



CITY OF FOSTER CITY

# CITY COUNCIL SUBCOMMITTEES POLICY

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## *Purpose*

The City Council recognizes that use of standing and ad hoc subcommittees is an appropriate way to focus and accomplish the work of the advisory body. The purpose of this policy is to memorialize the City of Foster City's City Council Subcommittees model, defining the roll of the subcommittees, the process by which to follow for its creation and dissolution, as well as specifying certain requirements of City Council Subcommittees.

## *General Provisions*

- Standing and Ad Hoc Subcommittees may be created and dissolved at the discretion of the City Council to address ongoing and/or specific policy initiatives of the City, on an as-needed basis, to provide input and recommendations. Subcommittees are to return to the full City Council with recommendations for action.
- The size/Council liaisons assigned to a Standing or Ad Hoc Subcommittee must be no more than two Councilmembers (less than a quorum of the governing body).
- Fiscal and workload impacts of staffing will be considered when recommending creation of both Standing and Ad Hoc Subcommittees and when granting approval.

## *City Council Subcommittee Role*

In working cooperatively with City staff, the role of subcommittees is to assist the City Council in carrying out its goals and priorities to meet the changing needs of the community.

- A. Subcommittees develop program and policy recommendations for full City Council consideration at meetings of the City Council. The subcommittees will not make final and binding decisions on behalf of the City, nor will they commit the City's financial resources.
- B. Subcommittees permit, encourage, and solicit public input from City residents, business owners, employees and others to participate in the city policy-making process at the planning stage of program and policy development.
- C. Subcommittees review, monitor, and regularly report to the full City Council on the condition or progress of work programs during the course of the year.
- D. Subcommittees review and help coordinate program and department activities with other government agencies and community groups.
- E. Subcommittees do not supervise City staff. Subcommittee members may work collaboratively with City staff upon the pre-approval of the City Manager to accomplish specific tasks.

## *City Council Subcommittee Requirements*

The following requirements apply to subcommittees:

- A. Each subcommittee shall consist of no more than two Councilmembers (less than a quorum of the governing body).

- B. Subcommittee assignments and appointments (generally per the recommendation of the Mayor) will be made by the majority of the City Council when it adopts its Council Liaison list, which typically takes place during the first regularly scheduled City Council meeting in January each year following the City Council reorganization and as needed.
- C. Each subcommittee shall be supported by the Department Head or other staff member(s) that is designated by the City Manager as the staff liaison(s). The staff liaison(s) will attend meetings of the subcommittees

#### *Standing Subcommittees*

- A. A Standing Subcommittee is created, irrespective of its composition, when it has either: (1) a continuing subject matter jurisdiction; or (2) a meeting schedule fixed by charter, ordinance, resolution, or formal action of the City Council. (California Government Code Section 54952(b))
- B. Standing Subcommittees must be created and dissolved at a public City Council meeting. It will be reflected on the Council Liaison List accordingly with the appointed Council Liaisons for full transparency.
- C. Standing Subcommittees for purposes of the Ralph M. Brown Act (California Government Code Section 54950 et seq.) will ensure meetings comply with all requirements for standing committees under the Brown Act, as amended from time to time.
- D. Standing Subcommittee membership, staff liaison(s), regular meeting times and places (not required, but encouraged), and subject matter jurisdiction will be specified via City Council resolution.
- E. Every regular meeting of the Standing Subcommittee must be preceded by a posted agenda that advises the public of the meeting and the matters to be transacted or discussed.
- F. Minutes shall be kept of each standing subcommittee meeting by the staff liaison, or as otherwise designated by the City Manager. Subcommittee minutes will be maintained in accordance with all applicable requirements of the Ralph M. Brown Act and the California Public Records Act (California Government Code Section 6250 et seq.).

#### *Ad Hoc Subcommittees*

- A. Ad Hoc Subcommittees, known as temporary advisory committees, composed solely of less than a quorum of the City Council that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed is not subject to the Brown Act. (California Government Code Section 54952(b))
- B. Ad Hoc Subcommittees may be created and dissolved at a public City Council meeting or in Closed Session. Although not required, it may be reflected on the Council Liaison List if possible for full transparency.
- C. Ad Hoc Subcommittees are tasked with a limited term assignment and do not have a fixed meeting schedule. They will be created with the intent of scheduling meetings during the business day whenever possible.
- D. Ad Hoc Subcommittees are not required to create and post agendas for their meetings or provide for public comment. While not required, the Ad Hoc Subcommittees are not precluded from providing members of the public the opportunity to attend their meetings and/or offer input if the subcommittee believes that public input is needed.

#### *City Council Subcommittee Review*

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Periodically, the City Council will evaluate the subcommittee model for effectiveness, including but not limited to the number and types of subcommittees, and their membership makeup.

RESOLUTION NO. 2021-112

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY APPROVING A POLICY PROVIDING PRESCRIPTIVE GUIDELINES FOR CITY COUNCIL SUBCOMMITTEES

CITY OF FOSTER CITY

WHEREAS, City Council Subcommittees are composed of one (1) or two (2) member subsets of the City Council who meet to discuss and provide direction to staff on items or issues that will eventually be considered by the City Council as a body; and

WHEREAS, on April 5, 2021, City Council approved via Minute Order a request to agendaize an item regarding the establishment of prescriptive guidelines for the creation of standing subcommittees and ad hoc subcommittees; and

WHEREAS, the policy memorializes the City Council Subcommittees model, defining the role of the subcommittees, the process by which to follow for its creation and dissolution, as well as specifying certain requirements of City Council Subcommittees; and

WHEREAS, the policy will also allow consistency in the City's practice and manage City Council's expectations to ensure the subcommittee model is used effectively.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Foster City does hereby approve the City Council Subcommittees Policy as set forth.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster City at the regular meeting held on the 19th day of July, 2021, by the following vote:

AYES: Councilmembers Awasthi, Froomin, Hindi, Sullivan, and Mayor Gehani

NOES: None

ABSENT: None

ABSTAIN: None

DocuSigned by:

*Sanjay Gehani*

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SANJAY GEHANI, MAYOR

ATTEST:

DocuSigned by:

*Priscilla Schaus*

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PRISCILLA SCHAUS, CITY CLERK