

Title 3

COMMISSIONS AND COMMITTEES

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Chapter 3.05**PLANNING COMMISSION¹**

Sections:

- 3.05.010 Established – Composition.
- 3.05.020 Qualifications.
- 3.05.030 Compensation.
- 3.05.040 Terms of office.
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- 3.05.070 Powers and duties.
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- 3.05.100 Absence from meeting.
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3.05.010 Established – Composition.

There is established a city planning commission. The planning commission consists of seven members appointed by the mayor with the approval of the council. (1991 code § 2-36.1)

3.05.020 Qualifications.

A. To be eligible for appointment to the planning commission, a person shall at the time of his or her appointment:

1. Be a citizen of the United States over the age of 21 years; and
2. Have been a resident of the city for at least one year.

B. When a member of the planning commission ceases to be a resident, his or her position becomes vacant. (1991 code § 2-36.2)

3.05.030 Compensation.

Each commission member is entitled to receive compensation as established by city council resolution for each regular meeting attended. In addition, the city may reimburse a commissioner for actual and necessary expenses incurred in connection with the performance of his or her duties. (Ord. 637 § 1, 1990; 1991 code § 2-36.3)

3.05.040 Terms of office.

The term of office of each member is four years. Each member serves until his or her successor is appointed and qualified. (1991 code § 2-36.4)

3.05.050 Removal or vacancy of members.

A member of the commission may be removed by a majority vote of the council or by the mayor with the approval of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term. (1991 code § 2-36.5)

1. **Editor's note:** For provisions regarding planning and land use generally, see PHMC Title 18.

3.05.060 Officers.

A. Appointment. The commission shall elect a chairman and vice chairman from among its members. The chairman and the vice chairman serve for a term of one year, until the successor of each is appointed and qualified. The commission shall appoint a secretary who need not be a member of the commission.

B. Duties.

1. The chairman shall preside at all meetings of the commission. He or she shall appoint all committees and shall perform all of the duties necessary or incidental to his or her office.

2. The vice chairman is chairman in the absence or inability of the chairman to act.

3. The secretary shall keep minutes of each meeting and shall record each hearing and official action. On all official actions upon which a vote is taken, the secretary shall take the vote by roll call vote in alphabetical order, with the chairman voting last. The secretary shall certify each official document and resolution of the commission. The secretary shall examine incoming mail for proper referral and answer correspondence for the commission. The secretary shall maintain records of operations and shall perform such other duties as the commission may assign. (1991 code § 2-36.6)

3.05.070 Powers and duties.

In addition to the duties, rights and powers imposed by state law, the commission shall perform the duties and has the rights, powers and privileges provided by ordinance or resolution of the council. (1991 code § 2-36.7)

3.05.080 Meetings.

The commission shall meet on the second and fourth Tuesday of each month at the hour of 7:30 p.m. at the Council Chambers, 100 Gregory Lane, Pleasant Hill, California. (Ord. 704 § 1, 1996; 1991 code § 2-36.8)

3.05.090 Quorum.

Four members of the commission constitute a quorum for the transaction of business. (1991 code § 2-36.9)

3.05.100 Absence from meeting.

A. If a member of the commission is absent without cause from three successive regular meetings of the commission, the office becomes vacant automatically. The commission shall immediately notify the city council of the vacancy.

B. A member is not absent without cause if his or her absence is due to illness or unavoidable, and the member gives the secretary of the commission written notice before the day of the meeting that he or she will be absent and giving the reason for the absence. (1991 code § 2-36.10)

3.05.110 Rules and record keeping.

The commission shall adopt rules for the transaction of its business and shall keep a public record of its resolutions, transactions, findings and determinations. (1991 code § 2-36.11)

Chapter 3.10**ARCHITECTURAL REVIEW COMMISSION¹**

Sections:

- 3.10.010 Created – Composition.
- 3.10.020 Qualification.
- 3.10.030 Compensation.
- 3.10.040 Terms of office.
- 3.10.050 Removal or vacancy of members.
- 3.10.060 Officers.
- 3.10.070 Meetings.
- 3.10.080 Quorum.
- 3.10.090 Absence from meeting.
- 3.10.100 Commission records.
- 3.10.110 Adoption of rules.

3.10.010 Created – Composition.

There is created an architectural review commission. The commission consists of five members appointed by the mayor with the approval of the council. (Ord. 620 § 1, 1988; 1991 code § 2-37.1)

3.10.020 Qualification.

An individual who by experience, training, education, or occupation has demonstrated talent and interest in aesthetics and architectural design is qualified to be a member of the architectural review commission. (1991 code § 2-37.2)

3.10.030 Compensation.

Each commission member is entitled to receive compensation as established by city council resolution for each regular meeting attended. In addition, the city may reimburse a commissioner for actual and necessary expenses incurred in connection with the performance of his or her duties. (Ord. 638 § 1, 1990; 1991 code § 2-37.3)

3.10.040 Terms of office.

The term of office for each member is four years. Each member shall serve until a successor is appointed and qualifies. (Ord. 603 § 1, 1987; 1991 code § 2-37.4)

3.10.050 Removal or vacancy of members.

A member of the commission may be removed by a majority vote of the council or by the mayor with the approval of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term. (1991 code § 2-37.5)

3.10.060 Officers.

A. Appointment. The commission shall appoint a chairman and vice chairman from among its members. The chairman and vice chairman serve for a term of one year and until the successor of each is appointed and takes office.

