



Agenda Item A.3
ADMINISTRATIVE AGENDA
Meeting Date: March 10, 2026

TO: Chair and Members of the Design Review Board

FROM: Deborah S. Lopez, City Clerk

SUBJECT: Selection of the Chair and Vice Chair for 2026

RECOMMENDATION:

Select a Chair and Vice Chair from among the members of the Design Review Board.

BACKGROUND:

Commission or Board reorganization, including rotation of the roles of the Chair and Vice Chair, are to occur annually at the meeting as close as possible to February 1st of each year, pursuant to Resolution No. 23-23, setting forth certain guidelines and procedures for all city boards and commissions (Attachment 1). This process was designed to allow any newly appointed members time to acclimate and make an informed selection.

The Chair is responsible for leading Board meetings and ensuring agenda items are kept on topic, productive and professional and in accordance with City policies and the Ralph M. Brown Act. The Vice Chair serves in the absence of the Chair.

DISCUSSION:

It is suggested that the Design Review Board members select a Chair and Vice Chair to serve in their respective positions for a term of one year.

ALTERNATIVES:

None.

ATTACHMENTS:

1. Resolution No. 23-23 – A Resolution of the City Council of the City of Goleta, California, Setting forth Certain Guidelines and Procedures for all City Boards and Commissions and Rescinding Resolutions Nos 07-15, 9-04, 12-77, 12-78, 18-44, and 19-03.

ATTACHMENT 1:

Resolution No. 23-23 - A Resolution of the City Council of the City of Goleta, California,
Setting forth Certain Guidelines and Procedures for all City Boards and Commissions
and Rescinding Resolutions Nos 07-15, 9-04, 12-77, 12-78, 18-44, and 19-03

RESOLUTION NO. 23-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA, SETTING FORTH CERTAIN GUIDELINES AND PROCEDURES FOR ALL CITY BOARDS AND COMMISSIONS AND RESCINDING RESOLUTIONS NOS 07-15, 9-04, 12-77, 12-78, 18-44, AND 19-03

WHEREAS, The City Council has adopted certain Rules of Decorum and Procedure applicable to its own members via Resolution No. 12-81 adopted on November 20, 2012, and amended by: Resolution No.14-01 on January 14, 2014; Resolution No. 16-22 on September 6, 2016; Resolution No. 17-47 on November 7, 2017, Resolution No 18-47 on September 18, 2018; and

WHEREAS, certain policies and expectations apply to the members of the City’s civilian Boards and Commissions; and

WHEREAS, the City Clerk will be developing and promulgating an administrative Handbook for Board and Commission members and wishes to include certain policy direction from the City Council in that document; and

WHEREAS, currently Boards and Commission policies are contained in multiple extraneous documents and resolutions, and staff believe there will be improvements in transparency, consistency and efficiency in creating a single policy document extraneous to the Municipal Code; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GOLETA DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1

The following prior resolutions are hereby rescinded: Resolution Nos 07-05, 09-04, 12-77, 12-78, 18-44, and 19-03.

SECTION 2

The compilation of Board and Commission rules and procedures formally adopted by this Resolution, also referred to as Rules and Procedures, supersedes previously adopted and individual Commission rules and procedures. Appointed Board and Commission members are expected to understand and comply with these Rules and Procedures. Failure to comply with the rules and procedures outlined in this document may be cause for removal of a member from the appointed position pursuant to GMC Section 2.15.080.

SECTION 3

1. Definitions

- a. Member: A duly appointed member of a City Board or Commission, whether a regular or alternate member, but not an elected member of the City Council. Member shall also include non-elected members of the public who serve on City subcommittees with City Councilmembers, such as on the Naming Standing Committee.
- b. Boards and Commissions: Those advisory bodies created by the City Council consisting of non-elected members of the public appointed thereto including, but not limited to:

Design Review Board
Historic Preservation Commission
Library Advisory Commission
Parks and Recreation Commission
Planning Commission
Public Engagement Commission
Public Tree Advisory Commission

