

CITY COUNCIL AGENDA REPORT

October 17, 2023
City Manager

TITLE: REVIEW THE PROPOSED RECOMMENDATIONS REGARDING COMMISSION AND COMMITTEE REORGANIZATION AND DEFERRAL OF THE FALL 2023 RECRUITMENT

SUMMARY

Evaluation of the City's commission and committee structure is included in the FY 2023/24 - FY 2027/28 Strategic Plan goal of *Optimizing Our Organization* as part of a strategy to evaluate and enhance community engagement opportunities. The City currently has seven commissions and three committees, with City Council appointed representatives on each. To better align with the City's organizational structure, streamline opportunities for community input and engagement, and increase efficiency for the commission and committee members as well as supporting staff members, the City Council voted to create an ad-hoc Council subcommittee to discuss commission and committee restructure and present a recommendation for the City Council's 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. For the recommended combinations, commissioner impact on the community would be enhanced, as each member would have a broader knowledge and deeper connection with public services to share with their community networks.

RECOMMENDATION

- Review the proposed recommendation regarding commission and committee reorganization and provide input, toward formal approval at a future City Council meeting.
- Approve the deferral of the fall commission and committee recruitment process until the final reorganized structure is implemented, excepting for as-needed recruitments to ensure a commission/committee maintains a quorum.

FINANCIAL STATEMENT

There is no financial impact associated with this item.

BACKGROUND

The City currently has seven commissions and three committees, with City Council appointed representatives on each.

Commissions

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.

Each of the seven commissions has a unique role. Of the seven commissions, two are managed by the Community Development Department and five by the Library and Recreation Department. The number of members on each commission varies, as do the frequency of meetings.

Planning Commission:

- Members: 6 (5 Regular and 1 Alternate)
- Liaison Department: Community Development, Planning Division
- Role: Prepare, adopt and administer the City's General Plan and specific plans; prepare recommendations to the City Council regarding amendments to the City's zoning ordinance; review and advise the City Council regarding subdivision maps; and investigate, hear and determine use permits, specified variances, permits and zoning ordinances, disputes and controversies.
- Legislative body: Yes
- Frequency of meetings: Twice per month

Housing Commission:

- Members: 6 (5 Regular and 1 Alternate)
- Liaison Department: Community Development Department, Housing Division
- Role: In cooperation with the community and the development and construction industry, the commission is responsible for initiating and pursuing opportunities for developing, promoting and retaining affordable housing within the community and the region. Recommend policies related to affordable housing and provide input regarding expenditure of Lower Income Housing Fund. Provide oversight of City affordable housing developments.
- Legislative body: No

- Frequency of Meetings: Monthly

Civic Arts Commission:

- Members: 9 (7 Regular, 1 Youth, and 1 Alternate)
- Liaison Department: Library and Recreation
- Role: Promote the acquisition, construction and installment of works of public art in Pleasanton. Make recommendations to the City Council regarding the City Civic Arts Program and Community Grants.
- Legislative body: No
- Frequency of Meetings: At least four times per year

Human Services Commission:

- Members: 9 (7 Regular, 1 Youth, and 1 Alternate)
- Liaison Department: Library and Recreation
- Role: Advise the City Council on the human service needs of the community and methods of fulfilling these needs. Particular emphasis is given by the commission to the human service needs of the socially and economically disadvantaged, the elderly and the youth of the community.
- Legislative body: No
- Frequency of Meetings: Monthly

Library Commission:

- Members: 9 (7 Regular, 1 Youth, and 1 Alternate)
- Liaison Department: Library and Recreation
- Role: Advise the City Council on matters related to the Pleasanton Library and library services in general. Promote the use of library services to the community.
- Legislative body: No
- Frequency of Meetings: Monthly

Parks and Recreation Commission:

- Members: 7 (5 Regular, 1 Youth, and 1 Alternate)
- Liaison Department: Library and Recreation (with support from Public Works)
- Role: Advise the City Council on matters related to the development and provision of services pertaining to parks and recreation facilities, programs and services.
- Frequency of Meetings: Monthly

Youth Commission:

- Members: 14 (11 Regular (2 adults and 9 youth) and 3 Alternates)
- Liaison Department: Library and Recreation
- Role: Act as the liaison between Pleasanton's youth community and the City Council; advise the Council on youth-related issues; promote an understanding and appreciation of community affairs among the youth of Pleasanton.
- Legislative body: No

- Frequency of Meetings: Monthly, September – May

Terms are consistent for adult members across all commissions at 2 four-year terms. Youth terms are currently 3 two-year terms for the Youth Commission and 1 two-year term for youth on other commissions.

