



Resolution Establishing Standing Committees and the Code of Conduct for Standing Committees

**CITY COUNCIL MEETING
OCTOBER 20, 2022**

EFFECTIVE SERVICE DELIVERY AND GOVERNANCE – TOWN GOALS 2022

KEY PROJECTS/INITIATIVES	MILESTONES FOR 2022	QUARTER OF COMPLETION	STATUS
Increase Effective Use of Committees	Standardize meeting & Create Committee Norms	Q2	P
	Hold an annual Committee Roundtable	Q3	✓
	Hold an annual City Council meeting with Committees	Q1	✓

✓ Complete

P In progress

S SCHEDULED

∅ Project yet to be started

STANDING COMMITTEES

The City Council values the role the Town's standing committees serve in providing advice to the Council. The Town's eleven standing committees are an important part of the Town's governance structure.

To standardize how committees operate, improve alignment with council goals, and best use staff resources, changes to the resolution establishing the committees by adding a comprehensive Code of Conduct for Standing Committees is being proposed.

STANDING COMMITTEES

- All committees are established at the discretion of City Council, except for those required by state law, such as the Planning Commission. The City Council has the authority to establish the procedures and requirements for the committees to follow (Government Code Section 54974)
- The Council has the authority to appoint committee members and therefore Council is also authorized to establish rules for the committees. There is no requirement that Council's actions be reviewed or approved by the committees

STANDING COMMITTEES – WHAT HAS HAPPENED IN 2022

- Committees met with the City Council on January 10 to develop goals.
- Committees have expressed the need for greater access and transparency of proceedings.
- The Mayor and City Manager met with Committee Chairs on March 30 to discuss committee norms and standards.
- A consultant enlisted committee input by conducting a survey for had a 57% response rate by committee members.

WHY NO REDLINED DOCUMENT?

Existing Documents:

- Council Adopted Standing Committee Resolution which includes a Code of Conduct
- Committee Guidelines (created by staff to assist in running a meeting)

The Proposed documents include:

- Revised Standing Committee Resolution
 - Code of Conduct removed and relocated into Code of Conduct
- ~~Committee Guidelines (created by staff to assist in running a meeting)~~
- New Code of Conduct
 - Relocated Code of Conduct from Standing Committee Resolution
 - Brown Act
 - In Line with:
 - FPPC
 - State Law
 - Rosenberg's / Roberts Rules of Order
 - Best Practices from other Agency Guidelines

WHAT IS IN THE CURRENT STANDING COMMITTEE RESOLUTION TODAY?

- Workplan from each Committee
- City Council Approval of Meeting Time and Place
- Committee Officers Serving Concurrent Terms
- Evaluation of Committee Action and Directions
- Terms of Committee Members
- Concurrent Terms on Certain Committees
- Associate Membership Approval for Land Use Committees
- Expressing Personal Opinions on Matters Before Committees

Workplan:

Current Standing committee resolution:

- (a) Each Standing Committee shall meet with the City Council, once a year at the Council's request, to discuss and report on its goals, projects, accomplishments and concerns.

Approval of Time and Meeting Place

Each Standing Committee shall establish a time and place for its regular meetings. ***Once the Standing Committee has established a time and place for its regular meetings, the Standing Committee shall request the City Council to approve the time and place of the regular meeting.***

Committee Officers serving concurrent terms

At its first regular meeting in July of each year, each Standing Committee shall elect, by a simple majority of the members present, from its membership a Chairperson, Vice Chairperson, Secretary and such other officers as the Standing Committee deems advisable, who ***shall not serve for more than two {2} consecutive one {1} year terms. If at the time of the election, it is determined that there are no viable nominations for the slate of officers including the Chairperson, the Committee may request an exemption of the general rule pertaining to the term(s) for the Officers/Chairperson from the City Council.***

Evaluation of committee actions and directions

The City Council shall advise Standing Committees of any evaluation made of the Standing Committee's actions and direction, and any proposed action to amend the Standing Committees charges.

Terms of Committee Members

be eligible for reappointment upon application to the City Council, but the City Council shall encourage new applicants in order to promote widespread community involvement. To achieve this, ***the City Council will generally not appoint an applicant who has served for two {2} consecutive terms as a member of that Committee, within a period of two {2} years from the expiration of their most recent term.*** These term limits do not constrain a resident from being appointed as an associate member of that Committee, nor from applying for appointment to any other Town Committee.

Serving on Concurrent Committees

- (i) not serve as a member (as distinguished from an associate member) on more than one of the following committees concurrently: Pathways Committee; Open Space Committee; and Environmental Design and Protection Committee. Individual committee members currently serving as members on more than one of these committees are grandfathered in and may continue to serve on more than one of these committees until their respective term ends on one of the these committees.

Approval of Associate Members

- (a) The associate members of each Standing Committee shall be appointed by a majority vote of their respective committees. Each Associate Committee member shall:

the appointment of associate members of the Environmental Design and Protection Committee, Pathways Committee, and Open Space Committee shall be subject to the approval of the City Council. ***Notwithstanding the foregoing, if the duties of the associate members of those committees do not include site visits, City Council approval shall not be required.***

Note: This came about because non-residents can be associate members. The Council was concerned about non-residents going on resident's properties without proper vetting.

Expressing Personal Opinions

Note from City Attorney's Office:

This does not include the exact language from the FPPC regulation. Although this summarizes the regulation, if you wish to include a statement related to this then we recommend including the full FPPC language, not just a summary to ensure the language accurately reflects the FPPD regulation.

PROPOSED STANDING COMMITTEE RESOLUTION & CODE OF CONDUCT

- Orientations
- Oaths of Office (California Constitution Article XX, Section 3)
- Form 700 (Town's conflict-of-interest code/FPPC)
- Draft minutes provided to staff for addition on City Council agenda in 5 days (New)
- Procedures for running a meeting (Brown Act/Rosenberg's Rules)
- Interaction with Town staff (Existing Standing Reso and Best Practices)
- Interaction with Town vendors (Best Practices)
- Interaction with the Public (Existing Standing Reso and Best Practices)
- Political Reform Act Regulations and Government Section 1090
- Addition / Removal of items by CM appealable to CC (Best Practices)

- Draft minutes provided to staff for addition on City Council agenda in 5 days (New)
 - Committees asked that their voice be elevated to the Council
- Interaction with Town staff (Existing Standing Reso and Best Practices)
 - Maintain positive civic discourse and professionalism
- Interaction with Town vendors (Best Practices)
 - Manage change orders and scope creep
 - Maintain negotiating position with vendors as they perceived amount of work and potential client management
 - Manage continuity of messaging and deliverables from vendor to council and community
- Interaction with the Public (Best Practices)

- Representing the Town and Council
- Avoid multiple messages or inconsistent messaging from individual committee members
- Addition / Removal of items by CM appealable to CC (Best Practices)
 - Avoid conflict of interest and Brown Act Violations
 - Avoid duplication and conflict between committees
 - Appealable to the Council

RECOMMENDATION

- Direct staff to create a process to receive comments from committees on the proposed revisions. Staff will then analyze the comments and return to the City Council to propose revised recommendations to the standing committee resolution and code of conduct.

QUESTIONS FROM THE COUNCIL
