



# 2024 City Council Ad Hoc Committees Activities

December 16, 2024

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# Council Ad Hoc Process

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- Council uses Ad Hoc Committees to explore City business in greater depth than what is possible in the allotted Council and Standing Committee meetings.
- Council took a strategic approach to advancing its identified priorities. Seven Council ad hoc committees were established and used in 2024 in addition to the four standing committees
  - Each Ad Hoc had a purpose statement
  - Ad Hocs were to report out to the full Council and this study session provides the forum for a year-end review.



## Council P&P Handbook 1.2(f) Ad Hoc Committees

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- The Council may create Ad Hoc Committees on a limited time basis where necessary to study City business in greater depth.
- Ad Hocs are intended to be temporary and therefore should be concluded or at least reconsidered each year.
- Most Ad Hocs will complete their work within one year or less.
- Ad Hocs that have a single or limited purpose and are dissolved in a short period of time- one year or less- the Ad Hoc may meet without observing Brown Act procedures.
- Ad Hocs that have continuing subject matter jurisdiction over a matter or group of related matters, or that continue their work for more than one year, should observe Brown Act procedures.

# Council 2024 Standing & Ad Hoc Committees

Policy & Services  
Committee  
*(Brown Act body)*

Cubberley Real  
Estate  
Transaction Ad  
Hoc Committee

Climate  
Protection Ad  
Hoc Committee

El Camino Ad Hoc  
Committee

Finance  
Committee  
*(Brown Act body)*

Housing Ad Hoc  
Committee

Rail Ad Hoc  
Committee  
*(Brown Act body)*

Retail Ad Hoc  
Committee  
*(Brown Act body)*

Council  
Appointed  
Officers  
*(Brown Act body)*

City/Schools  
Liaison  
*(Brown Act body)*

Stanford Ad Hoc  
Committee





# Policy & Services 2025 Priority Setting Discussion (Dec. 10, 2024)

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- A. Amend the City Council Procedures and Protocol Handbook Procedures Section 7(b) titled “Priorities Background and Definition” as follows:
  - Remove language limiting priorities to three years
  - Remove “unusual” from the definition of priorities
- B. Recommend that the Council forgo substantive review of the City Council Procedures and Protocols Handbook, given that significant edits were made in 2024
- C. Recommend the Council Retreat include the following elements:
  - Councilmember visioning for 2025
  - Discussion and Approval of 2025 Priorities
  - Key Community engagement needed to advance the Council Priorities, including Ad Hoc Committees
  - Refer to Policy & Services Committee Consideration of Performance Measures associated with Priorities
  - Resources needed to support
- D. To enable the discussion above, recommend the 2025 Mayor not make Councilmember appointments to City Ad Hoc Committees prior to the 2025 Annual Retreat

# Recommendation

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The City Council is to receive reports from the 2024 City Council Ad Hoc Committees (7 ad hocs). Ad hoc committees are to report out to the full Council and this study session provides the forum for this year-end review.



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