ITEM NO. 16

STAFF REPORT

CITY OF OCEANSIDE

DATE: May 2, 2007

TO: Honorable Mayor and City Councilmembers

FROM: City Manager's Office

SUBJECT: **ADOPTION OF REVISED CITY COUNCIL POLICIES**

SYNOPSIS

Staff recommends that the City Council adopt revised City Council Policies 100-01; 100-03; 100-05; 100-08; 100-09; 100-10; 100-13; 100-20; 100-22; 100-25; 100-29; 100-32; 100-34; 100-38; 100-39; 100-50; 100-57; and 100-58.

BACKGROUND

The City Council utilizes a City Council Policy Manual to set certain policies and procedures related to City Council operations. From time to time staff reviews the policies to determine if updates are needed. Staff also requested input from all elected officials.

ANALYSIS

Staff has determined that the following City Council Policies require updating:

100-01: Changes language to reflect the joint nature of Council/CDC/Harbor meetings.

100-03: Clarifies language for when advance written requests to speak need to be submitted (seven days prior to meeting date vs. two weeks in advance of meeting).

100-05: Removes reference to resolutions and notices of completion being completed within 180 days and adds that all agreements/contracts must have all exhibits attached, along with notarization information, to be considered complete.

100-08: Clarifies where Council meeting materials are available and addition of Web site posting.

100-09: Clarifies the timeframe for applications to be submitted to the City Clerk for advisory group appointments; clarifies location of notices, and timeframe for the Mayor to provide notice on his/her appointments.

100-10: Clarifies that individuals may submit an application to change the commission that they are appointed to.

100-13: Clarifies that the annual evaluation for the City Manager and City Attorney are in a written format (requested by Deputy Mayor Chavez).

100-20: Clarifies the four-hour staff rule.

100-22: Eliminates the required annual review of advisory groups.

100-25: Clarifies staff attendance at meetings called by Councilmembers.

100-29: Adds DVDs and videos to retention policy.

100-32: Clarifies where on the agenda public input on nonagendized items for Council Workshops occurs.

100-34: Clarifies who tracks Council items and when items should be brought back to the Council.

100-38: Adds concurrence of the City Council to take any item after 10:00 p.m. at Council meetings.

100-39: Clarifies utilizing the Council Chambers on alternating Fridays when City Hall is closed.

100-50: Removes requirement for four electeds to hold a Workshop or Study Session.

100-57: Clarifies how settlements and claims are reported to Council.

100-58: Clarifies the potential duration of a Council Ad Hoc Committee and adds the category of Special Purpose Citizen Committees.

FISCAL IMPACT

Does not apply.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The City Attorney has reviewed the revised City Council Policies and has approved them as to form.

RECOMMENDATION

Staff recommends that the City Council adopt revised City Council Policies 100-01; 100-03; 100-05; 100-08; 100-09; 100-10; 100-13; 100-20; 100-22; 100-25; 100-29; 100-32; 100-34; 100-38; 100-39; 100-50; 100-57; and 100-58.

PREPARED BY:

Michelle Skaggs Lawrence
Deputy City Manager

SUBMITTED BY:

Peter A. Weiss
Interim City Manager

REVIEWED BY:

John P. Mullen, City Attorney

	POLICY NUMBER	**100-01**
SUBJECT:	**ADOPTED**	**8-10-83**
City Council, Community Development	**REVISED**	**3-13-91**
Commission and Harbor Board of	**REVISED**	**12-12-01**
Directors Meeting Schedule	**REVISED**	**5-2-07**

Regular Meetings

It is the policy of the City Council that the ~~City Council's~~ regular joint meeting dates of the City Council, Community Development Commission, and Harbor Board of Directors will remain as established by resolution, on the first, second and third Wednesdays of each month, except in circumstances of holidays and/or events involving the majority of the City Council that conflict with a meeting date. ~~The CDC and Harbor Board's regular meeting dates are established by resolution and are held on the first and third Wednesdays of each month.~~ Meetings may be cancelled, if necessary, due to lack of a quorum. A Council/CDC/Harbor Board meeting date shall not be moved due to the vacation of a Councilmember/Commissioner/Harbor Director. Elected officials shall alternate vacations for the convenience of the public in keeping meetings on the regular meeting schedule.

