ITEM NO. 13

STAFF REPORT

CITY OF OCEANSIDE

DATE: May 13, 2009

TO: Honorable Mayor and City Councilmembers

FROM: City Manager's Office

SUBJECT: **CITY'S ADVISORY GROUPS**

SYNOPSIS

Staff recommends that the City Council provide direction on how to proceed with potential advisory group efficiency/consolidation issues.

BACKGROUND

The role of commissions and other advisory groups is to review a vast array of issues and provide advice and recommendations to the City Council. At the request of the Mayor and with concurrence of the City Council, staff facilitated a meeting with the Mayor's office and the City's Advisory Group Chairpersons. The meeting was held on Monday, March 23, 2009; the minutes are provided in Attachment A and the PowerPoint in Attachment B.

ANALYSIS

The City currently has 24 advisory groups: 14 commissions, 6 committees, 2 boards, and 2 others. Of these 24, 6 have statutory authority.

COMMISSIONS

- Arts Commission
- Community Relations Commission
- Economic Development Commission
- Housing Commission*
- Integrated Waste Commission
- Manufactured Home Fair Practices Commission*
- Oceanside Historical Preservation Advisory Commission*
- Parks and Recreation Commission
- Planning Commission*
- Police and Fire Commission
- Senior Citizens' Commission
- Transportation Commission
- Utilities Commission
- Youth Commission

COMMITTEES

Design Review Committee
El Corazon Oversight Committee
Harbor and Beaches Advisory Committee
Redevelopment Advisory Committee
Rehabilitation Loan Review Committee
Telecommunications Committee

BOARDS

Library Board of Trustees*
Relocation Appeals Board*

OTHER

Oceanside Building Authority
Oceanside Mobile Home Park Financing Authority

*Advisory Groups with statutory authority

In comparison with other cities, Oceanside appears to have a more-than-average number of advisory groups. For example:

City	Number of Advisory Groups	Population*
Carlsbad	10	103,811
Chula Vista	10	231,305
Escondido	9	143,389
Oceanside	***24***	***178,806***
Vista	12	95,770

*SANDAG, 1/1/08 estimated

The meeting resulted in a list of potential efficiency suggestions:

- Forgo producing agendas on paper and consider placing all agendas and backup material online
- Eliminate all mailings to advisory groups (use online function)
- Reduce the frequency of meetings (perhaps quarterly)
- Meet only as required; cancel any meetings where there is not substantive work
- Reduce the number of standing subcommittees to eliminate the need for meetings subject to the Brown Act
- Streamline all advisory group workplans (use Housing as an example)
- Make workplans cover a two year period versus one
- Reduce the number of staff required to attend meetings

- Ensure that all new advisory group members are given an appropriate orientation regarding the roles of staff; the advisory group; Chairperson and the Council liaison; ensure that appropriate training on the Brown Act is provided (taped)
- Only provide action/summary minutes of all meetings versus detailed minutes
- To ensure quorums, increase the mandatory attendance of advisory group members to 75 percent from 60 percent of meetings
- Create an approval process for extended leaves of absence for advisory group members (to better anticipate quorum concerns)
- Assess the size of advisory groups, i.e., the number of members (EDC and Housing chairs believe the number of members could be reduced from nine to seven)
- Reduce the information technologies staff support at each advisory group meeting
- Assess the ability to provide a dedicated e-mail for each advisory group, i.e., better use of Web-based technology
- Assess opportunities for the creation of side organizations such as the "Friends of Oceanside Library", -- 501(c)3s -- to support certain volunteer functions

Another option for the Council to consider is eliminating or consolidating certain commissions and advisory groups. Several groups have overlapping and common goals and workplans, and consolidation would be an option. The meeting of the Chairpersons resulted in the following (incomplete) list of potential consolidations:

- Fold the Relocation Appeals Board into the RAC
- Fold the Oceanside Building Authority into the City Council
- Fold the Rehabilitation Loan Review Committee into the Housing Commission

FISCAL IMPACT

Does not apply.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

Does not apply at this time; however, the City Attorney would be involved should there be future recommendations regarding advisory group consolidations and/or administrative changes that may affect operations of the advisory groups.

RECOMMENDATION

Staff recommends that the City Council provide direction to staff on how they would like to collectively proceed. Staff can complete an analysis and return to Council with recommendations; Council could appoint an ad hoc committee to analyze the current advisory group structure; or, staff could conduct no further work on this issue. Staff requests direction from Council on how to proceed.

PREPARED BY:

Michelle Skaggs Lawrence
Deputy City Manager

SUBMITTED BY:

Peter A. Weiss
City Manager

Attachment A: Minutes from Advisory Group Chairs meeting of March 23, 2009
Attachment B: PowerPoint presentation from March 23, 2009, meeting

ATTACHMENT A

DRAFT

MEETING NOTES
ADVISORY GROUP CHAIRPERSONS' MEETING
MARCH 23, 2009

Advisory Group Attendees:

Charles Adams, Parks and Recreation Commission
Dick Bartlett, Redevelopment Design Review Committee
Greg Force, Redevelopment Advisory Committee
Bill Harms, Police and Fire Commission
Dan Hilderbrand, Transportation Commission
Howard LaGrange, Economic Development Commission and Bicycle Committee
George McNeil, Mobile Home Fair Practices Commission
John Metz, Harbor & Beaches Advisory Committee
Carolyn Mickelson, Arts Commission
Kay Parker, Housing Commission and Relocations Board of Appeals
Bob Ross, Telecommunications Commission
Carl Souza, Senior Commission
Claudia Troisi, Planning Commission
Charlene Williamson, Library Board of Trustees

Elected Officials:

Mayor Wood
Councilmember Chavez

Staff:

Michelle Lawrence, Deputy City Manager

Introduction

At the request of the Mayor and City Council, Chairpersons of the City's 24 Advisory Groups were invited to a meeting to discuss advisory group efficiencies.

