

CITY COUNCIL COMMITTEE

POLICY DEVELOPMENT AND INTERNAL OPERATIONS

Mayor Tim Grayson, Chair
Ron Leone, Committee Member

5:00 p.m.
(please note earlier start time)
Monday, October 13, 2014

Wing A, Garden Conference Room
1950 Parkside Drive, Concord

- A G E N D A -

ROLL CALL

PUBLIC COMMENT PERIOD

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

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Administrative Services

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

DATE: October 13, 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 (PD&IO) a review of the City's Boards and Commissions for composition, size, function and compensation. On February 13, 2014, City Clerk Lehman sent a Survey Monkey questionnaire consisting of eight (8) questions (see Attachment A) to 42 Board and Commission members, and received responses from 20 members.

The PD&IO Committee met on April 21, 2014 to review the results of the survey and to discuss the practice the City Council uses to appoint members to the City's Boards and Commissions, the Measure Q Committee, the Downtown Specific Plan committee, and the Concord Pleasant Hill Health Care District Committee.

Staff was also directed to meet with each of the Boards and Commissions to ensure that all members had the opportunity to provide their input and recommendations on current practices, and to return to the PD&IO Committee with further recommendations. Based on their outreach to the Boards and Commissions, staff has determined that the Boards and Commissions are generally operating efficiently under the current practices. However, staff is recommending some minor "best practices" as discussed below. In addition, during staff's discussions with the Community Services Commission (CSC), it was determined that separating the CSC and the CPHHCD to serve as two separate committees would be more productive and effective, as described below.

Background

A meeting was held with the PD&IO on April 21, 2014 to review the results of the attached survey and to discuss the practice the City Council uses to appoint members to seven (7) Boards and Commissions, the Measure Q Committee, the Downtown Specific Plan committee, and the Concord Pleasant Hill Health Care District Committee. When discussing Policy and Procedures #89 which governs the processes used to recruit, interview and appoint members to the various Commissions, and provides governance on the ability to remove a member, the Council Committee made the recommendation that language under Section 5.2, ATTENDANCE, be revised for clarification purposes, to read, "Should any Board or Commission member have 3 unexcused absences within a fiscal year, staff is to provide pertinent information to the City Clerk who

will notify the member of their resignation.” This revision is reflected in redline/strikeout on the attached Policy and Procedure #89 (Attachment B) which will be presented to Council for approval in the near future.

Staff was also directed to meet with each of the Boards and Commissions to ensure all members had the opportunity to provide their input and recommendations on current practices, and to return to the PD&IO Committee with further recommendations.

Discussion

Recommended Changes

Clarification - Statement of Responsibility

The results of the survey indicated that the Board and Commissioners are satisfied or very satisfied with the recruitment and goals of the Board/Commission upon which they serve and this was confirmed during the meetings with each respective Board/Commission. They did, however, provide a few incidental comments and staff will be implementing the following changes in the recruitment process based on their input:

- 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.

Unexcused Absences

The members all expressed an appreciation of the 4 year staggered term, stating that it allowed new members to come up to speed without pressure and ensured continuity. All agreed that the PD&IO recommendation regarding removal of a member who has 3 unexcused absences within a fiscal year was appropriate.

Maintaining Active Recruitment List

Members were advised that a recommendation for the appointment of alternates would not be made, but instead we would recommend the recruitment list remain active for 12 months, as allowed in Section 4.2 of Policy and Procedure #89, and that Council would review the most current list of past applications and could make a direct appointment from the list, if they so desired, or call for the opening of a recruitment. Section 4.2 will be revised to read as follows:

- 4.2 In the event openings occur prior to expiration of a member's term, the City Council may call for a recruitment to obtain new applications to fill the unexpired term, or review non-appointed applications received during the most recent recruitment to fill the vacancy, if they are no older than 12 months.

Separate the CSC into Two Commissions

During discussions with members of the Community Services Commission (CSC), it was determined that internally appointing some of the members to serve on the Concord Pleasant Hill Health Care District (CPHHCD) with two members appointed by Pleasant Hill had not worked as successfully as planned. Staff is recommending that the CSC and the CPHHCD be separated and serve as two separate commissions; CSC consisting of 7 members and the CPHHCD consisting of 5 members appointed by Concord and 2 appointed by Pleasant Hill. The members concurred that the separation of the two committees should occur during the next scheduled recruitment period, which will commence in March, to coincide with upcoming term ending dates and not to disrupt the current CDBG Application cycle.

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

Staff recommends that the Committee confirm the details and recommendations outlined in this report and direct staff to forward the recommendations, including the recommended revised Policy and Procedure #89 to the Council for adoption.

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Attachment: A - Survey Monkey Questions
B - Draft Revision of Policy and Procedure #89

Listed below are the Survey Monkey questions asked:

- #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?
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DRAFT REVISIONS

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 recruitment 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 a recruitment to obtain new applications to fill the unexpired term, and/or review existing non-appointed applications received during the most recent recruitment may be considered when making appointments to fill the vacancyan 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 they are 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 any Board or Commission member have 3 unexcused absences within a fiscal year, staff is to provide pertinent information to the City Clerk who will notify the member of their resignation. 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

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
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.