



CITY COUNCIL AGENDA REPORT

MEETING DATE: February 7, 2017 ITEM NUMBER: NB-3

SUBJECT: COSTA MESA COMMITTEES AND BOARD

DATE: January 27, 2017

FROM: CITY MANAGER'S OFFICE/CITY CLERK DIVISION

PRESENTATION BY: BRENDA GREEN, CITY CLERK

FOR FURTHER INFORMATION CONTACT: Brenda Green, City Clerk, (714) 754-5225

RECOMMENDATION:

After various requests from individual City Council Members, staff is requesting that City Council provide direction on the following recommendations:

1. Change the regular scheduled term expirations for all appointed Committee and Board Members to March 31, 2017 for every Committee and Board including those set to expire in 2018 and 2019, and those with no term expirations, and thereafter the terms will continue according to Council Policy 000-2; and
2. Direct the City Clerk to post the vacancy notices pursuant to GC §54973 and GC §54974, and to proceed with the recruitments for new Committee Members; and
3. Consider merging the Pension Oversight Committee into the Finance Advisory Committee; and
- 3.1. Should the Council desire to continue the Pension Oversight Committee as a separate Committee:
 - a. Review and consider revising the scope and responsibilities of the Pension Oversight Committee (POC) based on one of three options:
 - i. List A: Current POC scope and responsibilities
 - ii. List B: POC recommended revised POC scope and responsibilities
 - iii. List C: Staff recommended revised POC scope and responsibilities
 - b. Consider changing the name of the Pension Oversight Committee to the Pension Advisory Committee.
4. Consider formalization of the Military Affairs Committee; and
5. Consider dissolution of the Fairview Park Citizen's Advisory Committee; and
6. Consider creation of the Fairview Park Steering Committee; and
7. Consider creation of the Youth Sports Committee; and

8. Consider dissolving both the Charter Committee and the 60th Anniversary Committee.

BACKGROUND:

Attached is a list of the following Committees, the members and term expirations:

- Access Building
- Fire and Housing Board of Appeal
- Cultural Art Committee
- Finance Advisory Committee
- Historical Preservation Committee
- Housing & Public Service Grants Committee
- Pension Oversight Committee
- Bikeway and Walkability Committee
- Traffic Impact Fee Ad Hoc Committee
- Fairview Park Citizens Advisory Committee
- Charter Committee.

According to Council Policy 000-2 the City Council, at any time, may request the resignation of or terminate membership of any committee member. Additionally, the policy states that the City Council shall conduct a Committee Review Process once a year in February to review the role and progress of committees to determine their effectiveness.

Should the City Council proceed with the changing the term expiration of existing committee members to March 31, 2017, the regularly scheduled position vacancies shall be posted on February 8, 2017. The City Clerk shall proceed with recruitments for the new Committee Members February 9, 2017 to March 3, 2017.

City Council may consider scheduling a Special Meeting(s) to interview the applicants (similar to the Commission interviews).

If the City Council proceeds with changing the regular terms to March 31, 2017, Committees may still meet as scheduled until that date. Staff will schedule the appointments to the committees for the regular City Council meeting of April 4, 2017.

ANALYSIS:

The Pension Oversight Committee (POC) was established on February 19, 2013 by the Costa Mesa City Council to focus on public employee pension-related matters. Attached is a detailed memorandum (Attachment 3) regarding the POC and the potential merger with the Finance Advisory Committee.

ALTERNATIVES CONSIDERED:

1. The City Council may consider an interview process for Council Members to interview applicants.
2. The City Council may consider appointing an ad hoc committee of two council members to interview applicants and make recommendations to council.

3. The City Council members may schedule individual meetings with applicants.
4. The City Council may request that Committee applicants provide more details on their application to eliminate the need for interviews.

FISCAL REVIEW:

There is potential additional staffing costs if new Committees are created, and potential reduction in staffing costs if the POC and Finance Advisory Committees are combined. Additionally, exploring the demands of the Committees and the potential of adding resources to support the expectations of the Committees will be included in the mid-year budget report.

LEGAL REVIEW:

The City Attorney has reviewed and approved as to form.

BRENDA GREEN
City Clerk

RICHARD L. FRANCIS
Assistant City Manager

ATTACHMENTS: 1 [Council Policy 000-2](#)
2 [List of Committees](#)
3. [POC Memorandum](#)