



# City of Carson Report to Mayor and City Council

May 7, 2013  
Unfinished Business

**SUBJECT: CONSIDERATION OF CITY COUNCIL COMMITTEES**

Submitted by Donesia L. Gause, CMC  
City Clerk

Approved by David C. Biggs  
City Manager

## **I. SUMMARY**

This item was continued from April 16, 2013, at the request of Mayor Dear.

## **II. RECOMMENDATION**

Mayor Dear to TAKE the following actions:

1. CONSIDER the status of any City Council Committee as listed on Exhibit No. 1.
2. CONSIDER and CREATE any new City Council Committees in accordance with Standard Management Procedure No. 1.45 and DETERMINE if the same are "standing committees" or "*ad hoc* committees." (Exhibit No. 2)
3. DESIGNATE member assignments to the City Council Committees.

## **III. ALTERNATIVES**

1. CONTINUE consideration of City Council Committees listed on Exhibit No. 1 to another date.
2. TAKE any other action the City Council may deem appropriate.

## **IV. BACKGROUND**

On April 16, 2013, Mayor Dear requested that the Council Members provide a list of City Council Committees that they each would be interested in serving on. He referred to the List of City Council Committees (Inactivated/Reactivated) dated April 16, 2013 (Exhibit No. 3) and made the following changes:

Item No. 29: City Council Restaurants Committee renamed to City Council Restaurants/Entertainment/Retail/Theatre Committee;

Item No. 5: City Council City Attorney's Contract Committee renamed to City Council City Attorney's Contract/Litigation/Prosecution Committee; and

Item No. 21, City Council Litigation Committee to remain inactive.

**V. FISCAL IMPACT**

Funds for regular meetings of each of the City Council Committees are included in the City Council budget.

**VI. EXHIBITS**

1. Listing of City Council Committees (Inactivated/Reactivated) dated April 17, 2013. (pgs. 3-9)
2. Standard Management Procedure No. 1.45. (10-12)
3. Staff Report, April 16, 2013, Item No. 17. (pgs. 13-38)
4. Unofficial Minutes of City Council, April 16, 2013, Item No. 17. (pg. 39)

Prepared by: Wanda Higaki, Chief Deputy City Clerk

TO:Rev03-08-12

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

**Action taken by City Council**

Date _____	Action _____

# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
\*Established by Minute Order

Committee	Members	Prior Service History
1. <b>Accountability &amp; Ethics (S)</b> (Established: 5/3/05*) (Formerly a Task Force) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09) Avilla (4/21/09) ( <i>Ex-officio</i> )	<u>Members</u> Dear (5/3/05); Santarina (5/3/05); Kawagoe (4/21/09) (5/3/05) <i>Ex-officio</i> ; Avilla (5/3/05) ( <i>Ex-officio</i> )
2. <b>Beautification Governance (S)</b> (Formerly Beautification) (Established: 9/20/05) (Sunset on 10/4/05)	<b>Inactivated: 3/21/07</b>	<u>Members</u> Gipson (12/13/05); Dear (10/4/05) (9/20/05); Santarina (10/4/05) (9/20/05)
3. <b>Bingo (S)</b> (Established: 6/25/84*) (Inactivated: 4/3/01) (Reactivated: 5/28/02) (Inactivated: 12/21/04) (Reactivated: 4/21/09) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Santarina (4/21/09) Vacant (Ruiz-Raber)	<u>Members</u> Ruiz-Raber (4/21/09); Santarina (4/21/09) (5/18/04) (8/19/03) (4/1/03); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/20/99); Frank (8/6/02) (5/28/02); Fajardo (4/1/97)  <u>Alternates</u> All Remaining Members (5/18/04) (8/19/03) (4/1/03) (8/6/02) (1/9/01)
4. <b>Carson Foreclosure Protection (A)</b> (Established: 4/21/09*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u>
5. <b>City Attorney's Contract/Litigation/Prosecution(S)</b> (Formerly City Attorney's Contract: 4/16/13) (Established: 6/7/88*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Santarina (5/3/05) (12/21/04) (5/18/04); Calas (8/19/03) (4/1/03) (8/6/02) (4/2/02) (5/16/00); Frank (8/6/02) (4/2/02) (4/20/99)



# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
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Committee	Members	Prior Service History
6. City Governance (S) (Established: 11/1/05)	Inactivated: 12/13/06	<u>Members</u> Groomes (11/1/05); Kawagoe (11/1/05); Avilla (11/1/05); Wynder (11/1/05); Walter Neil (Chamber Rep.) (11/15/05); George Pardon (CSUDH Rep.) (11/15/05); Major Johnson (Faith Comm. Rep.) (11/15/05); Dobard (At-Large Rep.) (11/15/05); Eddie Duque (At-Large Rep.) (11/15/05)
7. City Hall Building Improvements (S) (Established: 6/1/99*) (Inactivated: 3/21/07) (Reactivated: 7/3/07) (Formerly Council Chamber Improvements) (Formerly Civic Center Building Improvements: 11/8/07) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Davis-Holmes (4/21/09) Avilla (4/21/09) ( <i>Ex-officio</i> )	<u>Members</u> Dear (5/6/08) (5/3/05) (12/21/04) (5/18/04); Davis-Holmes (7/3/07); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04); Avilla (7/3/07) (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/1/99); Kawagoe (4/21/09) ( <i>Ex-officio</i> ) (7/3/07) (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/1/99); Frank/Calas (7/3/07) (5/3/05) (12/21/04) (5/18/04); Penn/Boyce (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/1/99)
8. Commercial and Public Signage (S) (Established: 6/19/01*) (Formerly Sign Ordinance: 7/7/09) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Vacant (Ruiz-Raber)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/19/01); Ruiz-Raber (4/21/09); Santarina (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Sweeney (8/6/02); Calas (4/2/02) (6/19/01)
9. Community/Senior Center (S) (Established: 6/14/91*) (Formerly Community Center) 7/19/05) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (4/3/01); Kawagoe (9/15/09); Williams (5/3/05) (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (4/1/97); Fajardo (4/1/97)
10. Council Chambers Technology Issues (A) (Established: 12/18/07*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Davis-Holmes (4/21/09)	<u>Members</u> Dear (12/18/07); Davis-Holmes (12/18/07)

4.

# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
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Committee	Members	Prior Service History
11. Council Economic Development (A) (Established: 9/7/99)	Inactivated: 5/3/05	<u>Members</u> Calas (5/16/00); Ontal (5/16/00) <u>Alternates</u> All Remaining Members (1/9/01)
12. Education (A) (Established: 5/3/05*) (Formerly a Task Force) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05); Ruiz-Raber (5/3/05); Santarina (3/21/07)
13. Fireworks Stands (S) (Established: 4/3/97*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Gipson (8/3/10) Santarina (4/21/09)	<u>Members</u> Gipson (5/3/05); Santarina (8/19/03) (4/1/03); Dear (4/21/09) (3/21/07); Williams (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (4/3/97); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04); Williams (12/21/04); Frank (8/6/02) (4/2/02) (4/3/01); Fajardo (4/3/97)
14. General Plan Advisory (A) (Established: 5/4/99) (Inactivated: 4/3/01) (Reactivated: 4/1/03)	Inactivated: 12/21/04	<u>Members</u> Dear (5/18/04) (8/19/03); Calas (5/18/04) (8/19/03) (4/1/03) (5/4/99); Sweeney (4/1/03); Ontal (5/4/99) <u>Alternates</u> All Remaining Members (5/18/04) (8/19/03) (4/1/03)
15. Government Efficiency Blue Ribbon (A) (Established: 1/25/94*) (Inactivated: 4/20/99) (Reactivated: 4/1/03) (Inactivated: 3/21/07) (Reactivated: 4/21/09) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (10/4/05) (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Santarina (5/3/05) (12/21/04) (5/18/04); Williams (10/4/05); Ruiz-Raber (11/1/05) (8/19/03) (4/1/03); Kawagoe (7/7/09) <i>Ex-officio</i>



# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

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16. <b>Government Organization (A)</b> (Established: 10/4/05*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (10/4/05); Williams (10/4/05)
17. <b>Home Depot Center (S)</b> (Established: 4/1/03*) (Formerly Home Depot Training Ctr. (7/19/05) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Santarina (4/21/09) Vacant (Ruiz-Raber)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Ruiz-Raber (4/21/09) (5/3/05) (12/21/04) (5/18/04); Davis-Holmes (3/21/07); Williams (11/1/05); Santarina (8/19/03) (4/1/03)
18. <b>Housing (S)</b> (Established: 3/7/89*) (Formerly Senior Housing: 4/19/99) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Gipson (3/21/07); Williams (5/3/05) (12/21/04); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04) (8/19/03); Calas (5/18/04) (8/19/03) (8/6/02) (4/2/02) (4/3/01); Sweeney (4/1/03) (8/6/02) (4/2/02) (4/1/97); Fajardo (2/2/93)
19. <b>Labor Negotiators (A)</b> (Established: 6/6/95*) (Formerly City Manager's Contract: 7/5/05) (Formerly City Manager) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Vacant (Ruiz-Raber)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03); Ruiz-Raber (4/20/10); Gipson (5/3/05) (4/21/09); Santarina (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02); Sweeney (4/1/03) (8/6/02) (4/2/02) (4/1/97); Ontal (4/2/02) (4/20/99)
20. <b>Landscape &amp; Monument (S)</b> (Established: 7/5/05*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (5/9/11) Santarina (4/20/10) Avilla (4/21/09) <i>Ex-officio</i>	<u>Members</u> Dear (7/5/05); Avilla (3/21/06); Kawagoe (4/21/09) <i>Ex-officio</i> (7/5/05); Ruiz-Raber (4/21/09); Davis-Holmes (4/21/09) (3/21/07); Williams (7/5/05)



# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

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21. <b>Litigation (A)</b> (Established: 10/4/05) (Inactivated: 3/21/07 and Reaffirmed on 4/16/13)	<b>INACTIVE</b>	<u>Member</u> Dear (10/4/05); Santarina (11/1/05); Ruiz-Raber (10/4/05)
22. <b>Lobbying Firm (State/Federal) (A)</b> (Established 11/8/00*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (12/21/10)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02); Santarina (5/3/05) (12/21/04) (5/18/04) (8/19/03); Davis-Holmes (4/20/10); Sweeney (4/1/03) (8/6/02) (4/2/02) (11/8/00); Ontal (4/2/02) (4/3/01) (11/8/00)
23. <b>Mobilehome Space Rent Control Ordinance(S)</b> (Established: 3/23/87*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (8/6/02) (4/2/02) (4/3/01); Williams (5/3/05) (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/18/97); Fajardo/Calas; Vacant (Tenant); Vacant (Owner) (5/16/00)
24. <b>Personnel (S)</b> (Established: 8/19/88*) (Formerly Employment Hiring: 1/2/90) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (12/21/04) (5/18/04); Santarina (3/21/07) (8/19/03) (4/1/03); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04); Williams (5/3/05); Calas (8/19/03) (4/1/03) (8/6/02) (4/2/02) (7/6/99); Frank (8/6/02); Ontal (4/2/02) (4/3/01); Fajardo (5/16/00)
25. <b>Policy (S)</b> (Established: 10/4/05)	<b>Inactivated: 12/20/11</b>	<u>Members</u> Dear (4/21/09) (10/4/05); Santarina (4/21/09); Kawagoe (4/21/09) <i>Ex-officio</i> : Williams (10/4/05)



# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
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Committee	Members	Prior Service History
26. <b>Proposals and Recommendation re: Classification/Organization/Management Study Salary/Compensation Survey (S)</b> (Established: 9/19/95*) (Inactivated: 4/20/99) (Reactivated: 4/1/03) (Inactivated: 5/3/05) (Reactivated: 4/21/09) (From Ad Hoc to Standing: 6/2/09) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Davis-Holmes (4/21/09)	<u>Members</u> Williams (12/21/04); Ruiz-Raber (12/21/04) (5/18/04) (8/19/03) (4/1/03); Calas (5/18/04) (8/19/03); Sweeney (4/1/03)  <u>Alternates</u> All Remaining Members (12/21/04) (5/18/04) (8/19/03) (4/1/03)
27. <b>Public Safety (S)</b> (Established: 5/3/05*) (Formerly a Task Force) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Vacant (Ruiz-Raber)	<u>Members</u> Dear (5/3/05); Ruiz-Raber (4/21/09) (11/8/06); Davis-Holmes (3/21/07); Gipson (5/3/05)
28. <b>Economic Development (S)</b> (Formerly Redevelopment Agency: 4/2/13) (Established: 8/4/98*) (Formerly Agency) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02); Santarina (5/3/05) (12/21/04) (5/18/04) (8/19/03); Sweeney (4/1/03) (8/6/02) (4/2/02) (8/4/98); Ontal (4/2/02) (5/16/00)
29. <b>Restaurants/Retail, Entertainment, Theatre(A)</b> (Established: 5/3/05*) (Formerly a Task Force) (Formerly Restaurants: 4/16/13) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05); Gipson (5/3/05)





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Committee	Members	Prior Service History
30. <b>Technology (S)</b> (Established: 5/3/05*) (Formerly a Task Force) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Davis-Holmes (4/21/09)	<u>Members</u> Dear (5/3/05); Williams (5/3/05)
31. <b>Teen Center (A)</b> (Established: 9/5/00*) (Formerly Teen Center Committee) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Davis-Holmes (3/21/07); Gipson (5/3/05); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04) (8/19/03) (5/20/03); Williams (12/21/04); Calas (5/18/04) (8/19/03) (5/20/03) (9/5/00); Frank (9/5/00)
32. <b>Women's Issues (A)</b> (Established: 5/3/05) (Formerly a Task Force)	<b>Inactivated: 3/21/07</b>	<u>Members</u> Dear (11/21/06); Ruiz-Raber (5/3/05); Gipson (5/3/05)





## CITY OF CARSON

 RECEIVED  
CITY CLERK

12 MAR 13 PM 12:11

## POLICY/PROCEDURE

NUMBER: 1:45

CITY OF CARSON

SUBJECT  
COUNCIL SUB-COMMITTEES

ORIGINAL ISSUE:

2/05/92

EFFECTIVE:

2/5/92

CURRENT ISSUE:

2/21/12

EFFECTIVE:

2/21/12

CATEGORY

I. CITY COUNCIL POLICY

SUPERSEDES  
1/19/10

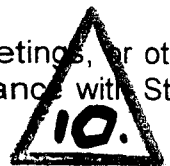
## I. PURPOSE AND SCOPE

To establish operational guidelines and procedures regarding the holding of sub-committee. This policy shall not affect City commissions, committees or boards created by formal Council action or by ordinance and meetings called therefore in compliance with the Brown Act.

## II. GENERAL

## Sub-Committees Created by City Council Action

- A. Creation of sub-committees. There are two types of City Council sub-committees recognized by the City: standing sub-committees and ad hoc sub-committees. No City Council sub-committee may consist of more than two members of the Council, although the Council may designate as members of the sub-committee other elected officials and citizens of Carson. All sub-committee members shall be appointed by the Mayor subject to formal approval by a majority of Councilmembers present and voting at a properly noticed and agendized public meeting.
- B. Standing sub-committees. A standing sub-committee is one created for an indefinite time period or to address general subjects. Generally, any sub-committee created that does not clearly qualify, as an ad hoc sub-committee will be standing sub-committee.
- C. Ad hoc sub-committee. An ad hoc sub-committee is one created for a limited period to address a specific subject or issue of a temporary nature.
- D. Brown Act. All standing sub-committees and ad hoc sub-committees shall comply with all provisions of the brown act, except that an ad hoc sub-committee comprised solely of two Councilmembers and no other persons are exempted, in accordance with state law.
- E. No exceptions. There are no exceptions to this **SMP**. All bodies created by formal City Council action which include one or more Councilmembers, whether called a committee, taskforce, special committee, advisory committee, or any other name, shall be considered either standing sub-committee or ad hoc sub-committee for purposes of this SMP.
- F. Informational advisory or other group, town hall style meetings, community meetings, or other collective gatherings are not required to comply with the Brown Act, in accordance with State law.
- G. Nothing in this Section should be construed to limit the ability of any member of the Council from calling or attending any meeting(s) with constituents when no City resources are used.



