

AGENDA DESCRIPTION:

Consideration and possible action to establish a Civic Center Advisory Committee to support the development of a Civic Center Master Plan.

RECOMMENDED COUNCIL ACTION:

- (1) Adopt City Council Resolution No. 2017-___, thereby establishing the Civic Center Advisory Committee; and,
- (2) Provide direction to Staff on the duties and scope of work for the City Council-appointed Civic Center Advisory Committee.

FISCAL IMPACT: None

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| Amount Budgeted: | N/A |
| Additional Appropriation: | N/A |
| Account Number(s): | N/A |

ORIGINATED BY: Lorna Cloke, Administrative Analyst II

REVIEWED BY: Gabriella Yap, Deputy City Manager *Gly*

APPROVED BY: Doug Willmore, City Manager *DW for*

ATTACHED SUPPORTING DOCUMENTS:

- A. DRAFT City Council Resolution No. 2017-___ (page A-1)
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EXECUTIVE SUMMARY:

The Parks Master Plan update was completed in 2015. One of the recommendations that came out of that process was to develop a Master Plan for the Civic Center (Upper Point Vicente Park). In March 2017, the City Council approved the establishment of a Civic Center Advisory Committee (Committee). Staff was directed to form the Committee and call for candidates to serve. Approval of the attached resolution will form the Committee and define its mission, duties, number of members, term length, and meeting schedule.

Twenty-three candidates have applied to serve. The City Council began interviewing in May 2017. Interviews are expected to conclude in early August of this year.

BACKGROUND AND DISCUSSION:

The potential scope and community importance of the Civic Center Master Plan merits the formation of a citizen's advisory committee. The guidance, advice,

and expertise of a cross-section of informed and motivated residents will be of great value as this process moves forward. Committee members will play a vital role in the remainder of the public outreach process, financial analysis, layout/boundary concerns, conceptual design, and other issues.

Chronology:

- 2015: Parks Master Plan Update recommendation of a Civic Center Master Plan for Upper Point Vicente Park is approved.
- November 15, 2016: The City Council approves a Civic Center Master Plan survey intended to elicit feedback on potential elements for the project.
- December 2016 – February 2017: The Civic Center Survey is mailed to 13,595 RPV residents. 17 percent (2,303) are returned with 74% Strongly Favor or Somewhat Favor redeveloping the site
- March 7, 2017: Preliminary survey results are presented. The City Council directed Staff to form the Civic Center Advisory Committee and call for candidates to serve.
- March 13, 2017: 30-day recruitment period begins, twenty-three applications were received.
- May 2, 2017: The City Council began interviewing the potential candidates. Interviews are scheduled to conclude on August 1, 2017.

Committee appointments are tentatively scheduled for August 15, 2017. With other City advisory bodies, membership is typically limited to 5 to 7 residents. Due to the community importance of the project and the large number of applications received, Staff recommends the City Council appoint 7 members to the Committee.

Proposed Committee Structure:

Mission

Committee members will play a vital role in the public outreach process, financial analysis, identification of layout/boundary concerns, conceptual design, and other issues.

Duties

1. Make such procedural rules and regulations as necessary to conform to law and to properly conduct business.
2. Develop a Committee Work Plan for City Council consideration and approval.
3. Consider matters regarding the Civic Center Master Plan which are brought to its attention by residents, the City Council or Staff.

4. Consider citizens' suggestions, opinions, survey results and issues of concern regarding the Civic Center Master Plan and make recommendations to the City Council as appropriate.
5. Support Committee public outreach activities which may include attending forums, community meetings and special events.
6. Consult with other City Advisory committees and make recommendations to the City Council regarding financial analysis, infrastructure management, traffic safety, and other issues related to the development of the Civic Center Master Plan.
7. Recommend to the City Council subjects that should be studied by the Committee.

A more detailed work plan will be created with the input of the Committee and Staff, and will be presented to the Council for review and approval at a future meeting.

Membership

It is recommended the City Council appoint 7 members to the committee. The Chairperson will be appointed by the City Council. The Vice Chairperson may be appointed by the Committee from its members.

Terms of Office

Typically, the City Council appoints 7 members to an advisory committee with staggered 4-year terms. The initial membership of the Committee would have 4 members who serve a 4-year term and 3 members who serve a 2-year term. This approach helps the City preserve Committee continuity.

The Civic Center Advisory Committee is being formed for a specific purpose to assist in the development of a Civic Center Master Plan. Once this goal is achieved, the City Council may choose to continue the Committee by revising its purpose and work plan or disband it all together. It is possible that the Committee will expire prior to any member serving their full term.

