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DATE: April 20, 2011  
TO: Honorable Mayor and City Councilmembers  
FROM: City Manager's Office  
SUBJECT: **POTENTIAL ADVISORY GROUP EFFICIENCIES/CONSOLIDATIONS AND DIRECTION TO STAFF**

**SYNOPSIS**

Staff seeks direction from the City Council regarding potential advisory group efficiencies and consolidations

**BACKGROUND**

On February 23, 2011, Council directed staff to agendize a further discussion regarding advisory group efficiencies and streamlining based on a Councilmember Item submitted by Councilmember Feller. In 2009, Council also reviewed the advisory group structure, and meetings were held with the respective advisory group chairpersons. In 2009, Council agreed to some nominal meeting-management efficiencies but declined to implement any consolidations or eliminations of advisory groups.

**ANALYSIS**

The City currently has 23 advisory groups – 14 commissions, 5 committees, 3 boards and 1 other (Attachment A). The following chart compares Oceanside to other cities in the county.

| City        | Advisory Groups | Population* |
|-------------|-----------------|-------------|
| Oceanside   | 23              | 167,086     |
| Chula Vista | 17              | 243,916     |
| Escondido   | 9               | 143,911     |
| Carlsbad    | 10              | 105,328     |
| Vista       | 13              | 93,834      |

\* CA DOF, January 2010

There are a number of efficiencies that could be implemented: on-line agendas; reduction of monthly meetings to quarterly; provision of action-minutes only; biannual workplans vs. annual; and daytime meetings. Attachment B contains a copy of a PowerPoint presentation for the Council's consideration. The PowerPoint reflects input provided independently by Councilmembers.

**FISCAL IMPACT**

Generally speaking, fewer advisory groups require less staff time. Staff support costs by advisory group vary depending on meeting frequency and agenda content and preparation time. Less time spent on advisory group management will allow staff to work on other priorities.

**COMMISSION/COMMITTEE REPORT**

Does not apply.

**CITY ATTORNEYS ANALYSIS**

City Attorney's Analysis does not apply.

**RECOMMENDATION**

Staff seeks direction from the City Council regarding potential advisory group efficiencies and consolidations.

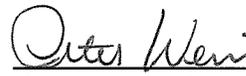
PREPARED BY:



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Michelle Skaggs Lawrence  
Deputy City Manager

SUBMITTED BY:



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Peter A. Weiss  
City Manager

Attachment A – List of Advisory Groups  
Attachment B – Draft PowerPoint

## LIST OF CITY COMMITTEES, BOARDS AND COMMISSIONS

|   |   |
|---|---|
| Arts Commission   | Makes recommendations on the development and promotion of performing and fine arts programs and arts facilities and policies pertaining to cultural enhancement (established by resolution)   |
| Building Authority (OBA)<br><br>[can take separate action: i.e., adopt resolutions] | Nonprofit public benefit corporation organized to provide financial assistance to the City in acquiring land and related facilities (JPA Agreement between City and County; must be an entity separate from City and County)  |
| Community Relations Commission  | Makes recommendations on policies/programs to promote understanding and harmony among all people of the City; promotes positive image of the City and enhances community relations through education and celebrations (by resolution)   |
| Design Review Committee   | Provides design review, consultation and advice to CDC on proposed development projects in the Redevelopment Project Area; ensures that a qualified design perspective with a citywide perspective is given in the review/approval process (by resolution – comprised of RAC and Planning Commission representatives)   |
| Economic Development Commission   | Advises on the implementation of economic development programs to provide greater job opportunities, contribute to the tax base and promote strong local economy; provides community leadership on economic issues, creates positive City image, oversees implementation of a comprehensive marketing plan, ensures the retention/expansion of business/industry and promotes tourism (by resolution) |
| El Corazon Commission   | Makes recommendations to staff, the Planning Commission and the City Council on the implementation of the El Corazon Specific Plan, including development proposals for the Specific Plan area, consistent with Section 6.3 of the Specific Plan; receives public input on park, open space, and recreational issues; serves in an advisory capacity  |
| Fire Code Board of Appeals  | Considers the suitability of alternate materials and types of construction and the interpretation of applicable codes/ordinances, rendering its recommendations in writing to the Fire Chief (by resolution – comprised of Police and Fire Commission representatives)  |

