



ECONOMIC VITALITY COMMITTEE REPORT

October 19, 2023
City Manager

TITLE: RECEIVE INFORMATION ON PROPOSED CITY COMMISSIONS AND COMMITTEES REORGANIZATION

BACKGROUND

As included among the City Council's priorities in its FY 2021/ 22 - FY2022/ 23 Work Plan, an overview of the current commission and committee structure was presented to the City Council on February 7, 2023, with an initial recommendation intended to better align with the City's organizational structure, streamline opportunities for community input and engagement and increase efficiency for commission and committee members as well as supporting staff members. At that meeting, the City Council voted to create an ad-hoc Council subcommittee (Arkin, Balch) to discuss options and bring recommendations forward for consideration.

The Council subcommittee reviewed and discussed several options for consolidation of committees and commissions and developed the following recommendations:

1. Eliminate Housing Commission and have the Planning Commission assume the responsibilities of the Housing Commission
2. Combine the Human Services and Library Commissions
3. Combine the Civic Arts and Parks and Recreation Commissions
4. Retain the Youth Commission and modify membership to youth only
5. Convert the Committee on Energy and the Environment to a Commission
6. Reduce the number of members on, and frequency of the meetings for the Bicycle, Pedestrian, Trails, and Economic Vitality Committees.

This proposed structure would reduce the number of commissions from seven to five, and the number of committees from three to two. This reduction would create a standard structure for commission and committee membership, and increase staff efficiency by reducing the number of meetings and meeting preparation time while also ensuring that each commission has a sufficient workload that is meaningful toward advising the City Council.

The recommendations will be presented to the City Council on October 17, 2023, for input and formal approval at a future City Council meeting. A deferral of the fall commission and committee recruitment process will be recommended for City Council approval until the final reorganized structure is implemented, excepting for as-needed recruitments to ensure a commission/committee maintains a quorum. The City Council agenda report is provided as Attachment 1.

Existing Structure

The City currently has seven commissions and three committees, with City Council appointed representatives on each. Commissions are codified in the City's municipal code and provide policy input on a broad range of topics within a specific area of expertise and focus. Committees are established by City Council resolution.

As noted in the City Council agenda report, the following is the current composition of the Economic Vitality Committee (EVC), including vacancies:

- Members: 22 (One representative from varied industries and business organizations)
- Liaison Department: City Manager's Office, Economic Development Division
- Role: Assess the current and ongoing business climate in Pleasanton and offer suggestions and recommendations to the City Council intended to maintain a strong economic development base in the city.
- Frequency of Meetings: Monthly

Proposed New Committee Structure

The proposed committee structure creates the most consistency, with nine-member committees, meetings every other month, and four-year terms, and allows for greater staff efficiency by reducing the number of meetings and meeting preparation time while also ensuring that each committee has a sufficient workload that is meaningful toward advising the City Council, thereby providing more community impact by each member.

The following is the proposed composition of the EVC:

- Members: Reduce members from 22 to 9, to focus on industry sector representation, including commercial real estate, downtown business, retail, information technology, life sciences, commercial services, professional services, and 2 at-large members
- Frequency of Meetings: Meet every other month

The City has strong partnerships with local business-supporting organizations such as Visit Tri-Valley, Pleasanton Chamber of Commerce, and the Pleasanton Downtown Association. City staff facilitates ongoing collaboration and information-sharing opportunities among these partners, such that their input to the City is already incorporated into recommendations presented to the City Council. Focusing the membership of the Economic Vitality Committee on industry sector representatives will provide additional perspectives and insights to be shared with City staff and the City Council on issues that impact the local economy.

Implementation

Some transition time is recommended for any changes to the commission and committee structure to allow for projects underway to be wrapped up and for staff to adjust internal oversight and related procedures.

Several factors to be considered in implementing the reorganization:

- Compliance with City procedures regarding attendance, mandatory ethics training, and annual filing of Form 700 Statement of Economic Interests. There are currently policies that would allow City Council to remove commissioners who do not meet attendance parameters, do not complete the required ethics training, or do not complete the Form 700; adhering to these policies would immediately (and over time) reduce the number of total commissioners.
- Attrition due to resignation or expiration of commission/committee terms (i.e., not filling positions as they become vacant).

Building on the recommendation for reorganization, it is anticipated that all commissions and committees will reach the amended number of members by April 2025 and some earlier. A transition timeline is provided in the agenda report to show how and when each commission/committee would reach the intended outcome.

To address these changes most effectively, staff is recommending to the City Council that the fall 2023 recruitment for commission and committee vacancies be deferred until the final restructure is implemented, excepting for as-needed recruitments to ensure a commission/committee maintains a quorum.

Notification to Commission and Committee Members

Members of all City commissions and committees have been notified of the October 17, 2023, agenda report detailing the proposed Commissions and Committees Reorganization.

ACTION: RECEIVE INFORMATION ON PROPOSED CITY COMMISSIONS AND COMMITTEES REORGANIZATION

Attachment 1 – Item 19, October 17, 2023, City Council Agenda Report