



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Report
AGENDA ITEM NO.: 2

DATE: October 23, 2018

TO: City Council
Housing Authority

FROM: Alexander Nguyen
City Manager

SUBJECT: City Council Committee Structure (10/20/10)

CONTACT: Alexander Nguyen, City Manager
Alexander.Nguyen@oxnard.org, 805-385-7430

RECOMMENDATION:

1. That City Council approve the first reading by title only and waive further reading of an ordinance amending Chapter 2 Article I Section 2-1 and adding Section 2-1.1 to the City Code regarding the regular Council meeting schedule and establishing City Council committees; and
2. That the Housing Authority adopt a resolution establishing the Housing Authority as a nine member body and repealing Resolution No. 1291.

BACKGROUND

The City of Oxnard is changing from a Mayor plus four Councilmembers-at-large model to a Mayor-at-large plus six district-elected Councilmembers model, after the November 2018 election. To prepare for this transition, the administration must make changes to the process by which the City conducts its business in order to be efficient, effective, and timely.

DISCUSSION

The City must conduct a large volume of business throughout the year. Under the current system all non-administrative City business is conducted at the City Council meetings which can lead to, very appropriately, long deliberation on many items. This tends to lead to late nights which often cause some items to be rushed or delayed. With the addition of two Councilmembers, there will be more discussion and deliberation which would require more time.

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In order to assure proper vetting and to prevent the delay of important City business, staff proposes the reorganization of the city council meeting structure to include formal city council committees in order to be efficient, effective, and timely.

This new structure would become effective in January 2019.

CITY COUNCIL MEETING STRUCTURE

The City Council will have full Council meetings on the 1st and 3rd Tuesday evenings of each month, and the Council Committees would meet on the 2nd and 4th Tuesdays of each month.

The current slate of Council Committees and Task Forces would terminate on December 31, 2018. Each body currently comprises only two members and cannot take formal action.

Each new Council Committee will comprise three members and will take formal votes and forward the Committee's recommendations to the full Council for formal action on the consent agenda, unless the item is a new expenditure of more than \$1M or an item known to be significant to the community. As always, any Councilmember or the Mayor reserves the right to pull any consent agenda item for discussion.

At the Committee level, City business can be vetted more thoroughly and deeply. Similar to the Congressional model, each Committee handles a specific set of topics, with the Members developing specialized knowledge. This is not a new model for conducting municipal business. For example, the following 20 cities in California utilize the Council Committee structure:

Los Angeles	Bakersfield	Santa Clarita	Hayward
San Diego	Stockton	Santa Rosa	Santa Clara
San Jose	Modesto	Elk Grove	Berkeley
Oakland	Moreno Valley	Corona	Costa Mesa
Riverside	Huntington Beach	Torrance	San Buenaventura (Ventura)

The Council Committee meetings will be held in the Council Chambers, conducted just like a regular Council Meeting, with formal agendas published consistent with the City's new Sunshine Ordinance, provide a public comment period, and provide for public comment on specific agenda items.

The Council Committees and meeting schedules are:

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COMMITTEE	2ND & 4TH TUESDAY MEETING TIME
1. Finance & Governance	9:30 – 10:45 A.M.
2. Public Works & Transportation	11:00 A.M. – 12:15 P.M.
3. Public Safety	2:00 – 3:15 P.M.
4. Community Services	4:30 – 5:45 P.M.
5. Housing & Economic Development	6:00 – 7:15 P.M.

While the change in the Council meeting structure is necessary for the administration to ensure that the City's business is conducted and completed in an efficient, thorough, and timely manner, the process to appoint committee membership and the chair is in the purview of the elected body. However, for the initial transition period staff strongly recommends the following membership roster for legislative years 2019 and 2020. The Finance and Governance Committee can work on the appointment process in 2019, and bring a recommendation to the full Council by the end of 2019.