1. **Editor's note:** For provisions regarding the architectural review generally, see PHMC Title 18.

B. Secretary designated. The director of public works and community development of the city serves as the secretary of the architectural review commission.

C. Duties.

1. The chairman shall preside at all meetings of the commission, and shall appoint each committee and shall perform the duties necessary or incidental to his or her office.

2. The vice chairman is chairman in the absence of the chairman or in case of inability of the chairman to act.

3. The secretary shall keep minutes of each meeting and shall record the official action taken. On all official actions on which a vote is taken, the secretary shall take the vote by roll call in alphabetical order, with the chairman voting last. The secretary shall certify each official document and resolution of the commission. The secretary shall maintain records of operation and shall perform such other duties as the commission assigns. (1991 code § 2-37.6)

3.10.070 Meetings.

The commission shall meet on the first and third Thursdays of each month as necessary at 5:00 p.m. at City Hall, 100 Gregory Lane, Pleasant Hill, California. (Ord. 700 § 1, 1995; 1991 code § 2-37.7)

3.10.080 Quorum.

Three members of the commission constitute a quorum for the transaction of business. (1991 code § 2-37.8)

3.10.090 Absence from meeting.

A. If a member of the commission is absent without cause from three successive regular meetings of the commission, the office becomes vacant automatically. The commission shall immediately notify the council of the vacancy.

B. A member is not absent without cause if his or her absence is due to illness or unavoidable, and the member gives the secretary of the commission written notice before the date of the meeting that he or she will be absent and the reason for the absence. (1991 code § 2-37.9)

3.10.100 Commission records.

The commission shall keep a public record of its resolutions, transactions, findings and determinations. (1991 code § 2-37.10)

3.10.110 Adoption of rules.

The commission shall adopt rules for the transaction of its business. (1991 code § 2-37.11)

Chapter 3.15**COMMISSION ON AGING**

Sections:

- 3.15.010 Established – Composition.
- 3.15.020 Appointment.
- 3.15.030 Terms of office.
- 3.15.040 Leave of absence.
- 3.15.050 Removal or vacancy of members.
- 3.15.060 Officers.
- 3.15.070 Function.
- 3.15.080 Meetings.
- 3.15.090 Quorum and record keeping.
- 3.15.100 Absence from meetings.
- 3.15.110 Liaison representatives.
- 3.15.120 Rules.

3.15.010 Established – Composition.

A city commission on aging is established. The commission shall consist of nine members. No fewer than six members shall reside in the city. All members shall serve without compensation. (1991 code § 2-38.1)

3.15.020 Appointment.

The members of the commission shall be appointed by the mayor with the approval of the city council, and shall be representative of the economic, cultural, ethnic and racial groups which comprise the population of the city. Two-thirds of the members shall be 55 or older. (1991 code § 2-38.2)

3.15.030 Terms of office.

The term of office of each member shall be four years. (Ord. 497 § 1, 1982; 1991 code § 2-38.3)

3.15.040 Leave of absence.

A member of the commission may be granted a leave of absence by the council, and a temporary vacancy shall thereupon exist for the period of such leave of absence. (1991 code § 2-38.4)

3.15.050 Removal or vacancy of members.

Vacancies on the commission, from whatever cause, except temporary vacancies as provided in PHMC § 3.15.040, shall be filled by the council for the unexpired term. Any member of the commission may be removed from the commission prior to the expiration of his or her term by a three-fifths vote of the council. (1991 code § 2-38.5)

3.15.060 Officers.

A. The commission shall elect one of its members chairman and one of its members vice chairman who shall hold office for one year until their successors are elected unless their terms as members of the commission expire sooner. Nomination and election shall be held at the May meeting. The new officers shall assume their positions at the June meeting.

B. An officer or employee of the city designated by the city manager shall serve as secretary of the commission. (Ord. 497 § 1, 1982; 1991 code § 2-38.6)

3.15.070 Function.

- A. The function of the commission shall be to:
 - 1. Identify the needs of the aging in the community and create a citizen awareness of these needs;
 - 2. Encourage improved standards of services and the establishment of needed new services for the aging, both public and private, and in so doing, encourage coordination among organizations providing services to the aging in the community and provide advice and assistance thereto;
 - 3. In cooperation with other agencies collect, maintain and interpret information and statistics on the aging for the use of citizens and organizations in the city;
 - 4. Encourage preparation of publication and results of study and research pertaining to the aging;
 - 5. Advise the council on all matters affecting the aging in the community;
 - 6. Render advice and assistance to other city boards and commissions, to city departments and to private agencies on matters affecting the aging;
 - 7. Perform such other functions and duties as may be directed by the council.

- B. In prescribing the above duties and functions of the commission, it is not the intent of this council to duplicate or overlap the functions, duties, or responsibilities heretofore or hereafter assigned to any other city board, commission or department. As to such functions or responsibilities set forth in this section which are partially or wholly the responsibilities of another board or commission or of a department of the city, the commission will render assistance and advice to such board, commission or department as may be requested. (1991 code § 2-38.7)

3.15.080 Meetings.

The commission shall establish a regular time and place of meeting and shall hold at least 10 meetings annually. Special meetings may be called by the chairman, or by any members of the commission, upon written notice being delivered personally or by mail to each member at least 24 hours prior to such meeting. (Ord. 497 § 1, 1982; 1991 code § 2-38.8)

3.15.090 Quorum and record keeping.

Five members shall constitute a quorum; a majority of the quorum is required to take any action. The commission shall keep an accurate record of its proceedings and transactions and shall submit an annual report to the council with a copy to the city manager. (Ord. 497 § 1, 1982; 1991 code § 2-38.9)

3.15.100 Absence from meetings.

- A. Any member who, without obtaining a leave of absence, is absent from three consecutive meetings shall be subject to termination by majority vote.

