painter, Thomas Sully. The shield is green (as the surroundings of the City are always green). The bandolier that crosses the shield represents the birth of our City, separate and apart from the ancient domain of the United States. The anchor, the sheaf, the horse, and the bull all signify the hope of the City's founders that commerce would play an important part in Monterey's future. The rising sun expresses the belief that Monterey will be a rising city. The motto "Anda" – which means to go forward in Spanish – is symbolic of the City of Monterey's spirit and expresses the hope for continued growth.



**The City of Monterey flag** was officially adopted by the Monterey City Council on January 18, 1977. The flag's bold, simple shapes and the brilliant colors incorporate contemporary design concepts while, at the same time, precisely representing ancient practices of heraldry. The Monterey flag is derived from two historic armorial bearings, one Spanish and one American. The Spanish bearing, which is represented in the first and fourth quarters of the flag, is the shield of the Count of Monterey, for whom the City was named in 1602.



The American bearing, which is represented in the second and third quarters of the flag (shaded quarters), is based on the City Seal, as described above.

*For questions about City Council meetings or other City matters, call the City Clerk's Office at 646-3935 or the City Manager's Office at 646-3760.*

**City of Monterey**  
**Madison at Pacific Street, City Hall**  
**Monterey, California 93940**

Voice: 831.646.3799; Fax: 831.646.3793

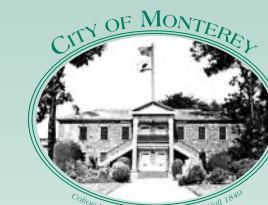
Email: [suggest@ci.monterey.ca.us](mailto:suggest@ci.monterey.ca.us)

Web site: [www.monterey.org](http://www.monterey.org)

Rev. 1/07



# Monterey City Council



welcomes  
 you

# City Council



*Chuck Della Sala  
Mayor*



*Libby Downey  
Councilmember*



*Jeff Haferman  
Councilmember*

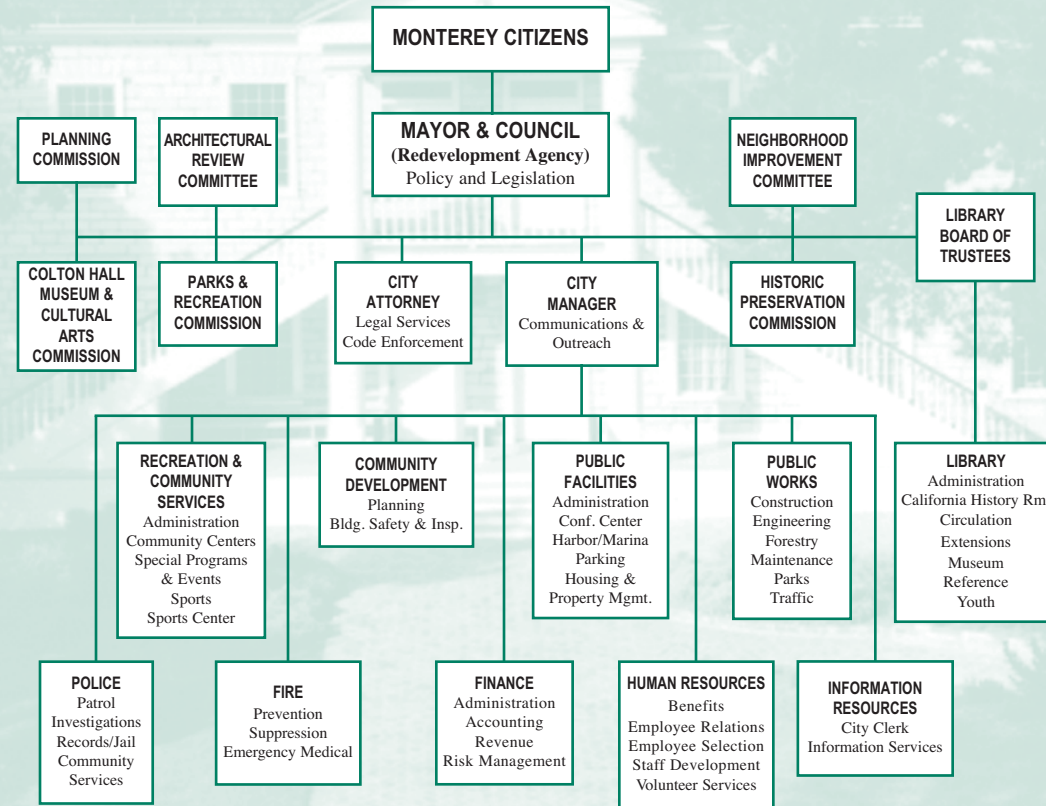


*Nancy Selfridge  
Councilmember*



*Frank Sollecito  
Councilmember*

*Colton Hall, California Constitution Hall in 1849*



## How to Participate in Council Meetings

Citizens may speak, after receiving recognition by the Mayor, during the public discussion of any item on the Council agenda. Citizens may also speak for three minutes during the “Public Comments” portion of the agenda on any topic not on the agenda. In either case, the speaker must step to the microphone directly in front of the Council and, after receiving recognition from the Mayor, state his or her name and address for the record. All remarks should be directed to the Council as a body rather than to any particular Councilmember or any member of the staff or audience. Whenever a group wishes to address the Council on the same subject, the Mayor will request that a spokesperson be chosen by the group. Applauding or other displays of approval or disapproval are inappropriate during City Council meetings.

