



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: MAY 6, 2025

DEPARTMENT: ADMINISTRATION

FROM: RENÉ MENDEZ, CITY MANAGER
CHRISTOPHER A. CALLIHAN, CITY ATTORNEY
PATRICIA M. BARAJAS, CITY CLERK

TITLE: UPDATE ON COMMISSIONS, COMMITTEES, AND BOARDS

RECOMMENDED MOTION:

A motion to adopt an Ordinance amending Article 1 of Chapter 3 of the Salinas Municipal Code with respect to the identification, composition, duties, and operations of the City's commissions, committees, and boards.

A motion to approve a Resolution establishing the meeting calendar for the Salinas Police Community Advisory Committee, the Measure E Oversight Committee, and the Measure G Oversight Committee and establishing the Uniform Bylaws for City Commissions, Committees, and Boards as the Bylaws for the Salinas Police Community Advisory Committee.

EXECUTIVE SUMMARY:

This Report provides a general discussion of the current City commissions, committees, and boards and outlines updates to the Salinas Municipal Code to reflect updates. An ordinance amending Article 1 of Chapter 3 of the Salinas Municipal Code is attached to this Report and delineates the amendments necessary to reflect the current list of commissions, committees, and boards, as well as their duties and powers. The proposed ordinance removes the requirement that residents be voters as a qualification for serving. This Report also proposes quarterly meetings (July, October, January, and April) for the Measure E Oversight Committee, Measure G Oversight Committee, and the Police Community Advisory Committee, and for the Police Community Advisory Committee to be subject to the Uniform Bylaws for City Commissions, Committees, and Boards instead of their own unique set of bylaws.

BACKGROUND:

City Commissions, Committees, and Boards

In Article 1 of Chapter 3 of the Salinas Municipal Code, the City has identified the current City commissions, committees, and boards, and outlines their composition, terms, powers and duties, and other administrative matters related to how they are expected to conduct business. Over time,

commissions, committees, and boards have been added to the City and the Code no longer accurately reflects the current list or some of their operations. The proposed ordinances updates this Article of the Code identify the current list of commissions, committees, and boards; the enumeration of their powers and duties, and the clarification of the appointment requirements for the Salinas Police Community Advisory Committee (with appointments made by the Mayor from among residents of the city at-large and by the Council members from among residents of their respective districts). The proposed ordinance also removes the requirement that residents be qualified voters in order to qualify for appointment to a City commission, committee, or board.

Salinas Police Community Advisory Committee

The Salinas Police Community Advisory Committee (“PCAC”) was formed in February 1994, with the initial members appointed by the City Council on March 24, 1994, to implement a “community oriented policing” philosophy in response to City council and community concerns. The PCAC was envisioned as providing a forum for members of the community to provide input to the City on law enforcement and police service-delivery matters. At one point being comprised of fourteen (14) members—with the Mayor and each Council member having two (2) appointees—in March 2017, the City Council reduced the total PCAC membership to seven (7) with the Mayor making one appointment from among residents of the city at-large and each Council member making one appointment from among residents of their respective districts. The reduction in the total number of members was a result of the PCAC regularly failing to have a sufficient number of attendees to constitute a quorum. Having district representation among the PCAC members provides a geographic diversity of appointments with representation from each area of the city.

The PCAC’s current Bylaws were approved in June 2010 and have remained unchanged. In March 2017, the City Council approved Resolution No. 21165 establishing a uniform set of bylaws for the City’s commissions, committees, and boards with the intent of facilitating uniform administration and uniform practice in the conduct of meetings. The City Council did not make the Uniform Bylaws applicable to the PCAC, however, instead choosing to leave the PCAC’s Bylaws in place for that committee. The PCAC Bylaws need to be updated and a review of those Bylaws indicates little functional difference between the Uniform Bylaws and the PCAC Bylaws. Qualification requirements for PCAC members would remain, however, including the requirement for a criminal history check and concurrence by the Police Chief with a Council member’s prospective appointment. As such, it is recommended that the City Council make the PCAC subject to the Uniform Bylaws.

The PCAC’s Bylaws call for regular meetings to be held on the last Wednesday of each month, unless cancelled due to lack of business. It is recommended that the PCAC meet on a quarterly basis with meetings held in July, October, January, and April, with the opportunity for additional meetings to be called by the City Manager or Police Chief. Meeting time and location would be as set forth in the Uniform Bylaws.

