

CITY OF COVINA
BOARD, COMMITTEE AND COMMISSION DESCRIPTIONS

COMMUNITY RECOGNITION POLICY COMMITTEE

The function of the Community Recognition Policy Committee is to honor and recognize a volunteer, community leader, or outstanding citizen or group who has provided significant service to the City and Community.

The Community Recognition Policy Committee will be formed each year consisting of a Council Member (two year term), a representative of the City Manger's Office (standing committee member), one department head (two year term), the Public Information Supervisor (standing committee member) and a representative from a City Board or Commission designated by the City Council (two year term).

All meetings are called as needed. Recommendations made by the committee are taken to the City Council for final approval.

CULTURAL ARTS ADVISORY COMMISSION

The Cultural Arts Advisory Commission consists of nine (9) members. Covina residency is not a requirement; however, it is recommended that individuals have an interest in enriching the community through the advocacy and promotion of the arts. Commission members must be dedicated to nurturing the educational, social and economic growth of the City's cultural environment in which the arts, heritage and creativity of all citizens is supported and encouraged. This Commission should include a diverse representation by businesses, educators, school districts, individual artists and art patrons.

The Commissioners serve for a term of three years, on a rotating basis, and are appointed by the City Council.

The Cultural Arts Advisory Commission holds its regular meetings on the Wednesday following the second Tuesday of each month, at 7:00 p.m., at various locations throughout Covina. All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes (notes) are also prepared as a public record.

The functions of the Cultural Arts Advisory Commission are: (1) to establish programs that provide a rich arts experience in all disciplines to a diverse audience; (2) to provide cultural opportunities and encourage artistic and economic growth in the City of Covina; (3) to expand and enhance arts education in our schools and our community at large; and (4) to engage all members of the community in the discussion, support and participation in the arts.

HISTORIC PRESERVATION BOARD

The Historic Preservation Board consists of seven members. Five of the members are the Planning Commissioners, who are appointed by the City Council. The City Council selects the two remaining members from interested professional persons who have special knowledge in architecture, historic preservation, planning, contracting, archeology or building restoration; or who demonstrate interest, competence or knowledge in historic preservation. Although it is not mandatory, it is preferred that members reside, own property or operate a business in Covina.

HISTORIC PRESERVATION BOARD (Continued)

The Board members serve four-year terms and are appointed by the City Council.

The Board meets quarterly on the 2nd Tuesday of January, April, July, and October at 7:00 p.m. in the City Hall Council Chamber, 125 East College Street. The meeting schedule may be adjusted at the request of the Planning Commission. All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes are also prepared as a public record.

The Historic Preservation Board was created to promote historic preservation and review nominations; to create procedures to voluntarily nominate historic landmarks or structures of merit; and establish procedures to consider requests for significant modification of a historic structure that has been previously designated.

HOUSING AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

The Housing and Community Development Advisory Committee (H.C.D.A.) consists of nine members appointed by the City Council. The only selection criterion is that those appointed be reasonable representatives of Covina's demographic patterns (age, sex, race, income, etc.). Due to many recent joint projects with the County of Los Angeles, residents of Covina's County areas may be considered for appointment to the H.C.D.A. Committee at the discretion of the City Council.

The term of appointment is four years. The Committee meets at 7:00 p.m. on the 2nd Wednesday of the following months: January, February, May, September, November and December. Meetings are held in the Public Library Community Room, 234 North Second Avenue, Covina.

All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes are also prepared as a public record.

The function of the Committee is to advise the City Council in matters relating to the Housing and Community Development Act of 1974. The members are involved in the development and/or review of all elements pertaining to the planning and preparation of the annual Community Development Block Grant application. The Committee evaluates the Grant programs and makes recommendations to the City Council.

LIBRARY BOARD OF TRUSTEES

The Library Board of Trustees consists of five members. The only requirement for appointment is to be a Covina resident; however, library or education experience is desirable.

The members serve three-year terms and are appointed by the Mayor, subject to ratification by the City Council.

The Board meets on the second Tuesday of each month at 7:00 p.m. in the Library's upstairs' conference room, Public Library, 234 North Second Avenue, Covina.

All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Meeting notes are also prepared as a public record.

LIBRARY BOARD OF TRUSTEES (Continued)

The main function of the Library Board of Trustees is to solicit the views of the community and advise the Director about the policies and operations of the Library.

PARKING PLACE COMMISSION

The Board of Parking Place Commissioners is made up of three members. The State Streets and Highways Code requires that these members be persons of business experience and ability. Board members may be either an owner or lessee of property within the Parking District or an officer, employee or agent of a corporation owning or leasing property within the District.

