

<b>CITY OF REDONDO BEACH</b>		<b>ADMINISTRATIVE POLICY/PROCEDURES (APP)</b>
<i>Number: 2.12</i>		<i>Subject: City Staff Roles and Practices in Support Of Commissions</i>
<i>Original Issue: 2/5/2010</i>	<i>Effective: 2/5/2010</i>	
<i>Current Issue:</i>	<i>Effective:</i>	<i>Category: General Administration</i>
<i>Supersedes: N/A</i>		

**I. PURPOSE AND SCOPE**

Each City Commission has a valuable role in advising the City Council on policy matters and reviewing specific matters within their defined area of responsibility. The Planning Commission and Harbor Commission also have certain quasi-judicial authorities in making binding decisions. The City Manager assigns liaisons and staff members to City Commissions for professional support. The purpose of this policy is to provide direction and guidance for City liaisons and staff members in facilitating the work of City Commissions.

**II. PROCEDURES**

**PRACTICES, PROCEDURES AND DEFINITIONS**

Actions by Commissions: Formal Commission actions are reported and transmitted to the City Council through a) the minutes of the Commission meetings b) approved resolutions of the Commission c) written reports from staff to the City Council d) memorandums from the Commission to the City Council d) verbal reports requested by the City Council.

Addressing the Commissions: It is the responsibility of the City staff to present professional, quality written and verbal presentations to the Commissions on agenda matters under consideration: Presentations will include a) clear recommendations; b) the reason for the recommendations; c) the facts associated with the agenda matter; and, d) the process required for decision making.

Agenda for Commission: The agendas for Commission meetings are prepared and posted in accordance with the State Brown Act. The staff liaison and the Chairman of the Commission will collaborate in the development of the meeting agendas. Items for the Commission agenda are generated from: a) special matters for consideration as directed by the City Council; b) regular matters for consideration pursuant to the Commission’s duties; c) regular matters for consideration consistent with the City Council’s Strategic Plan and Annual Budget Work Program; and, d) new matters approved by the Commission pursuant to a majority vote of said Commission for consideration and consistent with the Commission’s duties as defined by the Charter and Municipal Code, and the City Council’s Strategic Plan, the Annual Budget Work Program and available resources.

Items for the agenda shall be matters within the purview of the Commission. The staff is responsible for the reports, minutes, printing, distribution and public notice including posting of the agenda and associated materials. The staff is responsible for the preparation and

distribution of the Agenda packet of materials associated with the Commission meetings. Questions from staff liaisons or Commission Chairs concerning agenda matters shall be addressed to the City Manager and the Mayor for reconciliation.

Agenda Item Descriptions: Matters placed on a Commission's Agenda will be written in a manner that clearly describes the item intended for consideration and meets the standards of the Brown Act.

Agenda Items from the Chairman or Commissioner: Upon their own initiative, the Chairman or a Commissioner may identify issues for their Commission's possible attention. A Commissioner will have the opportunity to "introduce" their proposed item(s) in writing on an Agenda consistent with the State Brown Act. However, it is the Commission that decides to refer the proposed item for staff evaluation and placement on a future agenda OR dismiss the proposed item with no further action. Only by a majority vote of the Commission will any item be accepted for the Commission's "consideration" on a future agenda. The Chairman and Commissioners do not have the individual authority to place items on the Commission agenda or direct the staff to take action on their items.

Matters approved by the Commission for the agenda shall be consistent with the Commission's duties, the City Council's Strategic Plan, the Annual Budget Work Program and available resources. Background materials prepared by a Chairman or Commission on an agenda item approved for Commission consideration will be copied and distributed to the Commission as part of the Agenda packet for the meeting. Should a matter not be consistent, a brief memo from the staff describing the reason will be provided to the Commission.

Staff liaisons shall alert the City Manager when significant policy or budget issues or workload requests are proposed for the Agenda. This may require an appropriate managerial response to the Commission from the City Manager and the impacted Department. Questions from staff liaisons or Commissioners concerning agenda matters shall be referred to the City Manager and Mayor for reconciliation.