- B. The commission chairman shall advise the city clerk of such termination.

- C. The city clerk shall notify the member and report to the council that a vacancy exists on the commission, and that an appointment should be made for the unexpired term. (Ord. 497 § 1, 1982; 1991 code § 2-38.10)

3.15.110 Liaison representatives.

Subject to the approval of the council in each case, the commission may designate one of its members to act as a liaison representative to any other board, commission, or committee of the city. The function of such liaison representatives are to attend meetings of such other board, commission, or committee; to advise this commission of the background, attitudes and reasons behind the actions of such other board, commission or committee; and on request of any member of such other board, commission or committee to advise such board, commission or committee of policy, procedures and decisions of this commission that may bear upon matters

under discussion by such other board, commission, or committee. Such liaison representatives shall have no power to vote. (1991 code § 2-38.11)

3.15.120 Rules.

The commission may make and alter rules governing its organization and procedures which are not inconsistent with this chapter or any other applicable ordinance of the city. (1991 code § 2-38.12)

Chapter 3.20

EDUCATION/SCHOOLS ADVISORY COMMISSION

Sections:

- 3.20.010 Established – Composition.
- 3.20.020 Appointment.
- 3.20.030 Terms of office.
- 3.20.040 Compensation – Expenditures.
- 3.20.050 Removal or vacancy of members.
- 3.20.060 Officers – Staff liaison.
- 3.20.070 Meetings.
- 3.20.080 Rules – Mission statement.
- 3.20.090 Quorum.
- 3.20.100 Report to council.
- 3.20.110 Absence from meeting.

3.20.010 Established – Composition.

A city education/schools advisory commission is established. The commission shall consist of at least nine (but not more than 13) members. (Ord. 795 § 1, 2005; 1991 code § 2-41.1)

3.20.020 Appointment.

The members of the commission shall be appointed by a majority vote of the city council on the recommendation of the council’s interview and nominating committee. All members must reside in one of the two middle school attendance areas – Valley View Middle School or Pleasant Hill Middle School. All members must have resided in these school attendance areas for at least one year. Members need not be Pleasant Hill residents to qualify. (Ord. 795 § 1, 2005; 1991 code § 2-41.2)

3.20.030 Terms of office.

The term of office of each member shall be four years. (Ord. 795 § 1, 2005; 1991 code § 2-41.3)

3.20.040 Compensation – Expenditures.

All members shall serve without compensation. The commission may not employ consultants or incur other expenditures without prior approval of the city council. (Ord. 795 § 1, 2005; 1991 code § 2-41.4)

3.20.050 Removal or vacancy of members.

A member of the commission may be removed by a majority vote of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term. (Ord. 795 § 1, 2005; 1991 code § 2-41.5)

3.20.060 Officers – Staff liaison.

A. The commission shall elect a chair and vice-chair from among its members. The chair shall serve for a term of one year and until the successor of each is elected.

B. The city manager shall designate an employee of the city to serve as staff liaison to the commission for the purpose of recording minutes of commission proceedings, maintaining a continuity of records and assisting with community outreach. (Ord. 795 § 1, 2005; 1991 code § 2-41.6)

3.20.070 Meetings.

The commission shall meet at least once monthly for the purposes set forth in PHMC § 3.20.020. Meetings may be held at city hall or at various Pleasant Hill schools with the approval of the Mt. Diablo School District. (Ord. 795 § 1, 2005; 1991 code § 2-41.7)

3.20.080 Rules – Mission statement.

The commission shall adopt rules and procedures for the orderly conduct of its business. The commission shall also prepare a mission statement identifying the purpose and focus of the commission. The mission statement shall be approved by resolution of the city council. (Ord. 795 § 1, 2005; 1991 code § 2-41.8)

3.20.090 Quorum.

Five members of the commission constitute a quorum for the transaction of business if there are nine appointed members. If there are more than nine appointed members, the quorum for the transaction of business shall be a majority of the appointed members. (Ord. 795 § 1, 2005; 1991 code § 2-41.9)

3.20.100 Report to council.

The commission shall report to the city council at least once per year on the activities and actions of the commission. The report may be presented orally during a regular council meeting as part of the published agenda business. (Ord. 795 § 1, 2005; 1991 code § 2-41.10)

3.20.110 Absence from meeting.

A. If a member of the commission is absent without cause from three successive regular meetings of the commission, the office becomes vacant automatically. The commission shall immediately notify the council of the vacancy.

B. A member is not absent without cause if his or her absence is due to illness or is unavoidable, and the member gives written notice to the chair or staff liaison before the date of the meeting that he or she will be absent and the reason for the absence. (Ord. 795 § 1, 2005; 1991 code § 2-41.11)

Chapter 3.25

CIVIC ACTION COMMISSION

Sections:

- 3.25.010 Established – Composition – Appointments.
- 3.25.020 Purpose.
- 3.25.030 Terms of office.
- 3.25.040 Compensation – Expenditures.
- 3.25.050 Removal or vacancy of members.
- 3.25.060 Officers – Staff liaison.
- 3.25.070 Meetings.
- 3.25.080 Rules.
- 3.25.090 Quorum.
- 3.25.100 Report to council.
- 3.25.110 Absence from meeting.