Committees

Committees are established by City Council resolution.

Each of the three committees has a distinctive focus area. Of the three committees, two are managed by the City Manager's Office, and one by a combination of the Community Development, Public Works and Library and Recreation Departments. The number of members on each committee varies.

Bicycle, Pedestrian, Trails Committee:

- Members: 13
- Liaison Department: Community Development, Traffic Engineering Division and Library and Recreation (as liaison to Parks and Recreation Commission)
- Role: Advise the Parks and Recreation Commission and the City's Traffic Engineering Division on bicycle, pedestrian and trail related items including reviewing and prioritizing potential projects, policy recommendations, and the promotion of community awareness regarding non-motorized forms of transportation.
- Frequency of Meetings: Monthly

Committee on Energy and the Environment:

- Members: 7
- Liaison Department: City Manager's Office
- Role: Work with City staff to prepare an Energy and Environmental Priorities Plan focusing on energy and environmental issues and strategies reflecting community opportunities, needs and interests. Advise on implementation of Climate Action Plan.
- Frequency of Meetings: Every other month

Economic Vitality Committee:

- 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

Of note, the Sports Council and the Police Chief's Advisory Board are not included as neither is an advisory body to the City Council.

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.

DISCUSSION

Over the course of several meetings, the Council subcommittee reviewed and discussed multiple options for consolidation 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. For the recommended combinations, commissioner impact on the community would be enhanced, as each member would have a broader knowledge and deeper connection with public services to share with their community networks.

Proposed New Commission Structure

Planning Commission (Eliminate Housing Commission)

- Planning Commission to assume Housing Commission responsibilities
- Maintain 6 members
- Meet twice per month

The Housing Commission was created to provide oversight for Kottinger Place (now redeveloped into Kottinger Gardens) and Ridgeview Commons. Both senior housing properties are now managed by non-profit affordable housing developers and are subject to the regulations of the California Lower Income Housing Tax Credit (LIHTC) program, with monitoring of these projects provided by the California Tax Credit Allocation Committee (TCAC). As a result, the oversight role previously taken by the

Housing Commission is no longer necessary.¹ Currently, the Housing Commission reviews and recommends Affordable Housing Agreements (AHA) with residential developers proposing housing projects and how they can meet the City's Inclusionary Zoning Ordinance (IZO). While the Housing Commission's review has been helpful, it is usually the case that the affordable housing component is linked to other dimensions of the project, such as project design, other proposed community benefits, or increasingly, application of density bonus requests, which are outside the purview of the Housing Commission. Since the Planning Commission is typically involved in the more comprehensive review of development projects, a clear nexus could be made to incorporate recommendations connected to approval of a related AHA as part of the Planning Commission's overall action.

Library/Human Services Commission

- Combine Library Commission and Human Services Commission
- Start with 9 members and transition to 7 members through attrition, including 2 youth
- Meet monthly
- Eliminate alternate and add 1 additional youth member

Both the Library Commission and Human Services Commission have capacity in their workload. The two areas of service share core values such as serving people of all ages, socioeconomic classes, backgrounds, religions, and genders in a way that celebrates diversity and strives toward equity. While the Library Commission focuses on meeting the wide variety of informational needs in the community, the Human Services Commission focuses on identifying and prioritizing the human service needs of the community. Emphasis is given to the human service needs of the socially and economically disadvantaged, the elderly and the youth of the community.

The Tri-Valley Human Services Needs Assessment and continued City grant process would benefit from the added library perspective. Libraries in general, and specifically the Pleasanton Public Library, serve as one of the few free and open spaces welcoming all community members.

