

CITY COUNCIL COMMITTEE

SPECIAL MEETING

POLICY DEVELOPMENT AND INTERNAL OPERATIONS

Mayor Tim Grayson, Chair
Ron Leone, Committee Member

5:30 p.m.
Monday, April 21, 2014

City Manager Conference Room
1950 Parkside Drive, Concord

- A G E N D A -

ROLL CALL

PUBLIC COMMENT PERIOD

- 1. REVIEW** – Review of the City’s Boards and Commissions. Report by Mary Rae Lehman, City Clerk
- 2. ADJOURNMENT**

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Distribution: City Council
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Mark Coon, City Attorney
Mary Rae Lehman, City Clerk
Administrative Services

**REPORT TO COUNCIL COMMITTEE ON
POLICY DEVELOPMENT & INTERNAL OPERATIONS****TO HONORABLE COMMITTEEMEMBERS:**

DATE: April 21, 2014

SUBJECT: REVIEW OF THE CITY'S BOARDS AND COMMISSIONS**Report in Brief**

On January 14, 2014, the Council referred to the Policy Development and Internal Operations Council Committee the review of the City's Boards and Commission. Specifically, Council asked that the Committee review composition, size, function and compensation for the City's Boards and Commissions. On February 13, 2014, City Clerk Lehman sent a Survey Monkey questionnaire consisting of eight (8) questions to 42 Board and Commission members, representing all the Commissioners who have an e-mail address on file with the Clerk's office. Twenty of the Commissioners responded to the following questions. A recap of the responses is attached as Exhibit A.

- #1 Are the Board/Commission Recruitments run well, or are there ways to improve on that process? Please explain. What do you like about the process and what would you change?
- #2 We recently went from 2-year Board/Commission terms to 4-year terms. Please share your observations of the pros and cons of these longer terms?
- #3 What are the goals of your Board and Commission? In your opinion, is the Board or Commission upon which you serve meeting the goals?
- #4 Regarding the size of your Board or Commission, if the number of members were reduced, would that help in keeping the Board/ Commission focused on meeting its objectives? Why or why not?
- #5 Does your participation in your assigned Board or Commission meet the expectation you had when you applied for the position? Please explain your answer.
- #6 Do you feel the time you spend at meetings provides a value to the community? How?
- #7 Please provide us constructive feedback on staff support to your Board or Commission. What is going well that should continue? What could be improved to make the meetings more effective?
- #8 What recommendations, if any, do you have for improving the effectiveness of your Board or Commission.

REVIEW OF THE CITY'S BOARDS AND COMMISSIONS

April 21, 2014

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Additionally, a meeting was held with the liaisons to each of the respective Boards and Commissions to review the responses and to determine if additional discussions were necessary with their particular membership.

Background

The City Council appoints members to seven (7) Boards and Commissions and to the Measure Q, Downtown Specific Plans, and Concord Pleasant Hill Health Care District Committees. Policy and Procedures #89 (attached as Exhibit B) governs the process used to recruit, interview and appoint members to the various Commissions, and provides governance on the ability to remove a member. The Policy also defines a schedule which the City Clerk's office follows to announce openings and set terms.

Periodically staff is asked to review the Boards and Commissions program to streamline processes or make minor amendments. A significant review was performed in the summer of 2005 which resulted in consolidating responsibilities and eliminating two Commissions. In 2010, an efficiency review of the Commissions occurred which resulted in changing the Commission term length from 2-year terms to 4-year terms and with the Human Relations Commission expressing their desire to divest and form a citizen's group. In 2013, the Council reviewed Policy and Procedure No. 89 and approved the ability for the Council committees to waive interviews with previously interviewed or incumbent applicants if they so desired and refined the practice around extending recruitment periods.

One of the areas of responsibility which has not recently been fulfilled is a recap of attendance by the various appointed members to the City Boards and Commissions. Exhibit C to this report is an attendance report covering the past 14 months, January 1, 2013 – March 1, 2014. It lists the authorized number of committee members per Board/Commission, who currently service, how many times the committee has met, and whether the member receives compensation. This Exhibit gives a very good understanding of the amount of time our volunteers give to our Board and Commission program.

