



Purpose

The purpose of the Ad Hoc Community Outreach Committee (“Committee”) is to support coordinated community outreach and facilitate communication with key public and private stakeholders in a manner consistent with City Council policy direction and the City Manager’s administrative authority.

The Committee serves in an advisory capacity only and does not exercise independent decision-making authority. All recommendations or proposed actions shall be brought back to the full City Council for consideration and approval.

Committee Composition

The Committee shall consist of the [Mayor] and the [Mayor Pro Tem]

- One additional Councilmember shall be designated as an alternate, who may participate only if one of the two primary members is unavailable, ensuring the Committee remains a two-member ad hoc committee.
- The City Manager shall participate in Committee meetings and may designate the necessary staff members as appropriate, depending on the subject matter.

Initiation of Meetings

Committee meetings shall be initiated under one of the following circumstances:

1. By mutual agreement of either the Mayor or Mayor Pro Tem to meet with a stakeholder within the scope of this policy; or
2. By direction of the City Council in open session, authorizing the Committee to meet with a specific stakeholder or regarding a particular subject.
3. At the request of a stakeholder to include the ad-hoc committee members in a particular meeting.

The Committee shall not independently expand its scope beyond matters initiated through these methods.

Scope of Engagement

The Committee may engage in discussions related to:

- Community outreach
- Inter-agency communication
- Information gathering
- Relationship building with partner organizations

Stakeholders may include, but are not limited to:

- Chamber of Commerce
- School Districts
- Parks and Recreation District
- Coalinga College
- Hospital District
- Local nonprofit organizations

The Committee shall not negotiate agreements, make commitments on behalf of the City, or provide direction to staff beyond existing Council policy.

Relationship to City Manager Authority

This policy does not limit or restrict the City Manager's authority to:

- Meet independently with stakeholders; or
- Direct staff to engage with stakeholders consistent with adopted City policy.

Committee members may accompany the City Manager or staff at such meetings when appropriate, but staff-led engagement may continue independently of the Committee.

Reporting to City Council

Any significant information, recommendations, or potential policy considerations arising from Committee involvement shall be reported to the full City Council at a duly noticed public meeting.

Brown Act Compliance

The Committee is intended to function as an ad hoc committee under the Ralph M. Brown Act:

- It shall remain limited in membership, scope, and authority.

- It shall not exercise continuing subject-matter jurisdiction.

Effective Date

This policy shall become effective upon adoption by the City Council and may be amended or rescinded by Council action.