REQUEST FOR COUNCIL ACTION

CITY COUNCIL MEETING DATE:
JANUARY 21, 2020

TITLE:
DISCUSS AND CONSIDER DIRECTING STAFF TO RESTRUCTURE OR DISBAND ONE OR MORE EXISTING CITY COUNCIL COMMITTEES AND MAKE ANY APPOINTMENT CHANGES {STRATEGIC PLAN NO. 5, 1}

/s/ Kristine Ridge
CITY MANAGER

RECOMMENDED ACTION
Discuss and consider directing staff to restructure or disband one or more existing City Council Committees and make any appointment changes.

DISCUSSION
To ensure the diverse issues and challenges facing the City are adequately addressed, the City Council has the ability to establish council committees either as standing committees or “Ad Hoc” committees. Standing committees continue indefinitely and require periodic evaluation to ensure the committee is necessary; fulfilling their intended purpose; and, providing value. Ad Hoc committees are formed for a limited duration for a specific goal and then are disbanded. In 1999, the City Council first established standing council committees, with a review of those committees taking place in January of each year.

Currently the City Council has four (4) established committees as follows:

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<th>COMMITTEE</th>
<th>MEMBERS</th>
<th>MEETING SCHEDULE</th>
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<td>Feb., May, Aug., Nov.</td>
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</table>
| Public Safety, Code Enforcement and Neighborhood Empowerment | 1. Penaloza  
2. Villegas  
3. Iglesias | **QUARTERLY**  
2nd Tuesday, 5:30 pm. | Police Department  
Advisory:  
- Planning & Building |
| Legislative Affairs, Ethics, Transparency and Communications | 1. Iglesias  
2. Penaloza  
3. Solorio | **Biannually**  
Feb. & Aug.  
4th Wednesday, 12 noon | City Manager’s Office  
Advisory:  
- City Attorney  
- Clerk of the Council |
| Youth, Education and Community Services Committee AND | 1. Iglesias  
2. Solorio  
3. Villegas | **QUARTERLY**  
Jan., April, July & Oct.  
3rd Monday, 5:30 p.m. | Parks, Recreation and Community Services Agency |
| Joint Santa Ana Unified School District and City Council Committee | | **QUARTERLY**  
Jan., April, July & Oct.  
4th Monday, 5:30 p.m. | |

*No meetings held in over a year.

PURPOSE OF EXISTING COUNCIL COMMITTEES

**Economic Development, Infrastructure, Budget and Technology**
Per the by-laws, the committee shall be a vehicle for informational presentations as well as policy matter consideration related to economic development, infrastructure, budget and technology issues, brought or referred by the City Manager, or a City Department head (Exhibit 1).

**Public Safety, Code Enforcement and Neighborhood Empowerment**
Per the by-laws, the committee shall consider policy matters related to public safety and neighborhood improvement issues, brought or related to public safety or neighborhood improvement issues, brought or referred by a Committee member, the City Manager, or a City Department head (Exhibit 2).

**Legislative Affairs, Ethics, Transparency and Communications**
Per the by-laws, the committee shall consider legislative policy matters related to all City business, brought or referred by a Committee member, the City Manager, a City Agency or the City’s legislative representatives or advocates, as well as receive and review complaints on Code of Conduct and Ethics and how the City communicates with the public (Exhibit 3).
Youth, Education and Community Services Committee
Per the by-laws, the committee shall consider policy matters related to parks, recreation, and education, along with issues concerning youth, brought or referred by a Committee member, the City Manager, or a City Department head (Exhibit 4).

Joint Santa Ana Unified School District and City Council Committee
Per the by-laws, the committee shall consider policy matters related to parks/recreation, and education joint issues concerning youth, brought or referred by a Committee member, the City Manager, or Superintendent of Schools (Exhibit 5).

STRATEGIC PLAN ALIGNMENT
Consideration of this item supports the City's efforts to meet Goal #5 Community Health, Livability, Engagement & Sustainability, Objective #1 (Establish a comprehensive community engagement initiative to expand access to information and create opportunities for stakeholders to play an active role in discussing public policy and setting priorities).

