



CITY OF  
**PALO  
ALTO**

## City Council Staff Report

**Report Type: CONSENT CALENDAR**

**Lead Department: City Clerk**

**Meeting Date: June 10, 2024**

Report #:2405-3037

### **TITLE**

Approve Extension to the Deadline for Boards, Commissions, and Committees Workplans from June 2024 to Council Approval in August 2024

### **RECOMMENDATION**

Staff recommends Council to extend the submission deadline for Boards, Commissions, and Committees annual work plans from June 2024 to the end of August 2024.

### **BACKGROUND AND ANALYSIS**

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

On May 13, 2024, Council directed staff to shift the BCC recruitment process to twice a year at a time to be worked out by the City Clerk and for staff to evaluate the schedule of the BCC work plans and to present the changes back to the Council on Consent.

Each BCC is required to prepare an annual work plan for review and approval by the Council by the second quarter of the calendar year. The annual report should include the results of the prior year's work plan and should consist of up to three priorities for the board or commission.

At the May 6, 2024 Council Meeting, Council made appointments to the vacancies on the Architectural Review Board, Human Relations Commission, Planning and Transportation Commission, and Public Art Commission. At May 13, 2024 Council Meeting, Council made appointments to the vacancies on the Stormwater Management Oversight Committee and Utilities Advisory Commission.

The action requested of Council through this report is to authorize an extension of the deadline for the submission of the work plans from the end of the second quarter (June) to the end of August 2024. This additional time will allow the BCCs and staff liaisons to finalize the work plans. It will also give staff additional time to update the BCC Handbook to reflect a new

timeline that addresses the Council motion, and also to recommend any other changes that may help the BCCs regarding annual work plans.

**FISCAL/RESOURCE IMPACT**

There is no fiscal impact associated with extending the deadline for the review and approval of the BCC workplans. Any fiscal resources that will be necessary for the implementation of BCC work plans can be incorporated into the FY 2025 budget discussions at the Council's discretion.

**STAKEHOLDER ENGAGEMENT**

City Clerk's Staff and City Manager's Office Staff will engage with staff liaisons regarding the work plans and the new process timelines.

**APPROVED BY:**

Mahealani Ah Yun