- c. Body: Any City of Goleta Board or Commission.
- d. GMC: Goleta Municipal Code. Any section numbers cited herein are accurate as of the adoption date of this Resolution and should be read to anticipate future renumbering without effect on the validity of these policies and procedures.
- e. Appointment: Appointment to a Board or Commission pursuant to the GMC (Section 2.15.050).
- f. Removal: Removal from a Board or Commission Pursuant to the GMC (Section 2.15.080).
- g. Unscheduled Vacancy: A vacancy in a position before the end of the term, as defined under GMC (Section 2.15.070)
- h. Brown Act: Government Code § 54950 et seq.
- i. Public Records Act: Government Code §6250 et seq.
- j. Staff liaison: Those employees to whom an appropriate Department Head has assigned the responsibility to support a Body.

2. Applicability

The policies and procedures in this Resolution will be applicable to the following City of Goleta Boards and Commissions, and such similar Boards and Commissions as may be created by the City Council in the future, except a specifically provided otherwise by the GMC or other ordinance duly adopted by the City Council:

Board or Commission	Applicable GMC Chapter
Design Review Board	2.08
Historic Preservation Commission	2.17
Library Advisory Commission	2.14
Parks and Recreation Commission	2.12
Planning Commission	2.09
Public Engagement Commission	2.19
Public Tree Advisory Commission	2.11

3. Reservation of Council’s Policy Making and Financial Authority

Except as required by state law, all Boards and Commissions serve in an advisory capacity, and the ultimate policy-making authority in all matters and authority to commit City resources shall reside exclusively with the elected City Council.

4. Subject Matter Jurisdiction

- A. Bodies shall limit their activities to matters defined by the relevant Chapter(s) of the Municipal Code to be within their subject matter jurisdiction, or to those occasional additional special matters of limited duration that may be referred to the Body by the direction of the City Council.
- B. Unless directed otherwise by the City Council, bodies shall refrain from consideration of policy issues that are under active consideration by the City Council.
- C. Members of a Body shall act collectively in a properly noticed and constituted meeting; individual members do not have authority to make representations, make decisions or take actions on behalf of the Body unless expressly authorized by a majority of the Body to do so.

5. Noninterference with Staff

- A. The City Manager shall be responsible only to the City Council for the proper administration of the affairs of the City.
- B. No member shall interfere with the execution by the City Manager of his or her powers and duties, including but not limited to:
 - a. Ordering or attempting to influence, directly or indirectly, the appointment of any person to employment, or his or her removal therefrom.
 - b. Ordering or attempting to influence, directly or indirectly, the selection or termination of consultants and contractors.
- C. Except for the purpose of inquiry, Members shall deal with the administrative service under the jurisdiction of the City Manager solely through the City Manager, and no member shall give orders to any

subordinate of the City Manager or attempt to influence the manner by which an employee performs assigned functions, either publicly or privately.

- D. The City Manager may, but is not required to, seek advice from a Body on administrative matters, consistent with that Body's subject matter jurisdiction.

6. Brown Act

All bodies and members shall comply with the requirements of the Brown Act, including but not limited to those related to:

- A. Open and Public Meetings
- B. Notice and Agenda Requirements
- C. Public Comment
- D. Avoiding discussion of non-agenda items at meetings
- E. Avoiding direct or indirect deliberations outside of appropriately noticed meetings (i.e., through ex parte communication with a quorum of colleagues, or through serial meetings as a result of staff contact, or contact with constituents, developers and lobbyists).

7. Public Records Act

Accurate and permanent records of the acts (e.g., recommendations, resolutions, transactions, findings and determinations) of each body shall be kept, and such records shall have the same status as records of other administrative departments of the City.

All bodies and members shall comply with the requirements of the Public Records Act and the City's Records Retention Policy, including but not limited to:

- A. Retention of Public Records
- B. Production of Public Records Upon Request (Including those stored on personal devices and accounts. Members are advised to store records of City business only City devices and accounts.)
- C. Exemptions from Disclosure: Personnel Records, Medical Records, Investigative Records, Pending Litigation, Voter Information, Tax Payer Information, Law Enforcement Records, Attorney Client Privilege & Work Product, Trade Secrets, Copyrighted material, etc.

Members will refer all requests for public records to the City Clerk and will comply with the City Clerk's direction in producing or withholding any public records to which they have access.