3.25.010 Established – Composition – Appointments.

- A. Established. A city civic action commission is established.
- B. Composition. The commission shall consist of seven voting members. At least five of the members shall be residents of the city. Up to two members may be business persons, with a business in Pleasant Hill, who are nonresidents or persons living outside the corporate limits but within the city’s sphere of influence.
- C. Appointments. The members of the commission shall be appointed by a majority vote of the city council on the recommendation of the council’s interview and nominating committee. (Ord. 802 § 1, 2005; 1991 code § 2-42.1)

3.25.020 Purpose.

The purpose of the commission is to aid the council in the discharge of its responsibilities by:

- A. Providing assistance and advice to the city council concerning public and private programs that affect the quality of city life, including: residential and commercial improvements; public facilities; city beautification; cultural improvements; and general civic improvements;
- B. Sponsoring city programs at the request of the council;
- C. Keeping the general public informed about such programs and their progress; and
- D. Encouraging and utilizing active citizen participation in improving the quality of life in the city. (Ord. 802 § 1, 2005; 1991 code § 2-42.2)

3.25.030 Terms of office.

The term of office of each member shall be four years. (Ord. 802 § 1, 2005; 1991 code § 2-42.3)

3.25.040 Compensation – Expenditures.

All members shall serve without compensation. The commission may not employ consultants or incur other expenditures without prior approval of the city council. (Ord. 802 § 1, 2005; 1991 code § 2-42.4)

3.25.050 Removal or vacancy of members.

A member of the commission may be removed by a majority vote of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term. (Ord. 802 § 1, 2005; 1991 code § 2-42.5)

3.25.060 Officers – Staff liaison.

A. Officers. The commission shall elect a chair and vice-chair from among its members. Each officer shall serve for a term of one year and until the successor of each is elected.

B. Staff liaison. The city manager shall designate an employee of the city to serve as staff liaison and secretary to the commission for the purpose of recording minutes of commission proceedings, maintaining a continuity of records and assisting with community outreach. (Ord. 802 § 1, 2005; 1991 code § 2-42.6)

3.25.070 Meetings.

The commission shall meet at least once monthly for the purposes set forth in PHMC § 3.25.020. Meetings shall be held at city hall at 6:30 p.m. on the first Wednesday of each month. These regular and any special meetings shall be conducted in conformance with the Ralph M. Brown Act, Government Code section 54950 and following. (Ord. 802 § 1, 2005; 1991 code § 2-42.7)

3.25.080 Rules.

The commission shall adopt rules and procedures for the orderly conduct of its business. (Ord. 802 § 1, 2005; 1991 code § 2-42.8)

3.25.090 Quorum.

A quorum is required for the transaction of official business. Four members of the commission constitutes a quorum for the transaction of business. (Ord. 802 § 1, 2005; 1991 code § 2-42.9)

3.25.100 Report to council.

The commission shall report to the city council at least once per year on the activities and actions of the commission. The report may be presented orally during a regular council meeting as part of the published agenda business. (Ord. 802 § 1, 2005; 1991 code § 2-42.10)

3.25.110 Absence from meeting.

A. If a member of the commission is absent without cause from three successive regular meetings of the commission, the office becomes vacant automatically. The commission shall immediately notify the council of the vacancy.

B. A member is not absent without cause if his or her absence is due to illness or is unavoidable, and the member gives notice to the chair or staff liaison before the date of the meeting that he or she will be absent and the reason for the absence. (Ord. 802 § 1, 2005; 1991 code § 2-42.11)

Chapter 3.30

REDEVELOPMENT ADVISORY COMMISSION

Sections:

- 3.30.010 Established – Composition – Appointments.
- 3.30.020 Purpose.
- 3.30.030 Terms of office.
- 3.30.040 Compensation – Expenditures.
- 3.30.050 Removal or vacancy of members.
- 3.30.060 Officers – Staff liaison.
- 3.30.070 Meetings.
- 3.30.080 Rules.
- 3.30.090 Quorum.
- 3.30.100 Report to agency.
- 3.30.110 Absence from meeting.

3.30.010 Established – Composition – Appointments.

- A. Established. A redevelopment advisory commission (RAC) is established.
- B. Composition. The commission shall consist of nine voting members. At least five of the members shall be qualified electors of the city. It is preferred, but not required, that four of the members reside, be employed or own property in a redevelopment project area established by the redevelopment agency.
- C. Appointments. The members of the commission shall be appointed by a majority vote of the city council on the recommendation of the council’s interview and nominating committee. (Ord. 805 § 1, 2005)

3.30.020 Purpose.

The purpose of the commission is to act as a reviewing and advisory body to the Pleasant Hill redevelopment agency in connection with any redevelopment activity of that agency.

