



# ***Agenda Report***

## ***Fullerton City Council***

**MEETING DATE:** FEBRUARY 2, 2021

**TO:** CITY COUNCIL / SUCCESSOR AGENCY

**SUBMITTED BY:** KENNETH A. DOMER, CITY MANAGER

**PREPARED BY:** LUCINDA WILLIAMS, CITY CLERK

**SUBJECT:** CITY BOARD / COMMISSION / COMMITTEE STRUCTURE

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### **SUMMARY**

Council Member Jung, supported by Mayor Whitaker, requested a discussion of the City's board, commission and committee structure to consider increasing membership on some committees, commissions and boards.

### **RECOMMENDATION**

Discuss changes to the board/commission/committee structure, direct Staff to research various committee examples and return to City Council for further direction.

### **PRIORITY POLICY STATEMENTS**

This item matches the following Priority Policy Statements:

- Fiscal and Organizational Stability.

### **FISCAL IMPACT**

No fiscal impact. However, increasing the size and/or number of committees, commissions and boards will redirect some staff and resources from other projects.

### **DISCUSSION**

Note: This discussion will use the term "committee" to refer to all city boards, commissions and committees.

In 2018, City Council reviewed the City's committee structure, applicant requirements and interview processes. That review resulted the adoption of Ordinance No. 3258 (attached) which established consistent applicant requirements for all committees, a streamlined interview process, consolidation of 13 committees to eight active

committees and reduced the number of active committee members from 70 or more to 42 members.

City Council opted to reduce the number of committees for several reasons including: the increasing difficulty in reaching quorums to conduct business at many of the meetings, to better ensure equal district representation on all committees as the City transitioned to full district representation, thereby reducing the number of “at-large” members on certain committees and to free up staff and resources for other priorities given the City’s continued fiscal situation.

The City currently has eight active boards, commissions and committees. Most committees have five directly appointed members. The following table illustrates the City’s current committee structure:

<b>Committee</b>	<b>Members</b>	<b>Appointed</b>	<b>Meets</b>	<b>Staffed By</b>
Active Transportation Committee	5	Direct	Monthly	Community and Economic Development Department
Community Development Citizens’ Committee	5	Direct	As needed. Heavy meeting schedule in first quarter of calendar year.	Community and Economic Development Department
Infrastructure and Natural Resources Committee	9	5 Direct 4 At Large	Monthly	Public Works
Investment Advisory Committee	3 Public (3 Staff)	At Large (public)	Quarterly	Administrative Services
Library Board of Trustees	5	Direct	Monthly	Library
Parks and Recreation Commission	5	Direct	Monthly	Park and Recreation / Administration
Planning Commission	5	Direct	Every other week	Community and Economic Development Department
Transportation and Circulation Commission	5	Direct	Monthly	Public Works

The Investment Advisory Committee and Infrastructure and Natural Resources Committee have at-large appointments due primarily to attracting members of certain qualification needed by the committee. If City Council desires to increase the number of

members on any committee, Staff recommends maintaining an odd number of members on the committee to avoid any tie votes. However, it is understood that such an action will potentially once again create an “at-large” appointment. One option is to increase the number of direct appointments but rotate which district has one less appointment per committee. Staff also recommends taking meeting space into consideration as the Council Chambers dais accommodates up to nine people, given space and technology needs. However, if each district is to get an equal number of appointments, seating location can be a lesser determination.

Alternatively, City Council may wish to consider creating new committees. Prior to this, it is recommended that Staff review prior committees throughout the history of the City as there have been several iterations of committees and some have ceased or evolved into present day committees. For example, the City Council has occasionally discussed forming a Cultural Arts Committee. A cultural arts committee could identify cultural arts needs in the community as well as make recommendations to City Council on ways to promote cultural arts activities and broaden community participation in the arts.

City Council could also consider forming a committee for financial issues other than the Investment Advisory Committee. The City of Costa Mesa has a Finance and Pension Advisory Committee to advise City Council regarding events and issues which may affect the financial status of the City, make recommendations on the selection of the City’s auditor and evaluate annual and long-term pension impacts.

Staff requests that City Council discuss any changes it would like to make to the exiting committee structure and direct staff to research various committee examples and return to the City Council for further direction.

Attachments:

- Attachment 1 – Ordinance No. 3258