



BEAUTIFICATION COMMITTEE STAFF REPORT

ITEM NO. 4.4

DATE: November 5, 2025

TO: Chairperson and Members of the Beautification Committee

FROM: Marisa Gan, Management Analyst II

SUBJECT: Recommendation that the City Council approve the Beautification Committee revised Rules of Procedure.

RECOMMENDED ACTION

Staff recommends the Beautification Committee recommend the City Council approve the revised Beautification Committee Rules of Procedure.

DECISION TYPE

Administrative

SUMMARY

As part of the Citywide Strategic Plan, City staff are in the process of reviewing each advisory body's Rules of Procedure and recommending various revisions for consistency with the newly adopted City Council Values, Norms and Principles of Governance, and City Council Rules of Procedure. Staff is proposing the following revisions to the current Beautification Committee Rules of Procedure:

- Update the duties and responsibilities (2023);
- Revision of the process to address Open Forum/Public Comments on future agendas (2025);
- Revision of approval and recordation of meeting minutes (2025);
- Revision of deliberation procedure (2025);
- Clarifying the matters for consideration process including deliberation, public hearing, public comment, and motion to reconsider processes (2025);
- Removal of the appeal process (2023); and,
- Minor language adjustments for consistency within the existing Beautification Committee Rules of Procedure and across advisory body Rules of Procedure (2025).

DISCUSSION

The City of Livermore currently has nine standing advisory bodies that serve at the pleasure of the City

Council. Each body is guided by a Rules of Procedure that lists duties and responsibilities, the makeup of the committee, and meeting procedures. As part of the Citywide Strategic Plan, the Beautification Committee previously considered revisions to the Rules of Procedure at its February 7, 2024 meeting (shown in red in Attachment 1) and recommended them for City Council approval; however, Council did not ultimately review them. Staff is once again proposing the same revisions, along with some additional revisions (shown in blue in Attachment 1) for consistency with the recently adopted City Council Values, Norms and Principles of Governance, and City Council Rules of Procedure.

All revised advisory body Rules of Procedure will be presented to City Council for approval at a future meeting, likely in late 2025.

ATTACHMENTS

1. Draft Beautification Committee Rules of Procedure 2023 - 2025

Prepared by: Rebecca Aguilera
Administrative Clerk II