FISCAL IMPACT
There is no material fiscal impact associated with this action.

_____________________________________
Daisy Gomez
Clerk of the Council

Exhibits:
1. Economic Development, Infrastructure, Budget and Technology By-Laws
2. Public Safety, Code Enforcement and Neighborhood Empowerment By-Laws
3. Legislative Affairs, Ethics, Transparency and Communications By-Laws
4. Youth, Education and Community Services Committee By-Laws
5. Joint Santa Ana Unified School District and City Council Committee By-Laws
THE SANTA ANA CITY COUNCIL COMMITTEE ON
ECONOMIC DEVELOPMENT, INFRASTRUCTURE, BUDGET & TECHNOLOGY

BY-LAWS

ARTICLE I -- NAME

The Committee shall be known as the Santa Ana City Council Committee on Economic Development, Infrastructure, Budget and Technology.

ARTICLE II - PURPOSE

The Committee shall be a vehicle for informational presentations as well as policy matter consideration related to economic development, infrastructure, budget and technology issues, brought or referred by the City Manager, or a City Department head.

ARTICLE III - POWERS AND DUTIES

The Committee shall receive input from staff, citizens, business people and other groups and interests in the City in regards to policies that affect economic development, infrastructure, budget and technology issues in the City of Santa Ana.

The committee may provide comment and recommendations regarding information presented. The Committee may provide input and recommendations regarding the implementation of policies related to economic development, infrastructure, budget and technology.

The Committee will not provide direction in matters requiring discretionary approval of City staff. Items requiring City Council direction shall be referred to the full City Council.

ARTICLE IV – COMPOSITION OF THE COMMITTEE

SECTION A – Members
The Committee shall be composed of three sitting members of the Santa Ana City Council.

SECTION B - Officers
The officers shall be a Chair and a Vice-Chair.

The Chair shall preside at all meetings of the Committee. The Chair shall report, at the next regular City Council meeting regarding items reviewed by the Committee.

SECTION C – Term
The officers shall be elected by a majority of the members during the January meeting of the Committee and shall take office immediately. Nominations shall be made from the floor.
SECTION D - Secretary
A Secretary shall be appointed from staff. The secretary shall keep a true and accurate record of all meetings of the Committee, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with that office.

ARTICLE V - MEETINGS

SECTION A - Regular Meeting
The regular meeting shall be held bi-monthly, the date and hour to be set by staff. The meeting place shall be City Hall Ross Annex, 20 Civic Center Plaza, Room 1600, Santa Ana. In the event said meeting place is not available, an alternate site will be selected by staff.

SECTION B - Special Meeting
Special meetings may be called at the discretion of the Chair, at the request of two (2) members, or at the request of the City Manager for the transaction of business as stated in the call for the meeting.

SECTION C - Quorum
A quorum for the transaction of business at any meeting shall consist of a majority of the currently appointed committee members.

SECTION D - Attendance
Excused absences shall be defined as any absence received by the Chair or Secretary two hours before commencement of the meeting.

In as much as it is the desire of the Committee to have a full commitment from each member, the Committee shall review, on a case by case basis, instances of two consecutive absences, excused or unexcused, during a calendar year.

ARTICLE VI - PARLIAMENTARY AUTHORITY
The current edition of Robert’s Rule of Order shall be the authority on all questions of parliamentary law, unless in conflict with these bylaws, the Santa Ana Municipal Code, or the laws of the State of California.

ARTICLE V - ADOPTION AND AMENDMENT OF BYLAWS
These Bylaws shall be recommended by the Committee for City Council approval.

RECOMMENDED BY THE COMMITTEE: MAY 15TH, 2017
PUBLIC SAFETY CODE ENFORCEMENT AND NEIGHBORHOOD
EMPOWERMENT COMMITTEE

BY - LAWS

ARTICLE I - NAME
The Committee shall be known as the Public Safety Code Enforcement and Neighborhood Empowerment Committee.

