



**CITY OF PACIFIC GROVE**  
300 Forest Avenue, Pacific Grove, California 93950

**AGENDA REPORT**

**TO:** HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** THOMAS FRUTCHEY, CITY MANAGER

**MEETING DATE:** JANUARY 6, 2010

**SUBJECT:** REVIEW STRUCTURE, CHARTERS, AND CHARGES FOR CITY BOARDS AND COMMISSIONS TO BEST ASSIST THE COUNCIL IN ACHIEVING ITS PRIORITY GOALS OVER THE COMING YEAR  
*Council shall review and update the overall structure and number of members for City boards and commissions in light of the Council’s adopted priorities and 2010 work plan.*

**CEQA:** DOES NOT CONSTITUTE A “PROJECT” PER CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES

**RECOMMENDATIONS.** That the Council:

1. Review, amend as desired, and conceptually approve an updated overall structure and number of members for the City’s boards and commissions in light of the Council’s adopted priorities and 2010 work plan;
2. Review and amend as desired the proposed charters and charges for all boards and commissions;
3. Direct staff to return with necessary Code amendments and resolutions to formally adopt the updated structure, charters, and charges; and
4. Authorize the Mayor, the Council liaison, and staff to meet with each board and commission as soon as such meetings can be scheduled to present the Council’s adopted priorities and 2010 work plan, updated structure, charters, and charges.

**DISCUSSION**

Pacific Grove, like other cities, relies heavily on the contributions of its residents who serve on a series of volunteer boards and commissions that support the efforts of the City. Four of these commissions—the Planning Commission, Recreation Board, the Museum Board, and the Library Board—are identified in the City’s Charter and have a series of functions prescribed either in the Charter, the Code, or ordinances approved by the Council. The other boards, commissions, panels, and committees have been created by the Council over time, and serve at the pleasure of the City Council. The primary purpose of these groups is to assist the City Council by:

- ❖ Making recommendations on policy matters;
- ❖ Taking public input from as broad a spectrum of perspectives as possible;
- ❖ Conducting a more in-depth analysis than the Council has the time and, in some cases, expertise;
- ❖ Making certain decisions (e.g., historicity) on behalf of the Council;
- ❖ Anticipating problems and opportunities and alerting the Council;
- ❖ Addressing any other matters as requested by the Council.

Over the past few years, we have significantly downsized our City government due to fiscal realities. We also are working hard to streamline and focus our operations in order to be more responsive to the needs of our community and citizens.

Seventeen of the 20 boards and commissions currently authorized are in active operation (the Accessibility Appeals Board, the Housing Advisory Appeals Board/ Uniform Building Code Board of Appeals/Uniform Fire Code Board, and the Personnel Commission are not currently constituted). Over the past few years, there has been no significant reduction in the number of commissions, even though the City has significantly reduced its overall budget and staffing. There was a minor restructuring in April 2008, eliminating the Golf Advisory Committee and 3 ad hoc committees. No other significant changes have been approved. As a result of staffing reductions, there is now one commission for every 4 staff people. At least one commission doesn't even have active staff support.

Some boards and commissions have more on their plates than they can comfortably handle; others have been hampered by a shortage of meaningful agenda items for their consideration. Some boards align well with our current structure and needs; for others, keeping a full roster of members has been difficult and their existing charter seems to put them at a slight variance with the City's direction.

At its November 7, 2009 planning session, the Council updated its goals and established priorities for the next one, three, and five years. The Council identified over 50 projects (e.g., downtown improvements, updated Measure C, etc.) the successful and timely completion of which is absolutely vital for our community's future.

We will not be able to complete these projects without significant contributions from the City's volunteer boards and commissions. Even for those projects we otherwise could complete, the quality will be significantly higher with the contributions of high-quality boards and commissions.

It is absolutely crucial that the City create the best mix of advisory commissions possible, assemble those citizens best able and willing to serve on those commissions, challenge the commissions to undertake the highest quality effort possible, and provide the commissioners with the training and support necessary to enable their success. If we don't elicit the highest-quality contributions from every part of our overall organizational structure, we will be significantly less able as a City to accomplish the goals and priorities the Council has set.

Pacific Grove has a record of citizen involvement and volunteerism that most other cities can not even dream of achieving. The 60+ current members of our boards and commissions donate their expertise and countless hours for the betterment of their community. It is absolutely crucial that any restructuring effort be undertaken in such a way as to improve the opportunity for all of the members to be even more effective in contributing to their community, not less. It is imperative that this effort be perceived in the light under which it is being undertaken, as a positive step to help our commissions and their individual members be even more effective in their efforts to contribute. It is the system's structure and operations that need upgrading, not the nature and scope of citizen participation.