Measure E Oversight Committee; Measure G Oversight Committee

In approving both Measure E and Measure G, the voters of Salinas found the need for the establishment of committees composed of members of the public who would review and report on

the collection, management, and expenditure of tax revenues. Specifically, the Measure E Oversight Committee is tasked to “prepare an annual report on the revenue received and recommended use” of the revenues received from the tax. Similarly, the Measure G Oversight Committee is tasked to review and, by May 30 of each year, to review the City’s independent auditor’s report on the collection, management, and expenditure of revenues received, and issue a public report to the City Council regarding the use of Measure G revenue and such other matters and the City Council may assign.

The City Council has not previously established a meeting calendar or meeting frequency for the Measure E Oversight Committee; however, through Resolution No. 20726, the City Council set three annual meetings for the Measure G Oversight Committee: one before May 30 of each year, a second following the City Council’s adoption of the annual budgets, and the third prior to the City Council’s adoption of the annual budgets. The City Council may authorize additional Measure G Oversight Committee meetings beyond these three, upon approval of a majority of the Committee members and approval by the Mayor.

The meeting schedule and meeting frequency for both Oversight Committees has been inconsistent and varied. To bring consistency and efficiency to both Oversight Committees, it is recommended that the City Council establish quarterly meetings (July, October, January, and April) for both, with the opportunity for additional meetings to be called by the City Manager or the Finance Director. A consistent meeting schedule will be helpful for the Oversight Committee members, the community, and the City staff so that each may plan and prepare to participate in such meetings.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality 21165 Act (CEQA) (CEQA Guidelines Section 15378).

CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

No, Government Code §84308 (the Levine Act) does not apply to the actions recommended in this Report.

STRATEGIC PLAN INITIATIVE:

The actions recommended in this Report are consistent with and support the City Council’s goal of an Effective and Culturally Responsive Government (City of Salinas Strategic Plan 2022-2025).

DEPARTMENTAL COORDINATION:

The City Manager, City Attorney, and City Clerk coordinated on this Report along with the Finance Department and Police Department with respect to the Measure E Oversight Committee, Measure G Oversight Committee, and Salinas Police Community Advisory Committee, respectively.

FISCAL AND SUSTAINABILITY IMPACT:

No fiscal impact to the City's General Fund is anticipated with the actions recommended in this Report.

Fund	Appropriation	Appropriation Name	Total Appropriation	Amount for recommendation	FY 24-25 Operating Budget Page	Last Budget Action (Date, Resolution)
N/A	N/A	N/A	N/A	N/A	N/A	N/A

ATTACHMENTS:

Ordinance

Resolution

Resolution No. 21165 (N.C.S.); Uniform Bylaws for City Commissions, Committees, and Boards
Salinas Police Community Advisory Committee Bylaws (June 30, 2010)

Resolution No. 20726 (N.C.S.); Measure G Oversight Committee

ORDINANCE NO. _____ (N.C.S.)

AN ORDINANCE AMENDING ARTICLE 1 OF CHAPTER 3 OF THE SALINAS MUNICIPAL CODE WITH RESPECT TO THE IDENTIFICATION, COMPOSITION, DUTIES, AND OPERATIONS OF THE CITY'S COMMISSIONS, COMMITTEES, AND BOARDS

City Attorney Impartial Analysis

This Ordinance updates Article 1 of Chapter 3 of the Salinas Municipal Code including the identification of the City's current commissions, committees, and boards; the enumeration of their powers and duties; and the clarification of the appointment requirements for the Salinas Police Community Advisory Committee. This Ordinance also removes the requirement that residents be qualified voters in order to qualify for appointment to a City commission, committee, or board.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF SALINAS AS FOLLOWS:

SECTION 1. Article 1 of Chapter 3 of the Salinas Municipal Code is hereby amended as follows:

Article 1. In General.

Sec. 3-01.01. Establishment of commissions.

- (a) Notwithstanding what may otherwise be provided in this Code, the following city commissions, committees, and boards are hereby established:
 - (1) Airport Commission;
 - (2) Library and Community Services Commission;
 - (3) Planning Commission;
 - (4) Traffic and Transportation Commission;
 - (5) Historic Resources Board;
 - (6) Board of Appeals;
 - (7) Public Art Commission;
 - (8) Salinas Police Community Advisory Committee;
 - (9) Measure E Oversight Committee;
 - (10) Measure G Oversight Committee; and
 - (11) Grievance Board.

