



CITY OF EMERYVILLE

MEMORANDUM

DATE: March 17, 2015
TO: Sabrina Landreth, City Manager
FROM: Karen Hemphill, City Clerk
SUBJECT: City Advisory Committees

RECOMMENDATION

Staff recommends that the City Council take action to restructure the City's advisory bodies by approving the following attached resolutions:

1. Resolution Of The City Council Of The City Of Emeryville Amending The City's Local Roster Of Boards, Commissions And Committees For Fiscal Year 2015/2016 And Revising The 2015 Local Appointments List Of The City Of Emeryville For Calendar Year 2015 Accordingly
2. Resolution Of The City Council Of The City Of Emeryville Appointing City Council Representatives To the City Council Committees Effective Immediately Through June 30, 2016
3. Resolution of the City Council of the City of Emeryville Amending the City Council Rules of Procedure
4. Resolution of the City Council of the City of Emeryville Amending the Rules of Procedure for Committees of the City Council of the City of Emeryville

Staff further recommends that amendments to the City's Local Roster of Boards, Commissions, and Committees made at the March 17, 2015 City Council are implemented by the following steps: 1) approved revisions regarding the creation, reconstitution, or termination of any advisory bodies take effect immediately unless stated otherwise; 2) the City Council makes appointments of councilmembers to the various City Council Committees at the March 17, 2015 City Council meeting; and 3) the City Council makes appointments to fill vacancies within the revised Community Advisory Committee structure at the May 5, 2015 City Council meeting (with applications due on April 20).

As part of implementing the proposed changes, staff will conduct an outreach plan to notify the community about the new advisory body roster and how to become a community advisory body member.

DISCUSSION/ANALYSIS

At the February 3, 2015 City Council meeting, the City Council reviewed the current Local Roster of Boards, Commissions, and Committees; City Council Rules and Procedures; and Council Committee Rules and Procedures (advisory body by-laws) in order to determine whether revisions were needed in order to meet current City needs. Based upon the review, the City Council provided direction to staff regarding proposed revisions and also directed staff to develop a pilot program to facilitate the establishment of neighborhood associations throughout the City and develop a framework for semi-annual Town Hall community meetings.

Local Roster of Boards, Commissions, and Committees

Based upon City Council's direction, the attached Roster includes the following revisions:

Planning Commission and Housing Advisory and Appeals Board

These community advisory bodies have a scope of responsibility distinctly different than the City's other community advisory bodies (the Housing Advisory and Appeals Board consists solely of Planning Commission members) and correspondingly has a different set of by-laws. Staff is not making any recommendations regarding the Planning Commission/Housing Advisory Appeals Board, and staff's recommendations below regarding the City's various community advisory bodies do not apply to these two advisory bodies.

City Council Committees

The purpose of City Council Committees is to help set policy direction, establish program and budget priorities, and provide oversight of City programs and initiatives. Only City Council members serve as voting members on City Council Committees, with membership limited to less than a quorum of the full City Council (up to two members). As with all of the City's advisory bodies, City Council Committee meetings are publicly noticed and open to the public. It should be noted that recommendations from City Council Committees must be reviewed and considered by the full City Council for final consideration/action and that Committees are not able to direct staff in conducting City affairs, as only a majority of the City Council (through the City Manager) has this authority. Below is a summary of the proposed changes to the City Council Committee structure (new/revisions marked in green font and deletions marked in red font).

PROPOSED

Budget and Governance – monthly meetings

Community Services – monthly meetings

Public Safety – monthly meetings

EXISTING

Public Safety – monthly meetings

Public Works – monthly meetings
Sustainability – quarterly meetings
Transportation – monthly meetings

Public Works – monthly meetings
Transportation – monthly meetings
Technology – quarterly meetings
Community Preservation – quarterly meetings

As part of approving the new City Council Committee structure, staff is also requesting that the City Council appoint no more than 2 City Council members to each of the committees (draft resolution attached).

