

CITY OF DANA POINT
AGENDA REPORT

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| Reviewed By: | |
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DATE: FEBRUARY 9, 2005

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM CITY MANAGER
BY: DIRECTOR OF ADMINISTRATIVE SERVICES

SUBJECT: CITY SUBCOMMITTEES AND TASK FORCES

RECOMMENDED ACTION:

That the City Council continue discussions relative to the establishment of Subcommittees and Task Forces; provide additional direction to staff in order to prepare the necessary enabling resolutions.

BACKGROUND:

Dana Point Municipal Code Section 2.06.010 authorizes the City Council to establish by resolution boards or commissions as it deems necessary. Further, City Council Policy 206 provides the Council with guidelines for the formation of Committees or Task Forces, and states that the resolution establishing said Committee or Task Force shall include the following criteria:

- A specific purpose
- The duration or term
- The composition or membership, including public members
- The amount of funding to be provided for staff and other support

DISCUSSION:

At its meetings of January 17 and 26, 2005, the City Council provided direction for the creation of a number of Subcommittees and Task Force assignments to assist the Council with policy development.

During discussions and based on Council direction, it was clarified that "subcommittees" are subject to the Brown Act and that two Councilmembers, an undetermined number of public representatives, and assigned City staff would serve on each Subcommittee. The duration of each Subcommittee has not yet been determined, however would function similar to a standing committee that is subject to open meeting laws.

The "task forces" would be made up of two Councilmember representatives and assigned City staff, and would not be subject to the Brown Act. The duration of each Task Force has not yet been determined, but would operate on a short-term basis, i.e. 3-6 months depending on its specific goal.

As a result of Council discussions, staff has created an Executive Summary to serve as an outline to assist with the official formation of each respective Subcommittee and Task Force in a timely manner.

In order to refine the purpose, term, membership and funding for each respective Subcommittee and Task Force, it is recommended that Council review the attached report and that the respective Subcommittees and Task Forces meet with the assigned staff contacts to formalize the respective purposes, goals and group composition. Once these initial discussions have taken place, staff will bring forward the necessary enabling resolutions. Staff is looking forward to working with these Subcommittees and Task Forces to assist the City Council with policy development.

FISCAL IMPACT:

The cost associated to provide staff support and supplies for the various Subcommittees and Task Forces is to be determined based on the City Council's direction.

ALTERNATIVE ACTIONS:

As determined by the City Council.

SUPPORTING DOCUMENT:

PAGE #

- A. [Subcommittee and Task Forces 2005 Executive Summary](#)..... 3
- B. City Council Policy 206 – Committees Created by City Council.....10
(Hard Copy provided)

SUPPORTING DOCUMENT "A"**SUBCOMMITTEES AND TASK FORCES
2005****RELATIVE POLICIES:**

- Council Policy 307 authorizes the Council to establish committees, ad hoc committees, task forces and subcommittees.
- Council Policy 206 provides guidelines for the formation of a committee or task force, its purpose, its membership, its duration, and the amount of funding to be allocated for staff/other support. A resolution of the Council is required to formally form a committee or task force.

TASKFORCES - Assignments - Not subject to Brown Act Requirements**1. City of Dana Point Policy Review Task Force****Purpose:**

Strategic Planning Initiative: Achieve total excellence in municipal services and City administrative/planning with excellent customer service and cost-effectiveness.

Goal: Numerous City Council and administrative policies are outdated. Review is needed to determine compliance or conflicts with current practice and municipal or State codes, and to improve cost effectiveness. To propose revisions or new policies for Council consideration.

Members:

Mayor Pro Tem Anderson

Councilmember Lacy

Staff: City Manager or designee (Sharie Apodaca/Shanna Wolf)

Term: To be determined

Funding: To be determined

2. Dana Point Harbor Renovation Task Force**Purpose:**

Strategic Planning Initiatives:

Evaluate land use issues to ensure that the goals, policies and programs for the General Plan reflect the community's vision and mission.

Restore and maintain the integrity of our ocean waters and beaches.

Foster a vibrant business climate

Goal: To develop an effective and cooperative relationship with County of Orange and other agencies with respect to the County's implementation plan for harbor renovation. To communicate and represent the policies and concerns of the Council with respect to harbor development, ocean water quality, and open space and recreational needs, and business related issues.

Members:

Mayor Rayfield

Councilmember Harkey

Staff: City Manager or designee (Kyle Butterwick)

Term: To be determined

Funding: To be determined

3. Representation to South Coast Water District

Purpose:

Strategic Planning Initiatives:

Restore and maintain the integrity of our ocean waters and beaches.

Goal: To attend South Coast Water District meetings as required and to act as City liaison; report actions and District business to the City Council on an on-going basis.

Members:

Mayor Rayfield

Councilmember Harkey

Staff: Director of Public Works (Brad Fowler)

Term: To be determined

Funding: To be determined

4. Representation to Capistrano Unified School District

Purpose:

Strategic Planning Initiatives:

Evaluate land use issues to ensure that the goals, policies and programs for the General Plan reflect the community's vision and mission.

Provide open space, parks, recreational facilities, greenbelts and trails.

Goal: To enhance communications between the City and School District and to form mutual cooperative working relationships for the benefit of the community and our youth. To pursue joint facilities agreement for effective use of open space

for recreation purposes. To serve as a City liaison and to attend district meetings and report back to Council.

