

# **AUTHORITIES**

## **BOARDS**

## **COMMITTEES**

## **AND COMMISSIONS**

The purpose of this document is to encourage the general public to participate on the various authorities, boards, committees, and commissions which exist in the City of Upland. We hope to stimulate increased interest in the application process by providing concise information regarding the purpose, membership composition, length of membership, frequency of meetings, and selection processes for each group. It is the dedication, participation, and expertise of the many citizens and city staff members, which continues to enrich and improve our city.

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# ***BUILDING APPEALS BOARD***

## **PURPOSE**

To determine the suitability of alternate materials and methods of construction and to provide reasonable interpretations of the Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, the Uniform Housing Code, Uniform Code for the Abatement of Dangerous Buildings, National Electric Code, and the Seismic Hazards Reduction Ordinance.

## **MEMBERSHIP**

5 Members Total  
Selected from the following classifications:  
a. Architect or Engineer  
b. Attorney  
c. Contractor - Electrical, Mechanical, Plumbing or General

## **LENGTH OF TERM**

4 year term  
No member shall serve more than two full consecutive terms without the approval of Council by a 4/5ths vote.

## **MEETINGS**

A minimum of one meeting per year and additional meetings as appeals are received.

## **SELECTION PROCESS**

The City Clerk causes a request for volunteers to be published in the local news media.

Using the criteria for membership, the Building Official determines if applicants are qualified and recommends all qualified candidates to the Mayor.

Mayor shall appoint with Council ratification.

## **CODE REFERENCES**

Res. 2725  
Res. 4107  
Res. 4331  
Res. 5206  
Ord. 1028  
Effective July 27, 1992

# ***CITY COUNCIL ADVISORY COMMITTEE***

## **PURPOSE**

Review of past matters, including the Civic Center, and any other matters, which may be referred to it from time to time.

The City Council Advisory Committee is responsible to perform the analysis and present recommendations to Council on fees, the need for a City service, methods of controlling costs and methods of recovering costs for City services.

## **MEMBERSHIP**

5 Citizens at Large

## **LENGTH OF TERM**

4 year term

No member shall serve more than two full consecutive terms without the approval of Council by a 4/5ths vote.

## **MEETINGS**

First Wednesday evening of the month

## **SELECTION PROCESS**

Each Councilmember may nominate, for Mayor's consideration, one citizen-at-large whose term shall coincide with the service of the nominating Councilmember, subject to Council ratification.

## **CODE REFERENCES**

Min. 7/3/72

Ord. 1416

Ord. 1428

Res. 4331

UMC 2960.5

Effective Nov. 9, 1992

# ***COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE***

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## **PURPOSE**

To advise Council on how the Community Development Block Grant Funds are to be expended on an annual basis.

## **MEMBERSHIP**

5 Citizens at Large

## **LENGTH OF TERM**

4 Year term

No member shall serve more than two full consecutive terms without the approval of Council by a 4/5ths vote.

## **MEETINGS**

Approximately 4 meetings during February and March  
The Mayor's appointment shall serve as Chairman

## **SELECTION PROCESS**

Each Councilmember may nominate, for Mayor's consideration, one citizen-at-large whose term shall coincide with the service of the nominating Councilmember, subject to Council ratification.

# ***HOUSING AUTHORITY***

## **PURPOSE**

Unemployment and the existence of unsafe, unsanitary and congested dwelling accommodations in the City of Upland, have produced an economic and social condition therein that requires immediate attention and betterment. The purpose of the Authority will enable housing projects to be undertaken and furnish employment to many persons now idle, and enable them to become self-supporting and alleviate the aforesaid housing condition.

## **MEMBERSHIP**

7 Members Total  
Selected from:  
5 Citizens at Large  
2 Project tenants, one which shall be a senior citizen over 62 years of age

## **LENGTH OF TERMS**

4 Year term  
No member shall serve more than two full consecutive terms without the approval of Council by a 4/5ths vote.