The commission shall perform additional duties as directed by the redevelopment agency. (Ord. 805 § 1, 2005)

3.30.030 Terms of office.

The term of office of each member shall be four years. (Ord. 805 § 1, 2005)

3.30.040 Compensation – Expenditures.

All members shall serve without compensation. The commission may not employ consultants or incur other expenditures without prior approval of the redevelopment agency. (Ord. 805 § 1, 2005)

3.30.050 Removal or vacancy of members.

A member of the commission may be removed by a majority vote of the agency. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term. (Ord. 805 § 1, 2005)

3.30.060 Officers – Staff liaison.

- A. Officers. The commission shall elect a chair and vice-chair from among its members. Each officer shall serve for a term of one year and until the successor of each is elected.

B. Staff liaison. The executive director of the redevelopment agency shall designate employees of the city to serve as staff liaison and secretary to the commission for the purpose of recording minutes of commission proceedings, maintaining a continuity of records and assisting with community outreach. (Ord. 805 § 1, 2005)

3.30.070 Meetings.

The commission shall meet at least quarterly, in January, April, July and October, for the purposes set forth in PHMC § 3.30.020. Meetings shall be held at City Hall at 7:00 p.m. on the fourth Thursday of the month. Special (more frequent) meetings of the commission may be called by the chair of the commission or the chair of the redevelopment agency. These regular and any special meetings shall be conducted in conformance with the Ralph M. Brown Act, Government Code section 54950 and following. (Ord. 851 § 1, 2010; Ord. 805 § 1, 2005)

3.30.080 Rules.

The commission shall adopt rules and procedures for the orderly conduct of its business, and shall keep a public record of its resolutions, transactions, findings and determinations. (Ord. 805 § 1, 2005)

3.30.090 Quorum.

A quorum is required for the transaction of official business. Five members of the commission constitute a quorum for the transaction of business. (Ord. 805 § 1, 2005)

3.30.100 Report to agency.

The commission shall report to the redevelopment agency at least once per year on the activities and actions of the commission. The report may be presented orally during a regular agency meeting as part of the published agenda business. (Ord. 805 § 1, 2005)

3.30.110 Absence from meeting.

A. If a member of the commission is absent without cause from three successive regular meetings of the commission, the office becomes vacant automatically. The commission shall immediately notify the agency of the vacancy.

B. A member is not absent without cause if his or her absence is due to illness or is unavoidable, and the member gives notice to the chair or staff liaison before the date of the meeting that he or she will be absent and the reason for the absence. (Ord. 805 § 1, 2005)

Chapter 3.35

TRAFFIC SAFETY COMMISSION

Sections:

- 3.35.010 Established – Composition – Appointments.
- 3.35.020 Purpose.
- 3.35.030 Terms of office.
- 3.35.040 Compensation – Expenditures.
- 3.35.050 Removal or vacancy of members.
- 3.35.060 Officers – Staff liaison.
- 3.35.070 Meetings.
- 3.35.080 Rules.
- 3.35.090 Quorum.
- 3.35.100 Report to council.
- 3.35.110 Absence from meeting.

3.35.010 Established – Composition – Appointments.

- A. Established. A traffic safety commission is established.
- B. Composition. The commission shall consist of the following seven members:
 - 1. The chief of police or his or her representative from the police department.
 - 2. The director of public works and community development or his or her representative.
 - 3. The deputy director of public works and community development or his or her representative from the planning division.
 - 4. Three residents of the city appointed by the city council. These resident members shall be people engaged in professional engineering, traffic safety, law enforcement or related vocational or professional pursuits which involve a technical and practical understanding of vehicular traffic systems.
 - 5. One resident of the city appointed by the commission.
- C. Appointments. The three resident members of the commission shall be appointed by a majority vote of the city council on the recommendation of the council’s interview and nominating committee. (Ord. 806 § 1, 2005)

3.35.020 Purpose.

The purpose of the commission is to aid the council in the discharge of its responsibilities by:

- A. Conducting studies of traffic problems as requested by the council or upon instigation of the commission, and as a result of such studies, make reports and recommendations on changes in policy and/or administration when such changes are deemed appropriate.
- B. Holding meetings with representatives from neighborhoods, shopping areas or other areas of the city to hear complaints, suggestions and concerns. Having fully discussed these matters, to then survey and study the situation(s) and consider ways to improve traffic conditions and enhance public safety.
- C. Working through the various departments of the city and other local governments to implement recommended changes insofar as such changes can be implemented by administrative action.
- D. In the absence of a specific complaint or request, initiating traffic studies on its own initiative in any area of the city of general concern to the commission, in an effort to anticipate and solve traffic problems for pedestrians, bicyclists and motorists. (Ord. 806 § 1, 2005)

3.35.030 Terms of office.

The term of office of each resident member shall be four years. (Ord. 806 § 1, 2005)

3.35.040 Compensation – Expenditures.

All resident members shall serve without compensation. The commission may not employ consultants or incur other expenditures without prior approval of the city council. (Ord. 806 § 1, 2005)

3.35.050 Removal or vacancy of members.

A resident member of the commission may be removed by a majority vote of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term. (Ord. 806 § 1, 2005)

3.35.060 Officers – Staff liaison.

A. Officers. The commission shall elect a chair and vice-chair from among its members. Each officer shall serve for a term of one year and until the successor of each is elected.

