



REPORT TO Personnel and Public Employees Committee City of Sacramento

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Discussion Calendar
August 4, 2011

**Honorable Members of the
Personnel and Public Employees Committee**

Title: Consolidation/Elimination of City Advisory Boards and Commissions

Location/Council District: Citywide

Recommendation: Review and provide direction on the consolidation, elimination or modification of city advisory boards and commissions, and consideration of other policy issues associated with the administrative management of the City's boards and commissions.

Contact: Shirley Concolino, City Clerk, and Stephanie Mizuno, Assistant City Clerk, City Clerk's Office, (916) 808-7200.

Presenters: Stephanie Mizuno

Department: City Clerk's Office

Organization No: 04001011

Description/Analysis:

Issue: The City of Sacramento has various advisory boards, commissions and committees that serve a multitude of purposes. Over time, the original purpose for some of the boards has changed, become obsolete, no longer aligns with City core priorities, or administration has become fiscally unsustainable. This report proposes the consolidation, elimination or modification of several boards to align the boards with the current needs of the City. This report also lists several considerations for the modernization of City policies to more effectively administer the City's boards/commissions.

Policy Considerations: Consolidate, eliminate and/or modify city advisory boards, commissions and/or committees to be in better alignment with the City's needs and capacity to administratively and fiscally manage.

Environmental Considerations: None.

Sustainability Considerations: Reducing city boards and commissions through consolidation, elimination or modification, along with modernizing associated policies, is a more streamlined and effective approach to utilizing citizen volunteers, staff and fiscal resources.

Rational for Recommendation: Consolidate, eliminate and/or modify the City's advisory boards and commissions to align with the current core priorities of the City and for operational efficiency. Modernize associated policies for the effective management of City boards/commissions.

Financial Considerations: Some savings could be recognized by eliminating legally required activities associated with boards that do not meet, and through stipend reductions.

Emerging Small Business Development (ESBD): None.

Respectfully Submitted by:

Stephanie Mizuno
Assistant City Clerk

Approved:

for
Shirley Concolino
City Clerk

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Background

In 2010, Management Partners, Inc., a consultant firm retained by the City, examined the City’s governmental operations and identified opportunities to restructure the City’s boards and commissions for better operational efficiency. The report found that boards and commissions have a substantial impact on the deployment of city resources and directs precious staff time in both the City Clerk’s Office and operating departments. The City Clerk’s Office also conducted a review of the City’s boards and commissions and confirmed the findings of Management Partners, Inc. In October of 2010, the City Clerk notified the City Council by memorandum that a review was conducted and that a “value” review of the City’s boards and commissions would be appropriate. The review also confirmed that various City Code changes are needed to modernize the administrative regulations governing the City’s boards and commissions. These proposed changes include policies associated with attendance, removal, stipends, term limits, use of subcommittees, as well as the need to take action to eliminate or consolidate boards where appropriate.

This report presents the operational efficiency component of the review. Issues addressing the modernization of administrative regulations are more complex, and although noted briefly below, will be presented separately.

The following is being proposed for consideration and direction.

Board: **Old Sacramento Variance Appeals Board**
Formation: Resolution of the City of Sacramento Redevelopment Agency
Purpose: Hearing body over building appeals in Old Sacramento

Recommendation: **Eliminate.** No meetings in ten years. All of the parcels in Old Sacramento that are “developable” have development underway; therefore, there is no need for this board. Statement made by Dana Phillips (SHRA Attorney) in 2008.

Board: **Transportation Programming Guide Citizens Advisory Committee**
Formation: Resolution of the City Council
Purpose: Advisory to City staff on development of the transportation programming guide.

Recommendation: **Eliminate.** The Transportation Programming Guide (TPG) is a policy document which prioritizes transportation infrastructure needs based on City Council approved criteria. The TPG is commonly used to identify the relative transportation merit of individual projects for the purpose of allocation of local transportation funds, and/or competitiveness for various state and federal grant programs. In order to ensure a transparent process and a broad spectrum of user perspectives, a Citizens Advisory Committee (CAC) has been employed to provide input on ranking criteria and candidate projects, prior to City Council approval.

However, the TPG has matured such that (a) the criteria have been established and used effectively for several years without substantial modification and (b) the majority of candidate

projects are already reflected in the document. These factors have resulted in a TPG which, appropriately, does not change substantially from one year to the next.