ARTICLE II - PURPOSE
The Committee shall consider policy matters related to public safety and neighborhood improvement issues, brought or related to public safety and neighborhood improvement issues, brought or referred by a Committee member, the City Manager, or a City Department head.

ARTICLE III - POWERS AND DUTIES
The Committee shall receive input from staff, citizens, business people and other groups and interests in the City in regards to policies or projects that affect public safety and neighborhood improvement issues in the City of Santa Ana.

The Committee shall provide input and recommendations regarding the implementation of policies related to public safety and neighborhood improvement. The Committee will not provide direction in matters requiring discretionary approval of City staff. Items requiring City Council direction shall be referred to the full City Council.

ARTICLE IV - COMPOSITION OF THE COMMITTEE

SECTION A - Members
The Committee shall be comprised of three sitting members of the Santa Ana City Council.

SECTION B - Officers
The officers shall be a Chair and a Vice-Chair.

The Chair shall preside at all meetings of the Committee. The Chair shall report, at the next regular City Council meeting regarding items reviewed by the Committee.

SECTION C - Term
The officers shall be elected by a majority of the members during the January meeting of the Committee and shall take office immediately. Nominations shall be made from the floor.

SECTION D - Secretary
A secretary shall be appointed from staff. The secretary shall keep a true and accurate record of all meetings of the Committee, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with that office.
ARTICLE V - MEETINGS

SECTION A - Regular Meeting
The regular meeting shall be held at least quarterly, the date and hour to be set by staff. The meeting place shall be the Ross Annex, Room 1600 at the Santa Ana City Hall, 20 Civic Center Plaza, Santa Ana as the capabilities of the room include video/audio, film and live streaming. In the event said meeting place is not available, an alternate site will be selected by staff.

SECTION B - Special Meeting
Special meetings may be called at the discretion of the Chair, or at the request of two (2) members, for the transaction of business as states in the call for the meeting.

SECTION C - Quorum
A quorum for the transaction of business at any meeting shall consist of a majority of the currently appointed committee members.

SECTION D - Attendance
Excused absences shall be defined as any absence received by the Chair or Secretary two hours before commencement of the meeting.

In as much as it is the desire of the Committee to have a full commitment from each member, the Committee shall review, on a case by case basis, instances of two consecutive absences, excused or unexcused, during a calendar year.

ARTICLE VI - PARLIAMENTARY AUTHORITY
The current edition of Robert's Rule of Order shall be the authority on all questions of parliamentary law, unless in conflict with these bylaws, the Santa Ana Municipal Code, or the laws of the State of California.

ARTICLE VII - ADOPTION AND AMENDMENT OF BYLAWS
These Bylaws shall be recommended by the Committee for City Council approval.

RECOMMENDED BY THE COMMITTEE
LEGISLATIVE AFFAIRS, ETHICS, TRANSPARENCY, AND COMMUNICATION COUNCIL COMMITTEE

BY-LAWS

ARTICLE I — NAME

The Committee shall be known as the Legislative Affairs, Ethics, Transparency, and Communication Council Committee.

ARTICLE II — PURPOSE

The Committee shall consider legislative policy matters related to all City business, brought or referred by a Committee member, the City Manager, a City Agency or the City's legislative representatives or advocates, as well as receive and review complaints on Code of Conduct and Ethics and how the City communicates with the public.

ARTICLE III — POWERS AND DUTIES

The Committee shall receive input from staff, citizens, business people, legislative representatives and advocates in regard to legislative matters before the State or Federal government. The Committee shall make recommendations to the Council on legislative priorities.

The Committee is tasked with periodic review of the 2008 voter approved Code of Conduct and Ethics to ensure that the code is an effective and vital document.

Also, the Committee may recommend policies, protocols, and strategies to effectively communicate with residents, businesses, media, and interested parties.

The Committee will not provide direction in matters requiring discretionary approval of City staff. Items requiring City Council direction shall be referred to the full City Council.

ARTICLE IV — COMPOSITION OF THE COMMITTEE

SECTION A — Members

The Committee shall be composed of three sitting members of the Santa Ana City Council.