**Proposed Schedule and Milestones**

**Year 1**

February	Mayor, Council liaison, and CM meet with all commissions to explain the changes, review the new charters, and answer questions
Feb.-March	Training for Commission chairs and lead staff
March-Nov.	Implementation of project activities. Issue examination completed by Commissions and staff and brought to Council on scheduled dates (after necessary adjustments)
Nov.-Dec.	Formal evaluation of first year's success and design of necessary changes for year 2

**Year 2**

Implementation of a refined process, based on lessons learned in year 1

**FISCAL IMPACT**

None. After initial effort to implement the approved updates, the level of effort necessary to support the boards and commissions will level out, balancing fewer commissions with more support needed to implement the annual work plan assigned by the Council.

**ATTACHMENTS**

1. Recommended Restructuring of Boards, Commissions and Standing Committees.
2. Recommended Charters of City Boards, Commissions, Councils, Panels, Committees, and Affiliated Volunteer Groups

RESPECTFULLY SUBMITTED:



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Thomas Frutchey  
CITY MANAGER



## CITY OF PACIFIC GROVE Recommended Updating of Boards and Commissions

	<u>Size</u>	<u>Lead Staff</u>
<b><i>I. Continuing/Restructured Boards, Commissions, and Panels</i></b>		
<b>Administrative Enforcement Hearing Panel</b> (MC 3.30.010)	7	Dave et al.
<b>Economic Development Commission</b> (MC 3.04.060)	10	Tom/Jim
<b>Historic Resources &amp; Architectural Review Commission</b> (MC 23.73/6) (ADA Compliance Advisory folded in)	7	Lynn/Karen
<b>Fire Code, Building Code, Accessibility &amp; Housing Appeals Board</b> (MC 18.04.040 and 18.04.041) (Combining the current appeals boards)	5	John K.
<b>Library Board</b> (Article 26)	7*	Lisa M.
<b>Natural Resources Commission</b> (MC3.24.010)	7	Celia
<b>Planning Commission</b> (Article 26) (Housing Committee folded in)	7	Lynn
<b>Public Safety Commission</b> (Traffic Safety Commission folded in)	7	Darius/Sam Malcolm
<b>Recreation and Cultural Arts Commission</b> (Article 26) (Special Events folded in; subcommittees for Cultural Arts, Golf)	7*	Don M./Joe
<b>Totals</b> 9 commissions/boards/panels	64 members	
<b><i>II. Phased Out and Decommissioned in One Year</i></b>		
<b>Museum Board</b> (Article 26)*	5	
<b><i>III. Decommissioned Now</i></b>		
<b>Disaster Council</b> (MC 3.20.050)	3+	
<b>Personnel Hearing Board</b> (MC 4.20.420)	3	
<b><i>IV. Council Committees</i></b>		
<b>Ad Hoc Budget and Finance Committee</b> <b>Others as needed</b>	2 or 3 plus citizens	Jim
<b><i>V. Staff Committees</i></b>		
<b>Loan Committee</b>	2	Tom/Jim
<b>Site Plan Review Committee</b> (MC 23.74)	4	Lynn

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\* Requires Charter amendment



## CITY OF PACIFIC GROVE

### Recommended Charters of City Boards, Commissions, Councils, Panels, Committees, and Affiliated Volunteer Groups

#### **I. Boards, Commissions, and Panels**

##### ***Administrative Enforcement Hearing Panel***

PGMC §1.19.030 and §3.30.010 (amended)

Hear contests of Administrative Compliance Orders and Administrative Citations.

PGMC §18.04.040 (amended)

Hear and decide appeals of orders, decisions, or determinations made by the building official concerning handicap accessibility, as provided in Title 24, California Code of Regulations.  
Hear and resolve any conflicts among the uniform codes, including the Uniform Building Code and International Fire Code.

PGMC 18.04.041 (amended)

Hear and decide appeals of orders, decisions, or determinations made by the building official concerning handicap accessibility, as provided in Title 24, California Code of Regulations.  
Perform such additional duties and functions as set out in this chapter or as required from time to time by specific action and direction of the council.

##### ***Economic Development Commission***

PGMC §3.04.060 (amended)

Devise and recommend economic development and enhancement strategies and programs to the city manager and council.  
Assist the City's businesses and job seekers in their efforts;  
Help meet the shopping and service needs of local residents by promoting retail business interests.  
Ensure coordination of efforts by the Chamber, the BID, the HID, the MCC&VB, and the City.  
  
Perform such additional duties and functions as set out in this chapter or as required from time to time by specific action and direction of the council.

##### ***Historic Resources & Architectural Review Commission***

PGMC §23.73.20

Grant architectural approval where required under this title in order to promote the orderly and harmonious development of the city and to protect the architectural heritage of the city of Pacific Grove.  
Work with staff and others to lead the City in the development a recommended vision for the community to guide development and redevelopment in the future.

