



---

**SUBJECT:** Creation of the Brentwood Municipal Code Review Committee

**DEPARTMENT:** City Manager's Office

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

---

### **TITLE/RECOMMENDATION**

Consider the creation of the Brentwood Municipal Code Review Committee, provide direction on the proposed scope, appoint two members of the City Council, set a regular meeting date, and request the Planning Commission appoint one of its members as an advisory member to the committee.

### **FISCAL IMPACT**

There is no fiscal impact associated with the appointment of a Committee. Based on suggestion revisions, staff time and resources will be needed to staff the committee and overtime may be needed based on the meeting time. Additional General Fund obligations may be incurred for outside legal service costs dependent on the nature and scope of proposed Code updates, as well as the cost to update the Municipal Code.

### **BACKGROUND**

On January 23, 2024, the City Council reviewed the City Council committees and committee assignments, as well as those of regional bodies, and made appointments as necessary for the upcoming year.

The City Council forms committees to work on specific issues. They may be one of two types:

Ad-hoc, or temporary, committees: These are used to tackle a single topic in the short-term. They are not subject to the Brown Act if they are (a) constituted of only members of the legislative body that forms it, (b) comprised of less than a quorum of that body, (c) created to address a limited or single purpose within a limited duration, (d) not vested with continuing subject matter jurisdiction over an issue or



**CITY COUNCIL AGENDA ITEM NO. H.4  
04/23/2024**

area, and (e) not subject to a meeting schedule set by formal action of the legislative body.

Standing committees: These are used to do ongoing work on an issue or multiple issues. Standing committees operate according to 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. As the proposed committee would include a member of the Planning Commission, it would be a standing committee.

At the City Council meeting of March 26, 2024, the City Council, by motion, directed staff to prepare an agenda item to create a standing committee Brentwood Municipal Code Committee, of two Council Members with an advisory member of the Planning Commission, and that the committee be the recommending body on what sections the work should commence with, with meetings to occur bi-annually to occur after a report has been given by staff on updates, with special meetings to be scheduled as needed.

**Proposed New Committees**

Brentwood Municipal Code Review Committee: The proposed committee will review the City's municipal code, and make recommendations to staff on updates that may be needed. This committee will meet bi-annually with special meetings as needed.

Staff requests that Council review the committee description, make any edits or revisions, appoint two members of the Council to the committee, set a schedule for the Committee meetings. Staff will schedule an agenda item for the Planning Commission to appoint one of its members as an advisory member to the committee.

**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.

**ALTERNATIVE OPTION(S)**

Alternative Options to the Staff Recommendation:

1. Do not approve staff's recommendation.
2. Modify staff's recommendation on the scope, and membership of the committee.
3. Continue item with direction for staff to return with additional information.

**ATTACHMENT(S)**

1. Previous Action (if applicable)
2. Draft Updated 2024 Committee Appointments
3. Council Chambers Availability (sample calendar)