Special Meetings

The Mayor/CDC Chair~~,~~/Harbor President or a minimum of three Councilmembers/Commissioners/Harbor Directors may, when deemed necessary, call a special meeting for a specific purpose. A 24-hour notice of the meeting is required giving the specific purpose of the meeting. The legislative body may act only on matters referred to in said notice.

Adjourned Meetings

The City Council/CDC/Harbor Board may adjourn any regular or adjourned meeting to a date specified in the order of adjournment. When so adjourned, the adjourned meeting is then considered a regular meeting for all purposes. When an order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

	POLICY NUMBER	**100-03**
	ADOPTED	**8-26-81**
SUBJECT:	**REVISED**	**12-17-86**
City Council/CDC/Harbor Board	**REVISED**	**2-24-88**
Off-Agenda Items; Public	**REVISED**	**12-12-01**
Communications: Off-Agenda Items	**REVISED**	**5-2-07**

It is the policy of the City Council that no off-agenda items requiring Council action (including the City Manager's and the City Attorney's agenda items) be considered by the City Council unless one of the following criteria is met:

1. An emergency situation exists;

2. The Council determines by a two-thirds vote, or by a unanimous vote if less than two-thirds of the Council is present, that the need to take action on the item arose subsequent to the posting of the agenda; or

3. The item was included in an agenda for a prior meeting occurring not more than five days prior and was continued to the meeting at which the action is to be taken.

If the Council determines that the need to take action arose subsequent to the agenda posting, pursuant to criteria 2 above, it shall make that determination by separate motion, including the reasons for the determination. Those reasons shall be reflected in the Council minutes.

It is the responsibility of the Chairperson of any Council Committee to have all items requiring Council action placed on the agenda; otherwise that item will be subject to the same restrictions as another off-agenda item.

Notwithstanding the above, a Councilmember may, under City Councilmember Reports, give an informational report on any item not on the agenda, providing that no discussion or action takes place on that item.

Public Communications on City Council/CDC/Harbor Board Matters (off-agenda item)

Citizens shall have the right to address the City Council/CDC/Harbor Board on any matter within the elected body's jurisdiction, subject to the time limit set forth in Policy 100-32. Citizens may address the City Council/CDC/Harbor Board by one of the following methods:

Written Requests

Submitting an advanced written request to address the City Council/CDC/Harbor Board, to the City Manager's Office no later than 10 a.m., seven days prior to ~~two weeks in advance of~~ the meeting, describing the item in sufficient detail for the Council/CDC/Harbor Board to ascertain the action or discussion being requested; or

Oral Requests

Approaching the Council/CDC/Harbor Board under Public Communications on City Council/CDC/Harbor Board matters (off-agenda items)

The Council/CDC/Harbor Board may hear, but not discuss or take action on, citizen communications not on the agenda. All such communications shall be routinely referred to staff for administrative action or placement on a subsequent agenda, as deemed appropriate by staff.

All request-to-speak forms must be completed and submitted to the City Clerk prior to the beginning of the item in question.

	POLICY NUMBER	**100-05**
	ADOPTED	**8-10-83**
	REVISED	**2-26-86**
SUBJECT:	**REVISED**	**2-10-88**
Council/CDC/Harbor Board Approval of	**REVISED**	**12-12-01**
Contracts, Agreements and Documents	**REVISED**	**5-2-07**

It is the policy of the City Council that contracts, agreements and documents authorized by Council action be conformed and signed within the following time periods:

1. contracts and agreements with local private contractors, developers, and firms~~, and documents, such as resolutions and notice of completions,~~ within 180 days;

2. contracts and agreements with municipal, county and state agencies, special districts and private, non-profit agencies within 180 days;

3. contracts and agreements with federal and joint powers agencies within one year.

If such contracts, agreements, and documents are not conformed and signed within the specified time periods, Council action will again be required. The Council shall not approve any contract, agreement or document unless it has received prior execution by the other party/parties involved. All contracts/agreements must have all exhibits attached and notarization included before being considered complete.

	POLICY NUMBER	**100-08**
	ADOPTED	**8-10-83**
SUBJECT:	**REVISED**	**12-17-86**
Public and Press Review of	**REVISED**	**12-12-01**
Agenda Material	**REVISED**	**5-2-07**

It is the policy of the City Council that City Council meeting agenda materials be made available for public and press review. Agendas shall be posted on a bulletin board outside of the buildings in the main section of the Civic Center and on the City's web page at least 72 hours prior to each regular Council meeting, and 24 hours prior to each special Council meeting. Agenda materials are available for public review in the ~~Public~~ Civic Center Library, the Mission Branch Library, the City Clerk's Office, the Melba Bishop~~each Community~~ Community Center, and the Department of Harbor and Beaches Administrative Offices at 1540 Harbor Drive North, and on the City's Web site prior to close of business on the last workday of the week preceding the meeting. Agenda materials are made available to press representatives upon request.

	POLICY NUMBER	**100-09**
SUBJECT:	**ADOPTED**	**8-10-83**
Vacancies on Commissions,	**REVISED**	**12-12-01**
Boards and Committees	**REVISED**	**5-2-07**

It is the policy of the City Council that vacancies on commissions, boards, and committees be published quarterly. T~~, at least sixty (60) days prior to the appointment of any scheduled or unscheduled vacancy, t~~he City Clerk shall publish a notice of vacancies in the local newspaper and on the City's Web site. The notice shall also be posted in the City Clerk's Office and the Library.~~, with copies sent to all the Community Centers for posting.~~

New applications for a vacancy must be submitted to~~received by~~ the City Clerk.~~ at least twenty (20) days prior to any appointment.~~ The City Clerk will, in turn, forward such new applications to the City Council for consideration once cleared by the Police Department. The Mayor shall give written notice to the City Council and City Clerk~~, a minimum of 14 days~~ prior to making appointments.

The City Clerk shall notify the City Council of the upcoming vacancies and shall provide each member with copies of all applications presently on file for that particular Board, Committee or Commission.

All appointments to Boards, Committees and Commissions must adhere to Chapter 2 of the City Municipal Code.

Citizens may only serve on one advisory group at any given time.

Specifically related to the Planning Commission, it is the policy of the City Council that the City Council hold a non-televised workshop for Planning Commission selection interviews.

	POLICY NUMBER	**100-10**
SUBJECT:	**ADOPTED**	**8-10-83**
Appointments to Commissions,	**REVISED**	**1-16-02**
Boards and Committees	**REVISED**	**5-2-07**

It is the policy of the City Council that appointments to all Boards, Committees, Commissions and special Task Forces shall be made by the Mayor with concurrence of the legislative body at an appropriate meeting. Every effort will be made to make appointments prior to Committee vacancies.

~~No person shall be appointed to any Committee, Commission or Board without first filing an application with the City Clerk, at least twenty (20) calendar days prior to the appointment.~~

Generally, a~~A~~ppointments shall be limited to those individuals not then serving on any Board, Committee, or Commission thereby providing equal opportunity for all to serve. However, applications may be submitted by an individual wishing to change from one Board, Committee, or Commission to another. Ad-hoc committees shall be excepted from this rule, as shall members serving on one Board, Committee, or Commission as the designated representative of another.

Appointments to Boards, Committees or Commissions shall be made in a manner to avoid actual or perceived conflicts of interest under the Political Reform Act, Government Code section 1090, the doctrine of incompatibility of offices and/or any common law conflict of interest. Such conflicts of interest may include, but are not limited to conflicts based upon family relationships, domestic relationships, or employment relationships. Where conflict of interest exists, a member is required to leave the dais. All nominees must pass a background check prior to being appointed.

Any Councilmember may make a nomination to a regional Board, Commission or Joint Powers Authority. The Mayor with the concurrence of the City Council shall make appointments to such bodies unless otherwise provided by statute (Government Code § 40605).

Regarding prospective appointments, no formal recommendation by a Board, Committee, Commission or Task Force shall be solicited, accepted or considered; however, individual members may informally suggest appointments to individual Councilmembers.

The Mayor shall review Council liaison appointments to all Boards, Committees and Commissions annually in the month of December.

	POLICY NUMBER	**100-13**
SUBJECT:	**ADOPTED**	**8-10-83**
City Council's Staff	**REVISED**	**12-12-01**
Performance Evaluations	**REVISED**	**5-2-07**

It is the policy of the City Council to conduct an annual written evaluation of the performance of the City Manager and City Attorney. These evaluations shall be conducted each year during the month of March; the format of the evaluations shall be determined by the City Council.

