



CITY OF
**PALO
ALTO**

City Council Staff Report

Report Type: CONSENT CALENDAR

Lead Department: City Clerk

Meeting Date: August 19, 2024

Report #:2407-3263

TITLE

Approval of FY 2025 Stormwater Management Oversight Committee and Utilities Advisory Commission Workplans

RECOMMENDATION

Stormwater Management Oversight Committee and Utilities Advisory Commission recommend Council review and approve of each Commission's respective Fiscal Year 2025 Workplan.

BACKGROUND

On November 30, 2020, the City Council adopted the Boards, Commissions and Committees (BCC) Handbook¹, which implemented an annual review and approval of BCC workplans.

Each BCC is required to prepare an annual workplan for Council's review and approval. The annual report should include the results of the prior year's workplan and should consist of up to three priorities. When applicable, the City Council would like to see metrics of community involvement and participation in meetings and activities included in the workplan.

Council may refer additional items to the BCC in response to new developments. If the BCC would like to add an issue for review after an annual workplan has been approved the City Council, a prompt request by the BCC Chair to the City Council is required and the item will then be addressed by the City Council as a whole.

BCC workplans for FY 2025 will be presented to Council batched by issue area. At this meeting, Council will review workplans for the infrastructure-related BCCs (Stormwater Management Oversight Committee and Utilities Advisory Commission). Council will review the workplans for the Community Services Division-related BCCs (Human Relations Commission, Parks and Recreation Commission, and Public Art Commission) and Planning and Development-related

¹ City Boards, Commissions, and Committees Handbook:

https://www.cityofpaloalto.org/files/assets/public/v/2/city-clerk/palo-alto-boards-commissions-and-committees-handbook_final_2022.pdf

BCCs (Architectural Review Board, Historic Resources Board, and Planning and Transportation Commission) at a subsequent meeting.

FISCAL/RESOURCE IMPACT

Projects included in commission workplans ultimately require staff time and other City resources to complete. When possible, staff provide input to the commissions during workplan development to ensure the impact on staff time and resources is reasonable given staff workload and other competing priorities.

STAKEHOLDER ENGAGEMENT

Commission workplans are discussed publicly either in regular commission meetings or commission retreats.

ENVIRONMENTAL REVIEW

Council action on this item is not a project as defined by CEQA because this is a continuing administrative activity that will not result in direct or indirect physical changes in the environment. CEQA Guidelines section 15378(b)(5).

ATTACHMENTS

Attachment A: FY 2025 Stormwater Management Oversight Committee Workplan

Attachment B: FY 2025 Utilities Advisory Commission Workplan

APPROVED BY:

Mahealani Ah Yun, City Clerk