Meeting Schedule

The Committee will meet on a monthly basis, typically the 4th Thursday of the month, at 7:00 PM in the Community Room at City Hall, with authorization for Staff to cancel unnecessary monthly meetings after conferring with the Chairperson.

ALTERNATIVES:

In addition to the Staff recommendations, the following alternative actions are available for the City Council's consideration:

1. Appoint some other odd number of members to the Civic Center Advisory Committee.
2. Change the proposed terms of office for the Civic Center Advisory Committee to a different length.

RESOLUTION NO. 2017-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES ESTABLISHING THE CIVIC CENTER ADVISORY COMMITTEE.

WHEREAS, on March 7, 2017, the City Council received a presentation from the City Manager's Office regarding the possible formation and mission of a citizens' advisory committee that would focus on development of a Civic Center Master Plan and directed staff to submit a Resolution to form such a committee.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

Section 1. Civic Center Advisory Committee, Creation of. A Civic Center Advisory Committee is hereby established.

The Civic Center Advisory Committee shall serve as a citizens' advisory board to the City Council advising on the development of the Civic Center Master Plan. Committee members will play a vital role in the public outreach process, financial analysis, layout/boundary concerns, conceptual design, and other related issues.

Section 2. Membership. The Committee shall be appointed by the City Council and shall consist of seven (7) members who should generally be representative of the various geographical areas of the City. The Chairperson shall be directly appointed by the City Council. The Committee may appoint a Vice-Chairperson from among its members.

The Deputy City Manager shall act as Staff liaison to this Committee. The Deputy City Manager or their designee shall attend the meetings of the Committee.

Section 3. Terms of Office. The initial membership of the Committee shall have 4 members who serve a 4-year term and 3 members who serve a 2-year term in order to preserve committee continuity. Thereafter, the membership shall serve terms of four (4) years in length. Each appointee's term will expire on the date established by the City Council, or as soon thereafter as the vacancy is filled. The City Council may remove a member or members at any time for any reason.

Section 4. Meeting Time and Location. Regular meetings of the Committee shall be held at a regular time and location to be specified in the rules and regulations of the Committee. In general, meetings shall be held on a monthly basis. Special or adjourned meetings, if necessary, may be conducted in any manner provided by law.

Section 5. Duties. The Committee shall perform the following duties:

1. Make such procedural rules and regulations as necessary to conform to law and to properly conduct business.
2. Develop a Committee Work Plan for City Council consideration and approval.
3. Consider matters regarding Civic Center Master Plan which are brought to its attention by the residents, City Council or Staff.
4. Consider citizens' suggestions, opinions, survey results and issues of concern regarding the Civic Center Master Plan and make recommendations to the City Council as appropriate.
5. Support committee public outreach activities which may include attending forums, community meetings and special events.
6. Consult with other City Advisory committees and make recommendations to the City Council regarding financial analysis, infrastructure management, traffic safety, and other issues related to the development of the Civic Center Master Plan.
7. Recommend to the City Council subjects that should be studied by the Committee.

Section 6. Powers. The Committee is primarily an advisory body, but has certain specific responsibilities as described above under Duties. It shall have no power to direct or cause the expenditure of City funds except as specifically budgeted by the City Council. It shall have no power to take any action encumbering, conveying, or restricting the use of private or public property except as described above under Duties. It shall have no power to direct or review the operation of the any City department, except as specifically described above under Duties, or as authorized by the City Council.

Section 7. Communications. The Committee is established by the City Council as a citizens' advisory group, with certain specific duties, to enable the Council to more effectively administer the City and to respond to the citizenry.

The Committee is encouraged to formulate and forward alternative proposals to the City Council along with recommendations approved by the majority of the members of the Committee. Minority opinions of Committee members, in written form, will be considered by the City Council before taking action on any recommendation of the Committee.

It is anticipated that the Committee will make recommendations to the Council through the Deputy City Manager and the City Manager. The Committee shall, at all times, have direct access to the City Council through representation at regular City Council meetings, and in other manners as may be prescribed by the Council. The

Committee may also request that the City Manager place items of concern on an appropriate City Council agenda.

Section 8. Support. The Deputy City Manager shall serve as Staff liaison to the Committee. S/He shall cause to be prepared such staff reports as may be necessary for the Committee to conduct its business. S/He shall provide administrative staff to take and publish Committee Meeting Minutes. S/He shall provide such other support as may normally be required by the Committee in the conduct of its business.

PASSED, APPROVED, and ADOPTED this ____th day of June 2017.

Mayor

Attest:

City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Emily Colborn, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 2017-____ was duly and regularly passed and adopted by the said City Council at regular meeting thereof held on June 6, 2017.

City Clerk