SECTION B — Officers

There shall be a Chair and a Vice-Chair.

The Chair shall preside at all meetings of the Committee. The Chair shall report, at the next regular City Council meeting regarding items reviewed by the Committee.

SECTION C — Term
The officers shall be elected by a majority of the members during the January meeting of the Committee and shall take office immediately. Nominations shall be made from the floor.

SECTION D – Secretary
A Secretary shall be appointed from staff. The secretary shall keep a true and accurate record of all meetings of the Committee, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with that office.

ARTICLE V – MEETINGS

SECTION A – Regular Meeting
The regular meeting shall be held at least quarterly, the date and hour to be set by staff. The meeting place shall be City Hall Ross Annex, Room 1600, 20 Civic Center Plaza, Santa Ana. In the event said meeting place is not available, an alternate site will be selected by staff.

SECTION B – Special Meeting
Special meetings may be called at the discretion of the Chair, or at the request of a member, for the transaction of business as stated in the call for the meeting.

SECTION C – Quorum
A quorum for the transaction of business at any meeting shall consist of a majority, being both members of the currently appointed committee members.

SECTION D – Attendance
Excused absences shall be defined as any absence received by the Chair or Secretary two hours before commencement of the meeting.

In as much as it is the desire of the Committee to have a full commitment from each member, the Committee shall review, on a case by case basis, instances of two consecutive absences, excused or unexcused, during a calendar year.

ARTICLE VI – PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rule of Order shall be the authority on all questions of parliamentary law, unless in conflict with these bylaws, the Santa Ana Municipal Code, or the laws of the State of California.

ARTICLE V – ADOPTION AND AMENDMENT OF BYLAWS

These Bylaws shall recommended by the Committee for City Council approval.

RECOMMENDED BY THE COMMITTEE: July 19, 2017

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THE SANTA ANA CITY COUNCIL COMMITTEE ON YOUTH, EDUCATION AND COMMUNITY SERVICES

BY – LAWS

ARTICLE I – NAME
The Committee shall be known as the Santa Ana City Council Committee on Youth, Education and Community Services.

ARTICLE II - PURPOSE
The Committee shall consider policy matters related to parks, recreation, and education along with issues concerning youth, brought or referred by a Committee member, the City Manager, or a City Department head.

ARTICLE III – POWERS AND DUTIES
The Committee shall receive input from staff, citizens, and other groups and interests in the City in regards to policies or projects that affect parks, recreation, education and youth related issues in the City of Santa Ana.

The Committee shall provide input and recommendations regarding the implementation of policies related to parks, recreation, education and youth. The Committee will not provide direction in matters requiring discretionary approval of City staff. Items requiring City Council direction shall be referred to the full City Council.

ARTICLE IV – COMPOSITION OF THE COMMITTEE

SECTION A - Members
The Committee shall be composed of three sitting members of the Santa Ana City Council.

SECTION B - Officers
The officers shall be a Chair and a Vice-Chair.

The Chair shall preside at all meetings of the Committee. The Chair shall report at the next regular City Council meeting regarding items reviewed by the Committee.

SECTION C - Term
The officers shall be elected by a majority of the members during the January meeting of the Committee and shall take office immediately. Nominations shall be made from the floor.

SECTION D - Secretary
A Secretary shall be appointed from staff. The secretary shall keep a true and accurate record of all meetings of the Committee, shall issue notice of all regular and
special meetings, and shall perform such duties as are generally associated with that office.

ARTICLE V - MEETINGS

SECTION A - Regular Meeting
The regular meeting shall be held at least quarterly, the date and hour to be set by staff. The meeting place shall be City Hall Ross Annex, 1st Floor Conference Room 1600, 20 Civic Center Plaza, Santa Ana. In the event said meeting place is not available, an alternate site will be selected by staff.

SECTION B - Special Meeting
Special meetings may be called at the discretion of the Chair, or at the request of two (2) members, for the transaction of business as stated in the call for the meeting.