Parks, Arts and Recreation Commission

- Combine Parks and Recreation Commission with Civic Arts Commission
- Start with 9 members and transition to 7 members through attrition, including 2 youth
- Meet monthly
- Eliminate alternate and add one additional youth member

Having a Parks, Arts and Recreation Commission would provide a streamlined process for public art as many items currently go to both the Civic Arts and Parks and

¹ The Housing Commission has continued to conduct a review of the Ridgeview Commons annual operating budget, which is required to be submitted to the California Housing Finance Agency, one of the original lenders that financed construction of the project. However, Commission-level review of the budget is not mandatory, and could instead be performed by staff.

Recreation Commissions before being presented to City Council. The workload would be reasonable for this combined commission, focusing on parks and recreation programs, projects and services (which already includes art programming), public art, and art-related community grants.

Youth Commission

- Eliminate adult members and replace with youth members
- Modify to 15 total members (instead of 14), and eliminate alternate positions
- Grade Representation with 3 middle school students, 6 high school freshman/sophomores and 6 high school juniors/seniors
- Modify terms to 2 two-year terms from the current 3 two-year terms
- Meet monthly September – May

Replacing adult representation on the Youth Commission will open more opportunity for youth and provide a stronger youth voice in the community, with the staff liaison providing the adult oversight needed. All youth representation is standard on local government youth commissions throughout the Bay Area.

Energy and Environment Commission

- Convert to Commission
- Retain 7 members, including 2 youth
- Meet monthly
- Move oversight to Community Development for CAP 2.0 implementation

With the Climate Action Plan 2.0 as a major focus area for the City, transitioning the Energy and Environment Committee to a commission will help to increase the focus on the environment and sustainability in Pleasanton.

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.

Bicycle, Pedestrian, Trails Committee (BPTC)

- Reduce members from 13 to 9, with representatives from Planning Commission, Parks, Arts and Recreation Commission, Library/Human Services Commission, Youth Commission (2 members), and 4 at-large members
- Move responsibility to Community Development Department and Public Works Department (co-chairs)
- Meet every other month
- Modify terms of appointment from 2 three-year terms to 2 four-year terms to match other committees.

The BPTC is needed for certain grant and capital projects, and other projects as routinely reviewed by the BPTC. The current workload of this committee could be accomplished with less frequent meetings.

Economic Vitality Committee

- 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
- Meet every other month

The City has strong partnerships with local business-supporting organizations such as Visit Tri-Valley, the 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 below to show how and when each commission/committee would reach the intended outcome.

Planning Commission (Eliminate Housing Commission)

Both the Planning and Housing Commissions are in full compliance with attendance and ethics training requirements. *The City Council could decide to dissolve the Housing Commission immediately or wait until April 2025 when the commission reaches three members.*

Housing Commission (Currently 5 members)

Date	Sept. 2023	April 2024	Sept. 2024	April 2025
Reduction	-1 (term end)			-1 (term end)
Proposed Members	4	4	4	3

Planning Commission (Currently 6 members)

Date	Sept. 2023	April 2024	Sept. 2024	April 2025
Reduction				-2 (term end)
Proposed Members	6	6	6	4

Library and Human Services Commission

With enforcement of ethics training compliance and attendance requirements, the Library and Human Services Commissions could combine immediately with 10 total members. This number would include 2 youth members.

Library Commission (Currently 9 members)

Date	Sept. 2023	April 2024	Sept. 2024	April 2025
Reduction	-4 (ethics/term end/ attendance)		-1 (Term)	-4 (Term)
Proposed Members	5	5	5	1

Human Services Commission (Currently 9 members)

Date	Sept. 2023	April 2024	Sept. 2024	April 2025
Reduction	-4 (ethics/term end/ attendance)		-1 (term)	-1 (term)
Proposed Members	5	5	4	3

Parks, Arts, and Recreation Commission

With enforcement of ethics training compliance, the Civic Arts and Parks and Recreation Commissions could combine with 9 total members by September 2024. This number, however, would not include any youth members as the 2 existing youth members would term out by this date. If the City Council wished to reappoint 2 youth members during this transition period, the commissions could combine by April 2025 with 7 total members.