Furthermore, it is the policy of the City Council that each Councilmember conduct an annual evaluation of their individual Council Aides. These evaluations should take place on or around the Council Aide's annual anniversary date.

SUBJECT:	POLICY NUMBER	100-20
City Councilmembers' Requests for	ADOPTED	4-25-84
Information and Staff Participation at	REVISED	1-16-02
Meetings Initiated by Councilmembers	REVISED	5-2-07

It is the policy of the City Council that, consistent with Chapter 2 of the Oceanside Municipal Code, requests for information or requests for staff attendance or participation from individual City Councilmembers and/or their Council Aides, including e-mail correspondence, must be forwarded through the City Manager, and/or City Attorney as appropriate, in order to receive a response. All requests, and all responses, must be copied to the entire City Council. If, in the City Manager's/City Attorney's judgment, such requests for research and analysis that require more than four hours of staff time to research and prepare, including any time spent by staff at a meeting initiated by a Councilmember, that request for information must have the prior concurrence of the City Council. The four-hour rule is by issue or subject and includes all staff members who may participate. The City Councilmember may raise the matter under his or her Councilmember item at a regular meeting and, with the legislative body's concurrence, request that the information be provided either formally or informally within a specified amount of time. All responses to a request for information will be copied and distributed to the entire City Council to ensure that all members receive the same information.

When any request for information from a Councilmember requires the preparation of a written statement or report, creating a new document or record subject to State and Federal laws governing public records, that report shall be provided simultaneously to all members of the City Council.

This policy is in no way meant to obstruct open and informal communications between elected officials and staff members. The intent of this policy is to ensure that the information is requested from the appropriate person and that responsibility for responding to an inquiry is handled in a timely manner.

SUBJECT:	POLICY NUMBER	100-22
Review of Commissions,	ADOPTED	4-25-84
Boards and Committees	REVISED	12-12-01
	REVISED	5-2-07

It is the policy of the City Council to review and approve the~~conduct an annual review of all committees, boards and commissions in conjunction with the City Council's review and approval of the~~ committees', boards' and/or commission's' annual work plans. The presentation of the annual work plan will be given by the advisory group chair, or his/her designee, at a regular City Council meeting and shall be limited to ten minutes.

	POLICY NUMBER	**100-25**
	ADOPTED	**6-27-84**
SUBJECT:	**REVISED**	**1-16-02**
Non-Interference in Administrative Affairs	**REVISED**	**5-2-07**

In order to regulate the manner in which members of the City Council individually interact with officers and employees appointed by or under the City Manager and/or City Attorney, it is the policy of the legislative body that:

1. Neither the City Council nor the Council Aides shall deal with any administrative officer or employee appointed by or under the City Manager and/or City Attorney (including City Clerk/City Treasurer) except through the City Manager and/or City Attorney, and neither the City Council nor any member thereof shall give orders to the subordinates of the City Manager and/or City Attorney, either publicly or privately.

2. Neither the City Council, nor its committees, nor any of its members shall dictate, suggest or interfere with appointments, promotions, compensations, disciplinary actions, contracts, requisitions, purchases or other administrative recommendations or actions of the City Manager and/or City Attorney, or of department heads under the City Manager. The City Council shall deal with administrative matters only in the manner provided by this policy; however, nothing herein contained shall restrict its power of hearing and inquiry. Requests for staff attendance at meetings held by Councilmembers shall be coordinated through the City Manager.

3. No member of the City Council shall directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the City Manager and/or City Attorney in the making of any appointment to, or removal from, any City office or employment, or the purchase of any supplies, or discuss directly or indirectly with any candidate for City Manager and/or City Attorney, the matter of appointments to City offices employment, or attempt to exact any promises from such candidates relative to any such appointment.

4. Council Aides may not participate in City-related meetings/discussions in lieu of the Councilmember for whom they work.

5. Please also reference Policy 100-20 regarding City Councilmembers' requests for information and attendance of staff at meetings called by City Councilmembers.

	POLICY NUMBER	**100-29**
SUBJECT:	**ADOPTED**	**1-9-85**
Retention of Recorded Tapes	**REVISED**	**12-12-01**
of Official Meetings	**REVISED**	**5-2-07**

It is the policy of the City Council that recorded tapes, DVDs and videos of official meetings may be discarded after being retained for a three-year period.