SECTION C - Quorum
A quorum for the transaction of business at any meeting shall consist of a majority of the currently appointed committee members.

SECTION D - Attendance
Excused absences shall be defined as any absence received by the Chair or Secretary two hours before commencement of the meeting.

In as much as it is the desire of the Committee to have a full commitment from each member, the Committee shall review, on a case by case basis, instances of two (2) consecutive absences, excused or unexcused, during a calendar year.

ARTICLE VI - PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall be the authority on all questions of parliamentary law, unless in conflict with these bylaws, the Santa Ana Municipal Code, or the laws of the State of California.

ARTICLE V - ADOPTION AND AMENDMENT OF BYLAWS

These Bylaws shall recommended by the Committee for City Council approval.

RECOMMENDED BY THE COMMITTEE: 3/27/17
THE SANTA ANA CITY COUNCIL & SANTA ANA UNIFIED SCHOOL DISTRICT
JOINT POLICY COMMITTEE

BY - LAWS

ARTICLE I - NAME

The Committee shall be known as the Santa Ana City Council & Santa Ana Unified
School District Joint Policy Committee.

ARTICLE II - PURPOSE

The Committee shall consider policy matters related to parks/recreation, and education
joint issues concerning youth, brought or referred by a Committee member, the City
Manager, or Superintendent of Schools.

ARTICLE III - POWERS AND DUTIES

The Committee shall receive input from staff, citizens, and other groups in regards to
policies or projects that affect joint issues in parks, recreation, education, schools and
joint use sites in the City of Santa Ana.

The Committee shall provide input and recommendations regarding the implementation
of policies related to schools and city programs & facilities. The Committee will not
provide direction in matters requiring discretionary approval of City staff. Items
requiring City Council direction shall be referred to the full City Council.

ARTICLE IV - COMPOSITION OF THE COMMITTEE

SECTION A - Members
The Committee shall be composed of three sitting members of the Santa Ana
City Council and two sitting Board members of the Santa Ana Unified School District.

SECTION B - Officers
The officers shall be a Chair and a Vice-Chair from each organization.

The Chair shall preside at all meetings of the Committee. The Chair shall report
at the next regular City Council or Board of Education meeting regarding items reviewed
by the Committee.

SECTION C - Term
The officers shall be elected by a majority of the members during the January
meeting of the Committee and shall take office immediately. Nominations shall be made
from the floor.
SECTION D - Secretary

A Secretary shall be appointed from staff. The secretary shall rotate between the City and SAUSD to keep a true and accurate record of all meetings of the Committee, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with that office.

ARTICLE V - MEETINGS

SECTION A - Regular Meeting

The regular meeting shall be held at least twice a year (April and October), the date and hour to be set by staff. The meeting place shall rotate between City Hall Ross Annex, 1st Floor Conference Room 1600, 20 Civic Center Plaza, Santa Ana and the Santa Ana Unified School District Board Room, 1601 E. Chestnut, Santa Ana, California. In the event said meeting place is not available, an alternate site will be selected by staff.

SECTION B - Special Meeting

Special meetings may be called at the discretion of the Chair, or at the request of two (2) members, for the transaction of business as stated in the call for the meeting.

SECTION C - Quorum

A quorum for the transaction of business at any meeting shall consist of two appointed committee members from one organization and one from the other organization.

SECTION D - Attendance

Excused absences shall be defined as any absence received by the Chair or Secretary two hours before commencement of the meeting.

In as much as it is the desire of the Committee to have a full commitment from each member, the Committee shall review, on a case by case basis, instances of two (2) consecutive absences, excused or unexcused, during a calendar year.

ARTICLE VI - PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall be the authority on all questions of parliamentary law, unless in conflict with these bylaws, the Santa Ana Municipal Code, or the laws of the State of California.

ARTICLE V - ADOPTION AND AMENDMENT OF BYLAWS

These Bylaws shall be recommended by the Committee for the City Council and the Santa Ana Unified School District Board of Education approval.

RECOMMENDED BY THE COMMITTEE: