



City of Palm Desert Commissions and Committees

The following is a list of the various City Commissions and Committees, depicting the area of responsibility for each:

Architectural Review Commission

Reviews the building design and landscaping of all commercial and multiple dwellings to assure compatibility with the City's long-range objectives of being a community of quality, broad vistas, and taste. Meets the second and fourth Tuesday of each month at 12:00 Noon (Community Services Conference Room).

Art In Public Places Commission

Responsible for the City's public art program including placement of selected sculptures throughout the community. Works with the community, its businesses, and its schools to educate all groups in the area of visual art. Hosts Palm Desert Community Gallery exhibits and receptions. Meets the second Wednesday of every month at 9:00 a.m. (Community Services Conference Room).

Housing Commission

Provides input to the City Council on housing policy and procedures; housing proposals, programs, and strategies; and reviews and makes recommendations on proposed affordable housing developments. Meetings are held on the second Wednesday of the month at 3:30 p.m. (North Wing Conference Room).

Parks & Recreation Commission

Reviews all recreational-related concerns of the City and recommends policies in the recreational areas. Meets on the first Tuesday of the month at 8:30 a.m. (Administrative Services Conference Room).

Planning Commission

Reviews all land use applications and recommends to the City Council long-range policies and objectives as they relate to socioeconomic concerns of the City. This includes periodic review and revision of the City's General Plan, recommendations on specific plans to carry out General Plan objectives, as well as drafts of regulations required to execute the General Plan; advising the City Council in connection to administration of the State Map Act and the California Environmental Quality Act; and periodic review of the City's capital improvement program. Meets the first and third Tuesday of each month at 6:00 p.m. (City Council Chamber).

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Public Safety Commission

Responsible for providing a public forum to consider law enforcement and comprehensive public safety matters and to make recommendation to the City Council regarding those matters. Meetings held the second Wednesday of the month at 3:30 p.m. (Administrative Services Conference Room).

Rent Review Commission

Meets on an as-needed basis to adjudicate the City's mobile home rent control ordinance, which was adopted in 1984. The Commission receives testimony and renders fair and impartial decisions as they relate to this ordinance (City Council Chamber).

Audit, Investment & Finance Committee

The Committee reviews and assists with the decision-making process for investments and deposits of City funds. Meets bimonthly on the fourth Tuesday of the month, 10:00 a.m. (North Wing Conference Room).

Building Board of Appeals

Meets on an as-needed basis to hear appeals regarding interpretation of the Uniform Building Code and condemnation and abatement of dangerous structures. May ratify alternate materials and methods of construction that are not specifically recognized in the Uniform Building Code. (Community Services Conference Room).

Citizens' Advisory Committee for Project Area No. 4

Provides input to the City on matters directly related to the development or redevelopment of commercial, industrial, and public uses in Project Area No. 4. Membership reserved for residents of the Project Area, which is bounded by Country Club Drive, Washington Street, Fred Waring Drive, and Eldorado Drive. *Due to the Palm Desert Redevelopment Agency's dissolution effective February 1, 2012, in accordance with legislation ABx1 26, future meetings, if necessary, will be scheduled on an as-needed basis.* (Administrative Services Conference Room).

Citizens' Sustainability Committee

In February 2010, City Council approved Palm Desert's Environmental Sustainability Plan and Greenhouse Gas Inventory to help ensure that the City's resources continue to be conserved and managed effectively. The Citizens' Sustainability Committee is composed of nine industry professionals that review proposals, offer comment, and help develop appropriate policies and actions to meet the Plan's goals. Committee will evaluate changing needs and future demographic trends regarding sustainability in the following six resource areas: the Built Environment, Energy Management, Materials Management, Regional Air Quality, Transportation Resources, and Water Management. Meetings held quarterly.

Cultural Resources Preservation Committee

Created as part of the City's Cultural Resources Preservation Ordinance for the purpose of reviewing and making recommendations to the City Council in order to promote the public health, safety, and general welfare by providing for the identification, designation, protection, enhancement, perpetuation, and use of cultural resources that reflect themes important in the City's history. Meets the last Tuesday of the month at 9:00 a.m. (Administrative Services Conference Room).

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Hotel & Signature Events Committee

Established in early 2014 to advise City Council on tourism, hospitality trends and/or programs related to the economic development and stability of tourism and hospitality in Palm Desert, to assist, retain, and expand these businesses. Membership consists of: 2-Hotel General Managers with over 100 rooms, 2-Hotel General Managers with less than 100 rooms, 1-Representative from the Convention & Visitors Bureau, 2-Councilmembers. Meetings held bimonthly on the first Wednesday at 4:00 p.m. (North Wing Conference Room).

Library Promotion Committee

Recommends programs and policies which will enhance the usefulness of the public library to the residents of Palm Desert. Meetings held on the third Wednesday of the month at 3:00 p.m. (Administrative Services Conference Room).