	POLICY NUMBER	**100-32**
SUBJECT:	**ADOPTED**	**12-17-86**
Citizen Testimony at City Council/	**REVISED**	**3-13-91**
CDC/Harbor Board Meetings, Council	**REVISED**	**12-12-01**
Workshops and Council Study Sessions	**REVISED**	**5-2-07**

It is the policy of the City Council that citizens will be given an opportunity to address the City Council in the following venues:

City Council Meetings and/or Council Workshops
Each citizen will be allowed a maximum of three minutes time for public input with regard to non-agendized items (i.e. oral communications from the audience on items not specifically identified on the agenda) and a maximum of three minutes time for public input or testimony with regard to agendized items (i.e. public hearings, discussion items, and written agendized requests on items specifically identified on the agenda). At the City Council's discretion, additional time for testimony may be granted.

~~Council Workshops~~
~~It is the policy of the City Council to take public input on agendized items only. Each citizen will be allowed a maximum of three minutes.~~

Council Study Sessions
It is the policy of the City Council to take public input on agendized items only, ***at the end of the agenda***. Each citizen will be allowed a maximum of two minutes.

	POLICY NUMBER	**100-34**
SUBJECT:	**ADOPTED**	**7-26-89**
Procedures for Reports Requested by	**REVISED**	**1-16-02**
Councilmembers at City Council Meetings	**REVISED**	**5-2-07**

It is the policy of the City Council that staff shall follow the standard procedures listed below unless otherwise stated at a City Council meeting:

1. A majority vote by Council on a motion for staff to prepare a report and/or return to Council with information will automatically require staff to agendize the item for Council review within 45 days or as soon as possible, unless otherwise stated. This information will be tracked by the City ~~Clerk~~Manager~~; updates will be given to the City Council, City Manager and City Attorney~~.

2. A request by a Councilmember (with no formal vote by Council) for information via the City Manager or City Attorney will automatically indicate to staff that the item will not need to appear on a future Council agenda and that the information will be distributed to Councilmembers within 45 days or as soon as possible, via a pass-through memorandum, unless otherwise stated.

~~Should issues arise where staff cannot meet the 45-day timeframe, staff will provide Council with an update at a Council meeting within the 45-day period.~~

	POLICY NUMBER	**100-38**
	ADOPTED	**3-13-91**
SUBJECT:	**REVISED**	**2-17-93**
Time Limitation for Consideration	**REVISED**	**12-12-01**
of Council Agenda Items	**REVISED**	**5-2-07**

It is the policy of the City Council that consideration of public hearing items, and items for discussion appearing on a Council Agenda, may not commence after 10:00 p.m. without a majority of the quorum of the City Councilmembers present at the meeting.

	POLICY NUMBER	**100-39**
	ADOPTED	**9-25-91**
SUBJECT:	**REVISED**	**12-12-01**
Public Use of Council Chambers	**REVISED**	**5-2-07**

Availability of City Council Chambers to the Public

It is the policy of the City Council that the City Council Chambers located at the Oceanside Civic Center (300 North Coast Highway) be available on a reasonable basis during the hours of 8:00 a.m. to 5:00 p.m. on Mondays, Tuesdays, Thursdays and alternating Fridays for use by members of the public including, but not limited to, Oceanside community organizations, public agencies and private companies, for purposes of conducting meetings, lectures, neighborhood workshops and other similar purposes. The Council Chambers will be unavailable for use on City holidays and on alternating Fridays when City Hall offices are closed.

It is recognized that the primary purpose of the City Council Chambers is to provide facilities for meetings of the Oceanside City Council, City Planning Commission and other City commissions, boards and committees. It is also recognized that the large meeting facilities known as the community rooms, located adjacent to the main library, are available for community meetings, special events and gatherings and that these community rooms serve as the primary facilities for such meetings and gatherings.

It is further the policy of the City Council that all organizations, groups and individuals using the City Council Chambers for purposes other than for meetings, events and/or gatherings sponsored and/or conducted by the City of Oceanside, shall be assessed a facility fee of $90.00 per hour to cover the total cost of providing facility maintenance, security and personnel essential to operate the Chamber. Facility reservations shall be made through the City Manager's Office on a first-availability basis.