The initial Council Committee membership is proposed to be:

COMMITTEE	MEMBERSHIP
1. Finance & Governance	Mayor - Chair; CM1; CM6
2. Public Works & Transportation	CM2 – Chair; CM4; CM5
3. Public Safety	CM4 – Chair; Mayor; CM5
4. Community Services	CM1 – Chair; CM2; CM3
5. Housing & Economic Development	CM3 – Chair; CM6; Mayor

Not every single item of business will have to go through committee. Examples include payments to vendors for projects already approved by Council, acceptance of grant awards, presentations from outside agencies, or annual updates. Conversely, the Council may wish to send specific items to, or back to, committee for further vetting.

After 12 months, we can examine the progress and make any desired tweaks to improve the process.

RELATED ORDINANCES AND RESOLUTIONS

To establish the City Council committee structure, staff recommends that the City Council adopts an ordinance amending Chapter 2, Article I, Section 2-1 of the Oxnard City Code, which establishes the City Council's regular meeting days, and adding Section 2-1.1 establishing the committees.

Further, the Board of Commissioners of the Housing Authority (the “Authority”) currently consists of five City Council members and two tenant representatives. Since the City Council will become a seven member body after the election, staff recommends that the Authority adopt a resolution expanding from a seven member body to a nine member body.

OTHER ITEMS TO BE UPDATED

In the near future, staff will return with a recommendation to amend the City Council Procedures Manual adopted on May 10, 2016.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public.

FINANCIAL IMPACT

This new structure will require additional support from the City Clerk’s Office and the City Attorney’s office. Staff will have to determine how to fund additional positions and return to City Council for authority.

Prepared by Alexander Nguyen, City Manager.

ATTACHMENTS:

ATTACHMENT A: CITY COUNCIL COMMITTEE STRUCTURE ORDINANCE

ATTACHMENT B: CITY COUNCIL COMMITTEE STRUCTURE ORDINANCE REDLINE

ATTACHMENT C: HOUSING AUTHORITY RESOLUTION

CITY COUNCIL OF THE CITY OF OXNARD
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OXNARD
AMENDING THE OXNARD CITY CODE BY AMENDING CHAPTER 2 ARTICLE
I SECTION 2-1 REGARDING REGULAR COUNCIL MEETING SCHEDULE AND
ADDING SECTION 2-1.1 ESTABLISHING CITY COUNCIL COMMITTEES

WHEREAS, the City of Oxnard is changing from a Mayor plus four Councilmembers-at-large model to a Mayor-at-large plus six district elected Councilmembers model, after the November 2018 election; and

WHEREAS, to prepare for this transition, the administration must make changes to the process by which the city conducts its business in order to be efficient, effective, and timely; and

WHEREAS, under the current system all non-administrative city business is conducted at the city council meetings which can lead to, very appropriately, long deliberation on many items; and

WHEREAS, in order to assure proper vetting and to prevent the delay of important city business, the city council endeavors to reorganize the city council meeting structure to include formal city council committees in order to be efficient, effective, and timely.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD DOES
ORDAIN AS FOLLOWS:

PART 1. All created city council committees and task forces are dissolved, and their enacting resolutions, if any, are repealed.

PART 2. Section 2-1 of the City Code is hereby amended and Section 2-1.1 is hereby added to Chapter 2 of the City Code to read as follows:

“SEC. 2-1. MEETINGS; RULES OF PROCEDURE.

- (A) Regular city council meetings- Unless otherwise approved by city council action, city council shall conduct regular meetings on the first and third Tuesdays of every month in the city council chambers at 305 West Third Street at a time set by resolution of the city council.
- (B) Rules of procedure-
 - (1) The rules for the conduct of proceedings of the city council shall be established by resolution.
 - (2) Any violation of such rules shall be deemed to be a violation of this code and shall be punishable as provided in section 1-10 of this code.

SEC. 2-1.1. ESTABLISHMENT OF CITY COUNCIL COMMITTEES

- (A) The following city council committees shall consist of three city council members per committee, appointed by the Mayor and approved by at least four city councilmembers:
 - (1) The finance and governance committee;

- (2) The public works and transportation committee;
- (3) The public safety committee;
- (4) The housing and economic development committee; and
- (5) The community services committee.