Marketing Committee

The Marketing Committee provides evaluation of the City's annual marketing and media plans, participates in the creation of an annual marketing budget, including review of all print and electronic media advertising and collateral materials, and makes recommendations for special events requesting financial support from the City. Membership consists of representatives from the following specific segments of Palm Desert's business community: large hotel, small hotel/motel, large retailer, small retailer, shopping center, restaurant, culture/arts, real estate, local attraction, and tourism advocates. Meetings are held quarterly on the first Tuesday of the month at 3:00 p.m. (March, June, September, December) (Administrative Services Conference Room).

Sister Cities Committee

In 2006, the Palm Desert Sister Cities Committee became a private organization, now known as the Palm Desert Sister Cities Foundation, 45-580 Portola Avenue, Palm Desert, CA 92260. Applications for service may be obtained by contacting their office directly, phone (760) 333-4629; fax (760) 346-5988.

Youth Committee

Established in early 2002 to provide the City Council with input on issues of interest and concern to the City's youth, including recreational facilities and programs, transportation, public safety programs, regional concerns, local legislation, advertising and promotion, cultural outreach, a wide variety of special events, historical preservation, educational facility and program needs, environmental issues, anti-drug and smoking programs, etc. The Youth Committee is comprised of youth ages 13-18 who reside or attend school within Palm Desert, with meetings held the second Monday of each month at 6:00 p.m. (Administrative Services Conference Room).

***IMPORTANT NOTE:** Each individual appointed to a City committee or commission will be subject to the City's Conflict of Interest Code. The Code requires designated positions to file a Statement of Economic Interest in which the appointee must disclose all reportable investments, interests in real property, and business positions.

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ORDINANCE NO. 1017

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, AMENDING SECTIONS 2.20, 2.34, 2.60, AND 2.64 OF THE PALM DESERT MUNICIPAL CODE (AMENDING ORDINANCE NOS. 99, 390, 553, 861, 875, and 899), RELATIVE TO COMMITTEE/COMMISSION MEMBER REQUIREMENTS

WHEREAS, the City Council adopted Ordinance No. 899 on January 14, 1999, establishing uniform criteria for members, including appointment dates, terms of office, and absences; and

WHEREAS, the City Council has determined it is desirable to further define certain aspects of Committee or Commission Member service.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Palm Desert, California, that the following sections of the Palm Desert Municipal Code are hereby amended, as follows:

Section 1. Planning Commission - Section 2.20

“Section 2.20.020 Terms of office.

The Planning Commission shall consist of five (5) members to be appointed by the City Council by a minimum of three (3) affirmative votes, each of whom shall serve a term of four (4) years, or until his or her successor is appointed. The terms of appointment shall be as provided for in Section 2.34.010.”

Section 2. **“Section 2.34.010 Terms of appointment – Residency requirement – Unexcused Absences – Term Length.**

A. The beginning date for all terms of appointment to any City Committee or Commission will be January 1 and the ending date will be December 31, with the exception of appointments made to fill unexpired terms of office, or appointments made to fill new positions created during the year, but which will all be ultimately based upon the calendar year thereafter. Following expiration of the term of office, each member shall continue to serve until either he or she is reappointed or his or her successor is qualified and appointed.

B. All terms of office for City Committee and Commission members will be four years, unless otherwise specified in the establishing ordinance, resolution, or bylaws therefor. Each member of a Committee or Commission shall be eligible for reappointment at the discretion of the City Council, recognizing, however, that it is the

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City's goal to allow as many qualified and willing individuals as possible an opportunity to serve their community.

- C. Residency within the City limits of Palm Desert shall be a requirement for appointment to a City Committee or Commission except in cases where the City Council deems it appropriate to appoint a nonresident to a board that has need of a specific expertise offered by a nonresident.
- D. Three unexcused absences from regular meetings in any one year (January 1 - December 31) shall constitute an automatic resignation of members holding office on boards that meet monthly.
- E. Six unexcused absences from regular meetings in any one year (January 1 - December 31) shall constitute an automatic resignation of members holding office on boards that meet twice monthly.
- F. Any or all members of any City Committee or Commission may be removed at any time, with or without cause, by a vote of the City Council."

Section 3. **"Section 2.34.020 Excused absence defined.**

An 'excused absence' may be granted if the member is hospitalized due to illness, serving on jury duty, serving in the military, or has suffered a death in the family (spouse, parent/step-parent, grandparent, brother, sister, mother in-law, father in-law, child, grandchild, or any member of the immediate household)."

Section 4. Public Safety Commission - Section 2.60

"Section 2.60.030 Secretary to the public safety commission.

The Assistant City Manager for Community Services shall be an ex-officio member of the Commission as well as the official secretary to said Commission for the maintenance of all records of their proceedings. In addition, staff members will be the Chief of Police, the Fire Chief, and the Risk Manager. Other ex-officio members shall be two members of the City Council, at least one of whom is a sitting member of the Cove Communities Services Commission."

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Section 5. Housing Commission - Section 2.64

“Section 2.64.050 Term

Each member of the Housing Commission shall serve a four-year term and shall otherwise be subject to the terms of membership pursuant to Section 2.34.010.”