### III. PROCEDURE

The following applies to sub-committees created by formal action or meetings approved by the Council. It does not apply to informational advisory or other group, town hall style meeting, community meeting, or other collective gatherings held by one or two Council members together.

#### Meetings

- A. The meeting dates/times will be organized by the General Manager or senior staff member assigned to the sub-committee.
- B. Meeting dates/times will be arranged to accommodate the schedules of the Councilmember(s) appointed to the sub-committee.
- C. Meeting dates/times and agendas may be scheduled on short notice provided all formal posting and notification requirements of the Brown Act are met, unless the sub-committee is not subject to the Brown Act (see Section II, Brown Act).

#### Sub-committee Agenda Items

- A. Any member of a City Council Sub-committee and/or the City Manager may place items on the agenda for consideration by a City Council Sub-committee.
- B. Agenda preparation will be completed by the General Manager or senior staff member assigned to the sub-committee and copies will be distributed to the full Council.

#### Staff Support to Sub-committees

- A. General Managers or senior staff members will be assigned to the various sub-committees according to specific subject matters at the direction of the City Manager.
- B. The meetings of standing sub-committees shall be recorded on tape and germane minutes taken by the General Manager or senior staff member to the sub-committee. Tapes will not be transcribed unless requested by a Councilmember or otherwise necessary for conducting of city business. Councilmember requests for verbatim transcription of items considered by any sub-committee will be requested through an item on the City Council agenda.
- C. Approved minutes of standing sub-committees shall be kept on file in the City Clerk's office for five years.

#### Advertisement and promotion of Meetings

If there is any advertisement or promotion of the meeting, including production of flyers, mailers handouts, press releases, emails, etc., staff shall follow SMP 1.56 (Council Communications (FLYERS, HANDOUTS AND OTHER PRINTED MATERIAL) and SMP 1.55 (CITY COUNCIL REQUESTS FOR ISSUANCE OR PRESS RELEASE).

#### Reports and/or Recommendations to Council/Agency

- A. As soon as practical following each standing sub-committee meeting, the General Manager or senior staff member will complete an agenda disposition, noting any decisions or recommendations, and forward this report to all Councilmembers and others as appropriate. Sub-committee agenda dispositions for each sub-committee held during



the previous two weeks will be placed on the City Council agenda (consent) following each meeting.

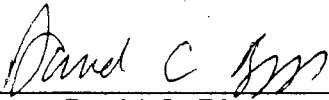
- B. If a formal report to the Council/Agency is required, and/or if further action is needed by the Council/Agency, then the General Manager or senior staff member will prepare an appropriate agenda item.

#### IV. EXCEPTION

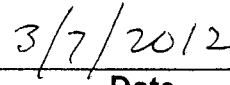
There shall be no exceptions to this policy, except through direct instructions of the City Council

#### V. AUTHORITY

City Council Agenda Item No. 15, dated February 21, 2012.



David C. Biggs  
City Manager



Date





# City of Carson

## Report to Mayor and City Council

April 16, 2013  
New Business Discussion

**SUBJECT: CONSIDERATION OF CITY COUNCIL COMMITTEES**

Submitted by Donesia L. Gause, CMC  
City Clerk

Approved by David C. Biggs  
City Manager

### **I. SUMMARY**

This report is on the agenda at the request of Mayor Dear to consider member assignments to any City Council Committee; the status of any City Council Committee whether active or inactive; and/or to create new City Council Committees. (Exhibit No. 1)

### **II. RECOMMENDATION**

Mayor Dear to TAKE the following actions:

1. CONSIDER the status of any City Council Committee as listed on Exhibit No. 1.
2. CONSIDER and CREATE any new City Council Committees in accordance with Standard Management Procedure No. 1.45 and DETERMINE if the same are "standing committees" or "*ad hoc* committees." (Exhibit No. 2)
3. DESIGNATE member assignments to the City Council Committees.

### **III. ALTERNATIVES**

1. CONTINUE consideration of City Council Committees listed on Exhibit No. 1 to another date.
2. TAKE any other action the City Council may deem appropriate.

### **IV. BACKGROUND**

On April 2, 2013, by a unanimous vote, the City Council took a minute action to repeal the action of the City Council of April 3, 2012, to eliminate all City Council Subcommittees; rename the City Council Subcommittees to City Council Committees; rename the Redevelopment Agency Council Committee to the Economic Development Council Committee and was amended to designate the Mayor to appoint the chairperson of each committee. (Exhibit No. 3)

17.

**EXHIBIT 3**



minute action to eliminate all City Council Sub-Committees. (Exhibit No. 4)

**V. FISCAL IMPACT**

Funds for regular meetings of each of the City Council Committees are included in the City Council budget.

**VI. EXHIBITS**

1. Listing of City Council Committees (Inactivated/Reactivated) dated April 2, 2013. (pgs. 3-9)
2. Standard Management Procedure No. 1.45 (10-12)
3. Staff Report, April 2, 2013, Item No. 26. (pgs. 13-26)
4. Unofficial Minutes of City Council, April 2, 2013, Item No. 26. (pg. 27)
5. Staff Report, April 3, 2012, Item No. 19. (pgs. 28-34)
6. Unofficial Minutes of City Council, April 3, 2012, Item No. 19. (pg. 35)

Prepared by: Wanda Higaki, Chief Deputy City Clerk

TO: Rev03-08-12

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

**Action taken by City Council**

Date \_\_\_\_\_ Action \_\_\_\_\_



# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
\*Established by Minute Order

Committee	Members	Prior Service History
1. <b>Accountability &amp; Ethics (S)</b> (Formerly a Task Force) (Established: 5/3/05*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09) Avilla (4/21/09) ( <i>Ex-officio</i> )	<u>Members</u> Dear (5/3/05); Santarina (5/3/05); Kawagoe (4/21/09) (5/3/05) <i>Ex-officio</i> ; Avilla (5/3/05) ( <i>Ex-officio</i> )
2. <b>Beautification Governance (S)</b> (Formerly Beautification) (Established: 9/20/05) (Sunset on 10/4/05)	<b>Inactivated: 3/21/07</b>	<u>Members</u> Gipson (12/13/05); Dear (10/4/05) (9/20/05); Santarina (10/4/05) (9/20/05)
3. <b>Bingo (S)</b> (Established: 6/25/84*) (Inactivated: 4/3/01) (Reactivated: 5/28/02) (Inactivated: 12/21/04) (Reactivated: 4/21/09) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Santarina (4/21/09) Vacant (Ruiz-Raber)	<u>Members</u> Ruiz-Raber (4/21/09); Santarina (4/21/09) (5/18/04) (8/19/03) (4/1/03); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/20/99); Frank (8/6/02) (5/28/02); Fajardo (4/1/97)  <u>Alternates</u> All Remaining Members (5/18/04) (8/19/03) (4/1/03) (8/6/02) (1/9/01)
4. <b>Carson Foreclosure Protection (A)</b> (Established: 4/21/09*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u>
5. <b>City Attorney's Contract (S)</b> (Established: 6/7/88*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Santarina (5/3/05) (12/21/04) (5/18/04); Calas (8/19/03) (4/1/03) (8/6/02) (4/2/02) (5/16/00); Frank (8/6/02) (4/2/02) (4/20/99)



# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
\*Established by Minute Order

Committee	Members	Prior Service History
6. <b>City Governance (S)</b> (Established: 11/1/05)	Inactivated: 12/13/06	<u>Members</u> Groomes (11/1/05); Kawagoe (11/1/05); Avilla (11/1/05); Wynder (11/1/05); Walter Neil (Chamber Rep.) (11/15/05); George Pardon (CSUDH Rep.) (11/15/05); Major Johnson (Faith Comm. Rep.) (11/15/05); Dobard (At-Large Rep.) (11/15/05); Eddie Duque (At-Large Rep.) (11/15/05)
7. <b>City Hall Building Improvements (S)</b> (Established: 6/1/99*) (Inactivated: 3/21/07) (Reactivated: 7/3/07 (Formerly Council Chamber Improvements) (Formerly Civic Center Building Improvements: 11/8/07) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Davis-Holmes (4/21/09) Avilla (4/21/09) ( <i>Ex-officio</i> )	<u>Members</u> Dear (5/6/08) (5/3/05) (12/21/04) (5/18/04); Davis-Holmes (7/3/07); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04); Avilla (7/3/07) (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/1/99); Kawagoe (4/21/09) ( <i>Ex-officio</i> ) (7/3/07) (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/1/99); Frank/Calas (7/3/07) (5/3/05) (12/21/04) (5/18/04); Penn/Boyce (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/1/99)
8. <b>Commercial and Public Signage (S)</b> (Established: 6/19/01*) (Formerly Sign Ordinance: 7/7/09) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Vacant (Ruiz-Raber)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/19/01); Ruiz-Raber (4/21/09); Santarina (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Sweeney (8/6/02); Calas (4/2/02) (6/19/01)
9. <b>Community/Senior Center (S)</b> (Established: 6/14/91*) (Formerly Community Center) 7/19/05) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (4/3/01); Kawagoe (9/15/09); Williams (5/3/05) (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (4/1/97); Fajardo (4/1/97)
10. <b>Council Chambers Technology Issues (A)</b> (Established: 12/18/07*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Davis-Holmes (4/21/09)	<u>Members</u> Dear (12/18/07); Davis-Holmes (12/18/07)

16.



# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
\*Established by Minute Order

Committee	Members	Prior Service History
11. Council Economic Development (A) (Established: 9/7/99)	Inactivated: 5/3/05	<u>Members</u> Calas (5/16/00); Ontal (5/16/00)  <u>Alternates</u> All Remaining Members (1/9/01)
12. Education (A) (Established: 5/3/05*) (Formerly a Task Force) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05); Ruiz-Raber (5/3/05); Santarina (3/21/07)
13. Fireworks Stands (S) (Established: 4/3/97*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Gipson (8/3/10) Santarina (4/21/09)	<u>Members</u> Gipson (5/3/05); Santarina (8/19/03) (4/1/03); Dear (4/21/09) (3/21/07); Williams (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02); (4/3/97); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04); Williams (12/21/04); Frank (8/6/02) (4/2/02) (4/3/01); Fajardo (4/3/97)
14. General Plan Advisory (A) (Established: 5/4/99) (Inactivated: 4/3/01) (Reactivated: 4/1/03)	Inactivated: 12/21/04	<u>Members</u> Dear (5/18/04) (8/19/03); Calas (5/18/04) (8/19/03) (4/1/03) (5/4/99); Sweeney (4/1/03); Ontal (5/4/99)  <u>Alternates</u> All Remaining Members (5/18/04) (8/19/03) (4/1/03)
15. Government Efficiency Blue Ribbon (A) (Established: 1/25/94*) (Inactivated: 4/20/99) (Reactivated: 4/1/03) (Inactivated: 3/21/07) (Reactivated: 4/21/09) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (10/4/05) (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Santarina (5/3/05) (12/21/04) (5/18/04); Williams (10/4/05); Ruiz-Raber (11/1/05) (8/19/03) (4/1/03); Kawagoe (7/7/09) <i>Ex-officio</i>



# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
\*Established by Minute Order

Committee	Members	Prior Service History
16. <b>Government Organization (A)</b> (Established: 10/4/05*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (10/4/05); Williams (10/4/05)
17. <b>Home Depot Center (S)</b> (Established: 4/1/03*) (Formerly Home Depot Training Ctr. (7/19/05) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Santarina (4/21/09) Vacant (Ruiz-Raber)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Ruiz-Raber (4/21/09) (5/3/05) (12/21/04) (5/18/04) (5/19/03); Davis-Holmes (3/21/07); Williams (11/1/05); Santarina (8/19/03) (4/1/03)
18. <b>Housing (S)</b> (Established: 3/7/89*) (Formerly Senior Housing: 4/19/99) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Gipson (3/21/07); Williams (5/3/05) (12/21/04); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04) (8/19/03); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (4/3/01); Sweeney (4/1/03) (8/6/02) (4/2/02) (4/1/97); Fajardo (2/2/93)



# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
\*Established by Minute Order

19. <b>Labor Negotiators (A)</b> (Established: 6/6/95*) (Formerly City Manager's Contract: 7/5/05) (Formerly City Manager) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Vacant (Ruiz-Raber)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03); Ruiz-Raber (4/20/10); Gipson (5/3/05) (4/21/09); Santarina (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02); Sweeney (4/1/03) (8/6/02) (4/2/02) (4/1/97); Ontal (4/2/02) (4/20/99)
20. <b>Landscape &amp; Monument (S)</b> (Established: 7/5/05*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (5/9/11) Santarina (4/20/10) Avilla (4/21/09) <i>Ex-officio</i>	<u>Members</u> Dear (7/5/05); Avilla (3/21/06); Kawagoe (4/21/09) <i>Ex-officio</i> (7/5/05); Ruiz-Raber (4/21/09); Davis-Holmes (4/21/09) (3/21/07); Williams (7/5/05)
21. <b>Litigation (A)</b> (Established: 10/4/05)	Inactivated: 3/21/07	<u>Member</u> Dear (10/4/05); Santarina (11/1/05); Ruiz-Raber (10/4/05)
22. <b>Lobbying Firm (State/Federal) (A)</b> (Established 11/8/00*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (12/21/10)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02); Santarina (5/3/05) (12/21/04) (5/18/04) (8/19/03); Davis-Holmes (4/20/10); Sweeney (4/1/03) (8/6/02) (4/2/02) (11/8/00); Ontal (4/2/02) (4/3/01) (11/8/00)
23. <b>Mobilehome Space Rent Control Ordinance(S)</b> (Established: 3/23/87*) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (8/6/02) (4/2/02) (4/3/01); Williams (5/3/05) (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/18/97); Fajardo/Calas; Vacant (Tenant); Vacant (Owner) (5/16/00)
24. <b>Personnel (S)</b> (Established: 8/19/88*) (Formerly Employment Hiring: 1/2/90) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (12/21/04) (5/18/04); Santarina (3/21/07) (8/19/03) (4/1/03); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04); Williams (5/3/05); Calas (8/19/03) (4/1/03) (8/6/02) (4/2/02) (7/6/99); Frank (8/6/02); Ontal (4/2/02) (4/3/01); Fajardo (5/16/00)



# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
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25. <b>Policy (S)</b> (Established: 10/4/05)	<b>Inactivated: 12/20/11</b>	<u>Members</u> Dear (4/21/09) (10/4/05); Santarina (4/21/09); Kawagoe (4/21/09) <i>Ex-officio</i> ; Williams (10/4/05)
26. <b>Proposals and Recommendation re: Classification/Organization/Management Study Salary/Compensation Survey (S)</b> (Established: 9/19/95*) (Inactivated: 4/20/99) (Reactivated: 4/1/03) (Inactivated: 5/3/05) (Reactivated: 4/21/09) (From Ad Hoc to Standing: 6/2/09) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Davis-Holmes (4/21/09)	<u>Members</u> Williams (12/21/04); Ruiz-Raber (12/21/04) (5/18/04) (8/19/03) (4/1/03); Calas (5/18/04) (8/19/03); Sweeney (4/1/03)  <u>Alternates</u> All Remaining Members (12/21/04) (5/18/04) (8/19/03) (4/1/03)
27. <b>Public Safety (S)</b> (Established: 5/3/05*) (Formerly a Task Force) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Vacant (Ruiz-Raber)	<u>Members</u> Dear (5/3/05); Ruiz-Raber (4/21/09) (11/8/06); Davis-Holmes (3/21/07); Gipson (5/3/05)
28. <b>Economic Development (S)</b> (Formerly Redevelopment Agency: 4/2/13) (Established: 8/4/98*) (Formerly Agency) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02); Santarina (5/3/05) (12/21/04) (5/18/04) (8/19/03); Sweeney (4/1/03) (8/6/02) (4/2/02) (8/4/98); Ontal (4/2/02) (5/16/00)
29. <b>Restaurants (A)</b> (Established: 5/3/05*) (Formerly a Task Force) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05); Gipson (5/3/05)