Discussion

The results of the survey indicate that the Board and Commissioners are satisfied or very satisfied with the recruitment and goals of the Board/Commission upon which they serve. They have, however, provided a few incidental comments which have been shared with the Board/Commission liaisons. From the recent discussion with the liaisons, staff is making the following changes in the recruitment process:

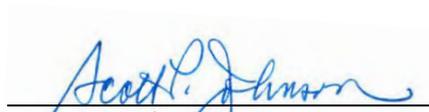
- a) To ensure applicants understand the responsibilities of the Board/Commission should they be appointed, a statement of responsibility prepared by the liaison for the interviewing Council Committee will be read to each candidate before the interview begins.

Public Contact

The agenda for this discussion was properly posted and all Board and Commission members with an e-mail address have been provided a copy of this report.

Recommendation for Action

Discuss the composition, size, function and compensation for the City's Boards and Commissions and provide feedback to staff as appropriate.



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Exhibit A: Board and Commission Survey Recap

Exhibit B: Policy and Procedure No. 89 – Council Appointments to Boards and Commissions

Exhibit C: Attendance Report for Boards and Commissions – Period covered: 1/1/2013 – 3/1/2-14

Board and Commission Survey

Exhibit A

Survey Monkey survey conducted for a 6 week period. All Board and Commission members who have e-mail addresses on record were invited to participate. 42 members were eligible; 20 responded. Not all respondents responded to all questions. A copy of each survey response is available in the City Clerk’s office.

The check marks represent a like or similar response to that written. Where appropriate, reference has been made to the Board or Commission referenced. An identification key appears at the end of this document.

Question	Positive Responses	“Needs Fixing” Responses	Comments
<p>#1 - Are the Board/Commission Recruitments run well, or are there ways to improve on that process? Please explain. What do you like about the process and what would you change?</p>	<p>Run well - √√√√√√√√ √√√√√√√√</p>	<p>Interviewers need to tell applicants what may be expected of them. (CSC)</p> <p>Feels the applicants should have more than 10 minutes to talk with their interviewers and when incumbents are going to be appointed anyway, don’t do interviews at all. (CSC)</p>	<p>Suggestion that the interview include some personal questions. (COA)</p> <p>Have members of the commission serve on the interview panel. √√ (CSC)</p> <p>Prefers the individual interviews; eliminates competition of a “group” interview which has occurred in the past. (DRB)</p> <p>Be sure to give appointees the training/materials needed to fulfill the position. (COA)</p> <p>ALWAYS adhere to the process to avoid misinterpretations by the public. (PLC)</p>
<p>#2 - We recently went from 2-year Board/Commission terms to 4-year terms. Please share your observations of the pros and cons of these longer terms?</p>	<p>Supports the 4-year term- √√√√√√√√√√√√√√√√ Allows members to get involved</p>	<p>Expressed concern that a member may not perform to City expectations and City would not be able to remove the member. (PLC)</p> <p>Concern that complacency could set in with 4-year terms. (PRC)</p> <p>Incumbents should not become entrenched. (CSC)</p>	<p>Turnover is inevitable with a 4-year term, and incidental recruitments may impact staff and causes Commission disruptions. (PLC)</p>

Board and Commission Survey

Exhibit A

Question	Positive Responses	“Needs Fixing” Responses	Comments
#3 - What are the goals of your Board and Commission? In your opinion, is the Board or Commission upon which you serve meeting the goals?	Meeting goals- √√√√√√√√√√√√√√	Would like more responsibility and projects to focus upon (PRC)	Concern expressed that City Mgmt. may not fully understand the role of the commissions. (CSC) Concern expressed that information presented to Commissioners may be filtered and diminished by staff. (CSC)
#4 - Regarding the size of your Board or Commission, if the number of members were reduced, would that help in keeping the Board/ Commission focused on meeting its objectives? Why or why not?	Size is adequate or fine- √√√√√√√√√√√√√√	Current size of the CSC could be reduced to five members supporting both grant programs. (CSC) Increase the number of members currently serving on the COA. (COA) Too many members, can talk forever. (CSC)	More members on the commission would allow the work to get spread more evenly (COA) Consider reducing the CSC to 5 or 7 members. (CSC)
#5 - Does your participation in your assigned Board or Commission meet the expectation you had when you applied for the position? Please explain your answer.	Yes, meets expectation- √√√√√√√√√√√√√√	Would like to do more- √√√ (COA, PRC, PEB) Commissioners input and feedback has been shunned and obstructed reducing enjoyment and sense of accomplishment. (CSC)	Staff changes have made participation less enjoyable. (CSC)
#6 - Do you feel the time you spend at meetings provides a value to the community? How?	Yes, goals and discussions are community related- √√√√√√√√√√√√√√√√	Should only meet when necessary. (PRC) A small group of members have been talking outside the regular meetings. (CSC) Yes, when allowed to perform as defined by Ordinance.(CSC)	
#7 - Please provide us constructive feedback on staff support to your Board or Commission. What is going well that should continue? What could be improved to make the meetings more effective?	Staff support is very good or outstanding; No changes recommended- √√√√√√√√√√√√√√	Staff changes have made understanding the program difficult and Senior City Mgmt. has not been helpful in resolving matters. (CSC) Desire more control over generalized chit chat. (CSC)	Appreciates the support given by staff during televised meetings √√ (PLC, PRC) Believes there are projects which are not brought before the DRB that should be. (DRB)

