

## GENERAL INFORMATION

City Council appointees to boards and commissions must reside or own a business within the sphere of influence. If you would like to apply for appointment to any of the boards or committees described in this pamphlet, you must complete a candidate application form and return it to the City Clerk's Office. When a vacancy occurs on any of the boards you have indicated an interest in, the City Council will conduct interviews of all candidates on file prior to making a selection. Applications are kept on file for a period of two years from the date of receipt or until appointment, whichever occurs first.

Because the Council recognizes that the time of its citizen volunteers is very valuable, a policy has been adopted regarding attendance requirements for all Council appointed members of boards, commissions and committees. Members who are absent from three consecutive regular meetings or 50% or more of all meetings within any consecutive twelve month period will be automatically removed from the committee upon which they are serving, unless the Council determines there was good cause to excuse those absences. By adopting this policy, the Council hopes to eliminate problems with meetings that cannot be held because of a "lack of a quorum".

For more information regarding the above policy or service on a board, commission or committee, please contact the City Clerk's Office (contact information on back).

Tulare City Clerk's Office

(559) 684-4200

411 E. Kern Ave, Tulare CA 93274

[www.tulare.ca.gov](http://www.tulare.ca.gov)



## MISSION STATEMENT

To promote a quality of life making Tulare the most desirable community in which to live, learn, play, work, worship, and prosper.

## BOARDS, COMMISSIONS AND COMMITTEES

Thank you for your interest in serving on a board, commission or committee of the City of Tulare. Volunteer citizen participation is the backbone of our democratic institutions. You are to be commended for your interest in serving your community.

This pamphlet briefly describes each of the city's boards and committees and provides you with some general information regarding responsibilities, meeting days and times. Please see the last section of this pamphlet regarding how to apply for an appointment to boards and committees in which you have an interest.

### **BOARD OF PUBLIC UTILITIES**

The Board of Public Utilities (BPU) was established by the Tulare City Charter and is charged with the responsibility to regulate and manage the utility divisions of the city. Those divisions include Solid Waste (refuse collection and street sweep-ing), Water, Sewer and Wastewater. This five member Board is appointed by the City Council for four year terms. The Board meets at 4:00 p.m. on the first and third Thursday of each month in the City Council Chambers at 491 North M Street.

### **PLANNING COMMISSION**

The seven member Planning Commission is responsible for considering and making decisions regarding land use, planning and zoning in accordance with the scope of city ordinances and state planning laws. A wide variety of issues are addressed including subdivisions, annexations, design review, zoning and environmental impact assessments. Commission Members serve a four year term and are appointed by the City Council. The Planning Commission meets on the second and fourth Monday of each month, at 7:00 p.m. in the City Council Chambers at 491 North M Street.

### **POLICE DEPARTMENT CITIZEN COMPLAINT REVIEW BOARD**

The Citizen Complaint Review Board is charged with the responsibility to review the Police Department's investigation of citizen complaints in specific areas and provide an independent review to the Chief of Police. The Board does not recommend or review disciplinary action against employees. Seven members of the Board are appointed by the City Council to two year terms. An eighth, non-voting member is selected by the Police Officers Union to sit on the Board. Board meetings are held on the second Tuesday of the month, at 5:30 p.m. at City Hall.

### **PARKS & RECREATION COMMISSION**

The Parks and Recreation Commission is a seven member advisory board appointed by the City Council to act on matters of recreational importance to all segments of the community, including recreational programs, facilities and park development. Members serve a four year term and meet on the second Tuesday of the month, at 6:30 a.m., at the Claude Meitzenheimer Community Center on Blackstone Street.

### **AVIATION COMMITTEE**

The Tulare Aviation Committee, a five member advisory board appointed by the City Council, is charged with the responsibility of making recommendations to the Council and staff in all areas related to city airport use, improvements and development of Mefford Field. Regular meetings of the Committee are held on the fourth Monday of the month at 6:00 p.m. at City Hall. Members serve a four year term.

### **LIBRARY BOARD**

A five member advisory board, the Tulare Library Board meets on the third Wednesday of each month, at 4:00 p.m., in the Public Library. Board members are appointed by the City Council for four year terms to advise the staff and Council on all matters relating to library service.

### **COMMITTEE ON AGING**

The five member Committee on Aging is responsible for advising the Recreation, Parks and Library Department on matters of senior citizen interest including such areas as recreation, social and nutritional services. Members serve a four year term and are appointed by the City Council. Meetings are held at 12:00 p.m., on the third Wednesday of the month at the Senior Community Center.

### **HOUSING/BUILDING BOARD OF APPEALS**

The Housing and Building Appeals Board consists of five members appointed by the City Council to serve four year terms. The Board meets primarily on an "as needed" basis to hear and decide appeals of orders, decisions or determinations made by building officials regarding construction related activity. Preferably, members should be familiar with the building and construction industry.

### **MEASURE I CITIZEN OVERSIGHT COMMITTEE**

The Measure I Citizen Oversight Committee, established May 16, 2017, consists of five members appointed by each of the five City Council Members, to, once established, serve four year terms. The Committee will meet twice annually, once to be briefed on the annual budget (mid-year) and again to review the Annual Audit Report, specific to Measure I. Members must live in Tulare.

