



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: June 18, 2019

Agenda Item 8F

Approvals:

City Manager [Signature]

Dept. Head [Signature]

Attorney _____

Finance [Signature]

Department: Finance Administration Services
Prepared By: Michael Johnston, Management Analyst

Subject: *UPDATE ON CITY COMMISSIONS AND COMMITTEES*

Fiscal Impact: None.

Summary: On February 19, 2019, staff agendized and item to review and discuss the topic of structure, composition, and performance of the City's commissions and committees, with special attention to efficiency in terms of staff usage and resources. At that meeting, City Council decided to create its own subcommittee to review the City's commissions and committees, and put forth recommendations for adjustments to their structure. This report is a summary of the changes recommended by staff and the City Council subcommittee.

Background: Citizen participation in local government plays an important and active role in the City of San Clemente. In an effort to achieve this ideal, the San Clemente City Council has established various commissions and committees to review City programs and projects and help address community concerns. The primary role of City commissions and committees is to review and make recommendations to the City Council on matters within their scope of responsibility, and to promote increased public input and citizen participation in the determination of City policies and program implementation. The City of San Clemente has established the following commissions and committees:

1. Beaches, Parks and Recreation Commission (7 Members)
2. Planning Commission (7 Members)
3. Golf Course Committee (7 Members)
4. Human Affairs Committee (7 Members)
5. Coastal Advisory Committee (7 Members)
6. Investment Advisory Committee (6 Members)

Discussion: Pursuant to the direction provided by the City Council on February 19, 2019, the newly created City Council subcommittee comprised of Mayor Pro Tem Dan Bane and Councilmember Kathy Ward met with staff the week of April 15, 2019 to review and discuss the current structure, and performance of the City's commissions and committees. The following recommendations were made by the subcommittee:

All Commissions and Committees –

- Develop annual work plan with specific goals and objectives for the year.
- The finalized work plan with recommendations will be taken to the City Council for approval.

- Amendments to the work plan will require Council approval.
- All current vacancies will be filled with one year appointments.
- In 2020, Coastal Advisory, Golf Course, Human Affairs, & BPR committees will reduce from 7 to 5 members.
- All advisory committees shall have meetings limited to 2 hours unless otherwise approved by a vote of the committee and department staff.

Beaches, Parks and Recreation Commission –

- Meetings will be held bi-monthly.

Golf Course Committee –

- Meetings will be held quarterly.

Human Affairs Committee –

- Meetings will be held quarterly.

Coastal Advisory Committee –

- Shifted to ad-hoc committee.
- Will meet on an as-needed basis based off approved work plan.
- Removal of BPR representative.

Investment Advisory Committee –

- Meetings will be held quarterly.
- Remove 1 industry specialist.
- 7 members, 5 appointed by the City Council, 1 Treasurer and 1 industry specialist appointed by the Treasurer.

Public Safety Committee –

- New ad-hoc committee.
- Group of technical professionals (retired chiefs, officers, lifeguards, etc.).
- Review performance measures and make recommendations.
- 7 members, 5 appointed by the City Council, 1 OCSD representative (Lieutenant) and 1 industry expert voted on by the City Council.

Recommended

Action: STAFF RECOMMENDS THAT the City Council direct the City Clerk to revise the San Clemente Municipal Code to incorporate the recommendations put forth by the subcommittee of the City Council with regard to the City's commission and committees.

Attachments: None.

Notification: Beaches, Parks and Recreation Commission
Planning Commission
Golf Course Committee
Human Affairs Committee
Coastal Advisory Committee
Investment Advisory Committee