# CITY COUNCIL COMMITTEES (INACTIVE/REACTIVATED)

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
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30. <b>Technology (S)</b> (Established: 5/3/05*) (Formerly a Task Force) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Davis-Holmes (4/21/09)	<u>Members</u> Dear (5/3/05); Williams (5/3/05)
31. <b>Teen Center (A)</b> (Established: 9/5/00*) (Formerly Teen Center Committee) (Inactivated: 4/3/12) (Reactivated: 4/2/13)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Davis-Holmes (3/21/07); Gipson (5/3/05); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04) (8/19/03) (5/20/03); Williams (12/21/04); Calas (5/18/04) (8/19/03) (5/20/03) (9/5/00); Frank (9/5/00)
32. <b>Women's Issues (A)</b> (Established: 5/3/05) (Formerly a Task Force)	Inactivated: 3/21/07	<u>Members</u> Dear (11/21/06); Ruiz-Raber (5/3/05); Gipson (5/3/05)





## CITY OF CARSON

## POLICY/PROCEDURE

NUMBER: 1.45

SUBJECT  
COUNCIL SUB-COMMITTEES

ORIGINAL ISSUE:

EFFECTIVE:

2/05/92

2/5/92

CURRENT ISSUE:

EFFECTIVE:

2/21/12

2/21/12

CATEGORY

I. CITY COUNCIL POLICY

SUPERSEDES  
1/19/10

## I. PURPOSE AND SCOPE

To establish operational guidelines and procedures regarding the holding of sub-committee. This policy shall not affect City commissions, committees or boards created by formal Council action or by ordinance and meetings called therefore in compliance with the Brown Act.

## II. GENERAL

## Sub-Committees Created by City Council Action

- A. Creation of sub-committees. There are two types of City Council sub-committees recognized by the City: standing sub-committees and ad hoc sub-committees. No City Council sub-committee may consist of more than two members of the Council, although the Council may designate as members of the sub-committee other elected officials and citizens of Carson. All sub-committee members shall be appointed by the Mayor subject to formal approval by a majority of Councilmembers present and voting at a properly noticed and agendized public meeting.
- B. Standing sub-committees. A standing sub-committee is one created for an indefinite time period or to address general subjects. Generally, any sub-committee created that does not clearly qualify, as an ad hoc sub-committee will be standing sub-committee.
- C. Ad hoc sub-committee. An ad hoc sub-committee is one created for a limited period to address a specific subject or issue of a temporary nature.
- D. Brown Act. All standing sub-committees and ad hoc sub-committees shall comply with all provisions of the brown act, except that an ad hoc sub-committee comprised solely of two Councilmembers and no other persons are exempted, in accordance with state law.
- E. No exceptions. There are no exceptions to this **SMP**. All bodies created by formal City Council action which include one or more Councilmembers, whether called a committee, taskforce, special committee, advisory committee, or any other name, shall be considered either standing sub-committee or ad hoc sub-committee for purposes of this SMP.
- F. Informational advisory or other group, town hall style meetings, community meetings, or other collective gatherings are not required to comply with the Brown Act, in accordance with State law.

EXHIBIT NO. 02

22.

### III. PROCEDURE

The following applies to sub-committees created by formal action or meetings approved by the Council. It does not apply to informational advisory or other group, town hall style meeting, community meeting, or other collective gatherings held by one or two Council members together.

#### Meetings

- A. The meeting dates/times will be organized by the General Manager or senior staff member assigned to the sub-committee.
- B. Meeting dates/times will be arranged to accommodate the schedules of the Councilmember(s) appointed to the sub-committee.
- C. Meeting dates/times and agendas may be scheduled on short notice provided all formal posting and notification requirements of the Brown Act are met, unless the sub-committee is not subject to the Brown Act (see Section II, Brown Act).

#### Sub-committee Agenda Items

- A. Any member of a City Council Sub-committee and/or the City Manager may place items on the agenda for consideration by a City Council Sub-committee.
- B. Agenda preparation will be completed by the General Manager or senior staff member assigned to the sub-committee and copies will be distributed to the full Council.

#### Staff Support to Sub-committees

- A. General Managers or senior staff members will be assigned to the various sub-committees according to specific subject matters at the direction of the City Manager.
- B. The meetings of standing sub-committees shall be recorded on tape and germane minutes taken by the General Manager or senior staff member to the sub-committee. Tapes will not be transcribed unless requested by a Councilmember or otherwise necessary for conducting of city business. Councilmember requests for verbatim transcription of items considered by any sub-committee will be requested through an item on the City Council agenda.
- C. Approved minutes of standing sub-committees shall be kept on file in the City Clerk's office for five years.

#### Advertisement and promotion of Meetings

If there is any advertisement or promotion of the meeting, including production of flyers, mailers handouts, press releases, emails, etc., staff shall follow SMP 1.56 (Council Communications (FLYERS, HANDOUTS AND OTHER PRINTED MATERIAL) and SMP 1.55 (CITY COUNCIL REQUESTS FOR ISSUANCE OR PRESS RELEASE).

#### Reports and/or Recommendations to Council/Agency

- A. As soon as practical following each standing sub-committee meeting, the General Manager or senior staff member will complete an agenda disposition, noting any decisions or recommendations, and forward this report to all Councilmembers and others as appropriate. Sub-committee agenda dispositions for each sub-committee held during





# City of Carson

## Report to Mayor and City Council

April 2, 2013  
New Business Discussion

**SUBJECT: CONSIDER REPEALING THE MINUTE ACTION OF THE CITY COUNCIL  
ELIMINATING ALL CITY COUNCIL SUB-COMMITTEES**

Submitted by William W. Wynder  
City Attorney

Approved by David C. Biggs  
City Manager

### **I. SUMMARY**

This item is on the agenda at the request of Mayor Dear.

Mayor Dear requests favorable consideration by the City of Council of repealing the minute action of the City Council, taken on April 3, 2012, eliminating all City Council Sub-Committees. Should this request pass with a majority vote, in the future, sub-committees will be referred to simply as "committees".

### **II. RECOMMENDATION**

CONSIDER and PROVIDE direction.

### **III. ALTERNATIVES**

1. By MOTION, REPEAL the action of the City Council, of April 3, 2012, to eliminate all City Council Sub-Committees
2. TAKE another action the City Council deems appropriate that is consistent with law.

### **IV. BACKGROUND**

On April 3, 2012, agenda item no. 19 asked the City Council to "consider member assignments to any City Council Sub-committee . . . ." (Exhibit 1). Following presentation of the staff report and public comment on the same, the City Council, by 3 aye votes to 2 nay votes, took a minute action to eliminate all City Council Sub-Committees (Exhibit 2).

The Mayor now requests favorable consideration to repeal that minute action. Under Robert Rules of Order, Article VI (37) a motion to repeal can be used in parliamentary procedure to cancel or countermand an action previously taken or adopted. There are two basic types of repeal, a repeal of an ordinance or resolution without replacement, or a repeal of an ordinance or resolution with a replacement ordinance or resolution. (Roberts Rules of Order, Article VI(37).)

Even though this item has been acted upon by the Council, the Council can always take action to repeal the prior Council determinations. Under the municipal code, the proceedings of the Council are governed by "Robert's Rules of Order," 1990 (10th) Edition. Moreover, except as specifically provided elsewhere in the CMC,



any rule of procedure affecting the order of business may be suspended with the approval of a majority of members of the entire City Council. (CMC section 2418).

The action being requested by the Mayor would be an example of a simple repeal without replacement. By repealing the minute order action of the Council, such action would, if taken, restore the right of the Mayor to create, with Council approve, and staff, also with Council approval, various City Council sub-committees.

While not a part of this agenda item, in re-establishing City Council Sub-Committees, the Council will want to be guided by Standard Municipal Practice No. 1.45 to determine if the same are "standing committees" or "*ad hoc* committees." (Exhibit 3).

**V. FISCAL IMPACT**

None.

**VI. EXHIBITS**

1. Staff Report, April 3, 2012, Item No. 19. (pgs. 3-9)
2. Except of Minutes of City Council of April 3, 2012 (pg. 10)
3. SMP 1.45 (pgs. 11-13)

Document6

Prepared by: William W. Wynder, City Attorney

TO: Rev09-04-2012

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services



# City of Carson Report to Mayor and City Council

April 3, 2012  
New Business Discussion

SUBJECT: CONSIDERATION OF CITY COUNCIL SUB-COMMITTEES

Submitted by Donesia L. Gause, CMC  
City Clerk

Approved by David C. Biggs  
City Manager

## I. SUMMARY

This report is on the agenda at the request of Mayor Dear to consider member assignments to any City Council Sub-committee and to consider the status of any City Council Sub-committee whether active or inactive (Exhibit Nos. 1 and 2).

