

**CITY OF CLOVERDALE
CITY COUNCIL
RESOLUTION NO. 017-2012**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE
REVISING ENABLING LEGISLATION FOR
THE COUNCIL SUBCOMMITTEES
AND REPEALING CITY COUNCIL RESOLUTION NO. 063-2010**

WHEREAS, the City Council created the Management by Objectives (MBO) system for setting the City's business objectives on June 28, 2006; and

WHEREAS, the MBO system includes City Council Subcommittees ("Subcommittees") whose purpose it is to aid in the oversight of the system; and

WHEREAS, on October 8, 2008 the City Council adopted Resolution No. 107-2008 confirming the responsibilities and procedures of the Subcommittees, and appointing its members; and

WHEREAS, on January 14, 2009 the City Council appointed new members to the Council Subcommittees; and

WHEREAS, on January 28, 2009 the City Council approved Resolution No. 003-2009 revising the enabling legislation for the Council Subcommittees; and

WHEREAS, on July 22, 2009 the City Council approved Resolution No. 045-2009 revising the typical meeting times of some of the Council Subcommittees; and

WHEREAS, on February 10, 2010 the City Council approved Resolution No. 001-2010 removing information of a temporary nature such as typical meeting times from the adopted Resolution; and

WHEREAS, on November 10, 2010, the City Council approved Resolution No. 063-2010 merging the Finance and General Administration Subcommittees into a Finance & Administration Subcommittee, and merging the Police and Public Works Subcommittees into a Public Services Subcommittee, and repealing City Council Resolution No. 001-2010; and

WHEREAS, on December 29, 2011, through actions by the California Supreme Court redevelopment agencies were eliminated, requiring changes to the title and purpose of the Planning/CDA Subcommittee; and

WHEREAS, changes have been made to the City's process for distributing draft minutes of the Council Subcommittee meetings.

NOW, THEREFORE, BE IT RESOLVED that:

1. **Subcommittee Purpose.** Cloverdale Municipal Code (CMC) 2.06 established the City Council Subcommittee system. The purpose of each subcommittee is to assist the City Council in carrying out its oversight and improvement responsibilities to meet the changing needs of the community. This is done by overseeing the applicable budget and business objectives; discussing potential policy recommendations; and reviewing and proposing improvements to pertinent City Code and other regulations. There are currently four subcommittees:
 - a. **Airport.** The airport subcommittee coordinates with representatives of the Cloverdale Municipal Airport lessees to discuss and resolve issues pertaining to the airport's financial viability, safety, and effectiveness.
 - b. **Finance & Administration.** The finance & administration subcommittee guides the City's fiscal well-being by monitoring the City's annual revenues and expenditures as well as the multi-year fund forecasts; and reviewing and recommending policies concerning areas such as revenues, debt, budget, reserves, and other issues of fiscal stewardship. It also addresses issues pertaining to the internal infrastructure of the City

as an organization, e.g., organizational structure and administrative policies, as well as processes intended to improve Council effectiveness.

- c. **Planning & Community Development.** The planning & community development subcommittee discusses issues concerning land use, zoning, and the long-term growth and economic development of the community.
- d. **Public Services.** The public services subcommittee discusses issues related to the services provided directly to the community, including law enforcement, the water and wastewater systems, parks, streets, and storm drainage. It also addresses topics concerning City Hall and other facilities, as well as the local transit system.

2. Subcommittee Membership.

- a. **Expectation of Members.** Members are expected to fulfill the following responsibilities:
 - i. Regularly attend the meetings and notify staff in advance if they are not able to attend.
 - ii. Read any background material provided in advance, and fully participate in the discussion on each of the agenda items.
 - iii. Council members are expected to serve on at least one Subcommittee.
- b. **Member Appointment.** Council members serve a one year term on the Subcommittee, or until their successor is appointed. However, Council members are encouraged to serve for at least two years on a Subcommittee in order to become fully conversant with its policy issues.
 - i. **Annual process.** The Council typically reviews and makes new Subcommittee appointments at its first regular meeting in January. This process is described in Attachment A. Attachment A is intended for facilitative purposes. It is not intended to be binding.
 - ii. **Temporary appointments.** From time to time, a Council member may be unable to meet his/her Subcommittee obligations for a limited period. In such cases, the City Council will evaluate the situation and determine if another Council member should be appointed temporarily to the Subcommittee(s). These appointments occur on an as-needed basis.
 - iii. **Mid-year appointments.** If a Council member is unable to meet his/her Subcommittee obligations for an extended or undeterminable period of time, the City Council may choose to redistribute Subcommittee appointments among the remaining available Council members. This occurs on an as-needed basis.
- c. **Chair Designation.** The Chair is designated during the Subcommittee appointment annual process. When the same two members continue to serve on a Subcommittee, they are encouraged to alternate the Chair designation each year.
- d. **Current Subcommittee Membership and Meeting Times.** The subcommittee membership and typical meeting dates and times are periodically revised. Once revised, they are adopted via separate resolution. Meeting dates/times are subject to change. Subcommittees may choose not to hold a meeting, or may choose to hold additional meetings.