|  |   |
|--|---|
| Harbor and Beaches Advisory Committee  | Acts in an advisory capacity to Council/Harbor Board regarding matters related to the function and operation of the harbor and beaches (by resolution)  |
| Historical Preservation Advisory Commission (OHPAC)<br><br>[can take separate action: i.e., adopt resolutions] | Makes recommendations on issues related to the identification, protection, and preservation of historical areas and sites in City; safeguards the heritage of the City by protecting historical sites, etc. (by ordinance)  |
| Housing Commission   | Makes recommendations on policies pertaining to programs for low- and moderate-income housing and homelessness; also serves as the City's Community Development Advisory Committee (CDAC) [per Health & Safety Code 34120.5] which advises CDC on housing and redevelopment issues (by resolution and ordinance for CDAC) |
| Integrated Waste Commission  | Makes recommendations on policies pertaining to solid waste collection/disposal, anti-litter efforts, recycling, hazardous substance removal/disposal (by resolution)   |
| Library Board of Trustees  | Establishes policy and regulations pertaining to services, hours of operation and selection of library materials (by ordinance)   |
| Manufactured Home Fair Practices Commission<br>[can take separate action: i.e., adopt resolutions]             | Conducts public hearings to set rent levels in all mobile home parks in Oceanside subject to Chapter 16B (by ordinance and resolution)  |
| Parks and Recreation Commission  | Makes recommendations on policies involving the acquisition, development, operations and maintenance of parks, beaches, community centers and golf facilities; and advises in the planning of recreational programs and special events (by resolution)  |
| Planning Commission<br><br>[can take separate action: i.e., adopt resolutions]                                 | Considers matters related to planning and land use; implementation and administration of the General Plan, Zoning Ordinance, Local Coastal Program and other related land use policies and laws (by ordinance)  |
| Police and Fire Commission   | Makes recommendations on policy matters pertaining to police and fire and other areas where public safety may be of concern (by resolution)   |

|  |   |
|--|---|
| Redevelopment Advisory Committee (RAC) | Advises on policy, practices and technical matters to facilitate the development process and encourage the timely redevelopment of the Project Area; provides businesses and developers with proactive, qualified community-based assistance and guidance during the processing of business licenses and development projects (by resolution)                                       |
| Rehabilitation Loan Review Committee   | Reviews/makes reports and recommendations regarding all applications for housing rehabilitation loans made or administered by CDC (by resolution)   |
| Relocation Appeals Board               | Under Health and Safety Code 33417.5, hears all complaints relating to relocation brought by residents in any project area with the Redevelopment Agency; determines if the CDC has complied with the provisions of Chapter 54 of Community Redevelopment Act and any federal regulations (by resolution – comprised of RAC, Housing and Transportation Commission representatives) |
| Senior Citizens' Commission            | Makes recommendations on senior citizen related concerns and activities (by resolution)   |
| Telecommunications Committee           | Reviews/reports on technological, regulatory and legal development in telecommunications; advises on matters related to the City's cable television franchise, particularly in the areas of cable franchise compliance, cable related State and Federal legislation, setting rates for basic cable service and new cable technology (by resolution)                                 |
| Transportation Commission              | Makes recommendations on policies pertaining to traffic safety, transportation facility planning and funding and municipal airport operations (by resolution)   |
| Utilities Commission                   | Makes recommendations on policies pertaining to municipal water, sewer, drainage facilities and underground utilities (by resolution)   |

Others not listed (no membership tracking or applications involved):

Building Board of Appeals (comprised of Council – by ordinance)

Oceanside Mobilehome Park Financing Authority (comprised of Council and Laguna Vista Park representative, land owner – by joint powers agreement)

Oceanside Public Financing Authority (comprised of Council – by joint powers agreement)

Bicycle Committee

Dated: April 20, 2011

# **ADVISORY GROUP EFFICIENCIES/ CONSOLIDATIONS**

**April 20, 2011**

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## **Background**

- **February 23, 2011, Council directed staff to return to the Council with streamlining and efficiencies options**
  - **May 13, 2009, Council directed staff to return with a plan with the goal of reducing the number of advisory groups to ultimately decrease costs**
  - **March 23, 2009, meeting held with Advisory Group Chairs to solicit input**
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## Current Situation