Civic Arts Commission (Currently 9 members)

Date	Sept. 2023	April 2024	Sept. 2024	April 2025
Reduction	-3 (ethics)		-1 (term end)	-2 (term end)
Proposed Members	6	6	5	3

Parks and Recreation Commission (Currently 6 members)

Date	Sept. 2023	April 2024	Sept. 2024	April 2025
Reduction	-1 (ethics)	-1 (term end)		-2 (term end)
Proposed Members	5	4	4	2

Youth Commission

There are currently 2 adult representatives on the Youth Commission. One termed out September 30, 2023; the other does not term out until April 2026. As the recommendation for this commission is to increase the number of commissioners to 15 total youth representatives (replacing adult representatives), staff recommends eliminating the remaining adult representative effective April 2024 and appointing additional youth representatives through the recruitment process that same month. There are 4 youth members who are not compliant with ethics training.

Adult Representatives on Youth Commission (Currently 2 members)

Date	Sept. 2023	April 2024	Sept. 2024	April 2025
Reduction	-1 (term end)	-1 (recommendation/ term expires April 2026)		
Proposed Adult Members	1	0	0	0

Energy and Environment Commission

There are currently 7 members on the Committee for Energy and the Environment Committee. The recommendation is to convert the committee to a commission with 7 members. *As 5 of the 7 members are currently out of compliance with ethics training, enforcement of this requirement would necessitate recruitment of new members to meet a quorum.*

Energy and Environment Commission

Date	Sept. 2023	April 2024	Sept. 2024	April 2025
Reduction	-5 (Ethics)			-1 (Term)
Proposed Members	2			

Bicycle, Pedestrian and Trails Committee (BPTC)

There are currently 6 at-large members on the BPTC. The recommendation is to reduce the number of at-large members to 4. With enforcement of the ethics training requirement, the City Council could make this change effective immediately.

BPTC (Currently 6 at-large members)

Date	Sept. 2023	April 2024	Sept. 2024	April 2025
Reduction	-2 (Ethics)			-1 (Term)
Proposed Members	4	4	4	3

Economic Vitality Committee

There are currently 12 members on the Economic Vitality Committee. Seven members are non-compliant with ethics training and 2 members termed out in September 2023. The recommendation is to move to 9 members representing commercial real estate, downtown business, retail, information technology, life sciences, commercial services, professional services, and 2 at-large members. *Enforcement of the ethics training requirement would necessitate recruitment of new members to meet a quorum, such that the transition to the proposed change could be implemented immediately.*

Economic Vitality Committee (Currently 12 members)

Date	Sept. 2023	April 2024	Sept. 2024	April 2025
Reduction	-9 (Ethics/Term)		-1 (Term)	-1 (Term)
Proposed Members	3			

Of note, none of the options outlined address the Sports Council or the Police Chief's Advisory Board as neither is an advisory body to the City Council.

Fall Recruitment Recommendation

To address these changes most effectively, staff recommends the fall 2023 recruitment for commission and committee vacancies be deferred until the final restructure is implemented. In the interim period, should there be a deficiency in quorum due to membership attrition that prohibits the meeting of a commission or committee, staff recommends that a limited recruitment be conducted toward achieving alignment with the overall membership restructure for the board.

Annual Workplan Recommendation

To ensure that commissions and committees are working in concert with the City Council toward identified community goals, staff recommends that each commission and committee submit an annual workplan to the City Council. These annual workplans should connect to the citywide strategic plan goals and be submitted to the City Council in December of each year for the following calendar year. If approved by the City Council, this annual workplan process would be incorporated into the enacting legislation for each commission and committee.

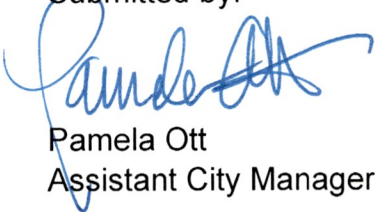
Notification to Commission and Committee Members

Members of all City commissions and committees were notified of the City Council's February 7, 2023, review of the proposed reorganization. Accordingly, all current commission and committee members have been notified of this report to the City Council.

Next Steps

At the October 17, 2023, meeting staff is soliciting the City Council's feedback on the proposed recommendations; following this, a final restructuring plan will be presented to the City Council at a future meeting, after which staff will update enacting legislation for City Council's adoption.

Submitted by:



Pamela Ott
Assistant City Manager

Approved by:



Gerry Beaudin
City Manager