The boundaries of the Parking District are as shown on Exhibit “D” of this summary.

These Commissioners serve for a term of three years and are appointed by the Mayor, subject to ratification by the City Council.

The Commission holds regular meetings on the first Thursday of each month following the City Council meeting. The meeting is normally held at 2:00 p.m. in the Council Chambers of City Hall, 125 East College Street, Covina.

All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes are also prepared as a public record.

In general, the Board is empowered with the operation, management and control of parking places within the District. It fixes, regulates and collects rentals, fees or charges for the parking of vehicles in parking places under its control, and may provide different rates for different classes of customers or user.

PERSONNEL ADVISORY BOARD

The Personnel Advisory Board consists of five members. Appointees are required to be residents of Covina and cannot hold a salaried position with the City.

The members serve four-year terms and are appointed by the City Council.

The Board meets in the Council Chamber of City Hall, 125 East College Street, Covina, at a time designated by the Chairman. Meetings are held only upon occasion of certain grievances filed by employees of the City. Meetings are typically held during normal business hours and occasionally on a Saturday.

Closed sessions may be held to consider the appointment or dismissal of a public employee, or to hear complaints or charges brought against an employee by another person or employee, unless the employee requests that the matter be conducted publicly.

Meetings are subject to a formal agenda noticed publicly in advance and formal minutes are also prepared as a public record.

PERSONNEL ADVISORY BOARD (Continued)

The duties of the Personnel Advisory Board are established by Covina Municipal Code Section 2.36.040; however, the scope of the assignment is limited by the Personnel Rules. Under the Personnel Rules the Board shall hear appeals of Type II Grievances resulting from disciplinary actions including, but not limited to, suspension, demotion or termination.

PLANNING COMMISSION

The Planning Commission is established by State Government Code 65100 and its organization is provided by Covina Municipal Code Section 2.28.010. It is composed of five members. Residency within the City is necessary for appointment; land use development and/or architectural background is desirable.

The Commission members serve four-year terms on a rotating basis, and are appointed by the City Council.

The Planning Commission meets on the 2nd and 4th Tuesday of each month at 7:30 p.m. in the Council Chamber of City Hall, 125 East College Street, Covina.

All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes are also prepared as a public record.

The Commission performs the duties delegated by the City Council and the Government Code to include, but not limited to, the conduct of hearings relating to variances, conditional use permits, zoning regulations, the review of the General Plan, the conduct of studies, and other duties as required or authorized.

TRAFFIC ADVISORY BOARD

The Traffic Advisory Board consists of seven members. The City Council selects the membership from the following resources:

- One representative from the Covina-Valley Unified School District
- One representative from the Charter Oak Unified School District
- One representative from the Chamber of Commerce (Business Community)
- One resident with traffic engineering experience (desirable)
- Three representatives from City residents-at-large

The term of appointment is three years.

Three designated City staff members represent the City Manager's office, the Public Works/Engineering Department and the Police Department on this Board. The staff members are advisory only and are not considered for a quorum, nor do they have the right to vote.

TRAFFIC ADVISORY BOARD (Continued)

The Traffic Board meets on the 2nd Tuesday of each month at 8:00 a.m. in the Council Chamber of City Hall, 125 East College Street, Covina.

All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes are also prepared as a public record.

The Board serves in an advisory capacity to the City Council and investigates requests for speed limit controls, traffic signing, crosswalk locations as well as assisting the City in conveying information to the public concerning traffic safety programs.

YOUTH ACCOUNTABILITY BOARD

Although Covina residency is not a requirement, volunteers for this six-member Youth Accountability Board must be dedicated to enriching the community through intervention into the behavior and activities of first-time juvenile offenders who have committed a minor offense.

The offending juvenile and his/her parents must agree to participate in the program for a 6-month period. All parties agree to the terms of a performance contract governing school attendance, school grades, behavior, and attendance at counseling sessions with a mental health professional. Successful completion of the program will result in a non-filing of the case with the juvenile court. Failure to successfully complete the program will result in the referral of the matter to the juvenile court. The ultimate goal of the program is to lower the recidivism rate among the program participants.

The Board members are appointed by the City Council to a term of two years. Oversight of the Board will be provided by the police department. The Board will meet bi-monthly during evening hours. Board members will be subject to a thorough background investigation and will be required to sign a confidentiality notice pertaining to all juvenile matters heard by the board. Highly desirable applicants will either live or work in Covina and be graduates of the Covina Police Department Citizens' Academy.