### 23 Advisory Groups

- ✓ 14 commissions
- ✓ 5 committees
- ✓ 3 boards
- ✓ 1 Other



## Groups with Statutory Authority

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

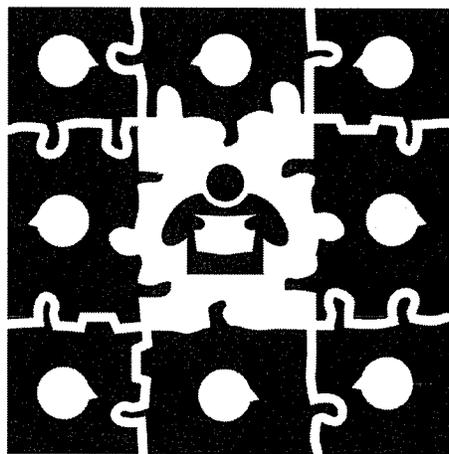


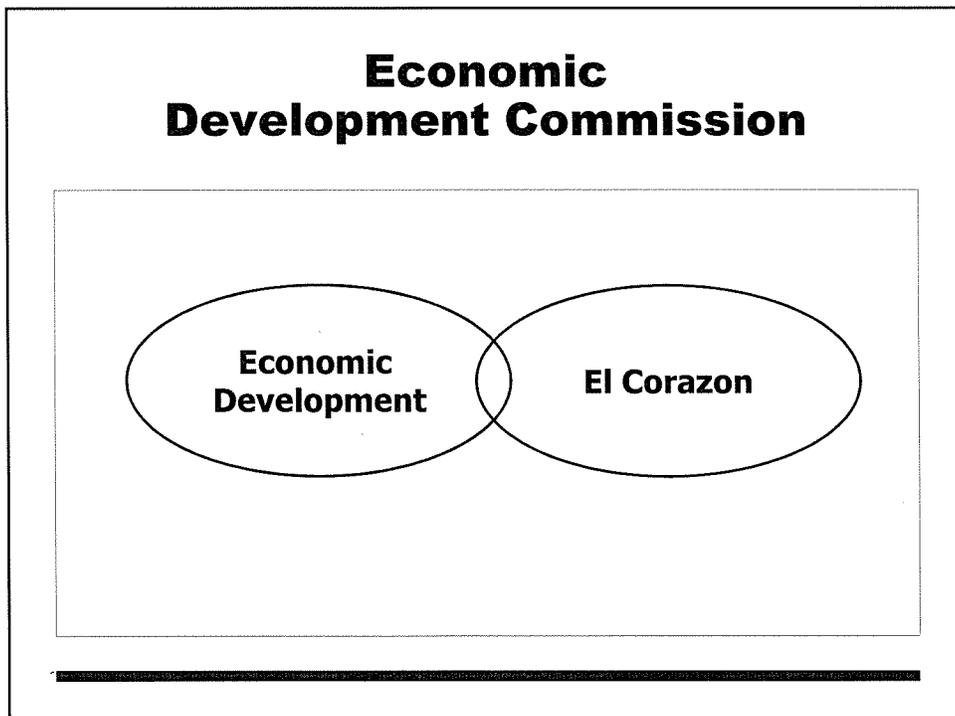
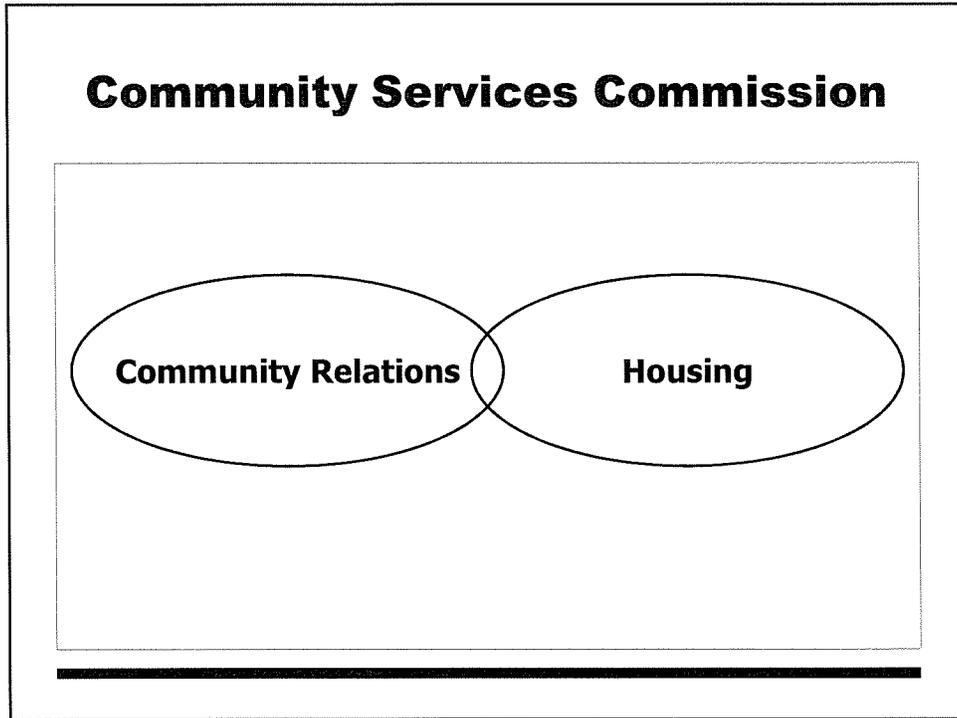
## Recommended Efficiencies