Community Advisory Bodies (Standing and Ad Hoc Committees)

Community advisory committees are a structured way for community members to share their opinions and perspectives, study issues, develop policy and/or program recommendations, and provide feedback regarding City initiatives in a focused, small group structure. Community advisory bodies are an integral part of furthering public participation in government and the Emeryville community's civic engagement is evident by the large number of those that live and work in Emeryville that are willing to be active in the City's community advisory bodies.

Community advisory bodies may provide input and feedback (but not direction) to staff regarding City initiatives and/or projects. However, the primary role of community advisory bodies is to make recommendations to the City Council for consideration/action. The City has two types of community advisory bodies – Standing and Ad Hoc (currently the City does not have any ad hoc community advisory bodies). Below is a summary of the proposed changes to the City's Standing Community Advisory Committees:

Standing Committees

Standing Committees are "permanent" (on-going) committees designed for community input on issues that are relatively broad in scope. Based upon Council's direction, the City's standing community advisory committees will consist solely of community members. City Councilmembers may attend in order to listen to the community-based discussion but may not participate in the discussion, deliberation, or vote of the of the committee's agenda items. Below is a summary of the proposed changes to the City's community advisory committees (revisions marked in green font and deletions marked in red font).

PROPOSED

Bicycle/Pedestrian Advisory Committee – meetings every two months

EXISTING

Bicycle/Pedestrian Subcommittee to Transportation Committee – monthly meetings

Budget (formerly Finance Committee) – quarterly meetings	Finance Committee – quarterly meetings
Commission on Aging – monthly meetings	Commission on Aging – monthly meetings
Economic Development – quarterly meetings	Economic Development – monthly meetings
Housing – meetings every two months	Housing – monthly meetings
Park Avenue District (scheduled to end June 30) – monthly meetings	Park Avenue District – quarterly meetings
Parks and Recreation – meetings every two months	Parks and Recreation – monthly meetings
Public Art – monthly meetings	Public Art – monthly meetings
	Marina – quarterly meetings
	Child Development Center – monthly meetings

As part of the proposed revisions above, the Economic Development Advisory Committee's membership composition has been amended to include a wider range of community stakeholders, including a large business/developer; a small business owner; a Chamber of Commerce representative; private, a non-profit workforce development services organization representative; a worker employed in Emeryville; and 4 residents. Note that the total membership of the committee has decreased from 14 members to 9. It should also be noted that all of the current Economic Development Advisory Committee member terms (1 Finance Advisory Committee member, 1 Chamber of Commerce representative and up to 4 community members) expired as of December 31, 2014 so restructuring the Committee will not result in shortening any terms.

The proposed revisions will eliminate the Marina Committee and the Child Development Center Advisory Committee. The Park Avenue District Advisory Committee will continue until June 30, 2015. Between March 17, 2015 and June 30, 2015, the committee will work with staff to transition the body from a City committee to a neighborhood association. After June 30, 2015, the Park Avenue District Committee will be eliminated.

City Council Rules and Procedures Amendments

Based upon the City Council's direction, staff has drafted the following amendments below to the City Council Rules and Procedures and the City's City Council Committees By-Laws. In addition, City Council Committee and Community Advisory Committee member terms have been changed to align with the City's fiscal year (July 1-June 30) rather than the current calendar year terms.

City Council Rules and Procedures

1. Community Advisory Committee membership consists solely of community members, and City Councilmembers are no longer members of any of the City's Community Advisory Committees. Councilmembers may attend as an audience member but not participate in the committee's deliberations and may not vote on any actions taken by the committee.
2. Community Advisory Committee membership is determined by the City Council without appointment recommendations from the committee.

In addition, staff has updated the City Council Rules and Procedures to align with current practices such as updating the list of City legislative bodies and meeting schedules (for example including the City Council as Successor Agency to the Redevelopment Agency and deleting the Redevelopment Agency and include the Management of Emeryville Services Authority – MESA); revising the semi-annual City Council break to be the entire month of August rather than the first meeting in July); and having City Council agenda notices distributed at least 10 days before the scheduled meeting as standard practice, although not required under the Brown Act.

A redlined and clean copy of the City Council Rules and Procedures are attached to this report.