PGMC §23.76.021 (amended)

Determine additions and deletions from the historic resources inventory, per PGMC §23.76.030;

Monitor the City's implementation of improvement to all City facilities and property to ensure compliance with the Americans with Disability Act (ADA).

Assist the City in developing information, services, and programs specific to City services, programs, and properties that will serve individuals with disabilities under the ADA.

Advise the City on questions relating to reasonable accommodations/accessibility specific to City services, programs, and properties as defined by the ADA statutes, and state and local codes.

Perform other duties and functions as set out in this chapter or as may be required from time to time by specific action and direction of the council.

***Fire Code, Building Code, Accessibility & Housing Appeals Board***

PGMC §18.04.040 and 18.04.041 (amended):

Hear and decide appeals of orders, decisions, or determinations made by the building official, the fire marshal concerning the application and interpretations of the technical codes.

Perform other duties and functions as set out in this chapter or as may be required from time to time by specific action and direction of the council.

***Library Board***

Article 26:

1. Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public library.
2. Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Library.
3. Perform such other duties relating to the library services as the Council may require by ordinance or resolution.

PGMC §xxxx:

Provide leadership to the community in all Library matters.

Recommend to the City Manager and City Council policies and programs that further the City's responsibilities and opportunities in offering unstructured, user-directed access to information, knowledge, and the enjoyment of reading.

Develop the library of the future for Pacific Grove: a university without administration, curricula, and instructors; a resource for autodidacts; a means of furthering life-long learning and enjoyment; a guarantee of equal access to learning, for people of all ages and levels of education, without bias or discrimination.

Raise funds and other resources in support of the Library.

Develop long-term funding sources, to assist the Library in achieving financial stability.

***Natural Resources Commission***

PGMC §3.24.010 and §12.16.160 (amended):

- (a) Support, encourage, and facilitate conservation, preservation, restoration, beautification, and improvement of natural resources in the city through projects, programs, and activities;

- (b) Recommend to the city council the adoption, amendment, or repeal of ordinances, policies, and other measures that support the conservation, preservation, restoration, beautification, and improvement of natural resources in the city.
- (c) Areas of primary emphasis shall include: promoting the development and conservation of water resources; the planting and maintenance of trees on public and private property; care of the city's Coastal Trail and park; other City parks; the Butterfly Sanctuary; and the waters of the bay and ocean, including the areas of special biological significance (ASBS);

Perform other duties and functions as set out in this chapter or as may be required from time to time by specific action and direction of the council.

***Planning Commission***

Article 26:

- 1. Recommend to the Council the adoption, amendment, or repeal of a General Master Plan, or any part thereof, for the physical development of the City.
- 2. Exercise such functions with respect to land subdivisions, planning and zoning as may be prescribed by ordinance or resolution.
- 3. Perform such other duties relating to planning and zoning as the Council may require by ordinance or resolution, or as may be prescribed by the General Laws of the State.

PGMC §xxxx:

Consider matters related to the implementation of the housing element, including: senior housing development, housing rehabilitation, rental assistance, monitoring programs, and housing studies and surveys.

Recommend to the Council priorities for Community Development Block Grant (CDBG) applications.

Recommend to the Council outreach activities to the community, reflecting the City's commitment of increasing housing opportunities for all citizens.

Perform other duties and functions as set out in this chapter or as may be required from time to time by specific action and direction of the council.

***Public Safety Commission***

PGMC §16.08.030 (amended)

Receive requests, complaints, and suggestions having to do with law enforcement, fire protection, emergency medical services, emergency preparedness and response, and traffic matters.

Solicit and summarize for the council public input on such matters as shared regional: fire, police, and disaster preparedness and response programs.

Recommend to the traffic engineer and council ways and means for improving traffic conditions and the administration and enforcement of traffic regulations.

Review and make recommendations to the council regarding bicycle and pedestrian facilities within the city.

Perform other duties and functions as set out in this chapter or required from time to time by specific action and direction of the council.

***Recreation and Cultural Arts Commission<sup>1</sup>***

Article 26:

1. Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a City recreation program.
2. Recommend to the City Council the adoption of such laws, rules and regulations as it may deem necessary for the administration and operation of a City recreation program.
3. Promote and stimulate public interest in a recreation program and solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein.
4. Perform such other duties relating to the recreation program as the Council may require by ordinance or resolution.