- **Provide on-line agendas only** (Does not apply to Planning Commission )
- **Reduce meeting frequency from monthly to quarterly** (Does not apply to Planning Commission or Library Board)
- **Hold all meetings during business hours**
- **Provide summary/action-only minutes**
- **Require biannual workplans to be approved by the City Council on their Consent Calendar**

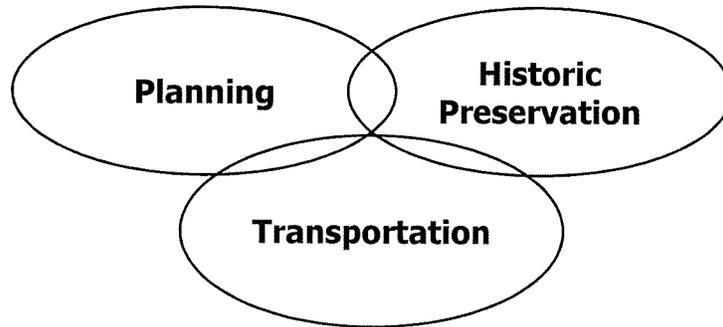


## Potential Consolidations

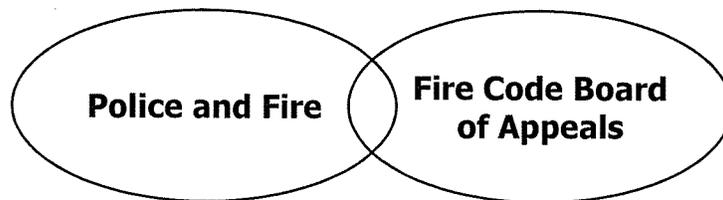




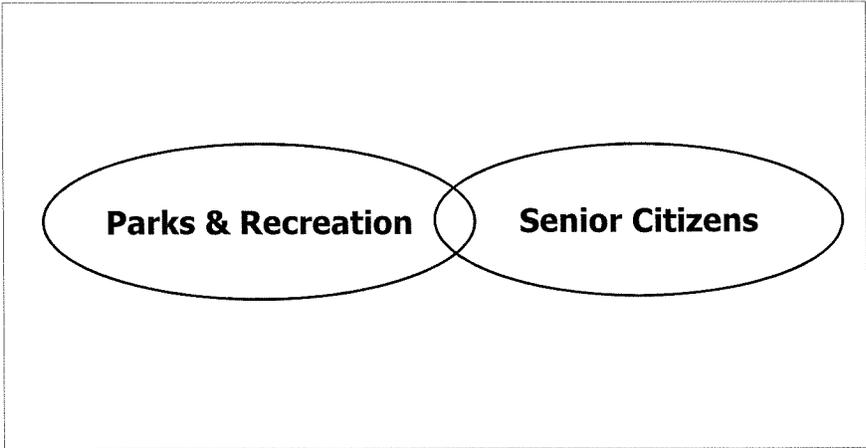
### **Planning Commission**



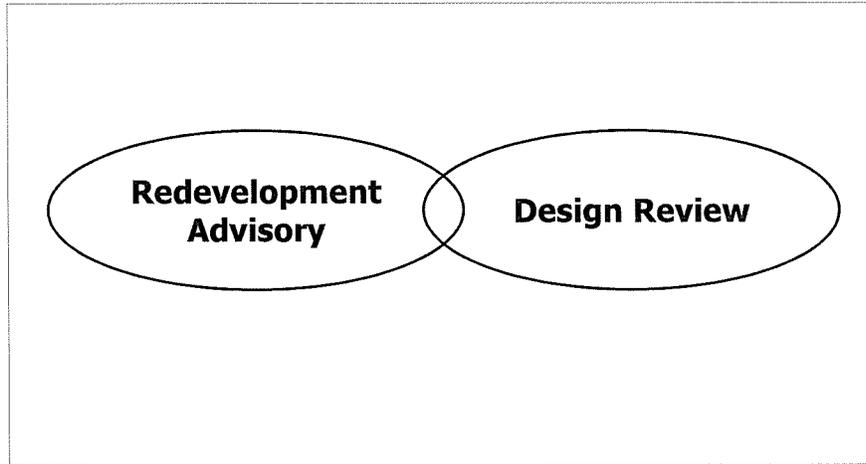
### **Public Safety Commission**



**Recreation Services  
Commission**



**Redevelopment Advisory Committee**



## **Leave As Is/No change**

- **Arts Commission**
- **Harbor & Beaches Advisory Committee**
- **Integrated Waste Commission**
- **Library Board of Trustees**
- **Manufactured Home Fair Practices Commission**
- **Oceanside Building Authority**
- **Rehabilitation Loan Committee**
- **Relocation Appeals Board**
- **Utilities Commission**

## **Eliminate/Fold Into Existing Group**

- **Telecommunications Committee (Eliminate)**
- **Community Relations (fold function into Housing) Rename to Community Services Commission**
- **Design Review (fold function into Redevelopment Advisory Committee)**
- **El Corazon (fold function into Economic Development Commission)**
- **Fire Code of Appeals (fold function into Public Safety Commission)**
- **Historic Preservation (fold function into Planning Commission)**
- **Senior Commission (fold function into Parks & Recreation Commission)**
- **Transportation (fold function into Planning Commission)**

## Summary

|                    | <u>Current</u>  | <u>Proposed</u>                  |
|--------------------|-----------------|----------------------------------|
| <b>Commissions</b> | <b>14</b>       | <b>9</b>                         |
| <b>Committees</b>  | <b>5</b>        | <b>3</b>                         |
| <b>Boards</b>      | <b>3</b>        | <b>2</b>                         |
| <b>Other</b>       | <b><u>1</u></b> | <b><u>1</u></b>                  |
| <b>Total</b>       | <b>23</b>       | <b>15</b><br><b>&lt;35%↓&gt;</b> |

## Recommendation/ Next Steps

- **Provide direction on potential consolidation and efficiencies**
- **Return to Council with appropriate resolutions to reconstitute groupings**

# ADVISORY GROUP SUMMARY

# DRAFT

## Current

## Proposed

## Change

### COMMISSIONS

|                                  |  |   |
|----------------------------------|--|---|