It is further the policy of the City Council that food and beverages are prohibited within the Council Chambers.

	POLICY NUMBER	**100-50**
SUBJECT:	**ADOPTED**	**12-12-01**
Absences at Noticed City Council, CDC	**REVISED**	**6-19-02**
and Harbor Board of Directors Meetings	**REVISED**	**5-2-07**

It is the policy of the City Council that if a member cannot attend a noticed meeting, for whatever reason, that the member should give as much advanced notice as possible of their anticipated absence to both the Mayor and the City Manager.

~~Additionally, it is the policy of the City Council that a minimum of four Councilmembers must be present to hold a workshop and/or study session.~~

SUBJECT:	POLICY NUMBER	100-57
Reporting of Settlements	ADOPTED	11-2-05
Negotiated in Closed Session	REVISED	5-2-07

It is the policy of the City Council that negotiated settlements of ~~cases or claims shall be finally approved by the City Council only after a proposed settlement agreement has been fully executed by all the parties other than the City. Following the final approval of the proposed written settlement agreement by the City Council, the City Attorney shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held.~~

~~This policy does not affect the delegated authority of the City Attorney to settle cases or claims without the approval of the City Council, except in those cases where the City Council has directed the City Attorney's Office to settle a particular case within the delegated authority of the City Attorney. In this latter instance, the regular policy of the City Council will be in full effect~~litigation cases or pre-litigation cases be publicly reported in accordance with the Brown Act, Government Code Section 54957.1 as may be amended from time to time.

SUBJECT:		
City Council Committees	**POLICY NUMBER**	**100-58**
and City Council-Appointed	**ADOPTED**	**12-7-05**
Special Purpose Committees	**REVISED**	**5-2-07**

It is the policy of the City Council that in the formation of City Council Committees that include less than a quorum of the full Council as its members, the following shall apply:

City-sponsored City Council committees fall into the following categories:

1. Standing Committees: Council committees that are permanent in nature and have two Councilmembers shall be considered standing committees of the City Council. Standing committees shall be of a long-term or permanent nature and shall comply with all noticing and posting provisions required under the Ralph M. Brown Act for Council committees comprised of less than a quorum.

2. Ad Hoc Committees: Council committees established on an ad hoc basis shall be those of a temporary or transitory nature. ~~Typically, a~~Ad hoc committees shall be formed for either limited time duration not to exceed six months unless otherwise formally extended by the City Council~~or for a short-term issue~~.

Other Council-Appointed Committees:

1. Special Purpose Committee: From time to time the City Council may choose to establish citizen committees for a particular, special purpose, that do not include City Council members. Typically, these Special Purpose Committees shall be formed for either a limited time duration or for a short-term issue. Appointments to any Special Purpose Committee will be handled on a case-by-case basis in direct consultation with the City Manager and his/her staff.

At the time a committee is formed by the City Council, the Council shall designate the category under which the committee is formed (after consulting with the City Attorney regarding the committee's legal status) and the committee's scope of work, jurisdiction, regular meeting schedules (if any) or any other policy guidance required by the full City Council. Committees may be established with a sunset clause determining the duration of the committee's existence.

All standing committees shall comply with the Ralph M. Brown Act. For standing committees with a regular meeting schedule, all notices and postings shall be made at least 72 hours before regular meetings of the standing committee. All other meetings of the standing committees shall be noticed in accordance with the rules established for special meetings or emergency meetings as is applicable.

Except as specified herein, ad hoc committees shall not require posting and public notices for meetings. Ad hoc committee meetings in which members of the public are invited to speak or attend shall be publicly noticed in the same manner as if the ad hoc committee were a standing committee. This exception requiring public notice shall not apply to ad hoc committee meetings in which non-committee members attend as witnesses or advisors on a matter that would be eligible to be discussed in closed session under the Brown Act.

The City Council shall review status of all Council committees on at least an annual basis. Ad hoc committees shall not remain in existence for more than six months~~one calendar year~~ after their formation unless specifically extended by action~~resolution~~ of the City Council. Ad hoc committees that are not specifically continued by Council action shall be considered standing committees six months~~one year~~ after their formation.

Special Purpose Committees will be governed under the Brown Act. Special Purpose Committees serve in an advisory capacity to the City Council and serve at the pleasure of Council