Administration of the CAC requires significant effort during business hours, as well as City staff to facilitate the Committee after hours, in order to accommodate schedules of Committee members. While this effort was invaluable in developing the TPG to its current form, staff now feels that the resources required to provide this administrative effort are excessive and unwarranted. This is especially true as the Department of Transportation has seen significant attrition in work force as a result of the current economic climate.

Board: **Small Business Development and Employment Advisory Board**

Formation: Ordinance of the City Council

Purpose: Provides recommendations on strategies and policies designed to assure equitable and nondiscriminatory practices in the areas of city employment, contracting and purchasing.

Recommendation: **Eliminate.** On June 21, 2011, the City Council adopted the Fiscal Year 2011-2012 budget for the City of Sacramento. It included a provision which defunded the Small Business Development and Employment Advisory Board (SBDEAB). Currently, Chapter 2.54 of the Sacramento City Code, which established the SBDEAB, requires that the Board meet on a monthly basis, that one Board member be a City employee and that the City Manager provide staff to the SBDEA. It is recommended that the SBDEAB be dissolved by repealing Chapter 2.54 of the Sacramento City Code, to be consistent with the budget approved by the City Council.

Board: **Sacramento Commission of History and Science**

Formation: Ordinance of the City Council

Purpose: Analyze and provide reviews of the division's annual budget, sites and landmarks of historic and scientific importance, local history and science museum projects, collections and archives, removal of items from the collections and archives, history and science education, evaluate grants and awards, and other associated activities.

Recommendation: **Eliminate.** No longer meeting. The functions of this Commission are obsolete and the responsibilities have been allocated to staff or have been abandoned. Management Partners, Inc. recommended elimination. The Commission approved disbandment in May of 2008. With the disbandment of this Commission, the department can take affirmative steps to establish a new process to manage the decision making associated with the accession and deaccession of artifacts to the Sacramento Archives Museum and Collection Center.

Board: **Jt. City/County Disabilities Appeals Board**

Formation: Ordinance of the City Council

Purpose: Provides interpretation and review of laws relating to making public facilities accessible.

Recommendation: **Eliminate.** No meetings in years. The board was created in 1977, with the purpose of providing "reasonable interpretation and continual review of laws relating to making public facilities and accommodations accessible to physically handicapped persons."

However, that was before the enactment of the Americans with Disabilities Act and its implementing regulations. Additionally, the State of California has implemented extensive regulations in Title 24 of the California Code of Regulations. Due to these detailed federal and state mandates, the usefulness and/or relevance of the board is debatable.

Board: **Building & Fire Code Advisory and Appeals Board**
Formation: Ordinance of the City Council
Purpose: Providing interpretation of various California building codes and suitability of alternate materials and construction methods.

Board: **Electrical Code Advisory and Appeals Board**
Formation: Ordinance of the City Council
Purpose: Providing interpretation of California electrical code and suitability of alternate materials and construction methods.

Board: **Mechanical & Plumbing Code Advisory and Appeals Board**
Formation: Ordinance of the City Council
Purpose: Providing interpretation of California mechanical and plumbing codes and suitability of alternate materials and construction methods.

Recommendation: **Consolidate.** No meetings in years for all three boards. Consolidate all building codes into one body. Prior to formation, the three boards were previously a single consolidated Construction Codes Advisory and Appeals Board. Management Partners, Inc. recommended consolidation.

The California Title 24 Building Codes mandate that there be an appeals process available to resolve building code interpretation issues. Historically, resolution of these types of issues have very rarely risen to the appeals board level. Given the burden of maintaining these separate advisory and appeals boards (Building & Fire Code, Electrical Code, Mechanical & Plumbing Code) on our reduced city staff levels and the inconvenience to the unutilized board members it makes practical and fiscal sense to propose the consolidation of these boards. A consolidated board could be composed of representatives from each of the separate boards to provide the technical expertise necessary in each of the trades. The consolidated board would: satisfy the code mandates, minimize the impact on city staff and resources, limit the commitments required of board members and still provide a fair process for the resolution of disputed code interpretations.

Board: **Design Commission**
Formation: Ordinance of the City Council
Purpose: Recommend policies and programs in support of urban design, review design and other standards for development projects.