B. Staff liaison. The city manager shall designate an employee of the city to serve as staff liaison and secretary to the commission for the purpose of recording minutes of commission proceedings, maintaining a continuity of records and assisting with community outreach. (Ord. 806 § 1, 2005)

3.35.070 Meetings.

The commission shall meet at least once monthly for the purposes set forth in PHMC § 3.35.020. Meetings shall be held at City Hall at 6:00 p.m. on the second Tuesday of each month. These regular and any special meetings shall be conducted in conformance with the Ralph M. Brown Act, Government Code section 54950 and following. (Ord. 806 § 1, 2005)

3.35.080 Rules.

The commission shall adopt rules and procedures for the orderly conduct of its business. (Ord. 806 § 1, 2005)

3.35.090 Quorum.

A quorum is required for the transaction of official business. Four members of the commission constitute a quorum for the transaction of business. (Ord. 806 § 1, 2005)

3.35.100 Report to council.

The commission shall report to the city council at least once per year on the activities and actions of the commission. The report may be presented orally during a regular council meeting as part of the published agenda business. (Ord. 806 § 1, 2005)

3.35.110 Absence from meeting.

A. If a resident member of the commission is absent without cause from three successive regular meetings of the commission, the office becomes vacant automatically. The commission shall immediately notify the council of the vacancy.

B. A resident member is not absent without cause if his or her absence is due to illness or is unavoidable, and the member gives notice to the chair or staff liaison before the date of the meeting that he or she will be absent and the reason for the absence. (Ord. 806 § 1, 2005)

Chapter 3.40**DIABLO VISTA WATER SYSTEM ADVISORY BOARD**

Sections:

3.40.010 Advisory board.

3.40.010 Advisory board.

A. Creation and appointment. There is created an advisory board known as the “Diablo Vista Water Advisory Board” (the “board”). The board consists of three members, appointed by the city council, to implement PHMC Chapter 13.20. The board shall appoint a chair and vice chair from among its members. Each shall serve for two years, unless reappointed.

B. Term of office and filling vacancies. The term of office of each member is six years. Each member serves until his or her successor is appointed and qualified. The expiration of terms is staggered, so that a term expires every two years. (For example, terms expire in 2011, 2013 and 2015.) If there is a vacancy, the council shall fill the vacancy for the unexpired term in the same manner as an original appointment.

C. Qualifications. To be eligible for appointment as a member of the advisory board, a person shall have been a resident, property owner and consumer within the Diablo Vista Water System area for a period of at least one year preceding his or her appointment. Up to two board members may also function as staff engineers in addition to their board duties.

D. Ex officio members – Staff liaison. The director of public works and community development, or his or her designee, serves as an ex officio, nonvoting member of and staff liaison to the board.

The board shall keep an accurate record of its proceedings and transactions.

The staff liaison to the board shall attend meetings, maintain continuity of records, and assist with community outreach.

E. Duties. The water advisory board shall:

1. Manage the day-to-day operations of the water system, including regulating the distribution of available water resources to system users, consistent with policies, rules and regulations adopted by the city council, and with the city’s purchasing and contracts requirements of PHMC Chapter 5.10. The day-to-day management is subject to oversight by the city council and decisions may be appealed to the council under PHMC § 13.20.050;
2. Supervise the operating personnel;
3. Recommend to the director of public works and community development:
 - a. Contracts with operating personnel; and
 - b. Contracts for maintenance, repairs and improvements to the system;
4. Advise and make recommendations to the city council in matters relating to the functions and affairs of the water system. This includes recommending that the council designate up to two of the board members to serve as staff engineers when the board is unable to hire independent engineers at acceptable rates;
5. Perform such other duties as may be directed by the city council; and
6. Designate board members to serve as emergency contacts, as needed.

F. Compensation. Compensation for the board members is established by City Council resolution. The two board members serving as staff engineers receive additional monthly compensation. Any board member who responds to an emergency also receives compensation for each occurrence. (Ord. 848 § 1, 2010; Ord. 785 § 2, 2004; 1991 code §§ 13-1.3, 13-1.4)

Chapter 3.45**DISASTER COUNCIL**

Sections:

- 3.45.010 Purpose.
- 3.45.020 Definition.
- 3.45.030 Disaster council created.
- 3.45.040 Director and assistant director of emergency services.
- 3.45.050 Development of emergency plan.
- 3.45.060 Emergency organization.
- 3.45.070 Expenditures.
- 3.45.080 Prohibited acts.
- 3.45.090 Violation – Penalty.

3.45.010 Purpose.

The purpose of this chapter is to provide for the preparation and execution of plans for the protection of persons and property within this city in the event of an emergency and to provide for the direction of the emergency organization and the coordination of the emergency function of this city with all other public agencies and affected private persons, corporations and organizations. (1991 code § 2-39.1)

3.45.020 Definition.

As used in this chapter:

Emergency means the actual or threatened existence of conditions of disaster or extreme peril to the safety of persons and property within this city caused by conditions such as air pollution, fire, flood, storm, epidemic, riot or earthquake, or other conditions which are or are likely to be beyond the control of the services, personnel, equipment and facilities of this city and require the combined forces of other political subdivisions to combat. *Emergency* includes conditions resulting from war or imminent threat of war but does not include nor apply to any condition resulting from a labor controversy. (1991 code § 2-39.2)

3.45.030 Disaster council created.

A. Created, composition. The Pleasant Hill Disaster Council is created and consists of the following:

1. The director of emergency services, who is the city manager and who shall be the chairperson;
2. The assistant director of emergency services, who is the chief of police; and
3. The public works director.