8. Policies Against Discrimination and Harassment

Members shall comply with all provisions of state and federal law and all City policies prohibiting discrimination and harassment against a staff member or any individual who serves or does business with the City. Members will be required to read and sign acknowledgement of the City's Non-Discrimination and Harassment Policy as a condition of service. All members will participate in mandatory harassment training.

9. Information Technology Policies

Members with access to City technology resources (including but not limited to hardware, software, and City accounts, including City email accounts and 3rd party website accounts created using a City email account) or who use their own technology resources in the conduct of City business shall comply with all policies related to such use. Members will be required to read and sign acknowledgement of the City's Information Technology Policy as a condition of service.

10. Code of Ethics and Conflict of Interest

A. All members will comply with the City's Code of Ethics as outlined in Chapter 2.07 of the GMC including, but not limited to the following:

- i. Responsibilities of Public Office. (GMC Section 2.07.030)
- ii. Dedicated Service. (GMC Section 2.07.040)
- iii. Fair and Equal Treatment. (GMC Section 2.07.050)
- iv. Use of Public Property. (GMC Section 2.07.060)
- v. Obligations to Citizens. (GMC Section 2.07.070)
- vi. Conflict of Interest—General. (GMC Section 2.07.080)
- vii. Compliance with State Law. (GMC Section 2.07.090)

B. All members shall file financial disclosure statements in accordance with the provisions of the California Political Reform Act and the City's Conflict of Interest Code.

C. All members will participate in mandatory ethics training.

11. Political Activities

Members will not use and/or permit the use of public resources (i.e., any City-owned property or asset, including but not limited to City facilities, computers, telephones, email accounts, or City identification and indicia of office) for their own political campaigns, or to support or oppose the approval or rejection of a ballot measure, or the election or defeat of a candidate. Members will comply with related provisions of state law, including but not limited to CA Government Code sections 54964 and 8314.

12. Prohibition of Workplace Bullying

Members shall refrain, as a condition of continued service, from abusive conduct (“bullying”) toward City staff. Abusive conduct is defined by the California Government Code, Section 12950.1(i)(2) as workplace conduct, with malice, that a reasonable person would find hostile, offensive and unrelated to an employer’s legitimate business interests.

Abusive conduct includes, but is not limited to, verbal abuse, derogatory remarks, threatening verbal or physical conduct, intimidation, humiliation and gratuitous sabotage that undermines an individual’s ability to work. Abusive conduct generally consists of more than a single act, however a single act that is especially severe and egregious may constitute abusive conduct.

13. Training Requirements

As a condition of continued service, members will participate in all training required by the City including but not limited to training on the following topics: Rosenberg’s Rules of Order Revised, AB1235 conflicts of interest, harassment avoidance (including that satisfying AB 1825, AB 1661, AB 2053, and SB 396), and training on the Brown Act and Public Records Act.

14. Encouragement of Public Engagement

The City Council values full input from the public on matters related to City policy and decisions. The members of each Body shall encourage, and shall not discourage, individuals and organizations that have an interest in the subject matter jurisdiction of the Body to participate in City meetings and events and to provide public comment, whether written or oral, to the Body’s members and/or to the City Council on City matters.

15. Meeting Agendas

- A. Agendas shall be posted for public review as required by the Brown Act.
- B. Agenda topics shall be limited to the subject matter jurisdiction specifically delegated to the Body by the City Council.
- C. The City Council may, from time to time, refer other matters to the agenda of the Body through majority vote.
- D. Staff will develop agendas and place topics on the agenda in consultation with the Body’s current Chairperson. Disagreements about agenda topics will be referred to the City Manager, whose decision will be final. The City Manager will notify the members of the City Council of such decision.

16. Meetings

- A. Before the first meeting of each calendar year, each Body shall establish dates for meetings in the upcoming year, including the number of regular meetings established under the Goleta Municipal Code.
- B. Each Body may hold additional regular and special meetings as deemed necessary or expedient, subject to the availability of a quorum of members and staff liaisons. Due to demands on staff time, holding more than three additional meetings in a calendar year shall require the City Manager's approval.
- C. Members will attend all meetings and arrive promptly, keeping absences and tardiness to a minimum.
- D. As provided under Municipal Code Section 2.15.080, a member of any City board or commission is automatically removed from office if the member is absent without excuse from three regular meetings of the respective board or commission in any fiscal year. Action to excuse a member's absence from a meeting will consist of a majority vote of the remainder of the board or commission members and must be recorded in the meeting minutes.

