



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: AUGUST 16, 2004

ITEM NUMBER:

**SUBJECT: COUNCIL STANDING COMMITTEES**

**DATE: JULY 26, 2004**

**FROM: CITY MANAGER'S OFFICE**

**PRESENTATION BY: STEVEN E. HAYMAN, ASSISTANT CITY MANAGER (714) 754-5328**

**FOR FURTHER INFORMATION CONTACT: CAROL C. PROCTOR, AT (714) 754-5688**

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## **RECOMMENDED ACTION:**

Provide Staff with direction.

## **BACKGROUND:**

Due to budgetary constraints, City Council had asked at their July 12, 2004 Study Session to bring back certain program and service efforts for further discussion and review. The Council Standing Committees Discussion Item was scheduled for consideration and further action by City Council at the August 16, 2004 meeting. There are currently five (5) Council-appointed Standing Committees: Fairview Park Friend/Fundraising Committee; Human Relations Committee; Child Care and Youth Services Committee; Cultural Arts Committee; and the Historical Preservation Committee.

## **ANALYSIS:**

There are two areas of focus with regard to this Discussion Item and both areas need to be weighed against each other:

- a. The program and services provided by each Committee in support of City Council goals and objectives; and
- b. The costs borne by each Committee--direct costs (materials/equipment) and indirect costs (staff time).

Attachment 1 (Discussion Items for each Standing Committee) provides specific information on these two areas. The program and services for each Committee should be evaluated to determine if they are still in alignment with City Council's current goals. As it relates to costs, \$34, 213 is estimated as total expenditure for all five Committees. Only the Fairview Park Friends Committee generates a small amount of revenue annually—approximately \$3,000 towards the Park master plan implementation goal. It is important to note that while some staff time includes overtime; much staff liaison involvement occurs during regular City business hours. Should a Committee be changed to Ad Hoc status or eliminated, overtime would be reduced respectively, and staff liaisons' time would be reallocated to other program areas.

**ALTERNATIVES CONSIDERED:**

1. Change the status of all current Standing Committees to Ad Hoc; modify goals and objectives or other parameters, such as number of meetings.
2. Determine which Committees could be designated as Ad Hoc; modify goals and objectives, appropriate gradient reductions in service levels, or other parameters of those Committees.
3. Eliminate or phase out those Committees that have met most of the Council-directed goals or fulfilled their mission, or fold the applicable Committees in with a larger area organization providing the same or similar services.
4. Leave each Standing Committee as is.

**FISCAL REVIEW:**

The Discussion Item attachment provides a complete program/service cost analysis. No further fiscal review is required.

**LEGAL REVIEW:**

There is no legal review required for this item.

**CONCLUSION:**

Staff has provided City Council with detailed information on Council Standing Committees, as requested. Staff requests that City Council provide further direction or take action related to these Committees at this time.

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CAROL C. PROCTOR  
Management Analyst

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STEVEN E. HAYMAN  
Assistant City Manager

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**ATTACHMENTS:**

1 – [Discussion Items – Council Standing Committees](#)

- Fairview Park Friends Committee
- Human Relations Committee
- Recreation Committees Support (Child Care & Youth Services; Cultural Arts; Historic Preservation Committees)

**DISTRIBUTION:** City Manager  
Assistant City Manager  
Finance Director  
Acting Administrative Services Director  
Recreation Manager  
Staff Committee Liaisons (4)