B. Powers and duties. The disaster council shall develop and recommend for adoption by the city council emergency and mutual aid plans and agreements and such ordinances, resolutions, rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chairperson or, in his or her absence from the city or inability to call such meeting, upon the call of the vice chairperson. (Ord. 825 § 1, 2007; 1991 code § 2-39.3)

3.45.040 Director and assistant director of emergency services.

A. There is created the office of director of emergency services. The director is the city manager. The director has the authority to:

1. Request the city council to proclaim the existence or threatened existence of a “local emergency” if the city council is in session, or to proclaim the existence or threatened existence of a “local emergency” himself or herself if the city council is not in session. Whenever a local emergency is proclaimed by the direc-

tor, the city council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;

2. Request the Governor to proclaim a “state of emergency” when in the opinion of the director the locally available resources are inadequate to cope with the emergency;
3. Control and direct the efforts of the emergency organization of this city for the accomplishment of the purposes of this chapter;
4. Direct cooperation and coordination of services and staff of the emergency organization of this city and to resolve questions of authority and responsibility arising among them;
5. Represent the city in all dealings with public or private agencies pertaining to emergencies as defined in this chapter;
6. In the event of the proclamation of a “local emergency” as provided in this chapter, the proclamation of a “state of emergency” by the Governor or the Director of the State Office of Emergency Services, or the existence of a “state of war emergency,” to:
 - a. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by the emergency. However, these rules and regulations must be confirmed by the city council at the earliest practicable time,
 - b. Obtain vital supplies, equipment and other properties found lacking and needed for the protection of life and property and to bind the city for their fair value and, if required immediately, to commandeer them for public use,
 - c. Require emergency services of any city officer or employee and, in the event of the proclamation of a “state of emergency” in the county in which this city is located or the existence of a “state of war emergency,” to command the aid of as many citizens of this community as he or she thinks necessary in the execution of his or her duties. These persons are entitled to privileges, benefits and immunities provided by state law for registered disaster service workers,
 - d. Requisition necessary personnel or material of any city department or agency,
 - e. Execute all of his or her ordinary power as city manager, the special powers conferred on him or her by this chapter or by resolution or emergency plan adopted under this chapter, powers conferred on him or her by statute, by agreement approved by the city council, or by other lawful authority.

B. The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his or her duties during an emergency. The order of succession is subject to approval by the city council.

C. There is created the office of assistant director of emergency services, who is the chief of police. The assistant director shall, under the supervision of the director, develop emergency plans and manage the emergency programs of this city and have such other powers and duties as may be assigned by the director. (Ord. 825 § 2, 2007; 1991 code § 2-39.4)

3.45.050 Development of emergency plan.

The disaster council shall develop the city emergency plan, which shall provide for the effective mobilization of the resources of this city, both public and private, to meet any local emergency, state of emergency, or state of war emergency and shall provide for the organization, powers and duties, services, and staff of the emergency organization. The plan shall take effect upon adoption by resolution of the city council. (1991 code § 2-39.5)

3.45.060 Emergency organization.

All officers and employees of this city, all volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons impressed into service under the provisions of PHMC § 3.45.040.A.6.c, be charged with duties incident to the protection of life and property in this city during the emergency shall constitute the emergency organization of this city. (1991 code § 2-39.6)

3.45.070 Expenditures.

Expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of this city. (1991 code § 2-39.7)

3.45.080 Prohibited acts.

It is unlawful for a person to:

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any rule or regulation issued under this chapter or in the performance of any duty imposed on him or her by this chapter;

B. Do any act prohibited by any lawful rule or regulation issued under this chapter, if the act is of a nature to give or be likely to give assistance to the enemy, to imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection of this city or the lives or property of inhabitants of this city;

C. Wear, carry or display, without authority, any means of identification specified by the emergency agency of the state. (1991 code § 2-39.8)

3.45.090 Violation – Penalty.

A person who violates this section is guilty of a misdemeanor. (1991 code § 2-39.9)

Chapter 3.50**BUILDING BOARD OF APPEALS**

Sections:

- 3.50.010 Established – Composition and appointment.
- 3.50.020 Officers and ex officio member.
- 3.50.030 Terms of office.
- 3.50.040 Authority and limitation.
- 3.50.050 Meetings – Quorum – Procedures – Compensation.
- 3.50.060 Decision final.

3.50.010 Established – Composition and appointment.

A. Established. A city building board of appeals is established. This board of appeals is established under the authority of the California Building Code Section 105, adopted by the city at PHMC Chapter 14.05. Section 105 provides in part:

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals consisting of members who are qualified by experience and training to pass on matters pertaining to building construction and who are not employees of the jurisdiction. The building official shall be an ex-officio member of and shall act as secretary to said board but shall have no vote on any matter before the board. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.

...

The board of appeals shall have no authority relative to the interpretation of the administrative provisions of this code nor shall the board be empowered to waive requirements of this code.

B. Composition. The building board of appeals shall consist of three members who are qualified by experience and training to pass on matters pertaining to building construction and who are not employees of the city. Those qualified include, but are not limited to, licensed contractors, engineers and architects. A member need not be a resident of the city, but residency or work in the city is preferred.

