



**CITY COUNCIL AGENDA ITEM NO. G.4**  
**12/12/2023**

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**SUBJECT:** City Council Committees and Committee Assignments for 2024;  
and Dissolution of Committees

**DEPARTMENT:** City Manager's Office

**STAFF:** Tim Ogden, City Manager  
Margaret Wimberly, City Clerk

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### **TITLE/RECOMMENDATION**

Staff recommends that the City Council 1) review the City Council committees, assignments and descriptions for 2024, and approve, by motion, the committees, appointments and descriptions of the committees; and 2) dissolve the Brentwood Neighborhood Committee and State Route 4 Committee.

### **FISCAL IMPACT**

Age Friendly Communities Ad-Hoc Committee: Staff time could be approximately 10-15 hours per month in working with the committee and with stakeholders preparing for funding requests related to the effort. If consultant assistance is needed, costs could exceed \$50,000 or more. If staff is directed to move forward with consultant assistance, staff will return to City Council for their approval of any necessary General Fund budget adjustments.

Budget Ad-Hoc Committee: Depending on the scope and meeting frequency of the potential committee, staff time could be approximately 10-15 hours per month preparing for and following up on Budget Committee discussions.

Race and Equity Ad-Hoc Committee: Staff time could be approximately 10-15 hours per month working with the committee and efforts with stakeholders preparing for related funding requests. If consultant assistance is needed, costs could exceed \$50,000 or more. If staff is directed to move forward with consultant assistance, staff will return to City Council for their approval of any necessary General Fund budget adjustments.

An expenditure budget of \$2,122 for the Brentwood Neighborhood Committee is currently authorized in the FY 2022/23 General Fund Operating Budget and no expenditures have occurred in this fiscal year. If the recommendation to dissolve the committee is approved, the General Fund would have ongoing savings of approximately \$2,000 per fiscal year.



## **CITY COUNCIL AGENDA ITEM NO. G.4 12/12/2023**

There is no fiscal impact for the proposed dissolution of the State Route 4 Committee.

### **BACKGROUND**

Each year the City Council reviews the committees and committee assignments, as well as those of regional bodies, and makes appointments as necessary for the upcoming year.

The draft list of 2024 City Council assignments includes standing Council committees, ad hoc committees, appointments to other regional bodies, and citizen appointments to other agencies. Staff recommends that Council review the draft 2024 list of City Council committees, assignments – local and regional, as well as the committee descriptions below, and make revisions and appointments as needed.

The City Council forms committees to work on specific issues. Ad-hoc, or temporary, committees are used to tackle a single topic short-term goal. Standing committees are used to do ongoing work on an issue or multiple issues. Standing committees are run under the same rules as City Council, and commission meetings when it comes to the Brown Act. This means agendas are posted in advance, thereby providing meeting notice to the public, and with the public being able to attend the meetings and comment on agenda items. Consistent with prior Council direction, standing committee meetings would be held in the Council Chambers and broadcast via Zoom. Below is a list of proposed new committees, committees recommended to be dissolved and a proposed change to the Land Use Development Committee. This list includes the scopes of work for each committee, subject to Council approval:

### **Proposed New Committees**

Age Friendly Communities (Ad-Hoc): The proposed committee will examine goals and implementation of funding opportunities focused on improving the quality of life and safety for older adults and adults with disabilities. This Ad-Hoc committee will automatically be dissolved on January 1, 2025.

2023/24 – 2025/26 Budget Committee (Ad-Hoc): The proposed Budget Committee will offer oversight and guidance by providing policy level direction and input on the City's FY 2023/24 and FY 2024/25 – 2025/26 Capital and Operating Budgets and may also consider budget implications relating to 2024 debt issuance and refinancing opportunities. This Ad-Hoc committee will automatically be dissolved on January 1, 2025.



## **CITY COUNCIL AGENDA ITEM NO. G.4 12/12/2023**

### Race and Equity Committee (Ad-Hoc):

The proposed Race and Equity Committee will create and develop a racial equity plan, and an anti-racism and anti-hate crime policy. This Ad-Hoc committee will automatically be dissolved on January 1, 2025.

### **Proposed Committees to be Dissolved**

#### Brentwood Neighborhood Committee

The Committee has not met since March 10, 2021. Based on multiple recruitments that failed to receive a sufficient number of applicants to fill a quorum of 11 (five applicants the first time, and one applicant the second time), staff recommends dissolving the committee.

#### State Route 4 Noise Committee

The Committee was created to consider strategies for mitigating noise concerns of residents from State Route 4. With the Livorno Street Sound Wall project under construction, staff recommends dissolving the State Route 4 Noise Committee, which has not met since late 2022.

### **Proposed Change to Land Use Development Committee**

At times the regular meetings of this committee fall on a City Holiday necessitating the need to cancel the meeting. Staff recommends the following change to this committee's description to add an additional meeting date due to holidays. This is on the only change being proposed for this committee.

#### Land Use Development Committee:

This committee reviews items relating to major land use, community development, economic development, and housing policy topics, as well as citywide areas of interest, including but not limited to: general plan, zoning, permit processing, strategic initiatives, ordinances, economic development projects and programs, affordable housing projects and programs, and other major matters or projects that could affect Council policy, or result in a significant expenditure of City staff or financial resources. This committee will include the Chair of the Planning Commission who will serve in an advisory, non-voting role.

The committee's is assisted by staff primarily from the Community Development Department and Economic Development Division of the City Manager's Office. When agenda items are scheduled, this committee meets on the third Monday of each month at 5:30 p.m., *should the regular meeting day fall on a City holiday, the meeting will be held on the following Monday.*



**CITY COUNCIL AGENDA ITEM NO. G.4**  
**12/12/2023**

**CITY COUNCIL STRATEGIC INITIATIVE**

Not Applicable.

**PREVIOUS ACTION**

Previous Action by the City Council is included on Attachment 1.

**DATE OF NOTICE**

Not Applicable.

**ENVIRONMENTAL DETERMINATION**

Not Applicable.

**ATTACHMENT(S)**

1. Previous Action
2. Draft 2024 City Council Assignments