## **MEETINGS:**

2nd Monday of the month

## **SELECTION PROCESS**

Mayor shall appoint with Council ratification, per Health and Safety Code, Section 34270

# ***LIBRARY BOARD***

## **PURPOSE**

The Upland Public Library serves the community by providing materials and staff assistance for meeting the informational and educational needs of the library users.

## **MEMBERSHIP**

6 Members Total  
1 Council Liaison  
5 Citizens at Large  
1 Friends of Library Liaison

## **LENGTH OF TERMS**

3 Year Term  
No member shall serve more than two full consecutive terms without the approval of Council by a 4/5ths vote.

## **MEETINGS**

Second Tuesday of the month

## **SELECTION PROCESS**

Mayor shall appoint with Council ratification.

# ***PARKING PLACE BOARD OF COMMISSIONERS***

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## **PURPOSE**

The Board of Commissioners shall have possession and complete charge, supervision and control of all parking places:

1. Acquired, constructed and paid for, or to be paid for, by taxes land or real property or assessments upon land in the district.
2. Acquired or constructed for the use or benefit of the district and paid for in any other manner.

## **MEMBERSHIP**

3 Citizens at Large

## **LENGTH OF TERMS**

3 Year term

No member shall serve more than two full consecutive terms without the approval of Council by a 4/5ths vote.

## **MEETINGS**

Once a year

## **SELECTION PROCESS**

Mayor shall appoint with Council ratification.

# ***PERSONNEL BOARD OF REVIEW***

## **PURPOSE**

The functions of the Board shall be to hear appeals as provided by this part and by rule, except matters pertaining to the meet and confer process.

## **MEMBERSHIP**

3 Members Total  
Selected from:  
1 member selected by Council  
1 member mutually agreed upon by Council and employee associations  
1 selected from names submitted from employee associations  
1 Alternate selected by mutual agreement of Council and employee associations selected by the Human Resources Director.

## **LENGTH OF TERM**

4 Year terms  
No member shall serve more than two full consecutive terms without the approval of Council by 4/5s vote.

## **MEETINGS**

The Human Resources Director will schedule on an as-needed basis.

## **SELECTION PROCESS**

Council appointment shall be made by Mayor, with Council ratification.  
1 Employee Group submits name(s) and Council selects appointment  
1 Agreed by Council and Employee Groups  
1 Alternate agreed by Council and Employee Groups and selected by the Human Resources Director

## **CODE REFERENCES**

Min. 5/31/45  
Ord. 1494  
Ord. 1566  
Res. 4331  
UMC 2350.16  
Res. 5206  
Effective July 27, 1992

# ***PLANNING COMMISSION***

## **PURPOSE**

The powers and duties of the Planning Commission shall be to:

1. Prepare, periodically review, and revise, as necessary the General Plan
2. Annually review the Capital Improvement Program of the City and the local public works projects of other local agencies for their consistency with the General Plan
3. Perform other functions as the City Council provides
4. Perform such other land use-related functions pursuant to State laws pertaining to conservation, planning, and zoning as the Council may direct or provide

## **MEMBERSHIP**

7 Members total  
Selected from 7 Citizens at Large

## **LENGTH OF TERM**

4 Year terms  
No member shall serve more than two full consecutive terms, unless approved by a 4/5ths vote of Council

## **MEETINGS**

Fourth Wednesday of the month

## **SELECTION PROCESS**

Advertise request for applications.  
Mayor (or Council designee), Mayor Pro Tem (or Council designee) and Planning Commissioner (selected by the Planning Commission) shall serve as an interview panel and interview each applicant.  
Interview Committee shall recommend at least one candidate per opening to the Mayor for ratification.  
Mayor shall appoint with Council ratification.

# ***STREET TREE ADVISORY COMMITTEE***

## **PURPOSE**

This committee shall study and review the proposed Urban Forestry Management Plan and make appropriate recommendations to Council and staff regarding the matters contained therein; to provide an avenue for citizens to appeal special circumstantial tree problems (i.e., tree removals, street tree designations, spraying for fruit drop...),

To review tree removal and other policies.

