

City of Mill Valley Study Committee

Purpose:

The purpose of the Study Committee is to:

- Review current and projected City finances.
- Review infrastructure needs, assessment reports, and estimates for upgrades and repairs.
- Discuss opportunities for funding.
- Review the results and analysis of a community survey.
- Make a recommendation to Council on next steps.

Scope of Responsibilities:

Members of the committee will:

- Understand their role, scope of responsibility, and be informed of objectives and procedures for the Study Committee.
- Represent the public interest and not a special interest group.
- Serve as a communication link between the community, staff, and City, providing a channel for community expression.
- Establish good working relationships with other members.
- Provide input and feedback, and assist in developing solutions.
- Advise and make recommendations to the City Council.

Members:

The Study Committee will consist of 9-11 members who are residents of the City and appointed by the City Council. Ideally, committee members will have experience and expertise in the following areas:

- Finance
- Business
- Real Estate
- Neighborhood Associations/HOAs
- ADA/Seniors/DEI
- Mobility/Complete Streets
- Sports/Youth programming and organizations
- Partner Agencies
- Emergency Preparedness
- Sustainability
- Council Rep(s) - Non-voting

Staff:

Todd Cusimano, City Manager
Department Directors as needed (i.e., Finance, Public Works)
City Manager Department Staff

Meetings:

Meetings will be subject to the Brown Act, properly noticed and open to the community. Action minutes will be recorded, and all agendas, meeting minutes and other relevant documents will be posted on the City website. A quorum of the committee must be present at meetings in order to conduct business.

The Study Committee will meet an estimated four to six times, over the next four months, when they will make their recommendations to the City Council. Meetings will be focused, with presentations and materials provided to the Study Committee members. The following lists potential meeting topics:

Meeting 1: Introduce Study Committee members and discuss roles and responsibilities, discuss and agree on Study Committee objectives. Brown Act 101.

Meeting 2: Review and discuss:

- City Budget
- Long Term Financial Plan
- Capital Improvement Projects

Meeting 3: Review and discuss:

- Deferred Maintenance
- Assessment reports, analysis
- Estimated costs for repair and upgrade

Meeting 4: Review and discuss funding options

Meeting 5: Receive topline polling results

Meeting 6: Develop recommendations to achieve objective and strategies and adopt project report

Findings:

The Study Committee's findings will be summarized in a report and presented to the City Council and community.