## II. RECOMMENDATION

Mayor Dear to TAKE the following actions:

1. REAFFIRM, RE-DESIGNATE and/or DESIGNATE member assignments to the City Council Sub-committees.
2. CONSIDER the status of any City Council Sub-committee.
3. CONSIDER and CREATE any new City Council Sub-committee or RE-ACTIVATE any previous City Council Sub-committee as listed on Exhibit No. 2.

## III. ALTERNATIVES

1. CONTINUE consideration of City Council Sub-committees listed on Exhibit No. 1 to another date.
2. TAKE another action the City Council deems appropriate.

## IV. BACKGROUND

On past occasions Mayor Dear has changed the status of City Council Sub-committees from ad-hoc to standing, established new Sub-committees, or declared Sub-committees inactive.

## V. FISCAL IMPACT

Funds for regular meetings of each of the City Council Sub-committees are included in the City Council budget.



VI. EXHIBITS

1. Listing of City Council Sub-committees dated March 27, 2012. (pgs. 3-6)
2. Listing of Inactive City Council Sub-committees dated January 26, 2012.  
(pg. 7)

Prepared by: Miki Plant, Senior Clerk

TO: Rev03-08-12

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

Action taken by City Council

Date \_\_\_\_\_ Action \_\_\_\_\_

# CITY COUNCIL SUBCOMMITTEES

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
\*Established by Minute Order

Committee	Members	Prior Service History
1. Accountability & Ethics (S) (Established: 5/3/05*) (Formerly a Task Force)	Dear (4/21/09) Santarina (4/21/09) Avilla (4/21/09) <i>Ex-officio</i>	<u>Members</u> Dear (5/3/05); Santarina (5/3/05); Kawagoe (5/3/05) (4/21/09); Avilla (5/3/05)
2. Bingo (S) (Established: 6/25/84*) (Inactivated: 4/3/01; Reactivated: 5/28/02; Inactivated: 12/21/04; Reactivated: 4/21/09)	Santarina (4/21/09) Ruiz-Raber (4/21/09)	<u>Members</u> Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/20/99); Santarina (5/18/04) (8/19/03) (4/1/03); Frank (8/6/02) (5/28/02); Fajardo (4/1/97) <u>Alternates</u> All Remaining Members (5/18/04) (8/19/03) (4/1/03) (8/6/02) (1/9/01)
3. Carson Foreclosure Protection (A) (Established: 4/21/09*)	Dear (4/21/09) Santarina (4/21/09)	None
4. City Attorney's Contract (S) (Established: 6/7/88*)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Santarina (5/3/05) (12/21/04) (5/18/04); Calas (8/19/03) (4/1/03) (8/6/02) (4/2/02) (5/16/00); Frank (8/6/02) (4/2/02) (4/20/99)
5. City Hall Building Improvements (S) (Established: 6/1/99*) (Inactivated: 3/21/07) (Reactivated: 7/3/07 - Formerly Council Chamber Improvements) (Name Change: 11/8/07 - Formerly Civic Center Building Improvements)	Dear (4/21/09) Davis-Holmes (4/21/09) Avilla (4/21/09) <i>Ex-officio</i>	<u>Members</u> Dear (5/6/08) (5/3/05) (12/21/04) (5/18/04); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04) Frank/Calas: Kawagoe/Avilla (7/3/07) (5/3/05) (12/21/04) (5/18/04); Kawagoe/Avilla/Penn/Boyce (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/1/99); Davis-Holmes (7/3/07); Kawagoe (4/21/09)
6. Commercial and Public Signage (S) (Established: 6/19/01*) (Name Change: 7/7/09 - Formerly Sign Ordinance)	Dear (4/21/09) Ruiz-Raber (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/19/01); Calas (4/2/02) (6/19/01); Santarina (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Sweeney (8/6/02)

# CITY COUNCIL SUB-COMMITTEES

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
 •Established by Minute Order

Committee	Members	Prior Service History
7. Community/Senior Center (S) (Established: 6/14/91*) (Name Change: 7/19/05 - Formerly Community Center)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (4/3/01); Williams (5/3/05) (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (4/1/97); Fajardo (4/1/97); Kawagoe (9/15/09)
8. Council Chambers Technology Issues (A) (Established: 12/18/07*)	Dear (4/21/09) Davis-Holmes (4/21/09)	<u>Members</u> Dear (12/18/07); Davis-Holmes (12/18/07)
9. Education (A) (Established: 5/3/05*) (Formerly a Task Force)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05); Ruiz-Raber (5/3/05); Santarina (3/21/07)
10. Fireworks Stands (S) (Established: 4/3/97*)	Gipson (8/3/10) Santarina (4/21/09)	<u>Members</u> Dear (4/21/09) (3/21/07); Gipson (5/3/05); Williams (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (4/3/97); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04); Williams (12/21/04); Santarina (8/19/03) (4/1/03); Frank (8/6/02) (4/2/02) (4/3/01); Fajardo (4/3/97)
11. Government Efficiency Blue Ribbon (A) (Established: 1/25/94*) (Inactivated: 4/20/99; Reactivated: 4/1/03; Inactivated: 3/21/07; Reactivated: 4/21/09)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (10/4/05) (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Williams (10/4/05); Ruiz-Raber (11/1/05); Santarina (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Kawagoe (7/7/09)
12. Government Organization (A) (Established: 10/4/05*)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (10/4/05); Williams (10/4/05)
13. Home Depot Center (S) (Established: 4/1/03*) (Name Change: 7/19/05 - Formerly Home Depot Training Center)	Santarina (4/21/09) Ruiz-Raber (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03); Davis-Holmes (3/21/07); Williams (11/1/05); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04); Santarina (8/19/03) (4/1/03)



# CITY COUNCIL SUB-COMMITTEES

(A) Ad Hoc (Not Subject to the Brown Act)

\*Established by Minute Order

Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)

Committee	Members	Prior Service History
14. Housing (S) (Established: 3/7/89*) (Name Change: 4/19/99 - Formerly Senior Housing)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Gipson (3/21/07); Williams (5/3/05) (12/21/04); Calas (5/18/04) (8/19/03) Gipson (12/21/04); Ruiz-Raber (5/3/05) (12/21/04) (4/1/03) (8/6/02) (4/2/02) (4/3/01); Ruiz-Raber (5/3/05) (12/21/04); Fajardo (5/18/04) (8/19/03); Sweeney (4/1/03) (8/6/02) (4/2/02) (4/1/97); Fajardo (5/18/04) (8/19/03); Sweeney (4/1/03) (8/6/02) (4/2/02) (4/1/97); Ontal (4/2/02) (4/20/99)
15. Labor Negotiators (A) (Established: 6/6/95*) (Name Change: 7/5/05 - Formerly City Manager's Contract) (Formerly City Manager)	Dear (4/21/09) Ruiz-Raber (4/20/10)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03); Gipson (5/3/05) (4/21/09); Santarina (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02); Sweeney (4/1/03) (8/6/02) (4/2/02) (4/1/97); Ontal (4/2/02) (4/20/99)
16. Landscape & Monument (S) (Established: 7/5/05*)	Dear (5/9/11) Santarina (4/20/10) Avilla (4/21/09) <i>Ex-officio</i>	<u>Members</u> Ruiz-Raber (4-21-09); Dear (7/5/05); Williams (7/5/05); Davis-Holmes (3/21/07) (4/21/09); Kawagoe (7/5/05) (4/21/09); Avilla (3/21/06)
17. Lobbying Firm (State/Federal) (A) (Established 11/8/00*)	Dear (4/21/09) Santarina (12/21/10)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02); Santarina (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/21/09); Davis-Holmes (4/20/10); Sweeney (4/1/03) (8/6/02) (4/2/02) (11/8/00); Ontal (4/2/02) (4/3/01) (11/8/00)
18. Mobilehome Space Rent Control Ordinance (S) (Established: 3/23/87*)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (8/6/02) (4/2/02) (4/3/01); Williams (5/3/05) (12/21/04); Calas (5/18/04) (8/19/03) (4/1/03) (8/6/02) (4/2/02) (6/18/97); Fajardo/Calas: Vacant (Tenant); Vacant (Owner) (5/16/00)
19. Personnel (S) (Established: 8/19/88*) (Name Change: 1/2/90 - Formerly Employment Hiring)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (12/21/04) (5/18/04); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04); Williams (5/3/05); Calas (8/19/03) (4/1/03) (8/6/02) (4/2/02) (7/6/99); Santarina (3/21/07) (8/19/03) (4/1/03); Frank (8/6/02); Fajardo (5/16/00); Ontal (4/2/02) (4/3/01)



