



City Council Agenda Item

City Council Meeting Date: December 17, 2019

TO: Honorable Mayor and Council

FROM: Jim Throop, City Manager
J_throop@ci.lompoc.ca.us

SUBJECT: Council Request – Review of Commissions and Committees with Possible Elimination of the Economic Development Committee and/or any of the Other Committees or Commissions; and Approve the Local Appointments List

Recommendation:

Staff recommends the City Council:

- 1) Review of all current City commissions and commissions that are currently active;
- 2) Give direction to staff on whether to modify or eliminate the Economic Development Committee and return with a resolution for any changes;
- 3) Give direction to staff on whether to modify or eliminate any other current commission or committee and return with a resolution for any those changes; and
- 4) Approve the attached Local Appointments List; or
- 5) Provide other direction to staff.

Background:

The City Council requested, on May 7, 2019, to return with a review on current City commissions and committees, with possible elimination of the Economic Development Committee.

Discussion:

There are 11 City commissions/committees that are currently active and have seated City Council appointees. There are also three committees that are currently comprised of the City Council. Those are: Committee to Oversee Park & Pool Maintenance, Compliance Committee, and the Mobile Home Rent Stabilization Board.

The following is a list of the current commissions/committees, as well as current and historical information designed to help discuss and review the commissions/committees:

Airport Commission

- a. **Created** – November 1991
- b. **Number of Commissioners** – Seven
- c. **Meeting frequency** – Monthly
- d. **Start time and average length of meeting** – 7:00 p.m., one hour
- e. **Average number of meetings canceled/no agenda items for 2018** – 10 out of 12
- f. **Average number of staff hours to prepare for each meeting** – Three
- g. **Average number of public/citizens attending meetings** – One. Those that do attend are typically associated with the Airport.
- h. **Average cost to hold each meeting** – \$200, or \$2,400 annually.
- i. **Average number of employees attending meeting** – One
- j. **Average number of agenda items (if any)** – One

Beautification Commission

- a. **Created** – July 1966/1971
- b. **Number of Commissioners** – Five, ended the year with three.
- c. **Meeting frequency** – Once a month, on the second Wednesday with three special meetings scheduled.
- d. **Start time and average length of meeting** – 6:30 p.m. (with one meeting starting at 6:00 p.m.); one hour including special meetings.
- e. **Average number of meetings canceled/no agenda items for FY2018-19** – Two regular meetings were canceled.
- f. **Average number of staff hours to prepare for each meeting** – Four hours, increasing to 20+ for special events (Say it With Flowers, Holiday Decorating Contest, and Recognition Grove Event).
- g. **Average number of public/citizens attending meetings** – Zero

- h. **Average cost to hold each meeting** – \$250 per regular meeting, or \$3,000 annually. Special events average \$1,000/ea for the Recognition Grove and Say it With Flowers events, with the Holiday Decorating contest averaging \$750.
- i. **Average number of employees attending meeting** – Two
- j. **Average number of agenda items (if any)** – 5.4

Economic Development Committee

- a. **Created** – November 2011
- b. **Number of Commissioners** – 22 (when no vacancies); currently 14 (eight vacancies)
- c. **Meeting frequency** – Executive committee: Once per month; regular: Once per month. Special subcommittees: on an as needed basis.
- d. **Start time and average length of meeting** – Executive: 5:30; 30 minutes; Regular: 6:00 p.m.; 1.5-2 hours.
- e. **Average number of meetings canceled/no agenda items for 2018** – Typically one or two per year. Lately, we have been lacking quorum, so roughly three to four.
- f. **Average number of staff hours to prepare for each meeting** – Four hours (for both executive and regular).
- g. **Average number of public/citizens attending meetings** – Zero, excluding City Council Members.
- h. **Average cost to hold each meeting** – \$1,200 per meeting or \$13,500 per year, based on 5 hours meeting prep, 12 meetings per year.
- i. **Average number of employees attending meeting** – One
- j. **Average number of agenda items (if any)** – Roughly 1-2

Human Services Commission

- a. **Created** – June 1988
- b. **Number of Commissioners** – Five, with two vacancies
- c. **Meeting frequency** – Monthly, but also with Special meetings (workshops/applicant reviews) equaling 10 per year.
- d. **Start time and average length of meeting** – 6:30 p.m.; 1-2 hours. Special meetings usually last 2-3 hours.

- e. **Average number of meetings canceled/no agenda items for 2018** – Five
- f. **Average number of staff hours to prepare for each meeting** – Six hours (prep agenda/minutes/postings/attendance/emails/phone calls/room reservations/set-ups). Also, special requests beyond the meeting including letters, extra research projects, forward news and information to the commission, etc. which is approximately an additional one to four hours per week.
- g. **Average number of public/citizens attending meetings** – Zero, unless during application process.
- h. **Average cost to hold each meeting** – \$600 per regular meeting, or \$7,000 per year for all regular meetings. Special meetings average \$900 per meeting, or an additional \$1,500 per year. Total cost to City is approximately \$8,500.
- i. **Average number of employees attending meeting** – One
- j. **Average number of agenda items (if any)** – Seven

Library Commission

- a. **Created** – June 1907 (Library Board); 2015 (Commission)
- b. **Number of Commissioners** – Five
- c. **Meeting frequency** – Scheduled every month, but usually every other month depending on whether there is any business to discuss.
- d. **Start time and average length of meeting** – 10:00 a.m.; 1-1.5 hours
- e. **Average number of meetings canceled/no agenda items for 2018** – Four meetings cancelled in 2018, six cancelled in 2019 (one for lack of quorum).
- f. **Average number of staff hours to prepare for each meeting** – 10 hours
- g. **Average number of public/citizens attending meetings** – Zero (the Friends of the Library rep and the County's Library Advisory Committee rep attend and give reports).
- h. **Average cost to hold each meeting** – \$400-500 a meeting, or \$6,000 per year
- i. **Average number of employees attending meeting** – Two, the library director and the admin who takes the minutes.
- j. **Average number of agenda items (if any)** – One (occasionally two with budget updates)