| Arts                             | no change                                    | n/a   |
| Community Relations              | none   | Add function into Housing Commission and rename Community Services Commission |
| El Corazon*                      | none   | Add function to Economic Development Commission                               |
| Economic Development             | no change                                    | Add El Corazon function   |
| Historical Preservation          | none   | Add function to Planning Commission   |
| Housing                          | Change name to Community Services Commission | Name change plus take on Community Relations function                         |
| Integrated Waste                 | no change                                    | n/a   |
| Manufactured Home Fair Practices | no change                                    | n/a   |
| Parks & Recreation               | no change                                    | Add Senior Citizens functions   |
| Planning                         | no change                                    | Add in Historic Preservation and Transportation functions                     |
| Police & Fire                    | Change name to Public Safety Commission      | Add in Fire Code Board functions  |
| Senior Citizens                  | none   | Add function to Parks & Recreation  |
| Transportation                   | none   | Add function to Planning Commission   |
| Utilities                        | no change                                    | n/a   |

### COMMITTEES

|                        |           |  |
|------------------------|-----------|--|
| Design Review          | none      | Add function to Redevelopment Advisory Committee |
| Harbor & Beaches       | no change | n/a  |
| Redevelopment Advisory | no change | Add Design Review functions                      |
| Rehabilitation Loan    | no change | n/a  |
| Telecommunications     | none      | n/a  |

### BOARDS

|                            |           |  |
|----------------------------|-----------|--|
| Fire Code Board of Appeals | none      | Add function to Public Safety Commission |
| Library Board              | no change | n/a                                      |
| Relocation Appeals Board   | no change | n/a                                      |

### OTHER

|                              |           |     |
|------------------------------|-----------|-----|
| Oceanside Building Authority | no change | n/a |
|------------------------------|-----------|-----|

\* Not yet seated