- (b) The city council may establish by resolution such advisory boards, committees, and other bodies as it deems appropriate in the conduct of the city's business.

Sec. 3-01.02. Composition; terms.

- (a) **Members.** Except as may otherwise be provided in this Code or through a resolution approved by the city council with respect to a particular city commission, committee, or board, each of the city commissions, committees, and boards shall consist of seven members.
- (b) **Residency.** Except as may be otherwise specifically provided in this Code or by resolution of the city council, all members of a city commission, committee, or board shall be residents of the city at the time of their appointment and continuously during their terms of office. A member who has moved residence from the city shall be considered to have resigned from the membership.
- (c) **Membership on Commissions and Boards.** No person shall be a member of more than one city commission, committee, or board. In the event that a member of a commission, committee, or board is appointed to a second commission, committee, or board, then that person's membership on the first body shall be automatically vacated.
- (d) **Terms.** Except as may otherwise be specifically provided in this Code or by resolution of the city council, each member of a city commission, committee, or board shall serve until successors are appointed and qualified, unless removed sooner by action of the council or as otherwise hereinafter provided. Each member of a city commission, committee, or board serves at the pleasure of the appointing council member or the mayor and may be removed by that council member or the mayor at any time. At the time of the city council's certification of the results of each general municipal election, the continued term of each city commissioner and each member of a committee or board shall be subject to reconfirmation by the appointing council member or the succeeding council member.

Sec. 3-01.03. Powers and duties.

- (a) **General Powers and Duties.** The city commissions, committees, and boards established pursuant to this chapter shall have the general power and duty, within each bodies sphere of interest, to render advice and to make recommendations to the city council and the city manager.
- (b) **Special Powers and Duties.** In addition to the general powers and duties enumerated in subdivision (a) of this section and to the additional powers and duties ascribed to each by the city council, each city commission, committee, or board shall be empowered and obligated as follows:
 - (1) **Airport Commission:**

- a. To study and make recommendations to the council on all matters relating to the technical operation, sale, lease, rental, improvement, development and beautification of any and all airports including all airport facilities and buildings owned or operated by the city.
 - b. To study and recommend ordinances and resolutions for the establishment of administrative rules and regulations governing the operation and use of airport facilities.
 - c. To prepare and recommend adoption of a current airport master plan.
 - d. To prepare annually, prior to the beginning of each fiscal year, a program of public improvements deemed necessary or desirable to be undertaken during the coming fiscal year and in line with the airport master plan.
- (2) Library and Community Services Commission:
- a. To study and recommend ordinances and resolutions for the establishment of administrative rules and regulations governing the operation and use of the Salinas public library facilities.
 - b. To make recommendations to the library and community services director on the library collection development policy and other policies, including, but not limited to, those related to the acquisition of books and other library materials and also including, but not limited to, those related to the study and the recommendation of facility improvements and facility policies.
 - c. To prepare annually, prior to the beginning of each fiscal year, a program of public improvements deemed necessary or desirable to be undertaken during the fiscal year and in line with the library and recreation-park development plan.
 - d. To study and make recommendations to the council on all matters relating to the sale, lease, rental, operation, improvement, development and beautification of any and all parks and park buildings and facilities owned or controlled by the city.
 - e. To advise the council and city manager on the promotion and planning of a comprehensive and adequate recreation-park program for the city.
- (3) Planning Commission: The purpose of the planning commission is to promote and insure the comprehensive and adequate planning of the city. To fulfill that purpose, the planning commission shall have the power, and it shall be its duty to consider and recommend to the city council the following:
- a. The approval or disapproval of maps or plats of subdivisions or resubdivisions of lands, whether lying within the city or within three miles outside its corporate limits;

- b. Land use or zoning plans and any proposed changes therein and any ordinances effectuating such plans;
- c. Plans for sanitation and the proper service of all public utilities;
- d. Plans and procedure for the improvement of housing standards, adequate housing, and regulations relating to housing and building codes;
- e. The proper location of any proposed building, structure or works;
- f. The adoption of any plan or plans for the physical development of the city, including lands outside the city, as may bear relation to the planning thereof.

