



MEMORANDUM

TO: CITY COUNCIL

FROM: JAMES A. BERGMAN, CITY MANAGER

SUBJECT: CONSIDERATION OF ESTABLISHING A CITY COUNCIL AD HOC COMMITTEE RELATED TO STRATEGIC CONCEPTS

DATE: FEBRUARY 11, 2020

SUMMARY OF ACTION:

The City Council will discuss and consider establishing an ad hoc committee to assist in the further refinements to strategic concepts presented on January 21, 2020

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is no financial impact projected from this action.

RECOMMENDATION:

It is recommended the City Council 1) review background information about the use of ad hoc committees, 2) establish the specific purpose, timeframe and make up of a desired ad hoc committee, and 3) if desired, select members of the City Council to serve on the ad hoc committee.

BACKGROUND:

At the January 28, 2020 City Council meeting, Mayor Ray Russom and Council Members Paulding and George recommended the Council establish an ad hoc committee of Council Members to assist with City strategic planning efforts.

ANALYSIS OF ISSUES:

The Brown Act applies to "legislative bodies," including standing committees or commissions or a body created by charter, ordinance, resolution or other formal action of a legislative body. Any committee, regardless of its composition, that has either continuing subject matter jurisdiction or a meeting schedule fixed by formal action of the legislative body is a legislative body. Under the Brown Act, the term "legislative body" excludes temporary advisory committees (often referred to as "ad hoc" committees) composed solely of less than a quorum of members of the legislative body, provided they are not committees that have continuing subject matter jurisdiction or a fixed meeting schedule. If the advisory committee membership includes persons other than members of the legislative body, then it is a legislative body subject to the Brown Act. To be an ad hoc committee exempt from the Brown Act, the advisory body should have a defined task and

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be of limited duration. In this case, the defined task would be to further refine the strategic concepts presented to the Council at the January 21, 2020 regular meeting and report back to the Council as soon as possible.

Another option available to the Council is establishing a standing committee. Standing committees of a legislative body, which consist solely of less than a quorum of the body, are subject to the requirements of the Brown Act. Some common examples include the finance, personnel, or similar policy subcommittees of a city council or other city legislative body that have either some “continuing subject matter jurisdiction” or a meeting schedule fixed by formal action of the legislative body. Standing committees exist to make routine and regular recommendations on a specific subject matter; they survive resolution of any one issue or matter, and are a regular part of the governmental structure. The Council could create a standing committee with continuing subject matter jurisdiction regarding the strategic plan concepts. The standing committee could include citizens and staff members if desired, but would have to comply with the meeting noticing and other requirements of the Brown Act.

ALTERNATIVES:

The following alternatives are provided for the Council’s consideration:

1. Consider establishing an ad hoc committee composed of two Council members to coordinate with staff and report back to City Council regarding City strategic concepts;
2. Do not consider establishing an ad hoc committee; or
3. Provide direction to staff.

ADVANTAGES:

Since this is a high priority project for the City, it will be helpful to have direct involvement by representatives of the Council regarding these efforts. In addition, the Committee will report to, and solicit feedback from, the full City Council at the conclusion of the assignment. This will help ensure that staff efforts reflect the priorities and concerns of the City Council.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City’s website in accordance with Government Code Section 54954.2.