(B) Regular city council committee meetings- Unless otherwise approved by city council action, city council committees shall conduct regular meetings on the second and fourth Tuesdays of every month in the city council chambers at 305 West Third Street at a time set by resolution of the city council.

(C) The city council shall adopt bylaws for each committee setting forth the powers and duties of the city council committees established in this section.”

PART 2. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance or the application thereof to any person or place, is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, the remainder of this Ordinance shall remain in full force and effect.

PART 3. Pursuant to Government Code Section 36933(c)(1), the City Attorney was designated to prepare, and the City Clerk published, a summary of this ordinance, and a certified copy of the ordinance was posted in the Office of the City Clerk a minimum of five days before the City council’s adoption of the ordinance.

PART 4. Within fifteen days after passage, the City Clerk shall cause this ordinance to be published one time in a newspaper of general circulation, published and circulated in the City. Ordinance _____ was first read on _____, and finally adopted on _____, to become effective on January 1, 2019.

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

CITY COUNCIL OF THE CITY OF OXNARD
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OXNARD
AMENDING THE OXNARD CITY CODE BY AMENDING CHAPTER 2 ARTICLE
I SECTION 2-1 REGARDING REGULAR COUNCIL MEETING SCHEDULE AND
ADDING SECTION 2-1.1 ESTABLISHING CITY COUNCIL COMMITTEES

WHEREAS, the City of Oxnard is changing from a Mayor plus four Councilmembers-at-large model to a Mayor-at-large plus six district-elected Councilmembers model, after the November 2018 election; and

WHEREAS, to prepare for this transition, the administration must make changes to the process by which the city conducts its business in order to be efficient, effective, and timely; and

WHEREAS, under the current system all non-administrative city business is conducted at the city council meetings which can lead to, very appropriately, long deliberation on many items; and

WHEREAS, in order to assure proper vetting and to prevent the delay of important city business, the city council endeavors to reorganize the city council meeting structure to include formal city council committees in order to be efficient, effective, and timely.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD DOES
ORDAIN AS FOLLOWS:

PART 1. All created city council committees and task forces are dissolved, and their enacting resolutions, if any, are repealed.

PART 2. Section 2-1 is hereby amended and Section 2-1.1 is hereby added to Chapter 2 of the Oxnard City Code to read as follows:

“SEC. 2-1. MEETINGS; RULES OF PROCEDURE.

(A) Regular city council meetings- Unless otherwise approved by city council action, city council shall conduct regular meetings on the first ~~and third Tuesdays~~ ~~four Tuesdays~~ of every month in the city council chambers at 305 West Third Street at a time set by resolution of the city council.

(B) Rules of procedure-

- (1) The rules for the conduct of proceedings of the city council shall be established by resolution.
- (2) Any violation of such rules shall be deemed to be a violation of this code and shall be punishable as provided in section 1-10 of this code.

SEC. 2-1.1. ESTABLISHMENT OF CITY COUNCIL COMMITTEES

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AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

HOUSING AUTHORITY OF THE CITY OF OXNARD

RESOLUTION NO.

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF OXNARD
ESTABLISHING THE HOUSING AUTHORITY AS A NINE MEMBER BODY AND
REPEALING RESOLUTION 1291

WHEREAS, the City of Oxnard is changing from a Mayor plus four Councilmembers model to an Mayor plus six Councilmembers model, after the November 2018 election; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Oxnard ("Authority") consists of five members of the City Council and two tenant representatives; and

WHEREAS, the Authority desires to expand from a seven member body to a nine member body consistent with the new City Council model.

NOW, THEREFORE, the Authority resolves as follows:

1. Adoption of Procedures Manual, Chapter 3. That Chapter 3 of the Procedures Manual adopted by the Oxnard City Council on May 10, 2016, as it may be amended from time to time, and on file with the Oxnard City Clerk, is hereby adopted as the rules of procedure for the conduct of Authority meetings to the extent applicable to Authority business, and subject to the following additional provisions relevant to the Authority:

A. Membership. The Authority shall consist of the seven members of the city council of the City of Oxnard and two tenant representatives to be selected by the Mayor and City Council after review by the tenant associations. At least one tenant representative must be 62 years of age or older.

B. Secretary.

- i. The City Manager of the City of Oxnard shall serve as the Secretary.
- ii. The Secretary may delegate any of the duties set forth in this resolution to any person at the Secretary's discretion.
- iii. The Secretary shall have general supervision over the administration of Authority's business and affairs, and shall be charged with the management of the projects of Authority.
- iv. The Secretary may employ technical experts and such other officers, agents and employees as Authority may require to exercise the powers, duties and functions of Authority.

v. The Secretary shall maintain the records of Authority, attest to the resolutions and agreements of Authority, and perform all duties incident to the office of Secretary.

vi. The Secretary shall be the Treasurer of Authority, and shall have the care and custody of all funds of Authority and shall deposit the same in the name of Authority in such financial institutions as Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall payout and disburse such monies under the direction of Authority. Except as otherwise authorized by resolution of Authority, all such orders and checks shall be countersigned by the presiding officer.

vii. The Secretary shall maintain regular books of accounts showing receipts and expenditures and shall render to Authority, when requested by Authority, an account of the Secretary's transactions and the financial condition of Authority.

viii. The Secretary shall give a bond for the faithful performance of these duties as Authority may require.

C. General Counsel. The City Attorney of the City of Oxnard shall be General Counsel and legal advisor to Authority and shall have the same powers and duties as he/she has been delegated by City Council.

2. Repealed Resolution. Resolution No. 1291 is hereby repealed

3. Effective Date. This resolution shall be effective on January 1, 2019.

PASSED AND ADOPTED THIS _____ day of _____, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

REORGANIZATION OF COUNCIL MEETING STRUCTURE

City Manager's Office

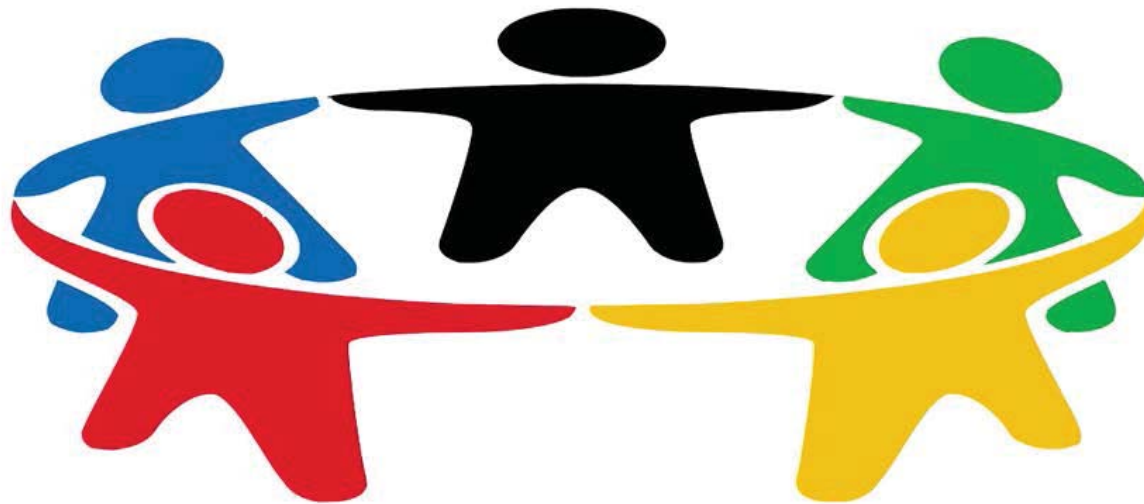
10-23-2018



RECOMMENDATION

1. That City Council approve the first reading by title only and subsequent adoption of an ordinance amending Chapter 2 Article I Section 2-1 and adding Section 2-1.1. to the Oxnard City Code concerning the formation of City Council committees; and
2. That the Housing Authority adopt a resolution establishing the Housing Authority as a nine member body and repealing Resolution No. 1291