Members:

Councilmember Chilton

Councilmember Harkey

Staff: City Manager or designee (Shanna Wolf)

Term: To be determined

Funding: To be determined

5. City Council Chamber Renovation Task Force

Purpose:

Strategic Planning Initiative:

Achieve total excellence in municipal services and City administrative/planning with excellent customer service and cost-effectiveness.

Goal: The Chambers in its current condition is in dire need of space planning and remodeling for the efficient conduct of public meetings and public participation. Current technology for cable television broadcast of public meetings is obsolete and produces very poor quality live broadcast and recordings of public meetings. Develop a proposal for Council consideration that will propose present day technology integrated with remodeling of the chamber for optimum meeting decorum and televised broadcasts.

Members:

Mayor Pro Tem Anderson

Councilmember Lacy

Staff: City Manager or designee (Sharie Apodaca)

Term: To be determined

Funding: Public Education Grant provided by Cox Communications

6. Coast Highway Bluff Education Task Force

Purpose:

Strategic Planning Initiative:

Evaluate land use issues to ensure that the goals, policies and programs for the General Plan reflect the community's vision and mission.

Maintain, modernize and beautify the City's infrastructure and neighborhoods.

Goal: The City has experienced a history of bluff failures and landslide activity along the Palisades bluff running along Coast Highway which is a detriment to

public health and safety and public/private property. Heavy and unusual storm activity has produced excessive rainfall and runoff which has resulted in landslides. Develop a plan of action for Council consideration designed to educate property owners that live at the top of the bluff with respect to maintaining and monitoring irrigation systems and storm runoff on their respective properties which may contribute to landslide activity.

Members:

Councilmember Harkey

Staff: City Manager or designee (Brad Fowler)

Term: To be determined

Funding: To be determined

SUBCOMMITTEES – Subject to Brown Act

1. Dana Point Ocean Water Quality Subcommittee

Purpose:

Strategic Planning Initiative: Restore and maintain the integrity of our ocean waters and beaches.

Goal: To review current policies, public outreach, and watershed monitoring efforts to determine areas where improvement or additional efforts are needed. To investigate causes of ocean water pollution and to seek solutions that will restore ocean water quality. To develop mutual working relationships with other governmental agencies that contribute to or are impacted by urban and storm water run-off that pollute our ocean waters. To develop an action plan for City Council consideration.

Members:

Mayor Rayfield

Councilmember Lacy

of Public members: To be determined

Staff: City Manager or designee (Brad Fowler/Matt Sinacori/Shanna Wolf)

Term: To be determined

Funding: To be determined

2. Undergrounding Utilities Subcommittee

Purpose:

Strategic Planning Initiative: Maintain, modernize and beautify the City's infrastructure and neighborhoods.

Goal: To evaluate the feasibility, cost and process for the undergrounding of utilities within the City. To prepare an analysis, options and plan of action for Council consideration.

Members:

Mayor Pro Tem Anderson

Councilmember Harkey

of Public Members: To be determined

Staff: City Manager or designee (Brad Fowler/Matt Sinacori/Shanna Wolf)

Term: To be determined

Funding: To be determined

3. **Traffic Improvement Subcommittee**

Purpose:

Strategic Planning Initiative: Maintain, modernize and beautify the City's infrastructure and neighborhoods.

Goal: To evaluate traffic deficiencies and needs, and to formulate recommendations for Council consideration.

Members:

Mayor Pro Tem Anderson

Councilmember Chilton

of Public Members: To be determined

Staff: City Manager or designee (Brad Fowler/Matt Sinacori/Shanna Wolf/
Mark Billings)

Term: To be determined

Funding: To be determined

4. **Dana Point Library and Sea Terrace Park Subcommittee**

Purpose:

Strategic Planning Initiatives:

Evaluate land use issues to ensure that the goals, policies and programs for the General Plan reflect the community's vision and mission.

Provide open space, parks, recreational facilities, greenbelts and trails.

Promote cultural arts and human services.

Goal: To seek possible grant funding opportunities for the renovation of the community library and adjacent Sea Terrace Park. To pursue establishment of a community based foundation for the purpose of seeking donations for a revitalized community library and park to subsidize City general funds appropriated for this project.

Members:

Mayor Rayfield

Councilmember Lacy

of Public Members: To be determined

Staff: City Manager or designee (Shanna Wolf/Brad Fowler/Matt Sinacori)

Term: To be determined

Funding: To be determined

5. Residential Building Height Subcommittee

Purpose:

Strategic Planning Initiatives:

Evaluate land use issues to ensure that the goals, policies and programs for the General Plan reflect the community's vision and mission.

Goal: To be determined.

Members:

Councilmember Harkey (to serve as Chair)

Councilmember Chilton

Two Planning Commissioners

of Public Members: To be determined

Staff: City Manager or designee (Kyle Butterwick)

Term: To be determined

Funding: To be determined

6. Dana Point Town Center Subcommittee

(Presently seeking FPPC Advice Letters with respect to possible Councilmember conflict of interest issues. Formation of this committee will be re-agendized once FPPC response is received.)

Purpose:

Strategic Planning Initiatives:

Evaluate land use issues to ensure that the goals, policies and programs for the General Plan reflect the community's vision and mission.
Foster a vibrant business community.

Goal: To be determined.

Members: To be determined

Term: To be determined

Funding: To be determined