C. Appointment. The members shall be appointed by a majority vote of the city council on the recommendation of the council's interview and nominating committee. (Ord. 830 § 1, 2008)

3.50.020 Officers and ex officio member.

The chief building official, or his or her designee, shall serve as secretary to the board, and as an ex officio nonvoting member of the board. (Ord. 830 § 1, 2008)

3.50.030 Terms of office.

A member of the building board of appeals is appointed for a four-year term, or until his or her successor is appointed and qualified, whichever is later. (Ord. 830 § 1, 2008)

3.50.040 Authority and limitation.

The board of appeals has the authority to hear and decide appeals, orders, decisions or determinations made by the building official relative to the application and interpretation of California Building Code, as adopted by the city at PHMC Chapter 14.05.

The board does not have the authority to interpret the administrative provisions of the California Building Code, nor is the board empowered to waive requirements of that code. (Ord. 830 § 1, 2008)

3.50.050 Meetings – Quorum – Procedures – Compensation.

A. Meetings. The board shall meet only as needed, when there has been an appeal of an order, decision or determination of the building official under PHMC Chapter 14.05.

B. Quorum. Two members constitute a quorum.

C. Procedures. The board shall follow the same hearing procedures established by the city’s planning commission. The board shall render its decision in writing to the appellant, with a duplicate copy to the building official.

D. Compensation. All members shall serve without compensation. The board may not employ consultants or incur other expenditures without prior approval of the city manager. (Ord. 830 § 1, 2008)

3.50.060 Decision final.

The decision of the building board of appeals is final and may not be appealed to the city manager or city council. (Ord. 830 § 1, 2008)

Chapter 3.55**RELOCATION APPEALS BOARD**

Sections:

- 3.55.010 Established – Composition.
- 3.55.020 Qualifications.
- 3.55.030 Terms of office.
- 3.55.040 Compensation.
- 3.55.050 Removal or vacancy.
- 3.55.060 Officers.
- 3.55.070 Purpose and duties of the board.
- 3.55.080 Adoption of rules.
- 3.55.090 Quorum.
- 3.55.100 Absence from meeting.

3.55.010 Established – Composition.

There is created a relocation appeals board, under the authority of California Health and Safety Code section 33417.5. The board shall consist of five members appointed by the mayor, subject to the approval of the city council. (Ord. 842 § 1, 2009)

3.55.020 Qualifications.

Each member of the board shall reside in the city, be a member of the redevelopment advisory commission, or possess expertise in the field of relocation. (Ord. 842 § 1, 2009)

3.55.030 Terms of office.

The term of office of each member is four years and each member shall serve until his or her successor is appointed. For purposes of staggering terms of appointees, the terms of two of the initial five appointees to the board shall be two years. (Ord. 842 § 1, 2009)

3.55.040 Compensation.

Members of the board do not receive compensation for service on the board, but shall be reimbursed for necessary expenses incurred in the performance of their duties, as determined by the city council. (Ord. 842 § 1, 2009)

3.55.050 Removal or vacancy.

A member of the board may be removed by a majority vote of the city council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term. (Ord. 842 § 1, 2009)

3.55.060 Officers.

A. Appointment. The board shall elect a chair and vice chair from among its members. The chair and vice chair serve for a term of one year, or until the successor of each is elected.

B. Secretary designated. The redevelopment programs administrator or his or her designee shall serve as the secretary to the board.

C. Duties.

1. Chair. The chair shall preside at all meetings of the board. The chair shall appoint all committees and shall perform all the duties necessary or incidental to the office.
2. Vice chair. The vice chair shall serve as chair in the absence or inability of the chair to act.
3. Secretary. The secretary shall keep minutes of each meeting and shall record each official action. On all official actions upon which a vote is taken, the secretary shall also take the vote by roll call vote in alphabetical order with the chair voting last. The secretary shall examine incoming mail for proper referral and answer correspondence for the board. The secretary shall maintain records of operations and shall perform such other duties as the board may assign. (Ord. 842 § 1, 2009)

3.55.070 Purpose and duties of the board.

- A. The purpose of the board is to act as a reviewing and advisory body to the Pleasant Hill redevelopment agency in connection with relocation activities in the agency's redevelopment projects.
- B. The board shall promptly hear all complaints brought by residents of the various project areas relating to relocation and shall determine if the redevelopment agency has complied with applicable law and regulations. The board shall, after a public hearing, transmit its findings and recommendations to the agency.
- C. The board shall also hear appeals from the determinations of all officers, bodies, departments and agencies of the city and the redevelopment agency as to the eligibility for, or the amount of payment(s) authorized by Government Code section 7260 and following. The appeals shall be governed by the grievance and appeals procedures adopted by the board. (Gov't. Code § 7266.)
- D. The board shall perform additional duties as directed by the city council. (Ord. 842 § 1, 2009)

3.55.080 Adoption of rules.

The board shall adopt such rules as it deems necessary for the conduct of its business and shall keep a public record of its transactions, findings and determinations. (Ord. 842 § 1, 2009)

3.55.090 Quorum.

Three members of the board constitute a quorum for the transaction of business. (Ord. 842 § 1, 2009)

3.55.100 Absence from meeting.

If a member of the board is absent without cause from three successive regular meetings of the board, the office becomes vacant automatically. The chair of the board shall immediately notify the mayor and city council of the vacancy.

A member is not absent without cause if his or her absence is (A) due to illness or (B) unavoidable and the member gives the chair of the board written notice before the day of the meeting that he or she will be absent and the reason for the absence. (Ord. 842 § 1, 2009)