- Five At-Large Members



- At-Large Mayor + Six District Representatives



CURRENT STRUCTURE

- Seven Elected Officials = more deliberation
- More deliberation = longer meetings
- Longer meetings = late Tuesday nights
- Late Tuesday nights = rushing or delaying items
- Rushing or delaying items = inefficiency, ineffectiveness & tardiness
- Inefficiency, ineffectiveness & tardiness = bad business
- Late night meetings also =





REORGANIZATION

- Efficient, effective, and timely
- Reorganization of the city council meeting structure to include formal city council committees
- To assure proper vetting and to prevent the delay of important City business
- The City Council will have full Council meetings on the 1st and 3rd Tuesday evenings of each month, and the Council Committees would meet on the 2nd and 4th Tuesdays of each month.

REORGANIZATION

- This new structure would become effective in January 2019.
- The current slate of Council Committees and Task Forces would terminate on December 31, 2018.
- Each body currently comprises only two members and cannot take formal action.

REORGANIZATION

- Each new Council committee will comprise three members.
- Will take formal votes and forward the Committee's recommendations to the full Council for formal action on the consent agenda.
- Unless the item is a new expenditure of more than \$1M or an item known to be significant to the community.
- As always, any Councilmember or the Mayor reserves the right to pull any consent agenda item for discussion.

CITIES USING COUNCIL COMMITTEE STRUCTURE

Los Angeles	Bakersfield	Santa Clarita	Hayward
San Diego	Stockton	Santa Rosa	Santa Clara
San Jose	Modesto	Elk Grove	Berkeley
Oakland	Moreno Valley	Corona	Costa Mesa
Riverside	Huntington Beach	Torrance	San Buenaventura (Ventura)

COUNCIL COMMITTEES

- The Council Committee meetings will be held in the Council Chamber.
- Conducted just like a regular Council Meeting, with formal agendas published consistent with the City's new Sunshine Ordinance.
- Provide a public comment period, and provide for public comment on specific agenda items.

COMMITTEE SCHEDULE

COMMITTEE		2 ND & 4 TH TUESDAY MEETING TIME
1.	Finance & Governance	9:30 – 10:45 A.M.
2.	Public Works & Transportation	11:00 A.M. – 12:15 P.M.
3.	Public Safety	2:00 – 3:15 P.M.
4.	Community Services	4:30 – 5:45 P.M.
5.	Housing & Economic Development	6:00 – 7:15 P.M.

COMMITTEE MEMBERSHIP

- For the initial transition period staff strongly recommends the following membership roster for legislative years 2019 and 2020.
- The Finance and Governance Committee can work on the appointment process in 2019, and bring a recommendation to the full Council by the end of 2019.

COMMITTEE MEMBERSHIP 2019 -2020

COMMITTEE		MEMBERSHIP
1.	Finance & Governance	Mayor - Chair; CM1; CM6
2.	Public Works & Transportation	CM2 – Chair; CM4; CM5
3.	Public Safety	CM4 – Chair; Mayor; CM5
4.	Community Services	CM1 – Chair; CM2; CM3
5.	Housing & Economic Development	CM3 – Chair; CM6; Mayor

COMMITTEE WORKFLOW

- Not every single item of business will have to go through committee. Examples include payments to vendors for projects already approved by Council, acceptance of grant awards, presentations from outside agencies, or annual updates.
- Conversely, the Council may wish to send specific items to, or back to, committee for further vetting.
- After 12 months, we can examine the progress and make any desired tweaks to improve the process.

BETTER GOVERNANCE

- The Council Committee Structure provides greater opportunity for meaningful Public input earlier in the process.
- With new Sunshine Ordinance, provides up to nineteen (19) days for public review of agenda items.
- Enhance the culture of public engagement.
- Provide more time to tackle major issues.

RECOMMENDATION

1. That City Council approve the first reading by title only and subsequent adoption of an ordinance amending Chapter 2 Article I Section 2-1 and adding Section 2-1.1. to the Oxnard City Code concerning the formation of City Council committees; and
2. That the Housing Authority adopt a resolution establishing the Housing Authority as a nine member body and repealing Resolution No. 1291



QUESTIONS

ANSWERS