Section 6. **“Section 2.64.070 Absence from meetings.**

Absences from Housing Commission Meetings shall be recorded pursuant to Sections 2.34.010(D) and 2.34.020.”

Section 7. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published once in the Desert Sun, a newspaper of general circulation, printed and published within the County of Riverside, and circulated within said City.

BE IT FURTHER ORDAINED that adoption of this ordinance shall effectively supersede any provision for terms of office or policy for absences that may otherwise be currently in existence for any City Committee or Commission.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Palm Desert, California, at its regular meeting held this 8th day of May, 2003, by the following vote, to wit:

AYES: CRITES, FERGUSON, KELLY, SPIEGEL, and BENSON

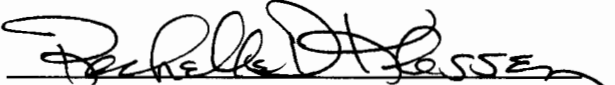
NOES: NONE

ABSENT: NONE

ABSTAIN: NONE


JEAN M. BENSON, MAYOR

ATTEST:


RACHELLE D. KLASSEN, CITY CLERK
CITY OF PALM DESERT, CALIFORNIA

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APPLICATION FOR COMMITTEE/COMMISSION SERVICE

a Public Document

CITY OF PALM DESERT

73510 Fred Waring Drive, Palm Desert, California 92260

Telephone: (760) 346-0611

The Application Package for Committee/Commission Service includes this two-page personal information form, along with Applicant Questionnaire, to be completed after attending two (2) meetings of the Committee or Commission of your choice.

1. Indicate your preference for service on the following Committees or Commissions. Please choose no more than three (#1 = First, #2 = Second, #3 = Third).

- | | |
|--------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Architectural Review Commission | <input type="checkbox"/> Marketing Committee |
| <input type="checkbox"/> Art In Public Places Commission | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Audit, Investment & Finance Committee | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Building Board of Appeals & Condemnation | <input type="checkbox"/> Public Safety Commission |
| <input type="checkbox"/> Cultural Resources Preservation Committee | <input type="checkbox"/> Rent Review Commission |
| <input type="checkbox"/> El Paseo Business Association Board | <input type="checkbox"/> Sustainability Committee |
| <input type="checkbox"/> Hotel & Signature Events Committee | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Housing Commission | _____ |
| <input type="checkbox"/> Library Promotion Committee | |

2. Name: _____
Last First Middle Initial

3. Residence:* _____
Street City Zip Code Telephone

*With some exceptions, residency within the City limits of the City of Palm Desert is required for Committee/Commission Service (P.D.M.C. § 2.34.010[c]).

4. Business Address: _____
Street City Zip Code Telephone

5. Preferred E-mail: _____

6. Education: _____

7. Current Occupation: _____

8. Employment Experience (beginning with present or most current position):

Name of Business/Address	Your Title	Employment Dates

9. Members of the Planning Commission and Rent Review Commission must be Palm Desert registered voters.

*I have been a City of Palm Desert resident since: _____.

*I have been a registered voter in the City of Palm Desert since: _____.

10. Local residents who are qualified to comment on my capabilities (preferably someone not directly connected with the City of Palm Desert):

Name	Address	Telephone
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Name	Address	Telephone
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11. YOUR PERSONAL STATEMENT OF QUALIFICATIONS (add attachments, if necessary):

12. Have you ever served on any City Committee or Commission previously? If yes, describe:

Date: _____

Applicant Signature: _____

Printed Name: _____

You may attach additional sheets or information as you feel necessary. Application will remain on file as active for a period of two (2) full years or until the City Clerk's Office is notified otherwise.

NOTE: Disclosure of economic interests is required of those appointed to serve on the City's Committees and Commissions pursuant to the City of Palm Desert Conflict of Interest Code.

THIS AREA FOR OFFICIAL USE ONLY:



City of Palm Desert

Committee/Commission

- Optional -

Applicant Questionnaire

1. Please provide your name, address, and telephone number(s):

2. I attended meetings of the _____
(Name of Committee/Commission)

on the following dates: _____

3. I am still interested in serving on this Committee/Commission:
_____ Yes _____ No

a) If yes, please go to #4.

b) If no, please go to #5.

4. Please give your general impression of the Committee/Commission after attending its meetings:

(over)

**City of Palm Desert
Committee/Commission
-Optional-
Applicant Questionnaire
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5. Is there another Committee/Commission in which you are interested?
_____ Yes _____ No

a) If yes, please indicate the dates of the meetings for this Committee/Commission that you attended and give your general impression: _____

b) If no, the City of Palm Desert thanks you for your interest in membership on its various Committees and Commissions. If you decide in the future that you would again like to be considered for membership, please contact us for a new application package.

6. After attending meetings and completing this optional Questionnaire, please return it along with your Application for Committee/Commission Service to:

Office of the City Clerk
City of Palm Desert
73-510 Fred Waring Drive
Palm Desert, CA 92260-2578

If you have any questions, please call City Clerk Rachelle Klassen or Deputy City Clerk Grace Mendoza at (760) 346-0611.

(Please attach additional sheets as necessary.)