# CITY COUNCIL SUB-COMMITTEES

(A) Ad Hoc (Not Subject to the Brown Act)  
 Legend: (S) Standing (Subject to the Brown Act) (A) Ad Hoc (Not Subject to the Brown Act)  
 \*Established by Minute Order

Committee	Members	Prior Service History
20. <b>Proposals and Recommendation re: Classification/Organization/Management Study Salary/Compensation Survey (S)</b> (Established: 9/19/95*) (Inactivated: 4/20/99; Reactivated: 4/1/03; Inactivated: 5/3/05; Reactivated: 4/21/09) (Changed from Ad Hoc to Standing: 6/2/09)	Dear (4/21/09) Davis-Holmes (4/21/09)	<u>Members</u> Calas (5/18/04) (8/19/03); Ruiz-Raber (12/21/04) (5/18/04) (8/19/03) (4/1/03); Williams (12/21/04); Sweeney (4/1/03) <u>Alternates</u> All Remaining Members (12/21/04) (5/18/04) (8/19/03) (4/1/03)
21. <b>Public Safety (S)</b> (Established: 5/3/05*) (Formerly a Task Force)	Dear (4/21/09) Ruiz-Raber (4/21/09)	<u>Members</u> Dear (5/3/05); Davis-Holmes (3/21/07); Ruiz-Raber (11/8/06); Gipson (5/3/05)
22. <b>Redevelopment Agency (S)</b> (Established: 8/4/98*) (Formerly Agency)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05) (12/21/04) (5/18/04) (8/19/03) (4/1/03) (8/6/02); Santarina (5/3/05) (12/21/04) (5/18/04) (8/19/03); Sweeney (4/1/03) (8/6/02) (4/2/02) (8/4/98); Ontal (4/2/02) (5/16/00)
23. <b>Restaurants (A)</b> (Established: 5/3/05*) (Formerly a Task Force)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Dear (5/3/05); Gipson (5/3/05)
24. <b>Technology (S)</b> (Established: 5/3/05*) (Formerly a Task Force)	Dear (4/21/09) Davis-Holmes (4/21/09)	<u>Members</u> Dear (5/3/05); Williams (5/3/05)
25. <b>Teen Center (A)</b> (Established: 9/5/00*) (Formerly Teen Center Committee)	Dear (4/21/09) Santarina (4/21/09)	<u>Members</u> Davis-Holmes (3/21/07); Gipson (5/3/05); Calas (5/18/04) (8/19/03) (5/20/03) (9/5/00); Ruiz-Raber (5/3/05) (12/21/04) (5/18/04) (8/19/03) (5/20/03); Williams (12/21/04) Frank (9/5/00)



# INACTIVE CITY COUNCIL SUB-COMMITTEES

Legend:

(S) Standing (Subject to the Brown Act)

(A) Ad Hoc (Not Subject to the Brown Act)

Committee		Prior Service History	
1. <b>Beautification Governance (S)</b> (Formerly Beautification) (Established: 9/20/05) (Sunset on 10/4/05) (Inactivated: 3/21/07)	<b>Members</b> Dear (10/4/05) (9/20/05); Santarina (10/4/05) (9/20/05); Gipson (12/13/05)	<b>Members</b> Dear (10/4/05) (9/20/05); Santarina (10/4/05) (9/20/05); Gipson (12/13/05)	
	<b>Members</b> City Manager Groomes (11/1/05); City Clerk Kawagoe (11/1/05); City Treasurer Avilla (11/1/05); City Attorney Wynder (11/1/05); Walter Neil (Chamber Rep.) (11/15/05); George Pardon (CSUDH Rep.) (11/15/05); Major Johnson (Faith Comm. Rep.) (11/15/05); Dobard (At-Large Rep.) (11/15/05); Eddie Duque (At-Large Rep.) (11/15/05)	<b>Members</b> Calas (5/16/00); Ontal (5/16/00) <b>Alternates</b> All Remaining Members (1/9/01)	
2. <b>City Governance (S)</b> (Established: 11/1/05) (Inactivated: 12/13/06)	<b>Members</b> Calas (5/16/00); Ontal (5/16/00) <b>Alternates</b> All Remaining Members (1/9/01)	<b>Members</b> Dear (5/18/04) (8/19/03); Calas (5/18/04) (8/19/03) (4/1/03) (5/4/99); Sweetney (4/1/03); Ontal (5/4/99) <b>Alternates</b> All Remaining Members (5/18/04) (8/19/03) (4/1/03)	
3. <b>Council Economic Development (A)</b> (Established: 9/7/99) (Inactivated: 5/3/05)	<b>Members</b> Calas (5/16/00); Ontal (5/16/00) <b>Alternates</b> All Remaining Members (1/9/01)	<b>Members</b> Dear (5/18/04) (8/19/03); Calas (5/18/04) (8/19/03) (4/1/03) (5/4/99); Sweetney (4/1/03); Ontal (5/4/99) <b>Alternates</b> All Remaining Members (5/18/04) (8/19/03) (4/1/03)	
4. <b>General Plan Advisory (A)</b> (Established: 5/4/99) (Inactivated: 4/3/01) (Reactivated: 4/1/03) (Inactivated: 12/21/04)	<b>Members</b> Calas (5/16/00); Ontal (5/16/00) <b>Alternates</b> All Remaining Members (1/9/01)	<b>Members</b> Dear (5/18/04) (8/19/03); Calas (5/18/04) (8/19/03) (4/1/03) (5/4/99); Sweetney (4/1/03); Ontal (5/4/99) <b>Alternates</b> All Remaining Members (5/18/04) (8/19/03) (4/1/03)	
5. <b>Litigation (A)</b> (Established: 10/4/05) (Inactivated: 3/21/07)	<b>Members</b> Calas (5/16/00); Ontal (5/16/00) <b>Alternates</b> All Remaining Members (1/9/01)	<b>Members</b> Dear (5/18/04) (8/19/03); Calas (5/18/04) (8/19/03) (4/1/03) (5/4/99); Sweetney (4/1/03); Ontal (5/4/99) <b>Alternates</b> All Remaining Members (5/18/04) (8/19/03) (4/1/03)	
6. <b>Policy (S)</b> (Established: 10/4/05) (Inactivated: 12/20/11)	<b>Members</b> Calas (5/16/00); Ontal (5/16/00) <b>Alternates</b> All Remaining Members (1/9/01)	<b>Members</b> Dear (5/18/04) (8/19/03); Calas (5/18/04) (8/19/03) (4/1/03) (5/4/99); Sweetney (4/1/03); Ontal (5/4/99) <b>Alternates</b> All Remaining Members (5/18/04) (8/19/03) (4/1/03)	
7. <b>Women's Issues (A)</b> (Formerly a Task Force) (Established: 5/3/05) (Inactivated: 3/21/07)	<b>Members</b> Calas (5/16/00); Ontal (5/16/00) <b>Alternates</b> All Remaining Members (1/9/01)	<b>Members</b> Dear (5/18/04) (8/19/03); Calas (5/18/04) (8/19/03) (4/1/03) (5/4/99); Sweetney (4/1/03); Ontal (5/4/99) <b>Alternates</b> All Remaining Members (5/18/04) (8/19/03) (4/1/03)	



ITEM NO. (19)      CONSIDERATION OF CITY COUNCIL SUB-COMMITTEES (CITY CLERK)

RECOMMENDATION for the City Council:

Mayor Dear to TAKE the following actions:

1. REAFFIRM, RE-DESIGNATE and/or DESIGNATE member assignments to the City Council Sub-committees.
2. CONSIDER the status of any City Council Sub-committee.
3. CONSIDER and CREATE any new City Council Sub-committee or RE-ACTIVATE any previous City Council Sub-committee as listed on Exhibit No. 2.

