

CHAPTER 3.06  
**CITY COUNCIL COMMITTEES, BOARDS, AND COMMISSIONS**

**§ 3.06.010. Policy.**

- 1) The purpose of this policy document is to explicitly state Mayoral authority to establish Council Committees and make appointments as well as create policies/procedures to provide for establishment of and appointments to Council Committees and other committees/ organizations/ boards.

- 2) **ESTABLISHMENT OF COUNCIL COMMITTEES**

Council committees shall be established by the Mayor with City Council concurrence. Five standing committees and four special committees are established. Council Committees shall be comprised of a Chairperson, Vice-Chairperson, one regular member, and an alternate member appointed by the Mayor with concurrence of the Council. In addition, there are committees/organizations/boards to which one or two Councilmembers are appointed. A roster of appointments shall be updated and revised as new appointments occur and are confirmed by City Council resolution. The Mayor shall not be appointed to serve on any Standing Committee except the Council Budget/Finance/Economic Development Committee.

- 3) **DURATION OF APPOINTMENTS**

Council Committee assignments shall be for two-year terms.

- 4) **COUNCIL COMMITTEES**

The purpose of Council Committees shall be to provide detailed analysis and study matters, including obtaining public input, which are referred to the Committee by the City Council or Council appointees and to provide the full City Council with a report on its findings and recommendations. Delegation of such studies is essential to the efficiency of the City Council.

- A) **Standing Committees.** The following Council Standing Committees are established with the following purposes, issues and tasks:
  - i) **Budget/Finance/Economic Development Committee.** Will review the City's fiscal policies and documents, review proposed amendments to City fees, develop new fiscal mechanisms as needed, and develop and review policies and activities relating to the economic health of the community, including, but not limited to, the following:
    - a) Council and City Manager's non-local travel review;
    - b) Fees for special services;
    - c) Fees regulated by the Stockton Municipal Code, such as tow companies and taxi companies;
    - d) Business Council, Private Industry Council, Chambers of Commerce; and

- e) Public safety fiscal issues.
- ii) Legislation/Environmental Committee. Will develop and review policies and activities relating to legislative/environmental issues, including, but not limited to, the following activities:
  - a) Campaign reform;
  - b) Ethics policies;
  - c) City, State, and Federal legislation;
  - d) Federal Emergency Management Administration (FEMA) regulations/ activities/ directives; and
  - e) Environmental issues such as recycling.
- iii) Community Improvement and Crime Prevention Committee. Will consider City crime prevention and diversion programs, graffiti, and code enforcement programs, including, but not limited to, the following:
  - a) Juvenile delinquency prevention and diversion programs;
  - b) Adult crime prevention and diversion programs;
  - c) Anti-substance abuse programs;
  - d) Graffiti abatement programs; and
  - e) Code enforcement in support of property management activities.
- iv) Water Committee. Will deal with issues related to water, including, but not limited to, the following activities:
  - a) Water flows availability;
  - b) Water projects;
  - c) Water regulations;
  - d) Water conservation; and
  - e) Water reclamation.
- v) Audit Committee. Will oversee all independent auditing services for the City provided by both the City Auditor and the City's commercial auditing firm, including, but not limited to, the following:
  - a) Review the City Auditor's annual audit plan;
  - b) Review audit reports issued by the City Auditor;
  - c) Review the annual follow-up report issued by the City Auditor;

- d) Refer special requests for audit services to the City Auditor;
  - e) Review the annual audit plan of the City's commercial audit firm;
  - f) Review the City's annual financial reports and reports of the commercial audit firm; and
  - g) Review external quality control review reports of the Office of the City Auditor.
- B) Special Committees. This type of committee is designed to deal with specific issues or tasks as designated in the establishing resolution or as assigned by the Council. The committee shall remain in existence until completion of the tasks or resolution of the issue(s) assigned without further action by the Council. The membership of these four special committees will consist of two or three Councilmembers appointed by the Mayor with Council concurrence and two or three representatives of the respective school boards.
- i) City/Stockton Unified School District "3x3" Committee. Will review and develop recommendations on cooperative programs between the City and Stockton Unified School District.
  - ii) City/Lodi Unified School District "2x2" Committee. Will review and develop recommendations on cooperative programs between the City and Lodi Unified School District.
  - iii) City/Lincoln Unified School District "2x2" Committee. Will review and develop recommendations on cooperative programs between the City and Lincoln Unified School District.
  - iv) City/Manteca Unified School District "2x2" Committee. Will review and develop recommendations on cooperative programs between the City and Manteca Unified School District.

Topics/activities/programs not listed above will be assigned by the City Council to the most appropriate committee for action/recommendations/review.

C) Ad Hoc Committees.

i. Creation. In addition to standing and special committees, the City Council shall from time to time establish ~~Ad Hoc~~ Ad Hoc committees targeted toward specific issues, goals, and tasks. The ad hoc committees shall be established by City Council resolution with a simple majority vote.

ii. Appointment of Members. ~~With appointments for~~ created Ad Hoc Committees shall be made by the Mayor based on the following objective criteria: expertise and expressed interest of the Councilmembers.

a. Functional Criteria.

1. Expertise and experience in the subject area that the Ad Hoc Committee is tasked with addressing.

2. Strong interest and commitment in the subject area.

b. Interpersonal criteria.