Board and Commission Survey

Exhibit A

Question	Positive Responses	“Needs Fixing” Responses	Comments
			<p>Would like the “final” word on design; eliminating an applicant from the ability to have the Planning Commission overrule DRB input. (DRB)</p> <p>Would like an annual or quarterly Q&A with Councilmembers to be sure that the Council and Commission are on the same path. (CSC)</p> <p>Would enjoy having the appointing Sub-Committee members “drop in” once in a while to offer reassurance. (CSC)</p>
<p>#8 – What recommendations, if any, do you have for improving the effectiveness of your Board or Commission</p>		<p>Fill all the vacant positions (COA)</p> <p>Would like input from City Management staff of expectations/vision for the commission. (CSC)</p> <p>Ensure transparency! (CSC)</p>	<p>Suggestion for training sessions be held periodically to ensure the Board members understand their responsibilities. (PLC)</p> <p>CSC tours should be conducted prior to decision on who should receive the funding. √√ (CSC)</p> <p>Suggestion that the Commissions get together once a year and collaborate on issues. (COA)</p> <p>Engage the public more on issues before our commissions. √√ (PRC)</p> <p>Would like more staff input on what the City and City Council “feels” about a project before being asked to make design decisions. (DRB)</p> <p>Annual Joint Meetings with the Planning Commission have been beneficial. (DRB)</p>

APB = Appeals Board
COA = Commission on Aging
CSC = Community Services Commission
DRB = Design Review Board
PEB = Personnel Board
PLC = Planning Commission
PRC = Parks Recreation and Open Space



POLICY & PROCEDURE

Exhibit B

CITY OF CONCORD

Number: 89
Authority: Council Motion
Effective: 12-11-78
Revised: 6/4/13
Reviewed:
Initiating Dept.: CM

COUNCIL APPOINTMENTS TO BOARDS AND COMMISSIONS

1. PURPOSE

To establish procedures to be used in accepting applications for and making appointments to fill openings on the various Council-appointed Boards and Commissions (Municipal Code, Chapter 2, Article V).

2. SUBMISSION OF APPLICATIONS

- 2.1 Applications for Boards or Commissions shall be available in the Administrative Services Division of the Office of the City Manager and on the City’s website.
- 2.2 Applications shall be considered active until the applicant has had the opportunity to complete a re-cruitment and appointment cycle for each position for which they have applied.

3. NOTIFICATION OF OPENINGS

- 3.1 The Administrative Services Division of the Office of the City Manager shall schedule City Council agenda items for the announcement of expiring terms of members at least three months prior to expiration dates. Terms for all Boards and Commissions expire as shown on the schedule (Section 6). Expiring terms shall be considered as automatically extended beyond the expiration to the date the City Council makes new appointments.
- 3.2 The City Council shall call for new applications, setting a date certain during the months indicated in Section 6 as the closing deadline for the receipt of applications. Public notice of openings, including a statement that incumbents may reapply, shall be made in advance of the closing deadline and interested parties and organizations shall be notified.
- 3.3 Prior to the closing deadline, the City Clerk in partnership with the staff liaison to the recruiting Board/Commission will review the submitted applications to determine the recruitment resulted in a sufficient pool of applicants. Should staff determine that the City has not received an adequate pool of applicants, the City Clerk will make a recommendation through the Mayor to announce an extension of the recruitment at the next available regular meeting. .
- 3.4 The City Council or Council Subcommittee shall review applications and will conduct interviews with applicants, reserving the right to waive the opportunity to conduct interviews with previously interviewed or incumbent applicants.
- 3.5 The Administrative Services Division of the Office of the City Manager shall schedule a City Council agenda item as indicated in Section 6 to publicly appoint persons to a designated term.
- 3.6 The Administrative Services Division of the Office of the City Manager shall prepare appropriate letters confirming appointments and prepare, for the Mayor's signature, letters to those not appointed.
- 3.7 In making appointments, the City Council shall make appointments that result in the influx of new ideas and perspectives while, at the same time, ensuring continuity and expertise.