Council Committee Rules and Procedures (By-Laws)

1. Council Committees do not hold regular meetings during the month of August (City Council summer break).
2. Council Committees expected to develop a two-year work plan aligned with the City's budget cycle (the first work plan will be for the final year of the City's FY 2014/15 and FY 2015/16 budget cycle)) as well as annual reports by October. Community Advisory Committee work plans and annual reports are submitted to the City Council for review (two sample work plans are attached to this report).
3. Community Advisory Committee meeting agenda items set to either carry out the committee's work plan, respond to City Council and/or City staff referrals, or by a majority vote of the committee (individual committee members able to request issues of concern be listed on the agenda as a "pending item" that can be moved to the regular agenda by a majority vote of the committee)
4. Community Advisory Committee members required to attend one of the Council Committee training/orientation workshops conducted by the City Clerk's Office each July upon appointment to a scheduled vacancy and every two years thereafter. Members appointed to fill an unscheduled vacancy shall attend an orientation session with the City Clerk's Office within one month of assuming office and thereafter attend one of the July workshops every two years.

A redlined and clean copy of the Council Committee Rules and Procedures are attached to this report.

Other Issues

Based upon the City Council's direction, staff is also planning implementation of the following initiatives and will report back to the City Council in July (or as otherwise stated):

1. Institutionalize a formal role in the City's budgeting process for the City's Council Committees as well as Community Advisory Committees.
2. Establish a Child Development Center Parent Advisory Committee that is advisory to staff and meets State mandates regarding parent participation.
3. Work with the City's Community Advisory Committees to develop a proposal for semi-annual Town Hall meetings as a venue for soliciting community-wide opinions, ideas, and feedback on City policies, programs, and initiatives. Proposal to be submitted to the City Council for implementation no later than Fall 2015.
4. Assist the Park Avenue District neighborhood in establishing a neighborhood association as part of a citywide initiative to strengthen the City's grassroots organizations, including Neighborhood Watch and disband the Park Avenue District Advisory Committee, effective June 30, 2015.
5. Revise the Transportation Committee's scope by proposing an amendment to Title 4, Chapter 9, Section 4-9.01 (Transportation Committee – Duties, Membership, and Procedures) of the City's Municipal Code to refine the Transportation Committee's responsibility to focus on broader policy and/or program issues (including clear guidelines for implementing parking zones, as has already been done regarding blue zones) and establish a role for the Transportation Committee as an "appeals board" for administrative matters (subject to either affirmation or further appeal to the City Council). (To be submitted to the City Council at a future City Council meeting after staff has obtained input from the Committee members.)
6. Eliminate the Community Development Advisory Commission (Chapter 3 of Title 2 of the Emeryville Municipal Code) as its purpose ended with the elimination of Redevelopment (requires repeal of City ordinance) – to be submitted to the City Council at a future City Council meeting.

In addition, staff believes that the establishment of ad hoc advisory bodies (task forces) has been very effective in addressing intermittent, short term issues for which the City Council and/or staff has wished to elicit public input. For example, the City Council may wish to convene an Emergency Services Task Force to review the City's proposed emergency preparedness plan and an Emeryville Child Development Center Task Force to review and make recommendations regarding sustaining the long-term viability of the Center.

Prepared by: Karen Hemphill, City Clerk

**APPROVED AND FORWARDED TO
THE CITY COUNCIL:**



Sabrina Landreth
City Manager

Attachments:

1. Sample Committee Work Program/Annual Report – Albany
2. Sample Committee Work Program – Olympia
3. Resolution Amending the City’s Local Roster of Advisory Bodies and Amending the Annual Maddy Act Notice
4. Proposed 2015 Local Roster of Boards, Commissions and Committees – redlined version
5. Proposed Amendments to the Local List of Appointments (Maddy Act Notice)
6. Resolution Appointing City Council Representatives to City Council Committees
7. Resolution Amending the City Council Rules of Procedure
8. Proposed City Council Rules of Procedure – redlined version
9. Proposed City Council Rules of Procedure – clean version
10. Resolution Amending Committee Rules of Procedure
11. Proposed Council Committee Rules and Procedures – redlined version
12. Proposed Council Committee Rules and Procedures - clean version