No ordinance or resolution shall be adopted, nor shall any final action be taken, by the city council, relating to any of the foregoing matters contained in this section until the same shall first have been submitted to the planning commission and the planning commission shall have made its recommendations thereon.

The city planning commission shall review the general plan, or any portion, extension or amendment thereof, before the adoption of such plan, or any portion, extension or amendment thereof, by the city council.

(4) Traffic and Transportation Commission:

- a. To study and recommend to the council and city manager ways and means of improving traffic flow and safety on existing streets and public property within the city. The studies and recommendations shall include such matters as channelization of traffic, location of traffic control devices, speed zones and traffic islands.
- b. To render advice on the safe use of all public streets, crosswalks, sidewalks, alleys, parking lots, curb parking and other parking areas within the city.
- c. Working in conjunction with other community interest groups to prepare and recommend adoption of municipal off-street public parking improvement programs.
- d. To study and recommend to the council and city manager ways and means of improving the city operated municipal transportation system. The studies and recommendations shall include such matters as fares, routing and coordination of such fares and routes with those of other public transportation agencies.

(5) Historic Resources Board: The duties and powers of the Historic Resources Board are set forth in Section 3-02.04 of this Code.

(6) Board of Appeals: The duties and powers of the Board of Appeals are set forth in Article 3 of Chapter 3 of this Code.

- (7) Public Art Commission: The duties and powers of the Public Art Commission are set forth in Section 5-01.04 of this Code.
- (8) Salinas Police Community Advisory Committee: The duties of the Salinas Police Community Advisory Committee shall be to review police service delivery relevant to community needs, provide input on programs, and advise the City Council and Police Department about community relations strategies. Members appointed by the City Council will report to their respective Council member and also be responsive to procedural and/or community issues as defined by the Chief of Police. Members may bring forward concerns and questions from their communities.
- (9) Measure E Oversight Committee: The duties of the Measure E Oversight Committee are set forth in Section 32-77 of this Code.
- (10) Measure G Oversight Committee: The duties of the Measure G Oversight Committee are set forth in Section 32-94 of this Code.
- (11) Grievance Board: The duties and powers of the Grievance Board are set forth in Section 25-42 of this Code.

Sec. 3-01.04. Quorum.

A majority of the appointed members of the city commission, committee, or board shall constitute a quorum. No action shall be taken except by the affirmative vote of the majority of the members present. In the event any member or members abstain from the determination of an item, said member or members shall be counted as present for the purpose of determining a quorum.

Sec. 3-01.05. Appointment; vacancies; removal.

- (a) Appointments. Except as may otherwise be provided in this Code or through a resolution approved by the City Council with respect to a particular city commission, committee, or board the mayor and each member of the city council shall appoint one member to each city commission, committee, or board. Except with respect to the members of the Salinas police community advisory committee who shall be appointed by each Council member from residents within their districts with the Mayor's appointment made from among residents of the city at-large, each member of the city council shall appoint members to the commissions, committees, and boards from among residents of the city at-large; however, first preference shall be given to residents who reside within the respective district of the appointing councilmember, . The mayor shall make an appointment from an established eligibility list if the appointing council member does not fill a vacancy within two months following notification by the city clerk.

- (b) Vacancies. Vacancies shall be filled in the same manner as appointments. In the event the office the mayor or a council member becomes vacant during the term thereof, and until the office is filled, the city commission, committee, or board member appointed by such mayor or council member may be removed by a majority vote of the city council.
- (c) Removal. Any member of any city commission, committee, or board may be removed from membership upon the affirmative vote of a majority of the members of the city council and any such action shall be final and not subject to review.

Sec. 3-01.06. Organization; officers; meetings; conduct of business.

Unless the city council determines otherwise through separate action, the city commissions, committees, and board shall organize and operate in accordance with uniform bylaws for city commissions, committees, and boards approved by the city council.

SECTION 2. All ordinances and parts of ordinances and all resolutions and parts of resolutions in conflict herewith are hereby repealed as of the effective date of this ordinance.

