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A BETTER WAY OF LIVING

# **Citizens Advisory Committee 2026 Body of Work**

# Citizens Advisory Committee History

- ▶ Formed by City Council in 1969
- ▶ Historically tasked by Council to act as a liaison between the general public and the City Council.
- ▶ The committee consists of 11 voting members, including a Chairman, Vice-Chair, and Secretary.
- ▶ Committee serves Council with directed assignments
  - ▶ Work and calendar can be amended by Council

# Citizens Advisory Committee Roles

- ▶ **Chairperson and Vice Chairperson** – responsible for overseeing the public meeting in a manner that encourages input while facilitating the decision-making process.
- ▶ **Secretary** – responsible for recording the actions (minutes) at the meeting and keeping attendance.
- ▶ **Members** – serve by providing ideas, suggestions, and perspectives to staff and City Council.

# Citizens Advisory Committee Roles

- ▶ **Staff Representative** – the City Manager appointed staff representative is tasked to serve the committee by providing information, support, and facilitating communication between the committee, City Council, and city management.
  - ▶ Assures committee maintains regular meeting times/locations and notifies in accordance with the Brown Act.
  - ▶ Monitors committee membership list and terms.
  - ▶ Assists as the “keeper” of documents and action minutes.
  - ▶ Resource for public and member questions that arise.

# Citizens Advisory Committee Subcommittees

- ▶ **Non-Profit Youth Grants** – with the assistance of Finance staff, this subcommittee reviews and recommends the Youth Grant recipients .
- ▶ **Rates and Fees** – this subcommittee receives and reviews report from Finance and provides feedback and approval that may be relevant to existing or new fees.
- ▶ **Measure N** – two members are appointed from the Citizens Advisory Committee to sit on the Measure N Committee.

# Citizens Advisory Committee Calendar

## ▶ **January**

- ▶ Subcommittee attends the Measure T and Measure N independent audit meeting and reviews, comments, and recommends items to Council.

## ▶ **February**

- ▶ Subcommittee reports on Measure N meeting outcomes/recommendations
- ▶ Council Presentation of Citizen Advisory Committee Body of Work

## ▶ **March**

- ▶ Review Upcoming CAC Committee Terms and Possible Vacancies
- ▶ ADA Presentation from Engineering and Transit (Tentative)

# Citizens Advisory Committee Calendar

## ▶ **April**

- ▶ Review and Recommendation of CDBG and HOME Funds Action Plan.

## ▶ **May**

- ▶ Review and Recommendation of Rates and Fees .
- ▶ Review need for future member vacancy and term limits ending June 30.

## ▶ **June**

- ▶ Begin next fiscal year CAC Body of Work Calendar
- ▶ Recommendation to Council of new members, as needed, starting July 1.

## ▶ **July**

- ▶ Adopt CAC Body of work for next Calendar Year
- ▶ Public Works Presentation

## ▶ **August**

- ▶ Forming of Subcommittees for various CAC business for the fiscal year
- ▶ Transit updates (including ADA updates)

## ▶ **September**

- ▶ Review and Recommendation of Consolidated Annual Performance and Evaluation Report (CAPER) associated with CDBG and HOME funds.

# Citizens Advisory Committee Calendar

## ▶ **October**

- ▶ Non – Profit Youth Grants Subcommittee presentation and scheduling of dates for public workshops.
- ▶ Public Workshops held late October and early November, if needed.

## ▶ **November**

- ▶ Committee reviews, grades, and discusses small grants with Non-Profit Youth entities.
- ▶ Hope Team updates.

## ▶ **December**

- ▶ Committee recommends awards to Council regarding small grants to Non-Profit Youth entities.

## ▶ **General Work Plan Items**

- ▶ Making general agenda recommendations or taking recommendations from the public.
- ▶ Requests for reports from miscellaneous departments throughout the year.
- ▶ Receiving miscellaneous reports from staff including but not limited to: Law updates, conservation, and miscellaneous items such as redistricting.

# Citizens Advisory Committee Terms

CITIZEN'S ADVISORY COMMITTEE	
Meetings held the 1 <sup>st</sup> Wednesday of each month at 5:30 p.m. at City Administration Building, 220 N. Santa Fe St. Staff Rep: Jason Serpa; Members: 11 Members – 2-year term length/3 max. terms.	
1.	<b>Jones, Ed</b> 1 <sup>st</sup> term: 7/2022-6/2024; 2nd term 7/2024-6/2026
2.	<b>Johnson, Alana</b> 1 <sup>st</sup> term: 7/2023 – 6/2025; 2nd term 7/2025-6/2027
3.	<b>Stewart, Glen</b> 1 <sup>st</sup> term: 7/2021 – 6/2023; 2 <sup>nd</sup> term: 7/2023 – 6/2025; 3rd term 7/2025-6/2027
4.	<b>Donabed, Rebecca</b> 1 <sup>st</sup> term: 7/2021 – 6/2023; 2 <sup>nd</sup> term: 7/2023 – 6/2025; 3rd term 7/2025-6/2027
5.	<b>Reeves, Jim</b> 1 <sup>st</sup> term: 3/2024 – 6/2025; 2nd term 7/2025-6/2027
6.	<b>Fiero, Mario</b> 1 <sup>st</sup> term: 9/2024 – 6/2026
7.	<b>Appelbaum, Julie</b> 1 <sup>st</sup> term: 11/2023 – 6/2025; 2nd term 7/2025-6/2027
8.	<b>Fawkes, Jennifer</b> 1 <sup>st</sup> term: UET: 03/2025-6/2026
9.	<b>Prosser, Brian</b> 1 <sup>st</sup> term: 7/1/2022 – 6/2024; 2nd term 7/2024-6/2026
10.	<b>Salgado, Miguel</b> 1 <sup>st</sup> UET: 7/2022 – 6/2023; 2 <sup>nd</sup> term: 2nd term 7/2023-6/2025; 3rd term 7/2025-6/2027
11.	<b>Todd, Lacey</b> 1 <sup>st</sup> term: UET: 3/2025-6/2025; 2nd term 7/2025-6/2027



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