



CITY COUNCIL AGENDA REPORT

City of Anaheim OFFICE OF THE CITY CLERK

DATE: JULY 16, 2019
FROM: COMMUNITY SERVICES DEPARTMENT AND
OFFICE OF THE CITY CLERK
SUBJECT: BOARDS & COMMISSION SUB-COMMITTEE
RECOMMENDATIONS
ATTACHMENT (Y/N): YES **ITEM # 37**

ACTION:

Review and consider recommendations of the Boards & Commissions Sub-committee, which includes discussion and direction to staff relating to modifications to city boards and commissions as recommended.

DISCUSSION:

At the February 19, 2019 Council Meeting, an ad hoc subcommittee was created with Mayor Pro Tem Kring and Council Members Brandman and Moreno. The purpose of the subcommittee was to review all city boards and commissions (“commissions”), specifically the Youth Commission, to improve the functionality and effectiveness of the commissions. The subcommittee met with staff from the Community Services Department and Office of the City Clerk and discussed commissions’ purpose and responsibilities, attendance policy, and the composition of the Youth Commission. From this process, the sub-committee developed the following recommendations:

Attendance Policy

The effectiveness of a commission depends upon the regular attendance of all its members at meetings. Section 1.04.396 of the Anaheim Municipal Code addresses removal of a Board or Commission member as a result of excessive absences from meetings. A member may be removed prior to expiration of term when that member is absent from 50% percent or more of meetings held within any 12-month period or three (3) or more consecutive meetings, unless prior notification or arrangements have been made with the staff liaison of the board or commission.

The subcommittee reviewed the attendance policy due to concerns with low attendance, as well as, meetings being cancelled due to lack of quorum. Attendance by all members is critical to the effective operation of boards and commissions and the City Council relies on the advice of the boards and commissions which grows from discussion among all appointed members. The City Council anticipates that members appointed to the City's boards and commissions will make every reasonable effort to attend all meetings

of their respective board or commission. In reviewing the policy, the Sub-Committee made the following recommended revisions:

Recommendations:

- Nominating Mayor or Council Member will be notified when a member is absent from three (3) meetings within a six (6) month period. Member may be asked to resign or may be removed, at the discretion of the nominating Mayor or Council Member
- If member is absent from two (2) additional meetings within another six (6) month period, the City Clerk will schedule consideration of possible removal as an agenda item at the next regular meeting of the Council

Board and Commission Orientation

One of the important responsibilities of City Commission members is to be informed of their respective commission's purpose and scope of responsibility. Each commission has a staff liaison that provides support and guidance to each commission so that the commission can have effective meetings, comply with regulations and work within the scope of the commission's mission. During the first initial board or commission meeting for newly appointed members, staff liaisons orientate members on the purpose, scope of responsibility, and the role of the commission including a brief review of the Brown Act, agendas, public communication, meeting minutes, Roberts Rules of Order and the ordinance that governs the respective commission

Recommendations:

- Conduct full-day workshop to provide the commissioners with information on their respective role, including incorporating the review of the Brown Act and Ethics Training.

Youth Commission

The Youth Commission was established by the City Council on July 11, 2017 to serve as an advisory body on the effects of policies, needs, assessments, priorities, programs and budgets concerning the children and youth of Anaheim. The commission is currently comprised of 21 members appointed in the following age ranges: 14-17, 18- 21 and 22-26 (serving a 10-month term beginning in September.)

During the term of September 2017 through June 2018, the Youth Commission met for a total of five meetings with the last meeting held on March 1, 2018 with 11 members in attendance. The Youth Commission was unable to establish a quorum in April, May and June, as a result the final recommendations to Council were not approved. During the current term for 2018-2019 the Youth Commission held its first meeting on October 4, 2018. Since then the commission was unable to establish a quorum for its meeting in November through June. Community Services Department staff made extensive efforts to communicate with youth commission members via email, text and social media

outlets to provide reminders and the importance of the meetings and engage its members.

The subcommittee reviewed the structure, term and purpose of the commission and made the following recommendations:

Recommendations:

Structure:

- Reduce membership to 14 members with members between the ages of 14 and 21
- Mayor and each Council Member shall nominate two (2) members with one (1) from each age bracket (14-17 and 18-21) OR nominate two (2) members from a single age bracket (14-21)

Term:

- Each member to serve a term of two (2) years beginning September 1st of year one

Funding:

- Provide the commission with funding and create a program that allows the Youth Commission to evaluate and allocate funding to a local non-profit or school program that benefits the youth of Anaheim (recommended by Council Members Brandman and Moreno)

Should council approve and direct staff to move forward with any or all of these recommendations, staff will return to council at a later date with the appropriate ordinances to implement the recommendations.

IMPACT ON BUDGET:

There is no budgetary impact.

Respectfully submitted,

Respectfully submitted,

Lawrence J. Pasco
Director of Community Services

Theresa Bass
City Clerk

Attachments:

1. Section 1.04.396 of the AMC – Attendance Policy
2. Section 1.04.970 of the AMC – Youth Commission