

City of Hesperia STAFF REPORT



DATE: March 6, 2018
TO: Mayor and City Council Members
FROM: Nils Bentsen, City Manager
BY: Melinda Sayre, City Clerk
SUBJECT: Composition of Advisory Body Committee Programs

RECOMMENDED ACTION

It is recommended that the City Council receive the Advisory Committee Program Activity summary included in this report and provide staff with direction on future Advisory Committee composition.

BACKGROUND

At the February 20, 2018 City Council meeting, Mayor Pro Tem Holland requested that an item to review the composition of the City's current Advisory Committee program be brought forward for discussion based on lack of items for consideration.

In February 2017, the City Council modified the Public Safety Advisory Committee's then quarterly schedule to an annual schedule based on lack of items for review and frequent meeting cancellation. The City Council Advisory Committee quarterly schedule was not altered at that time.

Current City Council Advisory Committee and Public Safety Advisory Committee Members were notified of the program review and encouraged to attend and participate in the City Council meeting discussion.

ISSUES/ANALYSIS

Advisory Committee Programs

The City Council has the authority to establish various advisory committees and commissions. Currently, the City Council has two standing committees established by formal resolution that serve as advisory bodies to the Council, the City Council Advisory Committee (CCAC) and the Public Safety Advisory Committee (PSAC).

The CCAC and the PSAC serve as an advisory resource to review and provide recommendations on issues, programs and goals as assigned by the City Council and presented by staff. Neither of the City Council's current advisory committees establishes City policy, administers City programs, agenda items or directs staff on work tasks or programs.

Each committee is comprised of (5) five members who serve voluntarily with no compensation. The City Council Advisory Committee meets quarterly (four times per year), in addition to special meetings held including those held by the CCAC during the Community Assistance

Program funding process. The Public Safety Advisory Committee meetings annually in January with special meetings called as needed.

Each Council Member has one appointment to each of the committees and the term of each appointee commences at appointment and ends thirty (30) days after the end of the appointing Council Member's term. Additionally, each advisory committee falls within the guidelines of the Brown Act (*California Government Code § 54950, et seq.*) and all meetings are open to the public and must be publicly noticed a minimum of 72 hours prior to the meeting.

Past Committee Programs

Since incorporation in 1988, the City Council has established eighteen (18) standing advisory committees to address specific and general areas of focus or concern in the community. Over time and recognizing the valuable contribution and demands that volunteering on an advisory committee requires, the Council combined and/or dissolved sixteen (16) of the advisory committees as items of concern or focus were reviewed and addressed and committee work programs were reduced. For informational purposes, a list of committees that have been formed and dissolved from incorporation to present are listed below.

Hesperia Water Advisory Committee (May 1990 - March 1995)
Recreational Trails Committee (September 1990 - September 1996)
Traffic Advisory Committee (March 1991 - September 1996)
Water/Sewer Advisory Committee (March 1995 - September 1996)
Circulation Plan Implementation Committee (May 1991 - April 1993)
Housing Advisory Committee (October 1991 - September 1996)
Solid Waste Advisory Committee (January 1993 - September 1996)
Economic Development Advisory Committee (May 1993 - September 1996)
Citizen's Advisory Subcommittee (May 1993 - March 1994)
Fire Advisory Committee/Board of Appeals (May 1994 - September 1996)
Building Codes Board of Appeals (March 1995 - January 2005)
Community Preservation/Enhancement Committee (September 1996- January 2005)
Economic Development & Housing Advisory Committee (September 1996 - January 2005)
Public Safety Advisory Committee (September 1996 - January 2005, re-established in 2007)
Public Works Advisory Committee (September 1996 - January 2005)
Community Development Advisory Committee (January 2005 - March 2009)

Current Advisory Committees

City Council Advisory Committee (CCAC) Composition and Scope of Review

The CCAC was established in 2005 as a result of combining the Public Works Advisory Committee and the Public Safety Advisory Committee to increase effectiveness and the use of volunteer committee member time.

As adopted by the City Council, the existing scope of review for the City Council Advisory Committee includes the following:

- Review of the Capital Improvement Project Plan (CIP) including the recommendation of streets on the annual road paving list, as well as the review of water and sewer capital expenditures.

- Review of public safety services including contract performance/costs and the possible expansion of public safety programs and services.
- Review of traffic flow and signage.
- Review of fiscal soundness for public trust.
- Review of franchised service providers to ensure top quality service and public trust.
- Review opportunities for Public/Private partnerships that benefit Hesperia.

In 2017, the CCAC met three times between January and April and reviewed the Capital Improvement Program and Community Assistance Program. The April and July quarterly meetings were cancelled due to lack of items for consideration.

Public Safety Advisory Committee (PSAC) Composition and Scope of Review

The PSAC was first established in 1996 to address traffic and public safety needs in the City. The PSAC was later dissolved in 2005 along with the Public Works Advisory Committee and the duties of both committees were assumed by the newly created City Council Advisory Committee. The PSAC was later re-established in 2006 with the stipulation that traffic issues, programs and goals (stop signs, speed limits, pavement management, etc.) would continue to be reviewed by the City Council Advisory Committee.

As adopted by the City Council, the existing scope of review for the Public Safety Advisory Committee includes:

- Review of public safety services including contract performance/cost and the possible expansion of public safety programs and services.
- Review of service providers to ensure top quality service and public trust.
- Review of opportunities for joint programs with other local public agencies, as well as opportunities for public/private partnerships that benefit Hesperia and other duties assigned by the City Council.
- Perform other duties as assigned by the City Council.

In 2017, the January quarterly meeting was cancelled and the City Council subsequently modified the meeting schedule to annual meetings. PSAC held no meetings due to lack of items for consideration. The annual meeting held in January was held where updates on public safety statistics were presented. There were no items for Committee consideration or recommendation.

As an advisory body to the City Council, items within the scope of the PSAC's work program have arisen infrequently. In some cases, an item requires expedient presentation to the City Council as was the case in 2014 with the review of a feasibility study for a public safety joint powers authority.

FISCAL IMPACT

There is no fiscal impact associated with this item at this time.

ALTERNATIVE(S)

1. Dissolve the PSAC and modify the City Council Advisory Committee's scope of review as necessary.
2. Leave both the CCAC and PSAC in tact with current program and meeting schedule.
3. Provide alternative direction to staff.

ATTACHMENTS

None