The Chairs were asked to provide input on suggested efficiencies and to discuss potential advisory group consolidations in light of the City's need to reduce the General Fund costs to staff these volunteer groups.

A brief overview was provided to the participants that identified the number of current advisory groups (24) – 14 Commissions, 6 Committees, 2 Boards, and 2 Others. The number of Oceanside's advisory groups was also compared to other cities:

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• Carlsbad	10	103,811
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• Escondido	9	143,389
• *Oceanside*	*24*	*178,806*
• Vista	12	95,770

*SANDAG, 1/1/08 estimated

The participants had the following suggestions:

I. Efficiencies

- Forgo producing agendas on paper and consider placing all agendas and backup material online
- Eliminate all mailings to advisory groups (use online function)
- Reduce the frequency of meetings (perhaps quarterly)
- Meet only as required; cancel any meetings where there is not substantive work
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- Streamline all advisory group workplans (use Housing as an example)
- Make workplans cover a two year period versus one
- Reduce the number of staff required to attend meetings
- Ensure that all new advisory group members are given an appropriate orientation regarding the roles of staff; the advisory group; Chairperson and the Council liaison; ensure that appropriate training on the Brown Act is provided (taped)
- Only provide action/summary minutes of all meetings versus detailed minutes
- To ensure quorums, increase the mandatory attendance of advisory group members to 75 percent from 60 percent of meetings

- Create an approval process for extended leaves of absence for advisory group members (to better anticipate quorum concerns)
- Assess the size of advisory groups, i.e., the number of members (EDC and Housing chairs believe the number of members could be reduced from nine to seven)
- Reduce the information technologies staff support at each advisory group meeting
- Assess the ability to provide a dedicated e-mail for each advisory group, i.e., better use of Web-based technology
- Assess opportunities for the creation of side organizations such as the "Friends of Oceanside Library", -- 501(c)3s -- to support certain volunteer functions

II. The following potential consolidations were discussed:

- Fold the Relocation Appeals Board into the RAC
- Fold the Oceanside Building Authority into the City Council
- Fold the Rehabilitation Loan Review Committee into the Housing Commission

Recommendations from Planning Commission members submitted 4/29/09

Committee and Advisory Cost Saving Recommendations

Thank you for the opportunity to contribute to the ongoing cost-cutting program for the City of Oceanside. Below are suggestions from Planning Commission members: these suggestions are not necessarily the opinions of all members.

1. Committee /advisory yearly work plans should directly relate to a specific department improvement/goal. Each work plan task should produce a "product" that is presented to City Council for approval or implementation.

2. Suggest combining Redevelopment Advisory Committee with Planning Commission but not combining staff.

3. Give each committee a budget amount against which they manage their use of staff time for the planning and implement of their work plans.

Recommendations from Economic Development Commission members submitted 4/29/09

As Chair of the EDC, I recommend the following:

1. Commissions should meet only if there is a meaningful agenda The EDC has elected not to meet in January and May of this year.
2. All documentation for meetings should be e-mailed to the commissioners prior to the meeting. The EDC staff currently e-mails the majority of the meeting documentation but also provides printed copies for the meeting. It should be the responsibility of the commissioners to bring the documentation to the meetings.
3. The Chairmanship positions should be rotated among the commissioners. Many of the commissions have had long standing chairs that do not allow the other commissioners an opportunity to assume greater responsibilities and become more effective leaders. The Chair of the EDC serves for two years and is replaced by by the Vice Chair.
4. Commissions should explore ways of augmenting City staff functions. The EDC commissioners aids the EDC staff at tradeshows and attends trade and governmental meetings, thereby freeing the staff for other duties.
5. I recommend that we explore alternative methods for nominating commissioners to the Council. I suggest that the commissions have an ad-hoc nominating committee to evaluate potential candidates and provide the Council nominates for approval. I believe this would assist in having better qualified and committed commissioners.

Respectfully,

Howard M. La Grange

ATTACHMENT B

ADVISORY GROUP STREAMLINING/ EFFICIENCIES

MARCH 23, 2009

Agenda

- **Welcome: Mayor Wood**
- **Introductions**
- **Purpose of Meeting**
  - Input on potential efficiencies
  - Input on potential consolidations

Current Situation

- **24 Advisory Groups**
  - 14 commissions
  - 6 committees
  - 2 boards
  - 2 others

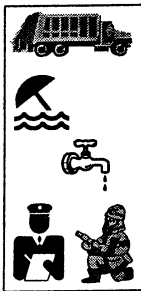
Groups with Statutory Authority

- Historic Preservation Advisory Commission
- Housing Commission
- Library Board of Trustees
- Manufactured Home Fair Practices Commission
- Planning Commission
- Relocation Appeals Board

Department Assignments

Neighborhood Services	8
Economic & Community Development	4
Development Services	3
Library	2

Department Assignments



City Manager	2
Public Works	1
Harbor and Beaches	1
Water Utilities	1
City Clerk	1
Police	½
Fire	½

City Comparison: Number of Advisory Groups

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Potential Efficiency Issues

- Better define roles of advisory groups
- Meet quarterly vs. monthly
- Review size of advisory group membership
- Create term limits
- Conduct performance and/or sunset reviews

ADVISORY GROUP STREAMLINING/ EFFICIENCIES

MARCH 23, 2009