PGMC §3.28.080 (amended):

- (a) Support, encourage, and facilitate the visual, literary, and performance arts in the city.
- (b) Encourage public access to the arts, by integrating art into all manner of community activities.
- (c) Identify and coordinate the needs and resources of artists and the community;
- (d) Support art by and for young people.
- (e) Raise funds to support the arts.
- (f) Serve as liaison with artists and the art commissions of other communities.
- (g) Make recommendations to the council regarding indoor works of art offered to, commissioned by, or purchased by the city and proposed to be placed, erected, or created outdoors on city property or within city-owned buildings (direct offerings and bequests to city departments are excepted; works of art commissioned by the museum, library, or recreation department are also excepted).

PGMC §xxxx:

- Define and categorize special events;
- Review guidelines and recommend policies for the conduct of special events;
- Review applications and recommend to the council a list of special events that will be allowed in Pacific Grove;
- Develop and assist, as necessary, in the administration of a process for permitting special events conducted by public and private organizations on city property;
- Assist event sponsors and staff in making sure special events are beneficial to the community;
- Assist the city in ensuring that the cost of special events is adequately recognized by special event organizers so that special events do not overly burden city resources.

PGMC §xxxx:

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<sup>1</sup> Areas of primary emphasis: recreation programs; special events; the Golf Links; cultural arts; the Poet's Perch; and use of City facilities for cultural and recreational activities.

Receive requests, complaints, and suggestions having to do with the golf links, club house, and related matters.

Provide advice to the council on methods of operating the golf links and club house so as to best balance the needs of golfers and the community as a whole. Solicit and summarize for the council public input on such matters.

Review and make recommendations concerning the marketing and operation of the golf links.

Perform other duties and functions as set out in this chapter or required from time to time by specific action and direction of the council.

## **II. Phased Out and Decommissioned in One Year with a Charter Amendment Ballot Measure**

### ***Museum Board*** (Article 26)

1. Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public museum.
2. Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Museum.
3. Perform such other duties relating to the museum service as the Council may require by ordinance or resolution.

### PGMC §xxxx:

1. Work closely with the Museum Foundation and staff to ensure the full and collaborative implementation of the agreement.
2. Recommend to the Council any needed amendments to the agreement.
3. Provide for a seamless transition, assuming the passage of a charter amendment transferring the Board's functions.

Perform other duties and functions as set out in this chapter or required from time to time by specific action and direction of the council.

## **III. Decommissioned Now**

### ***Disaster Council*** PGMC 3.20.020

Support the city's disaster activities of preparedness, response, recovery, and mitigation, including participating in training, exercises, and disasters, as feasible.

Perform other duties and functions as set out in this chapter or required from time to time by specific action and direction of the council.

### ***Personnel Hearing Board*** (PGMC 4.20.420)

Hear appeals of disciplinary actions as provided in PGMC 4.20.410.

## **IV. Council Committees**

### ***Ad Hoc Budget and Finance Committee***

By Resolution:

Review the city's financial forecast, treasurer's policies, reserve program, capital improvement program, proposed budget, and financial reports and status annually, or more frequently as necessary, and make appropriate recommendations to the council.

Conduct reviews of the city's insurance coverage and risk management programs at least every three years and make recommendations to the council.

Perform other duties and functions as may be required from time to time by specific action and direction of the council.

***Others as Needed***

**V. Staff Committees**

***Loan Committee***

By Resolution:

Review loan applications submitted in conjunction with the City's rehabilitation loan program in order to ensure compliance with guidelines approved by the council.

Perform other duties and functions as set out in this chapter or required from time to time by specific action and direction of the council.

***Site Plan Review Committee***

MC 23.74.030 PGMC (amended):

Encourage good development;

Encourage the elimination of unnecessary grading, endeavor to retain the natural character of the site including the preservation of trees;

Approve lot line adjustments per MC 24.04.030; and

Consider: the site plan to ensure that it conforms to a logical plan of site development; the arrangement and adequacy of parking facilities, driveways, entrances and exits; arrangement, location, and design of required open spaces and recreational facilities; and other pertinent aspects, so as to ensure that the development will not be detrimental to traffic, both vehicular and pedestrian, on adjacent streets, will provide adequate light and air, will provide adequate access for fire-fighting equipment and, in general, ensures a desirable and well-designed facility

Perform other duties and functions as set out in this chapter or required from time to time by specific action and direction of the council.

**VI. City-Affiliated Volunteer Groups**

***Pacific Grove Police Department Citizens' Academy Alumni Association***

Assist the Police Department in accomplishing its mission and objectives through education, pro-active recruitment, public safety enhancement, and collaboration with other organizations that share the same vision.

***Volunteer Fire Department Association*** (PGMC 4.08.045)

Preserve the records, equipment, and artifacts of the Pacific Grove Fire Department;  
Maintain and operate antique fire apparatus;  
Provide disaster response services; and  
Cooperate with the City and other community service organizations to promote and foster  
benefit to the community.