

Reviewed By:	
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## CITY OF DANA POINT

### AGENDA REPORT

**DATE:**           **JANUARY 17, 2005**

**TO:**             **CITY MANAGER/CITY COUNCIL**

**FROM**           **SHARON STREET, DIRECTOR OF PUBLIC AFFAIRS/  
CITY CLERK**

**SUBJECT:**   **BOARDS AND COMMISSIONS, COMMITTEES AND  
SUBCOMMITTEES**

#### **RECOMMENDED ACTION:**

That the City Council review the list of past City boards, commissions, committees and subcommittees, and direct staff to take appropriate action.

#### **BACKGROUND:**

At the City Council meeting on December 8, 2004, Council requested that there be a revisit of citizen's committees, and that a list of past committees be provided. Dana Point Municipal Code section 2.6.010 states that there shall be established within the City a Planning Commission, and that the City Council may establish by Resolution such other boards or commissions as it deems necessary. (Supporting Document A). Council Policy No. 307 states that it is appropriate that the City Council have the authority to create committees, ad hoc committees, task forces, or subcommittees for the City. (Supporting Document B)

#### **DISCUSSION:**

The City has in the past established boards, commissions, committees and subcommittees. Attached is a summary of boards, commissions, committees and subcommittees that have been established in the past. (Supporting Document C).

At the City Council meeting on February 25, 1997, the City Council directed staff to bring back all City codes, policies and ordinances which would need to be modified to eliminate the Community Services Commission, Economic Development Commission and Traffic Improvement Commission.

Because these three commissions were created pursuant to the general authority provided in Dana Point Municipal Code section 2.6.010, no changes were required to the City's municipal code. However, since the Community Services Commission, Economic Development Commission and Traffic Improvement Commission were created by resolution, the City Council had to rescind its approval of the resolutions creating these commissions.

At the City Council meeting on March 11, 1997, the City Council adopted Resolution No. 97-03-11-02 which rescinded Resolution No. 94-07-26-4, Resolution No. 91-08-27-1, and Resolution No. 89-37, which created the Community Services Commission, Economic Development Commission and Traffic Improvement Commission, and vested the former responsibilities of those commissions in the City Council.

The City of Dana Point Council Members serve as representatives to Committees and Agencies. Supporting Document D lists the Dana Point City Council Committee Assignments from 2004 to 2001.

Supporting Document E is a list of boards, commissions, committees and subcommittees prior to 1997.

On November 15, 2004, the Coastal Animal Services Authority (CASA) approved formation of the Animal Control Project Committee and the Animal Shelter Project Committee. On December 7, 2004, CASA requested that the City appoint one staff representative to the Animal Control Project Committee, and appoint one staff representative to the Animal Shelter Project Committee, and one representative and one alternate to represent the animal non-profit group (Pet Project Foundation). (Supporting Document F)

**NOTIFICATION/FOLLOWUP:**

None at this time.

**FISCAL IMPACT:**

Costs to provide City staff support to boards, commissions, committees and subcommittees is not able to be quantified at this time, until it is known what action Council will take.

A report dated February 25, 1994, was reviewed by the City Council on February 25, 1997 which included approximate figures for staff time to provide services to the Human Services Commission, Cultural Commission and the Park and Recreation Committee. (Supporting Document G)

**ALTERNATIVE ACTIONS**

Other alternatives as identified by City Council.

**SUPPORTING DOCUMENTS:**

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A. Dana Point Municipal Code, Chapter 2.06.010 (Hard Copy Provided) ..... 4

B. Council Policy No. 307 (Hard Copy Provided) ..... 7

C. List of City boards, commissions, committees and subcommittees  
(Hard Copy Provided) ..... 8

D. City Council Committee Assignments for 2004 to 2001 (Hard Copy  
Provided) .....10

E. Boards, commissions, committees and subcommittees prior to 1997  
(Hard Copy Provided) ..... 20

F. Memorandum from Coastal Animal Services Authority (CASA)  
(Hard Copy Provided) ..... 64

G. Memorandum from Finance Department on Commission/Committee  
Staff costs dated February 25, 1994 (Hard Copy Provided) ..... 69