Recommendation: **Consolidate.** Many development projects reviewed by the Design Commission also require review by the Planning Commission. To eliminate redundant reviews, transfer urban design and design review duties to the City Planning Commission, with revisions to the composition and qualifications of the Planning Commission to ensure a minimum number of Planning Commissioners possess expertise in urban planning, architecture and landscape design. After multiple deficit years and the corresponding

reduction in staffing and thus capacity to perform the work, staff finds it is necessary to consolidate the processes in order to provide the appropriate staffing levels to the commissions. The consolidation can result in a reduction in staff time and work product for projects that may achieve the same outcome through a consolidated commission.

Other Recommendations:

In additional to consolidation, there is an opportunity to streamline or reduce in other areas. Some of those areas include:

- **Reduce membership size:**

Right size boards with a target of 5 to 7 members with no overlap of unique qualifications. Right sizing boards will reduce the staff work associated with recruitment, outreach, administrative management, cost of material production and cost of stipends.

- **Reduce required number of meetings:**

Meeting schedules should be right sized to achieve a meeting cycle that is appropriate to accomplish each board's current function. Right sizing meetings will reduce the staff work associated with the legal steps associate with the Brown Act, administrative management, logistical management, records management, and cost of stipends.

- **Reduce or Eliminate Stipends; and Restrict stipends to only “main” meeting body**

Reducing or eliminating stipends will reduce the costs associated with those stipends. A 2010 study conducted by the City Clerk’s Office found that departments were setting aside over \$100,000 per year for payment of stipends. The City Charter gives the Compensation Commission the authority to set stipends for board and commission members. The last Compensation Commission comprehensive review of board and commission stipends was in 2003. Staff believes it is appropriate for a comprehensive review of stipends by the Compensation Commission, and is asking for this Committee’s comments before proceeding.

The following chart reflects the items noted above:

Board	Members	Mtgs.	Stipend
Administration, Investment & Fiscal Management Board	5	Monthly	\$50/\$100
Animal Care Services Citizens Advisory Committee	7	Monthly	\$50/\$100
Ann Land/Bertha Henschel Memorial Fund Commission	9	Quarterly	\$50/\$250
Board of Plumbing Examiners	5	Quarterly	\$50/\$250
Building & Fire Code Advisory and Appeals Board	5	As Needed	\$50/\$100
City Planning Commission	11	2 x Month	\$100/\$400
Civil Service Board	5	2 x Month	\$50/\$250
Community Racial Profiling Commission	15	Quarterly	\$50/\$100
Compensation Commission	5	Yearly	None
Design Commission	7	Monthly	\$50/\$250
Electrical Code Advisory and Appeals Board	3	As Needed	\$50/\$100
Ethel Macleod Hart Advisory Committee	7	Quarterly	None

Housing Code Advisory and Appeals Board	5	2 x Month	\$50/\$250
Mechanical & Plumbing Code Advisory and Appeals Board	3	As Needed	\$50/\$100
Old Sacramento Variance Appeals Board	3	As Needed	None
Parks and Recreation Commission	11	Monthly	\$50/\$250
Preservation Commission	7	Monthly	\$50/\$250
Retirement Hearing Commission	5	Yearly	\$50/\$100
Sacramento Disabilities Advisory Commission	9	2 x Month	\$50/\$100
Sacramento Heritage, Inc. Board Of Directors	9	Monthly	None
Sacramento Relocation Appeals Board	5	As Needed	Expenses
Sacramento Youth Commission	22	Monthly	\$50
Small Business Development and Employment Adv. Board	11	Monthly	\$50/\$100
Transportation Programming Guide Community Adv. Comm.	11	As Needed	\$25/\$100
Utilities Rate Advisory Commission	7	As Needed	\$50/\$150
	185		

Future Proposals – Administrative Policies:

Administrative work associated with the advisory boards/commissions would be significantly reduced if policy changes were made in the following areas. As these issues are more complex this list is only an introduction of the policy areas needing modernization.

- Attendance – Update policy to provide a greater incentive for members to attend.
- Attendance – Update policy to define an unexcused absence.
- SEI Form 700 Filings – Require that service would not start until statement filed.
- Oath of Office – Require that service would not start until oath filed.
- Ethics Training – Require that service would not start until certificate filed.
- Sunset Dates – Include sunset dates where appropriate when charge is complete.
- Term Limits – Lift term limits where qualifications are so specialized that candidates are difficult to recruit.

Once the process to eliminate, consolidate or modify the advisory boards and commissions is underway, the City Clerk’s Office will present the policy issues to this Committee for consideration.