SECTION 3. Publication. The City Clerk shall cause a summary of this ordinance to be published once in a newspaper published and circulated in Salinas within fifteen (15) days after adoption. (Salinas Charter Section 11.9)

SECTION 4. CEQA Compliance. The City Council's adoption of this ordinance is not a project subject to environmental review under the California Environmental Quality Act (CEQA Guidelines Section 15061(b)(3) because it would not have a significant effect on the environment. Additionally, the City Council's adoption of this ordinance is exempt because it does not meet the definition of a "project" under CEQA, pursuant to CEQA Guidelines sections 15060(c)(1) and 15378(a), because it has no potential to result in a direct or reasonably foreseeable physical change in the environment.

SECTION 5. Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Salinas City Council hereby declares that it would have passed this ordinance and each and every section, subsection, clause, and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 6. Effective Date. This ordinance will take effect thirty (30) days from and after its adoption.

This Ordinance was INTRODUCED on the _____ day of _____, 2025, and PASSED AND ADOPTED on the _____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____D
ennis Donohue, Mayor

APPROVED AS TO FORM:

Christopher A. Callihan, City Attorney

ATTEST:

Patricia M. Barajas, City Clerk

RESOLUTION NO. _____ (N.C.S.)

A RESOLUTION ESTABLISHING THE MEETING CALENDAR FOR THE SALINAS POLICE COMMUNITY ADVISORY COMMITTEE, THE MEASURE E OVERSIGHT COMMITTEE, AND THE MEASURE G OVERSIGHT COMMITTEE AND ESTABLISHING THE UNIFORM BYLAWS FOR CITY COMMISSIONS, COMMITTEES, AND BOARDS AS THE BYLAWS FOR THE SALINAS POLICE COMMUNITY ADVISORY COMMITTEE

WHEREAS, the City has established various commissions, committees, and boards each of which is vested with certain powers and duties within each body's sphere of interest so that each may take action, as appropriate, and render advice to the City Council and the City Manager; and

WHEREAS, on May 2, 2017, through Resolution No. 21165, the City Council established uniform bylaws for the City's commissions, committees, and boards to bring consistency in how such conduct their business; and

WHEREAS, in approving Resolution No. 21165, the City Council specifically excepted the Salinas Police Community Advisory Committee ("PCAC") from adherence to the uniform bylaws and allowed the bylaws for the PCAC dated June 30, 2010, to continue to govern the operation and the management of the PCAC; however, in approving Resolution No. 21165 the City Council reduced the total number of members of the PCAC from fourteen (14) to seven (7); and

WHEREAS, in approving both Measure E and Measure G, the voters of Salinas found the need for the establishment of committees composed of members of the public who would review and report on the collection, management, and expenditure of revenue from the taxes. With respect to the Measure G Oversight Committee on April 14, 2015, through Resolution No. 20726, the City Council took action to establish the original composition of the Committee and defined the original scope of the Committee's responsibilities, and the original frequency of the Committee's meetings; and

WHEREAS, from time-to-time the City Council reviews the operations of the City's commissions, committees, and boards, and the City policies and regulations applicable to each and has found the need to bring additional consistency and efficiency to the meeting frequency of the Measure E Oversight Committee and the Measure G Oversight Committee and to the management and operation of the Salinas Police Community Advisory Committee.

BE IT RESOLVED BY THE COUNCIL OF SALINAS AS FOLLOWS:

SECTION 1. The Measure E Oversight Committee and the Measure G Oversight Committee shall meet on a quarterly basis (July, October, January, and April). The City Manager or the Finance Director may call additional meetings beyond the regular quarterly meetings.

SECTION 2. The Salinas Police Community Advisory Committee shall meet on a quarterly basis (July, October, January, and April). The City Manager or the Police Chief may call additional meetings beyond the regular quarterly meetings.

SECTION 3. The Uniform Bylaws for City Commissions, Committees, and Board shall be the Bylaws for the Salinas Police Community Advisory Committee.

SECTION 4. All prospective City Council appointees to the Police Community Advisory Committee shall provide identifying information to the Chief of Police and shall be subject to a criminal history check conducted in accordance with procedures determined by the Chief of Police. A record of the criminal history/background check will be maintained by the Chief of Police. The Chief of Police shall have the right to deny membership to any prospective appointee to the Police Community Advisory Committee based on the confidential results of the criminal history/background check.

SECTION 5. All resolutions and parts of resolutions in conflict herewith are hereby repealed as of the effective date of this resolution.

PASSED AND APPROVED this 6th day of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dennis Donohue, Mayor

ATTEST:

Patricia M. Barajas, City Clerk