



AGENDA MEMORANDUM

First Reading Ordinance for the City Council Meeting December 10, 2019
Second Reading Ordinance for the City Council Meeting December 17, 2019

DATE: December 10, 2019
TO: Mayor and City Council
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Ordinance eliminating, revising, modifying, and merging advisory boards and committees as a result of a thorough review.

CAPTION:

Ordinance eliminating the following City committees: (1) Advisory Committee on Community Pride; (2) City Council's Youth Advisory Committee; (3) Clean City Advisory Committee; (4) Community Youth Development Steering Committee; (5) Food Service Advisory Committee; (6) Leadership Committee for Senior Services; (7) Mayor's Fitness Council; (8) Corpus Christi Museum of Science and History Advisory Board; (9) Oil and Gas Advisory Committee; (10) Parking Advisory Committee; (11) Pipeline Review Panel; (12) Mobility Planning Subcommittee; (13) Tree Advisory Committee; (14) Water Resources Advisory Committee; and (15) to merge the Retired and Senior Volunteer Program Advisory Committee with Senior Companion Advisory to create new Senior Corps Committee; and (16) to revise membership of the Corpus Christi Commission on Children & Youth; and (17) to revise membership of the Sister City Committee; modifying some committee assignments by merging some committees or moving some committee assignments to other committees or city staff; and amending various sections of the City Code to make aforesaid changes; and providing an effective date of December 31, 2019.

SUMMARY:

This ordinance amends various sections of the City Code by eliminating, modifying, and merging advisory committees, or moving assignments to other committees or city staff.

BACKGROUND AND FINDINGS:

In the summer of 2019, the Mayor and City Council requested City staff initiate a review of the City's Advisory Boards and Committees to evaluate the effectiveness of all 28 boards and committees. After a comprehensive evaluation of all boards and committees, it was determined that the City does not have a formal process that eliminates, revises, modifies, and merges advisory boards and committees.

The review was divided into two phases. The first phase was to gauge the efficiency and effectiveness of the Advisory Boards and Committees; make recommendations on elimination, continuation, and/or reorganization of boards; and identify areas of weakness in a board's operations and recommend solutions for improvement.

Phase 2 will include a review of current policies, best practices, and establishing a process for creation, elimination, continuation, etc. of a city board or commission. A review of technical boards will also occur. Phase 2 will begin in January/February 2020.

City staff developed a survey to gather data from committee liaisons and key stakeholders to determine the feasibility, elimination, continuation, or reorganization of the advisory boards. The information collected from the survey included 1) efficiency with which the board operates; 2) identify board's intended objectives, problem/need to be addressed, objectives achieved, and any other activities; 3) alternative methods of performing responsibilities; 4) extent to which the board if needed and used; 5) extent to which board overlaps, duplicates, or could be consolidated with other boards; 6) advise or recommendations provided staff or council of changes or actions benefitting the city/citizens; 7) whether the board encourages public participation and it has resulted in achieving the board's goals; 8) whether the board complies with the Texas Open Meetings Act or other applicable state and federal laws; and, 9) identify loss of state/federal funds or grants if abolished.

The three-step review process included 1) staff evaluation: extensive research and analysis, 2) discussion and input with City leadership; and 3) input from key stakeholders to include Committee chairs, Councilmembers, and Committee members.

Based on the feedback, City staff is recommending to amend various sections of the City Code by eliminating, modifying, merging, or moving assignments to other boards or committees. Below is the breakdown of the results:

# of advisory committees before review	28
- Number eliminated/merged	15
+ New Board: Senior Corps	<u>1</u>
Number after review	<u>14</u>

The remaining Advisory Boards and Committees include Airport Board, Animal Care Advisory Committee, Arts & Cultural Commission, Committee for Persons with Disabilities, Corpus Christi Commission on Children & Youth, Flood Hazard Mitigation Committee, Island Strategic Action Committee, Library Board, Marina Advisory Committee, Park & Recreation Advisory Committee, Sister City Committee, Transportation Advisory Commission, Water Shore & Beach Advisory Committee, and merger of Retired Senior Volunteer Program and Senior Companion Program into the Senior Corps Committee.

The recommendations from the review of the Advisory Boards and Committees process is as follows: 1) more efficient and effective use of staff time and funding for department mission and goals; 2) strengthens and optimizes remaining advisory boards; 3) more effective communication from remaining boards; 4) more effective recruitment; 5) under-utilized board members can move to other boards to effectively use their volunteer time; 6) reduces board vacancy rates and recruitment challenges; and 7) eliminates duplication of boards or boards no longer active.

ALTERNATIVES:

The alternative would be to not amend or partially amend the City Code.

FISCAL IMPACT:

Approximately 1,200 hours of staff time valued at approximately \$35,000 will be saved and reallocated to departmental mission and goals.

RECOMMENDATION:

City staff recommends approval of the Ordinance as presented.

LIST OF SUPPORTING DOCUMENTS:

Ordinance
Presentation