



CITY OF HUNTINGTON BEACH COMMUNITY SERVICES COMMISSION

REQUEST FOR ACTION

MEETING DATE: MAY 11, 2016

SUBMITTED TO: COMMUNITY SERVICES COMMISSION

SUBMITTED BY: JANEEN LAUDENBACK, DIRECTOR OF COMMUNITY SERVICES

PREPARED BY: DAVID C. DOMINGUEZ, FACILITIES, DEVELOPMENT & CONCESSIONS MANAGER

SUBJECT: **APPROVE THE PROCEDURE FOR COMMISSION REQUESTED AGENDA ITEMS AND MODIFICATION TO THE AGENDA STRUCTURE**

Statement of Issue:

There is a need to establish a procedure for Community Services Commissioners to request items to be placed on the agenda for consideration.

Funding Source: Not applicable

Recommended Action(s):

- 1.) Approve the procedure for Commissioner requested agenda items as presented;
- 2.) Approve the modification of “**Section J**” of the Community Services Commission Agenda structure to read “Commission Business”.

Alternative Action:

Do not approve the procedure for Commissioner requested agenda items as presented and the modification of “Section J” of the Community Services Commission Agenda structure to read “Commission Business” and direct staff on how to proceed.

Analysis:

From time to time, Commissioners bring up items for general discussion or ask questions during Commission meetings. Questions or statements are usually brought up under the “Commissioner and Staff Comments” section of the agenda. While discussion may ensue, the current procedures for the Community Services Commission do not include a specific process for Commissioners to request action items for consideration to be placed on meeting agendas. In order to provide a clear process for Commissioners to use to place items on meeting agendas, staff reviewed current procedures utilized by the City Council and Planning Commission for member requested items. The procedures are outlined as follows:

City Council Procedure for Requesting Agenda Items

City Council Member Items:

Items of business presented by Council/Agency/Authority members – These items include a brief written statement of the issue, as well as a recommended action for consideration by a City Council member. All Council Member items should be submitted to Administration by Agenda Review the Monday prior to the specific Council meeting at which you wish to make the report.

This section of the agenda also provides the opportunity for City Council Members to briefly report on items not listed on the agenda that are of interest to the community. No action or discussion may take place on these items except to provide direction for staff to report back or to place the item on a future agenda.

Submittal of City Council Items:

While staff is available to assist in the drafting of Council Member items, existing practice is for City Council Members to write their own text. The City Council Administrative Assistant is available to format the item and deliver it to appropriate staff.

Council Member Items should be discussed with the City Manager prior to submission for inclusion on the agenda. A copy of the item will be included in the agenda packet and become an official record of the city.

Planning Commission Procedure for Requesting Agenda Items

Commissioner Request Agenda Items:

The process for Commissioners' request to place an item on the Planning Commission agenda for consideration shall be:

- a. Item should be of general interest and not a project already in process by staff.
- b. The request shall be communicated in writing or email to the Principal Planner and Planning Commission Chair with supplemental reports and/or information prepared by the Commissioner (not staff).
- c. The request shall be submitted at least one (1) week in advance of the Planning Commission meeting at which it is to be considered.
- d. Item shall be added to the appropriate meeting agenda under PLANNING COMMISSION REQUEST ITEMS.
- e. At the meeting, the Commissioner making such request shall make a presentation of the item.
- f. The Planning Commission, upon motion and by majority vote, may accept or deny the item, or may continue the item for further consideration at a subsequent meeting and direct staff accordingly.
- g. If a continued item requires more than four (4) hours of staff time, a memo from the Commission is prepared and submitted to the City Administrator and/or the City Council for approval and direction.
- h. If a continued item requires four (4) hours or less of staff time, or if an item requires more than four (4) hours of staff time and is approved by the City Administrator or the City Council, the item shall be placed on the Planning Department Work Program and prioritized as staff resources permit.

- i. If item does not receive a majority vote of the Planning Commission, consideration of the item (and any staff time) shall be deemed denied.

Based upon the current procedures by both the City Council and Planning Commission, staff has prepared a draft procedure for Community Services Commissioners to follow should they wish to request action items for consideration. Staff utilized components of both the City Council and Planning Commission processes to develop an appropriate procedure for Commission. (Attachment 1)

Additionally, staff is recommending that "Section J" of the agenda be re-titled to read "Commission Business". This will provide an appropriate section for Commission requested items and as stated in the City Council procedures, will provide an appropriate section to report on items of general interest, including sub-committee reports.

Staff feels that the proposed procedure is in-line with existing policies and is therefore recommending Commission approval of the procedure as presented and the modification to the agenda structure.

Environmental Status: Not applicable

Attachment(s):

- 1) Draft Procedure for Commission Requested Agenda Items

RCA Author: D. Dominguez

COMMISSIONER REQUEST FOR AGENDA ITEMS PROCEDURE
REQUEST FOR ACTION – MAY 11, 2016

ATTACHMENT #1



**CITY OF HUNTINGTON BEACH
COMMUNITY SERVICES DEPARTMENT
COMMUNITY SERVICES COMMISSION**

COMMISSIONER REQUEST FOR AGENDA ITEMS PROCEDURE

Agenda Item J:

The process for Commissioners' request to place an item on the Community Services Commission agenda for consideration shall be:

- a. Item should be of general interest and not a project already in process by staff.
- b. The request shall be communicated in writing or email to the Director of Community Services or his/her designee and Community Services Commission Chair with supplemental reports and/or information prepared by the Commissioner (not staff).
- c. The request shall be submitted at least three (3) weeks in advance of the Community Services Commission meeting at which it is to be considered.
- d. Item shall be added to the appropriate meeting agenda under **COMMISSION BUSINESS**.
- e. At the meeting, the Commissioner making such request shall make a presentation of the item.
- f. The Community Services Commission, upon motion and by majority vote, may accept or deny the item, or may continue the item for further consideration at a subsequent meeting and direct staff accordingly.
- g. If submitted item does not receive a majority vote of the Community Services Commission, consideration of the item (and any staff time) shall be deemed denied.
- h. If an approved item requires more than four (4) hours of staff time, a memo from the Commission is prepared and submitted to the City Manager and/or the City Council for approval and direction. The City Manager and/or City Council will also determine prioritization on moving forward with the item based upon staff resources.