## MONTEREY CITY GOVERNMENT

The legislative and policy-making branch of Monterey’s municipal government is the City Council. The Council consists of five members: the Mayor, elected to a two-year term, and four Councilmembers, each elected to four-year terms.

Monterey is one of more than 300 California cities operating under the Council-City Manager form of government. Under this system, the City Council hires a professional City Manager, as well as a City Attorney, and appoints members of the City’s boards and commissions. These individuals provide recommendations and advice to, and serve at the pleasure of, the City Council.

The City Manager serves as the professional administrator of the City and is responsible for coordinating all day-to-day operations and administration. Duties include personnel and labor relations, the preparation and administration of the City budget, inter-governmental relations, and organizing and implementing the City Council’s policies. The City Manager also serves as the Council’s chief advisor.

The City Manager appoints a professional staff to help manage the organization. The City’s Executive Management team consists of the City Manager, City Attorney, Assistant City Manager, Information Resources Director/City Clerk, Community Development Director, Finance Director, Fire Chief, Human Resources Director, Police Chief, Public Facilities Director, Public Works Director, Recreation and Community Services Director, and the Library Director, who is appointed by the Library Board of Trustees.

The primary responsibility of the City Council is to fulfill the City’s legislative function, to establish policies and provide general direction for the City, and to provide the City Manager and operating departments with the resources necessary to implement these policies. The Mayor presides at City Council and Redevelopment Agency meetings and represents the City at various ceremonial functions and other meetings.

## City Council Meetings

**Meetings:** Council meetings are open public forums where the Council makes local laws, policies, and basic decisions relating to the City. Meetings are broadcast live on the Monterey Channel on cable Ch. 25 and streamed on the Web.

**Time:** The City Council holds regular meetings on the first and third Tuesdays of each month at 4:00 and 7:00 p.m. in the Council Chamber.

**Citizen Participation:** The City Council encourages expression of opinions by its citizens on any matter of community interest that is within the Council’s scope of authority. Oral presentations during Public Hearings and the Public Comments portion of the agenda, written communications, and oral requests are all appropriate methods for expressing these views. If you wish to present a matter to the City Council, notify the City Clerk.

**Agenda:** Copies of the Council agenda are provided for your

convenience at City Council meetings. The Council agenda is available at the City Clerk’s Office and the Monterey Public Library. It is also posted outside the Council Chamber and on the City’s Web site ([www.monterey.org](http://www.monterey.org)). Information regarding specific agenda items is available after 4:00 p.m. on the Friday prior to the City Council meeting at the City Clerk’s Office. Copies of the Council agenda packet are available for public review after 4:00 p.m. on the Friday prior to the Council meeting at the City Clerk’s Office and at the Library beginning the weekend before the meeting.

## Meeting Procedures

**Consent Calendar:** Matters listed under this section are submitted to the Council with a staff recommendation and are considered to be of a routine nature. They are all acted upon by one motion, unless a Councilmember or member of the public requests that an item be given more detailed discussion or separate action.

**Public Hearings:** Public Hearings allow the public to express their views on various matters. After all people have spoken, the hearing is closed to public comment and returned to the Council for final discussion and action.

**Ordinance:** An ordinance is a legislative act (or local law) and requires two readings at separate Council meetings. Most ordinances do not become effective until 30 days after the approval of the second reading. It is the most permanent and binding type of Council action and may be repealed only by a subsequent ordinance.

**Resolutions:** A resolution expresses Council policy or directs certain types of administrative actions. It requires only one reading and may be changed by a subsequent resolution.

**Motions:** Motions typically indicate majority approval of a procedural action or authorize disposition of routine items of business on the Council agenda. Motions can also direct City staff to take certain administrative actions.

**Referral:** When the Council decides a specific matter requires further detailed study, the matter may be referred to the City Manager or to one or more of the citizen advisory boards and commissions for review and recommendations.

**Quorum:** At least three Councilmembers must be in attendance in order to conduct a regular City Council meeting.

**Redevelopment Agency:** This Agency is a separate legal body of the City, composed of the members of the City Council, with the Mayor serving as Chair. The agency oversees redevelopment activities in three designated geographic areas: Cannery Row, Greater Downtown, and Custom House.

**Study Sessions:** These are public meetings, frequently held at 4:00 p.m. the fourth Wednesday of the month, used to provide information to the City Council and answer their questions to clarify issues. No formal action is taken on items.

**Closed Sessions:** These are meetings where the City Council discusses litigation, instructions to negotiators, and personnel matters. For reasons of confidentiality, these meetings are closed to the public and the news media.