1. Ability to communicate effectively and listen to others.

2. Ability to provide unbiased perspective.

3. Ability to exercise independent judgment.

iii. Term.

a. The terms of the ad hoc committees shall not exceed one year.

b. The term may be extended unless reestablished or extended by resolution of the Council with a simple majority vote.

iv. Dissolution. ~~In addition to standing and special committees, the City Council shall from time to time establish ad hoc committees targeted toward specific issues. The ad hoc committees shall be established by resolution of the Council, with appointments to be made by the Mayor based on the expertise and expressed interest of the Councilmembers. The terms of the ad hoc committees shall not exceed one year unless reestablished or extended by resolution of the Council.~~

a. Ad Hoc Committees may be dissolved as follows:

1. By addressing and/or completing the assigned issues, goals, and tasks.

a. Upon completion of the designated work, the Ad Hoc Committee shall submit a report to the City Council summarizing the results of their work.

b. The Chair of the Ad Hoc shall submit this report in writing to the City Clerk. The report shall also be made available to the public.

2. Passage of time pursuant to Council Policy Section 3.06.010(4)(C)(iii)(a).

3. Any council member may request dissolution of an Ad Hoc Committee subject to the following process:

a. Submit written request to the City Clerk to agendize the dissolution.

b. The City Clerk shall agendize the dissolution for the next regular council meeting.

a-c. Dissolution shall require a two-thirds (5) super majority vote.

## 5) COMMITTEE MEETINGS

- A) Committee meetings shall be open to the public; however, the Committee may hold closed meetings for the same reason(s) that the full Council holds closed sessions.

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B) Committee meetings shall be scheduled at a time and place to encourage public

attendance and input and to accommodate authorities and experts germane to the topic under study or review.

- C) Items that come up as a result of Committee deliberations which may not necessarily have been directly referred to the Committee and do not relate to the item under discussion, would be immediately referred to the entire Council for approval prior to further Committee consideration.
- D) The public shall be permitted to provide testimony before the Council Committee on the issue(s) under consideration. Their active participation in the Committee's discussions and deliberations will not be allowed unless approved by the Committee Chairperson.
- E) The Vice Chairperson shall assume all duties and responsibilities in the absence of the Chairperson.
- F) The Chairperson shall schedule Committee meetings and approve meeting agenda.
- G) The City Manager shall have notices of the Council Committee meetings prepared, calendars of Committee Meetings maintained, ensure distribution of meeting notices, and assign proper City staff to the Council Committee for topics under consideration.
- H) The presiding officer of the Council Committee meeting shall be the Committee Chairperson.
- I) Two Council Committee members shall constitute a quorum for conduct of Committee business. The Council Committee meeting may be conducted with one member present in which case, the Committee recommendations shall be submitted to the City Council as a Minority Council Committee Report.
- J) All Committee meetings shall be tape recorded. Such tapes shall be maintained on file for two years.

#### 6) COUNCIL COMMITTEE REPORTS

- A) All reports to the City Council shall be in written form, unless time constraints on the issue under consideration do not allow so. In the latter case, the Chairperson shall present a verbal report to the City Council.
- B) Committee minutes shall summarize pertinent Committee discussions, including alternatives considered, relevant testimony by the public, findings, and support/justification for the Committee's recommendation(s).
- C) The Committee report shall be scheduled/placed on the City Council agenda at the direction of the Committee Chairperson.
- D) The City Manager shall provide the recorder for the Committee meetings and shall have prepared a report of the Committee's deliberations and recommendation(s). City Departments responsible for preparing Council Committee minutes shall report back to the full Council no later than the second meeting following the committee meeting.
- E) The Committee report, upon signature by Committee members, shall be filed with the

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City Clerk and become a permanent record of the City.

**§ 3.06.020. Responsibilities.**

Mayor: Establish Council Committees with concurrence of City Council.

City Manager: Provide recorder for the Committee meetings.

**§ 3.06.030. Relevant authority.**

None applicable.

**§ 3.06.040. Related administrative directive, city policy, city procedure.**

None applicable.

**§ 3.06.050. Related forms, documents, or links.**

None applicable.

**§ 3.06.060. Frequently asked questions.**

None applicable.

**§ 3.06.070. Update history.**

7/6/81 - Adopted by Resolution No. 38,402

11/2/87 - Amended by Resolution No. 87-0603

3/5/90 - Amended by Resolution No. 90-0137

1/2/91 - Amended by Resolution No. 91-0017

1/28/91 - Amended by Resolution No. 91-0092

5/20/91 - Amended by Resolution No. 91-0357

10/7/91 - Amended by Resolution No. 91-0776

8/17/92 - Amended by Resolution No. 92-0542

12/19/94 - Amended by Resolution No. 94-0607

1/6/97 - Amended by Resolution No. 97-0012

5/24/05 - Amended by Resolution No. 05-0218

7/18/06 - Amended by Resolution No. 06-0371

1/9/07 - Amended by Resolution No. 07-0001

3/6/07 - Amended by Resolution No. 07-0081

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2/2/10 - Amended by Resolution No. 10-0021

1/26/16 - Amended by Resolution No. 2016-01-26-1203