



Minutes

Lakewood City Council

Adjourned Regular Meeting held
July 22, 2003

MEETING WAS CALLED TO ORDER at 6:39 p.m. by Mayor Esquivel in the Executive Board Room at the Civic Center, 5000 Clark Avenue, Lakewood, California.

ROLL CALL: PRESENT: Mayor Joseph Esquivel
Vice Mayor Todd Rogers
Council Member Wayne Piercy
Council Member Larry Van Nostran
Council Member Robert Wagner

CITY COUNCIL COMMITTEE POLICIES AND PROCEDURES WORKSHOP

City Manager Howard Chambers reported that during the presentation and ratification of the Mayor's appointments to various organizational appointments, the City Council had expressed the wish to look at City Council committees and determine if there was a need to establish policies and procedures. He stated that the City Clerk had been assigned the project of researching the issue to see what systems other cities were using and if sample policies or procedure manuals were available. He noted that conferring with city managers from other cities had resulted in the same conclusions reached by the City Clerk's research. It had been found that a great number of cities do not make use of any type of committee system, and of those that do, very few have any written policies or procedures. He indicated that staff was prepared to proceed at the City Council's direction.

City Clerk Denise Hayward gave a brief oral presentation based on the memorandum contained in the agenda packet and reported that of the cities surveyed, only two had policies relating to city council standing committees and that the majority of neighboring cities used only ad hoc committees. She noted that the City of Long Beach established all committees by city council resolution, with duties and procedures laid out in the resolution.

City Attorney John Todd advised the Council that the line between standing committees and ad hoc committees must be clearly defined. He briefly reviewed the differences between the two types of committees.

Council Member Piercy stated that the committee system needed to be founded on trust and good communication.

Vice Mayor Rogers questioned the need for overarching guidelines for committees, stating that while there had been some communication problems in the past, he felt those problems had been adequately dealt with.

COUNCIL COMMITTEE POLICIES AND PROCEDURES WORKSHOP – Continued

The City Attorney reminded the Council that since ad hoc committees were formed to complete specific tasks, they should not be long-term committees, but should be dissolved once their task had been completed.

Council Member Wagner referenced the former ad hoc committee that worked on the LACDA flood control/flood insurance issue. He noted that the committee had continued to work on the issue, even though it had taken many years to resolve.

There was discussion about preparation and approval of minutes for committees and whether there was a need for minutes of ad hoc committees.

The City Attorney suggested the use of “action” minutes for committees.

Council Members also discussed how issues that became deadlocked in committee could be handled and the City Manager’s role in that process.

Council Member Wagner stated that while he felt there was no need for an elaborate policy which would cause a loss of flexibility, he felt further discussion of this issue was needed.

It was the general consensus that there were additional aspects of the issue to be addressed.

ADJOURNMENT

There being no further business to be brought before the City Council, Mayor Esquivel adjourned the meeting at 7:29 p.m.

Respectfully submitted,

Denise R. Hayward, CMC
City Clerk