ACTION: It was moved to eliminate all City Council Sub-Committees and to bring back as needed for discussion on motion of Dear, seconded by Santarina and carried by the following vote:

Ayes: Mayor Pro Tem Ruiz-Raber, Council Member Davis-Holmes, and Council Member Gipson  
Noes: Mayor Dear and Council Member Santarina  
Abstain: None  
Absent: None





## CITY OF CARSON

## POLICY/PROCEDURE

NUMBER: 1:45

SUBJECT  
COUNCIL SUB-COMMITTEES

ORIGINAL ISSUE:

EFFECTIVE:

2/05/92

2/5/92

CURRENT ISSUE:

EFFECTIVE:

2/21/12

2/21/12

CATEGORY

I. CITY COUNCIL POLICY

SUPERSEDES  
1/19/10**I. PURPOSE AND SCOPE**

To establish operational guidelines and procedures regarding the holding of sub-committee. This policy shall not affect City commissions, committees or boards created by formal Council action or by ordinance and meetings called therefore in compliance with the Brown Act.

**II. GENERAL****Sub-Committees Created by City Council Action**

- A. Creation of sub-committees. There are two types of City Council sub-committees recognized by the City: standing sub-committees and ad hoc sub-committees. No City Council sub-committee may consist of more than two members of the Council, although the Council may designate as members of the sub-committee other elected officials and citizens of Carson. All sub-committee members shall be appointed by the Mayor subject to formal approval by a majority of Councilmembers present and voting at a properly noticed and agendized public meeting.
- B. Standing sub-committees. A standing sub-committee is one created for an indefinite time period or to address general subjects. Generally, any sub-committee created that does not clearly qualify, as an ad hoc sub-committee will be standing sub-committee.
- C. Ad hoc sub-committee. An ad hoc sub-committee is one created for a limited period to address a specific subject or issue of a temporary nature.
- D. Brown Act. All standing sub-committees and ad hoc sub-committees shall comply with all provisions of the brown act, except that an ad hoc sub-committee comprised solely of two Councilmembers and no other persons are exempted, in accordance with state law.
- E. No exceptions. There are no exceptions to this **SMP**. All bodies created by formal City Council action which include one or more Councilmembers, whether called a committee, taskforce, special committee, advisory committee, or any other name, shall be considered either standing sub-committee or ad hoc sub-committee for purposes of this SMP.
- F. Informational advisory or other group, town hall style meetings, community meetings, or other collective gatherings are not required to comply with the Brown Act, in accordance with State law.
- G. Nothing in this Section should be construed to limit the ability of any member of the Council to meet with constituents when no City resources are used.

### III. PROCEDURE

The following applies to sub-committees created by formal action or meetings approved by the Council. It does not apply to informational advisory or other group, town hall style meeting, community meeting, or other collective gatherings held by one or two Council members together.

#### Meetings

- A. The meeting dates/times will be organized by the General Manager or senior staff member assigned to the sub-committee.
- B. Meeting dates/times will be arranged to accommodate the schedules of the Councilmember(s) appointed to the sub-committee.
- C. Meeting dates/times and agendas may be scheduled on short notice provided all formal posting and notification requirements of the Brown Act are met, unless the sub-committee is not subject to the Brown Act (see Section II, Brown Act).

#### Sub-committee Agenda Items

- A. Any member of a City Council Sub-committee and/or the City Manager may place items on the agenda for consideration by a City Council Sub-committee.
- B. Agenda preparation will be completed by the General Manager or senior staff member assigned to the sub-committee and copies will be distributed to the full Council.

#### Staff Support to Sub-committees

- A. General Managers or senior staff members will be assigned to the various sub-committees according to specific subject matters at the direction of the City Manager.
- B. The meetings of standing sub-committees shall be recorded on tape and germane minutes taken by the General Manager or senior staff member to the sub-committee. Tapes will not be transcribed unless requested by a Councilmember or otherwise necessary for conducting of city business. Councilmember requests for verbatim transcription of items considered by any sub-committee will be requested through an item on the City Council agenda.
- C. Approved minutes of standing sub-committees shall be kept on file in the City Clerk's office for five years.

#### Advertisement and promotion of Meetings

If there is any advertisement or promotion of the meeting, including production of flyers, mailers, handouts, press releases, emails, etc., staff shall follow SMP 1.56 (Council Communications (FLYERS, HANDOUTS AND OTHER PRINTED MATERIAL) and SMP 1.55 (CITY COUNCIL REQUESTS FOR ISSUANCE OR PRESS RELEASE).

#### Reports and/or Recommendations to Council/Agency

- A. As soon as practical following each standing sub-committee meeting, the General Manager or senior staff member will complete an agenda disposition, noting any decisions or recommendations, and forward this report to all Councilmembers and others as appropriate. Sub-committee agenda dispositions for each sub-committee held during



the previous two weeks will be placed on the City Council agenda (consent) following each meeting.

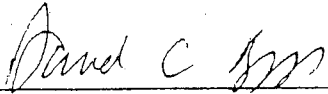
- B. If a formal report to the Council/Agency is required, and/or if further action is needed by the Council/Agency, then the General Manager or senior staff member will prepare an appropriate agenda item.

#### IV. EXCEPTION

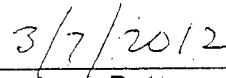
There shall be no exceptions to this policy, except through direct instructions of the City Council

#### V. AUTHORITY

City Council Agenda Item No. 15, dated February 21, 2012.



David C. Biggs  
City Manager



Date

**ITEM NO. (26)      CONSIDER REPEALING THE MINUTE ACTION OF THE CITY COUNCIL  
ELIMINATING ALL CITY COUNCIL SUB-COMMITTEES (CITY  
MANAGER)**

RECOMMENDATION for the City Council:

1.      CONSIDER and PROVIDE direction.

ACTION:      It was moved to repeal the action of the City Council of April 3, 2012 to eliminate all City Council Subcommittees and rename the City Council Subcommittees to Council Committees and rename Council Committee No. 22 Redevelopment Agency to Economic Development on motion of Dear and seconded by Santarina.

During discussion of the motion, Council Member Davis-Holmes discussed the City Council's action of April 3, 2012 and suggested team building.

Mayor Pro Tem Santarina suggested that the Mayor equitably divide all the Council Committees among the Council Members.

Mayor Dear offered a substitute motion to amend his motion to designate the Mayor to appoint the chairperson of each committee and seconded by Council Member Robles.

During discussion of the substitute motion, Council Member Davis-Holmes agreed with Mayor Pro Tem Santarina's suggestion for equal distribution on the committees.

The substitute motion was carried by the following vote:

Ayes:	Mayor Dear, Mayor Pro Tem Santarina, Council Member Davis-Holmes, Council Member Gipson, and Council Member Robles
Noes:	None
Abstain:	None
Absent:	None



**ITEM NO. (17)      CONSIDERATION OF CITY COUNCIL COMMITTEES (CITY CLERK)**

RECOMMENDATION for the City Council:

Mayor Dear to TAKE the following actions:

1.      CONSIDER the status of any City Council Committee as listed on Exhibit No. 1.
2.      CONSIDER and CREATE any new City Council Committees in accordance with Standard Management Procedure No. 1.45 and DETERMINE if the same are "standing committees" or "ad hoc committees." (Exhibit No. 2)
3.      DESIGNATE member assignments to the City Council Committees.

ACTION:      Mayor/Agency Chairman Dear requested that the Council Members provide him a list of City Council Committees that they each would be interested in serving on.

Mayor/Agency Chairman Dear referred to the List of City Council Committees (Inactivated/Reactivated) dated April 16, 2013 and made the following changes:

No. 29 City Council Restaurants Committee rename to City Council Restaurants/Entertainment/Retail/Theatre Committee;

No. 5 City Council City Attorney's Contract Committee rename to City Council City Attorney's Contract/Litigation/Prosecution Committee; and

No. 21 City Council Litigation Committee to stay inactive.

Mayor/Agency Chairman Dear continued Item No. 17 to May 7, 2013.