17. Quorums

A Body must have a quorum to act. Except as may be specifically provided in the Goleta Municipal Code, a quorum for a Body shall constitute a simple majority of the members of that Body.

18. Rosenberg's Rules of Order Revised

To the extent these policies and procedures do not address an issue of parliamentary procedure for legislative Body meetings, Rosenberg's Rules of Order Revised: Simple Parliamentary Procedures for the 21st Century shall apply to all meetings of City Boards and Commission.

19. Selection of Officers

- A. Commission reorganization, including rotation of the roles of the Chair and Vice Chair, occurs annually at the meeting as close as possible to February 1st of each year. This is designed to allow any newly appointed members time to acclimate and make an informed selection.
- B. The results of the vote should be publicly announced; and the vote recorded in the minutes.
- C. Nomination of commissioners to serve as Chair and Vice Chair for the coming year can be made by any of the current commissioners in attendance.
- D. The Chair and Vice Chair are elected by the majority of the commission for a one-year term and hold office until their successors are elected or until their terms as members of the commission expire.

- E. The Role of the Chair shall be to:
- i. Consult with the staff liaison, as needed, on upcoming agendas;
 - ii. Serve as the presiding member over meetings of the Body, in accordance with Rosenberg’s Rules of Order Revised and City policies;
 - iii. Ensure that consideration of items on the agenda move along without delay.
 - iv. Ensure that public commenters, petitioners, proponents, and opponents are heard but not allowed to disrupt the meeting.
 - v. Ensure that decorum is maintained at the meeting. If necessary, consider calling for a brief recess if orderly conduct of the meeting is being disrupted.
 - vi. Ensure that each member of the Commission is provided an opportunity to completely express their views on items of business.
- F. The Chair may correspond or provide comment on behalf of the Commission if the opinions expressed on behalf of the Commission are on a topic that is consistent with the subject matter jurisdiction delegated to Body by the City Council and are consistent with the consensus of the Body.

20. Staff Liaisons

Each Board or Commission shall be supported in conducting its meetings by a Department Head and/or that Department Head’s delegated subordinate staff.

Board or Commission	Department Head
Design Review Board	Planning & Env Review
Historic Preservation Commission	Planning & Env Review
Library Advisory Commission	Neighborhood Services
Parks and Recreation Commission	Neighborhood Services
Planning Commission	Planning & Env Review
Public Engagement Commission	City Manager Department
Public Tree Advisory Commission	Public Works

SECTION 4.

The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

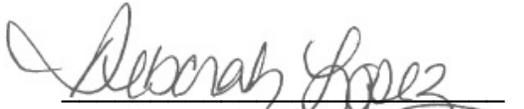
PASSED, APPROVED AND ADOPTED this 16th day of May 2023.



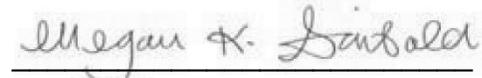
PAULA PEROTTE
MAYOR

ATTEST:

APPROVED AS TO FORM:



DEBORAH S. LOPEZ
CITY CLERK



MEGAN GARIBALDI
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA) ss.
CITY OF GOLETA)

I, DEBORAH S. LOPEZ, City Clerk of the City of Goleta, California, DO HEREBY CERTIFY that the foregoing Resolution No. 23-23 was duly adopted by the City Council of the City of Goleta at a regular meeting held on the 16th day of May, 2023 by the following roll call vote of the City Council:

AYES: MAYOR PEROTTE, MAYOR PRO TEMPORE RICHARDS,
COUNCILMEMBERS KYRIACO AND REYES-MARTÍN

NOES: NONE

ABSENT: COUNCILMEMBER KASDIN

ABSTENTIONS: NONE

(SEAL)


DEBORAH S. LOPEZ
CITY CLERK 