Appointments to a Commission: The Mayor appoints Commissioners subject to approval of the City Council.

Brown Act: The liaisons, staff and the Commissioners shall comply with the State Brown Act (Open Meeting Law) and its application to Commissions, Committees and Sub-Committees.

Budget: The City Budget describes the proposed revenue and expenditure plan as well as work objectives. The City Manager is responsible under the City Charter for presenting the recommended Annual City Budget to the City Council. Input is solicited by the City Manager from Commissions during the budget preparation process.

Three Commissions have specified roles in the budget process advising the City Council and City Manager: Budget & Finance Commission (Budgetary Affairs), Public Works Commission (Capital Projects) and Planning Commission (Capital Projects General Plan Conformity). The City Council deliberates on budget matters and has final authority over adoption of the Annual City Budget. The Commissions do not have budgeting, revenue raising, contracting or spending authority. The City Manager is responsible for administering the City Council's Adopted Budget.

Bylaws: The Commissions conduct their activities under the provisions of adopted By-Laws. Liaisons, staff members and Commissioners need to be familiar with their By-Laws. Proposed Commission changes to the By-Laws shall be reviewed by the City Attorney for conformity with the City Charter, Municipal Code and Council direction. Proposed changes to Commission By-

Laws shall be submitted by the City Manager to the City Council for consideration and decision. The City Clerk will certify the final By-Laws approved by the City Council.

City Attorney: The City Attorney represents and advises the City Council, Commissions and staff on legal matters.

City Charter: The City Charter established the governmental powers and organization of the City of Redondo Beach. A copy of the Charter will be provided to Commissioners. Liaisons, staff members and Commissioners shall be familiar with authorities and responsibilities described in the City Charter.

City Clerk: The City Clerk maintains the official records for the City Council and Commissions.

City Treasurer: The City Treasurer is the custodian of City funds and makes investments with the money.

City Ordinances Establishing Commissions: Commissions are established by City Ordinance. A copy of the establishing Ordinance will be provided to Commissioners. Liaisons, staff members and Commissioners shall be familiar with scope of the duties, powers and composition of the Commissions.

Committees for Commissions: A Commission may establish Standing or Ad Hoc Committees within the parameters set by the Brown Act and consistent with the duties proscribed for the Commission. The level of staff support to these Standing or Ad Hoc Committees shall be determined by the Department Head or City Manager.

Commission Role: City Commissions advise the City Council on policy matters and reviewing specific matters within their defined area of responsibility. The Planning Commission and Harbor Commission also have certain quasi-judicial authorities in making binding decisions. The City Manager may seek the advice of Commissions on specific topics or issues.

Communications: The Mayor and the City Council are the chief spokespersons to the community and media concerning City affairs. The City Manager and Department Heads are the chief spokesperson to the community and media concerning City administrative affairs. Liaisons, staff members and Commissioners shall be familiar with the City Council's adopted Communications Plan. Questions from liaisons or Commissioners concerning communications with the community and media shall be referred to the City Manager and/or the Mayor. On Commission Agenda items, staff shall advise Commissioners to exercise caution in communications that take place outside of a properly noticed public meeting/hearing to avoid any potential violations of the Brown Act and due process.

Commission Meeting Schedule and Location: Commission meetings are set pursuant to an adopted schedule and held at the Civic Center for public convenience and telecasting.

Conflict-of-Interest: City staff members and Commission members shall comply with applicable conflict-of-interest laws and shall disqualify themselves from matters in which they have a conflict-of-interest. Staff members and/or Commissioners shall be familiar with State Fair Political Practices Commission (FPPC) regulations and consult with the FPPC staff for answers to their questions. Staff shall assist Commissioners in accessing ethics training which meets the AB 1234 requirements of State law.

Council –Manager Form of Government: The City operates under the Council – Manager Form of government. Community leadership, legislative decisions and policy making is vested with

the Mayor & City Council. Under the direction of the City Council, the City Manager manages the City's operations on a day-to-day basis as the chief administrative officer. The City employees report to the City Manager through their Department Head.

