

DATE: November 20, 2024

TO: Council Policy and Procedures Committee

FROM: Heather Glaser, City Clerk

SUBJECT: **Amendments to Council Policy K-2, Council Advisory Bodies, Defining Boards, Commissions, and Committees, and Other Minor Amendments**

BACKGROUND

On June 11, 2024, the City Council referred to the Council Policy and Procedures Committee (CPPC) an item to consider defining membership requirements of committees.

City Charter § 900 lays out general requirements for advisory or decision-making boards and commissions, namely: (1) members of boards and commissions may not hold any paid office or employment in the City government; and (2) members of boards and commissions must be qualified electors of the City (see California Elections Code § 321). Following are all the boards, commissions, and committees in the City and their respective method of creation:

Body	Created By
Bicycle/Pedestrian Advisory Committee	Council
Board of Library Trustees	Charter
Downtown Committee	Council
Environmental Planning Commission	Charter
Human Relations Commission	Council
Parks and Recreation Commission	Charter
Performing Arts Committee	Council
Public Safety Advisory Board	Council
Rental Housing Committee	Charter
Senior Advisory Committee	Council
Visual Arts Committee	Council
Tennis Advisory Board	Council
Youth Advisory Committee	Council

Since “committees” are not specifically mentioned in the Charter as bodies that would be held to the requirements of City Charter § 900, the CPPC may recommend to the City Council a

definition for committees that better aligns with the purpose of some of the Council-created bodies.

For example, Council Policy K-2 could be amended as proposed in Attachment 1 to include a definition section that restates the membership requirements of boards and commissions per City Charter § 900 for clarity and newly defines membership requirements for committees.

In addition, staff requests the CPPC consider forwarding a recommendation to the City Council on whether to rename any of the Council-created bodies based on the new definition of “committee.” The usage of the term “board,” “commission,” or “committee” in the name of an applicable body shall be determinative of which membership requirements set forth in the proposed Council Policy K-2 would apply.

Other Minor Amendments

Other amendments contained in Attachment 1 include the removal of the word “advisory” as the policy applies to bodies that are and are not advisory to the City Council. Additional amendments generally consolidate redundant language and align the policy more closely with the processes of the City.

RECOMMENDATION

Staff recommends the CPPC weigh in on the proposed amendments as outlined in Attachment 1 and provide additional direction to staff on recommendations for renaming any Council-created bodies. The direction provided to staff can be brought back to the CPPC for review or taken to the Council for adoption at the next meeting practicable.

HG/6/CLK
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Attachments: 1. Council Policy K-2 (redline)
2. Council Policy K-2 (clean)