- 3.8 No individual shall be appointed to serve as a member on more than one City Board or Commission, unless such dual membership is provided for in Chapter 2, Article V of the Municipal Code; however, they may serve as an appointee to an advisory body of an outside agency.
- 3.9 The City Council may appoint one or more alternates to any Board, Commission or Committee as provided for in Chapter 2, Article V of the Municipal Code.

4. APPOINTMENTS

- 4.1 Members of a City Board or Commission serve at the pleasure of the City Council. An appointment to a Board or Commission is revocable at any time, without cause, by a majority vote of the City Council. A Council Committee review or recommendation is not required for the Council to consider or take such action
- 4.2 In the event openings occur prior to expiration of a member's term, the City Council may call for new applications and/or existing applications may be considered when making appointments to fill an unexpired term. Openings may also be filled from the list of Council-appointed alternates as provided for in Chapter 2, Article V of the Concord Municipal Code, or the Council may make an appointment from the unsuccessful applicants from the most recent recruitment if it is no older than 12 months.

5. ATTENDANCE

- 5.1 Any member of a City Board or Commission who absents him/herself from three consecutive meetings without being excused will be deemed to have resigned his/her office, and the City Council may appoint a new member to serve in the place of such absent member. The City Council shall make the ultimate determination of whether the absence was excused.
- 5.2 Should the unexcused absence of any Board or Commission member reach the 3 consecutive meeting threshold, support staff is to provide pertinent information to the Director of City Management who will notify the member of their resignation and begin the process to fill the vacancy.

6. SCHEDULE

- 6.1 A formal recruitment will occur on odd-numbered years, or when an interim vacancy occurs.

Board or Commission	Announce Openings 1st available Council Meeting in	Deadline for Applications: 60 days following announcement or 1st Friday of	City Council Appointments 1st available Meeting in	Terms Begin	Terms Expire
Board of Appeals	November	January	February	March 1	February 28
Planning Commission	November	January	February	March 1	February 28
Personnel Board	November	January	February	March 1	February 28
Design Review Board	November	January	February	March 1	February 28
Parks, Recreation & Open Space Commission	March	May	June	July 1	June 30
Community Services Commission	March	May	June	July 1	June 30
Commission on Aging	March	May	June	July 1	June 30
Youth Members on the Parks, Recreation & Open Space Commission	Appointed annually by the Parks, Recreation & Open Space Commission				

- 6.2 Scheduling may be operationally adjusted.

Attendance Report for Boards and Commissions
January 1, 2013 – March 1, 2014

Exhibit C

Board	Number of Members	Number of Meetings	Absenteeism
Appeals Board	5 members	-0- meetings	-0-
Commission on Aging	Up to 11 – currently have 7 members with recent appointment	10 meetings; 3 special events	4 resignations over the past 14 months 11 excused absences 1-Davis-Lucey 3-Dexter 2-Lee 2-Leon 1-Rogers 2-Pascual
Comm. Services Commission (CSC)	9 members and 2 alternates	5 meetings	10 excused absences 2-Miller 1-Ernst 1-Carter 1-Molstad 1-Sewell 1-Kaushal 3- Sierra
CPHHCD A Subcommittee of the CSC	7 members of the CSC and 2 Pleasant Hill representatives	14 meetings	11 excused absences 4-Miller 4-Weinmann 1-Thompson 1-Ernst 1-Green
Design Review Board Compensation: \$50 per meeting	5 members	19 meetings	5 excused absences 1-Harmon 2-Wells 2-Avila
Downtown Specific Plan	13 members 2 alternates	10 meetings	27 excused absences 3-Andrews 3-Hoag 6-Thomas 2-Gray 1-Shelby 3-Wells 1-McGallian 3-Dami 1-Walters 2-Eber

Attendance Report for Boards and Commissions
January 1, 2013 – March 1, 2014

Exhibit C

Board	Number of Members	Number of Meetings	Absenteeism
			1-Woods 1-Renfrow
Parks Recreation and Open Space	5 adult members 2 youth members	6 meetings	Info not confirmed
Planning Commission Compensation: \$50 per meeting	5 members	19 meetings	10 excused absences 1-Hoag 1-McGallian 2-Mercurio 2-Obringer 4-Avila
Personnel Board	5 members	2 meetings confirmed	Info not confirmed