



**AGENDA  
PUBLIC WORKS COMMITTEE  
MEETING**  
Thursday

**January 18, 2024**  
4:00 P.M.

City Council Chambers, City Hall  
11111 Brookshire Avenue  
Downey, CA 90241

**I. CALL TO ORDER: THE REGULAR PUBLIC WORKS COMMITTEE MEETING – 4:00 P.M**

**FLAG SALUTE**

**SWEARING IN OF NEW MEMBERS**

Elvira Meraz  
Ernesto Valle

Sue Saikaly  
Lissette Rivera

**ROLL CALL**

Damaris Pelayo, Dist. 1  
Beth Gendreau, Dist. 2  
Sue Saikaly, Dist. 3  
Rodolfo Sandoval III, Dist. 4  
Alfred Tovar, Dist. 5

Vacant, Dist. 1  
Elvira Meraz, Dist. 2  
Ernesto Valle, Dist. 3  
Vacant, Dist. 4  
Lissette Rivera, Dist. 5

**II. CONSENT CALENDAR**

1. Approval of Minutes for August 17, 2023

**III. OLD BUSINESS**

**IV. NEW BUSINESS**

1. Review of the Ralph M. Brown Act and Meeting Procedures with the Public Works Committee Members

**V. PUBLIC COMMENT ON REGULAR MEETING AGENDA AND NON-AGENDA ITEMS**

*This portion provides an opportunity for the public to address the Public Works Committee on items within the jurisdiction of the Committee and either listed or not listed on the agenda. It is requested, but not required, that you state your name, address and subject matter upon which you wish to speak. Please limit your comments to no more than 3 minutes. Pursuant to the Brown Act, no discussion or action, other than a brief response, referral to City staff or schedule for a subsequent agenda, shall be taken by the Public Works Committee on any issue brought forth under this section.*

**VI. PUBLIC WORKS COMMITTEE COMMUNICATIONS**

**VII. STAFF COMMUNICATIONS**

**VIII. NEXT MEETING: February 15, 2024 – City Council Chambers, City Hall**



**TO: CHAIR AND MEMBERS OF THE PUBLIC WORKS COMMITTEE**

**FROM: OFFICE OF THE DIRECTOR OF PUBLIC WORKS**  
**BY: MATTHEW BAUMGARDNER, P. E., DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**

**DATE: JANUARY 18, 2024**

**SUBJECT: REVIEW OF THE RALPH M. BROWN ACT AND MEETING PROCEDURES WITH THE PUBLIC WORKS COMMITTEE**

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**RECOMMENDATION**

Receive and file a presentation prepared and delivered by the City Attorney on the Ralph M. Brown Act and meeting procedures.

**BACKGROUND**

The Ralph M. Brown Act (Brown Act) was established to ensure that meetings of local governing bodies and commissions are being held in an open and transparent manner with the public. Requirements of the Brown Act include the need for a quorum to be present to hold the meeting, time set aside for public comments, the public right to attend meetings without identifying themselves, all votes being cast publicly, and materials being made available to the members of the public. Agendas for the regular meetings must be posted 72 hours prior to the meeting.

**DISCUSSION**

The Public Works Committee has several new members that have been appointed and staff is providing an opportunity to review the Ralph M. Brown Act. The City Attorney will be providing an educational overview of the Brown Act and will also review meeting procedures with the Public Works Committee.

**CITY COUNCIL PRIORITIES**

Public Engagement

**FISCAL IMPACT**

There is no fiscal impact to receive and file the presentation.

**ATTACHMENTS**

None.