3. Subcommittee Meeting Process.

- a. **Meeting agenda.** In compliance with requirements of the Ralph M. Brown Act, The staff liaison or the City Manager will work with the Subcommittee Chair to set the meeting agenda. The agenda will be finalized and sent to the Subcommittee members at least 72 hours in advance, along with any background materials. Attachment B describes the Subcommittee support process. Attachment B is intended for facilitative purposes. It is not intended to be binding.

- b. **Meeting Minutes.** The staff liaison or other staff designated by the City Manager will produce minutes of each meeting. Attachment B describes the Subcommittee support process. Attachment B is intended for facilitative purposes. It is not intended to be binding.
4. **Subcommittee Ad Hoc Working Groups.** From time to time, the Subcommittee may decide to form an ad hoc working group to accomplish specific short-term tasks assigned to the Subcommittee by the full City Council. Such working groups may include City staff with the pre-approval of the City Manager. One example of an ad hoc working group is the fall harvest dinner planning group. Such working groups are not considered standing committees for the purposes of the Ralph M. Brown Act.
5. **Subcommittee Review.** From time to time, the City Council may evaluate the effectiveness of the Subcommittee structure or of individual Subcommittees. The City Council may do this on an annual or an as-needed basis. Attachment A describes the process for regular Subcommittee review. Attachment A is intended for facilitative purposes. It is not intended to be binding.
6. Resolution No. 063-2010 is hereby repealed.

It is hereby certified that the foregoing Resolution No. 017-2012 was duly introduced and adopted by the City Council of the City of Cloverdale at its regular meeting held on the 11th day of April 2012 by the following voice vote: (5-ayes, 0-noes)

AYES IN FAVOR: Mayor Cox, Vice Mayor Paila, Councilmember Maacks, Councilmember Russell, Councilmember Wolter

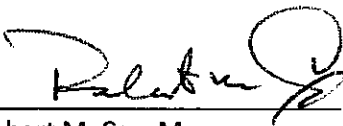
NOES: None

ABSENT: None


ABSTAIN: None

Approved:

Attested:



Robert M. Cox, Mayor



Nina D. Regor, City Clerk

Attachment A: Process for Annual Subcommittee Review and Membership Appointment

It is advisable to regularly review the Subcommittee structure to ensure that the structure and each Subcommittee are functioning effectively. Following is a suggested process for reviewing Subcommittees and appointing members.

1. Before the end of the calendar year, the City Council will discuss the effectiveness of each Subcommittee. Topics may include but are not limited to frequency of meetings, types of issues covered, and if the purpose of a Subcommittee has evolved during the year.
2. Following the meeting, each Council member will rank in order of preference the Subcommittees s/he wants to serve on (1-6 if there are six subcommittees). S/He will also note how many Subcommittees s/he's willing to serve on. Each Council member will separately provide this information to the City Manager, who will compile it and provide it to the Council at a later date.
3. Incoming Council members are provided with the Subcommittee ordinance and implementing resolution. They will complete a prioritization sheet and submit it to the City Manager.
4. At the first Council meeting in January, the City Manager will present the results. Council will deliberate on the appointments.
5. Council will decide on the Chair for each Subcommittee. At its first meeting, each Subcommittee will decide if it wishes to change its typical meeting day/time.
6. Once each Subcommittee's typical meeting day/time has been either affirmed or revised, staff will bring an updated implementing resolution forward to Council for consideration.

Attachment B: Process for Subcommittee Meeting Support – Agendas and Minutes

Following is a suggested process for drafting and finalizing Subcommittee meeting agendas and minutes. “Staff” is used generically to refer to the City Manager, the staff liaison, or designee.

1. Staff will strive to distribute the agenda and any background material by the Thursday before the Subcommittee meeting.
2. Staff will draft the meeting agenda in advance and review it with the Subcommittee Chair. Once the agenda is finalized, staff will prepare any background materials.
3. Staff will appropriately post the agenda at least 72 hours in advance, or as required by state law.
4. Staff is responsible for taking minutes at the meetings.
5. Staff will provide draft minutes to City Council as soon as practical so Subcommittee members can use them to report out at the next available Council meeting. Draft minutes are provided as information only for Council members who are not members of that Subcommittee.
6. The Subcommittee will review and approve the minutes at its next meeting. Once approved, minutes are posted on the City’s website.