Parks & Recreation Commission

- a. **Created** – December 1976
- b. **Number of Commissioners** – Five
- c. **Meeting frequency** – Monthly, but there are typically 10 ad hoc meetings
- d. **Start time and average length of meeting** – 6:30 p.m.; 1-2 hours. Ad hoc meetings typically run 1-2 hours.
- e. **Average number of meetings canceled/no agenda items for 2018** – One (lack of quorum)
- f. **Average number of staff hours to prepare for each meeting** – Twenty hours (includes prep agenda/minutes/postings/attendance/emails/room reservations/set-ups). The Commission has also has special requests beyond the meeting (conduct extra research projects, forward news and information to the commission, etc.).
- g. **Average number of public/citizens attending meetings** – Zero.
- h. **Average cost to hold each meeting** – Regular meetings – \$2,600 per meeting, or \$31,000 per year.
- i. **Average number of employees attending meeting** – Three (Recreation Manager, Facilities, Fleet and Parks Manager and OSA II/III)
- j. **Average number of agenda items (if any)** – Two

Planning Commission

- a. **Created** – September 1930
- b. **Number of Commissioners** – Five
- c. **Meeting frequency** – Once a month on the 2nd Wednesday
- d. **Start time and average length of meeting** – 6:30 p.m.; 1-2 hours
- e. **Average number of meetings canceled/no agenda items for 2018** – Four
- f. **Average number of staff hours to prepare for each meeting** – 30+
- g. **Average number of public/citizens attending meetings** – Five
- h. **Average cost to prepare/hold each meeting** – \$750+ or \$9,000 per year

- i. **Average number of employees attending meeting** – Three
- j. **Average number of agenda items (if any)** – Two to three

Public Safety Commission

- a. **Created** – October 1993, name change in April 1997
- b. **Number of Commissioners** – Five
- c. **Meeting frequency** – In 2018 it was quarterly
- d. **Start time and average length of meeting** – 6:30 p.m.; ;1 1/2 hours
- e. **Average number of meetings canceled/no agenda items for 2018** – One meeting of four was cancelled in 2018 due to lack of quorum.
- f. **Average number of staff hours to prepare for each meeting** – Ten hours
- g. **Average number of public/citizens attending meetings** – One
- h. **Average cost to hold each meeting** – PD \$3,000 + \$1,800= \$4,800, Fire: \$2,300 +\$2,400= \$4,700 or \$38,000per year.
- i. **Average number of employees attending meeting** – Six
- j. **Average number of agenda items (if any)** – One (one meeting had five).

Senior Commission

- a. **Created** – October 1993
- b. **Number of Commissioners** – Five (three vacancies)
- c. **Meeting frequency** – Fourth Wednesday of every other month (December's meeting is the 2nd Tuesday).
- d. **Start time and average length of meeting** – 6:00 p.m.
- e. **Average number of meetings canceled/no agenda items for 2018** – Due to lack of quorum, the last commission meeting was held in 2017.
- f. **Average number of staff hours to prepare for each meeting** – Two hours per meeting for prep, posting agenda, minutes, etc.
- g. **Average number of public/citizens attending meetings** – Zero

- h. **Average cost to hold each meeting** – \$1,500
- i. **Average number of employees attending meeting** – Two
- j. **Average number of agenda items (if any)** – Zero

Utility Commission

- a. **Created** – June 2000 (replaced the water and electric commissions)
- b. **Number of Commissioners** – Five
- c. **Meeting frequency** – Monthly
- d. **Start time and average length of meeting** – 6:00 p.m. (5:00 p.m. starting mid 2019); 45 minutes
- e. **Average number of meetings canceled/no agenda items for 2018** – Three
- f. **Average number of staff hours to prepare for each meeting** – 16 hours per meeting plus 40 hours per meeting compiling the minutes and commissioner requests.
- g. **Average number of public/citizens attending meetings** – Total audience participation during 2018 – 14 including Council Members
- h. **Average cost to hold each meeting** – \$2,500 per meeting or \$30,000 per year
- i. **Average number of employees attending meeting** – 8-10
- j. **Average number of agenda items (if any)** – 10

Youth Commission

- a. **Created** – October 1993
- b. **Number of Commissioners** – Five
- c. **Meeting frequency** – Every 4th Monday of the month (excluding June and July). Two special meetings (Set-up for TOTAL Teen Conference and TOTAL Conference Day)
- d. **Start time and average length of meeting** – 7:00 p.m.; One hour
- e. **Average number of meetings canceled/no agenda items for 2018** – Two, usually due to school issues.
- f. **Average number of staff hours to prepare for each meeting** – One to two hours.

- g. **Average number of public/citizens attending meetings** – One
- h. **Average cost to hold each meeting** – \$320/meeting, or \$3,200/per year, plus an additional \$1,700 for the TOTAL conference meetings
- i. **Average number of employees attending meeting** – One to two
- j. **Average number of agenda items (if any)** – One

Fiscal Impact:

The cost to hold all meetings, for all commissions/committees, for their approved meeting schedule is approximately \$116,000 per year. This is an estimate for the amount of staff time spent on the meetings, as well as the number of meetings held.

Conclusion:

This agenda item was due to a City Council request to review the current commissions and committees, and to take possible action on modifying or eliminating the Economic Development Committee, but the City Council may also take action on modifying or eliminating any of the other committees or commissions.

Respectfully submitted,

Jim Throop, City Manager

Attachment: Local Appointments List