Decorum: The Commission Chair is the presiding officer at the Commission meetings and shall maintain order and decorum, including the recognition of speakers. Should circumstances require, a staff liaison assigned to the Commission may request of the Chair a recess of the Commission meeting to allow order and decorum to be restored.

Discussions at Commission Meetings: The Brown Act allows for discussion and action on only those items listed on the Agenda. Staff members shall not engage in discussions at meetings with Commissioners on matters not listed on the Agenda. Announcements from the staff or Commissioners are just that – announcements. Clarifying questions can be briefly answered. However, announcements are not the opportunity for the staff or Commission to open discussion on a topic not listed on the Agenda.

Fundraising: Fundraising activities proposed by a Commission must be submitted to the City Council for consideration and decision.

Information Distribution: In response to Commission information needs pertinent to their duties, the staff is required to provide information on a timely basis at the same time equally to all the Commission members. In addition, information intended for or related to a matter for Council consideration shall be provided to the Council first or concurrently if responding to a Commission request.

Legislative Platform: The City Council annually adopts a City Legislative Platform that sets forth the formal City position on regional, state and federal legislative and policy matters. Liaisons, staff members and Commissioners should be familiar with the City Council's adopted Legislative Platform. The adopted Legislative Platform shall be placed on the agenda of Commissions as an information item. Commissions may recommend to the Mayor and City Council items for future consideration in the Legislative Platform.

Liaisons and Staffing of Commissions: The City Manager assigns the liaisons and staffing for the Commissions. These individuals receive direction from and report to their Department Head and City Manager.

Orientation: Newly appointed Commissioners will receive an orientation from the staff on the scope of the Commission's work; the advisory duties of the Commission; the role of an individual Commissioner; the Commission's procedures; the background on current Commission matters; the body of laws and regulations governing the work of the Commission and individual Commissioners; the authority of the Mayor & City Council; and, the administrative powers of the City Manager and City staff.

Personnel Matters: Specific workplace rules are applicable to the Commissions including but not limited to Anti-Harassment, Non-Discrimination, Workplace Violence, Anti-Hostile Work Environment, Travel, and Ethics policies and regulations. Liaisons, staff members and Commissioners shall be familiar with these regulations. Commissioners desiring to express concern with or appreciation for the work of City personnel are to be directed to communicate with the City Manager.

Programs: Programs proposed to be undertaken by a Commission or a Commissioner shall be submitted to the City Council for consideration and decision.

Recommendations by Staff: The staff will submit their professional recommendations on matters appearing on Commission Agendas.

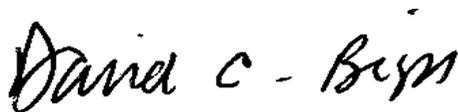
Referrals to Staff: The Chairman and individual Commissioners at their Commission meetings may refer customer service and/or informational requests to staff liaisons for routine handling by Departments. The Chairman and individual Commissioners at their Commission meetings may not refer matters to staff liaisons for independent research or direct action by employees or direct action by City Departments. Customer service items are matters handled in the normal course and scope of Departmental operations. Such items shall be placed in the City's Comcate Customer Service Center for follow-up action. The Chairman and Commissioners may use the process for formally placing items on a Commission agenda as an alternative way for handling requests.

Separation of Duties: Commissions are advisory bodies involved in policy matters and reviewing specific matters within their area of responsibility. Commissions shall not be involved in the administrative, personnel or operational matters of City Departments.

Staff Role: The role of the staff is to facilitate the Commission's work; provide professional expertise to the Commission; prepare reports and submit recommendations; respond to Commission requests for information pertinent to the Commission's duties; and, forward Commission actions to the City Council. The City Manager assigns the liaisons and staff as well as authorizes the assignment of work hours in support the Commissions.

Strategic Plan: The City Council's Strategic Plan sets the goals and objectives for the Council, Commissions and staff to achieve. The currently adopted Strategic Plan is directed to be a regular information item on Commissions' agendas. Commissions should be encouraged by staff liaisons to formally recommend to the City Council potential goals and objectives for inclusion in future Strategic Plans.

**III. AUTHORITY – By authority of the City Manager**



for

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William P. Workman  
City Manager