## **MEMBERSHIP**

5 Members Total  
Selected from 5 Citizens at Large

## **LENGTH OF TERM**

2 Year term, expiring in November of even years  
No member shall serve more than two full consecutive terms without the approval of Council by a 4/5ths vote.

## **MEETINGS**

2nd Thursday of the month on an “on-call” basis

## **SELECTION PROCESS**

Each Councilmember may nominate, for Mayor's consideration, one citizen-at-large, subject to Council ratification.

# ***TRAFFIC SAFETY ADVISORY COMMITTEE***

## **PURPOSE**

To advise Council and staff of community concerns regarding issues of traffic safety and to recommend solutions to those concerns.

## **MEMBERSHIP**

11 Members Total  
Selected from:  
3 Upland Unified School District  
    1 Board of Trustee Representative  
    1 District Office Representative  
    1 Administration Representative  
1 Chamber of Commerce Representative  
4 Citizens at Large  
1 Upland Police Department Liaison  
1 Engineering Department Liaison  
1 Council Liaison

## **LENGTH OF TERM**

4 Year terms (except Police and Engineering Department Liaison)  
No member shall serve more than two full consecutive terms without the approval of Council by a 4/5ths vote.  
Council liaison is biannual appointment, term ending November of even number years

## **MEETINGS**

First Wednesday of each month and on call, at Police Department

## **SELECTION PROCESS**

Mayor shall appoint with Council ratification



# SCHEDULED VACANCIES

1. On or before December 31st of each year, the public shall be informed regarding all scheduled vacancies for the upcoming year in the locations listed below. These postings will remain visible and available for the calendar year.
  - A. City Clerk's Office at City Hall
  - B. City Hall Bulletin Board (Exterior)
  - C. Upland Library
  - D. Upland Fire Department Station #1
  - E. Upland Police Department
  - F. Sign Board in Town Center
  - G. Magnolia Park and Recreation Center
  - H. Community Center
2. All scheduled vacancies will be announced at a Council meeting one month prior to the vacancy.
3. In addition to postings, the following publications will notify the public of all scheduled vacancies for the upcoming year.
  - A. Daily Bulletin in January
  - B. Muni-News, Winter Edition
4. Public Information booklets describing each authority, board, committee, and commission will be made available to the public at the following locations:
  - A. City Clerk's Office
  - B. Upland Library
  - C. City Hall Information Counter
5. Applications for appointment to Authorities, Boards, Committees or Commissions is available from the City Clerk's Office.
6. Completed applications should be returned to the City Clerk's Office.
7. The selection process for each group is explained in the following pages.
8. After scheduled vacancies are filled, all remaining applications will be placed in an Interest Bank for future selections during the same calendar year.
9. All applicants will be notified on a yearly basis of the status of their application. Applications remain on file for three years.

# UNSCHEDULED VACANCIES

In the case of an unscheduled vacancy, the following procedures will be followed:

1. The public shall be informed regarding all unscheduled vacancies in the locations listed below. These postings will remain visible until the position has been filled.
  - A. City Clerk's Office at City Hall
  - B. City Hall Bulletin Board (Exterior)
  - C. Upland Library
  - D. Upland Fire Department Station #1

Note: The vacancy notice will be posted no earlier than 20 days before the vacancy and no later than 20 days after the vacancy.

2. Public Information booklets describing each authority, board, committee, and commission will be made available to the public at the following locations:
  - A. City Clerk's Office
  - B. Upland Library
  - C. City Hall Information Counter
3. All unscheduled vacancies will be announced at a City Council meeting.
4. Applications for appointment are available from the City Clerk's Office.
5. Completed applications should be returned to the City Clerk's Office.
6. After posting the vacancy, Council will wait 10 working days for applications and appoint a replacement.
7. After unscheduled vacancies are filled, all remaining applications will be placed in an Interest Bank for future selections during the same calendar year.