



CITY COUNCIL STAFF REPORT

From: City Manager

Report Type: ACTION ITEM

Lead Department: City Manager

Meeting Date: February 13, 2023

TITLE

Discussion and Possible Direction on 2023 Standing Committee Topics and Prospective Referrals (Continued item 2C Discussion and Possible Revision to 2023 Standing Committee Topics on January 28, 2023)

RECOMMENDATION

Staff recommends that the City Council discuss and receive the 2023 Standing Committee Topics.

BACKGROUND/ANALYSIS

At the January 23, 2023 City Council Retreat, the Council unanimously made the following motion:

MOTION: Motion by Council Member Burt and Seconded by Vice Mayor Stone to agendize a discussion of prospective referrals to the Policy and Services, Finance Committee and Boards and Commissions.

Note: Staff updated the Policy and Services Tentative Topics to correct an inadvertent omission identified at the retreat.

This item is a continuation of item 2C. Discussion and Possible Revision to 2023 Standing Committee Topics considered at the January 28, 2023 retreat. A separate item may be brought forward for prospective referrals to Boards and Commissions or addressed through the annual review of Boards and Commission workplans by the City Council.

The tentative topics and regularly scheduled work that the City Council Standing Committees of Policy and Services and Finance expect for 2023 are included in attachments A and B. The tentative workplans or calendars were created knowing that there will be referrals and other topics that arise.

Work Plan Calendars for Finance Committee and Policy and Services Committee Standing Committees Per the CPP, Section 2 – Council Meeting & Agenda Guidelines, Subsection 2.4, Letter Y (of the existing CPP Handbook, not the proposed revised Handbook):

The purpose and intent of committee meetings is to provide for more thorough and detailed discussion and study of prospective or current Council agenda items with a full and complete airing of all sentiments and expressions of opinion on city problems by both the Council and the public, to the end that Council action will be expedited. Actions of the committee shall be advisory recommendations only.

Referrals for discussion and action at the committee level are referred to Standing Committees by Council action or City Manager (staff) and are made to only one committee (CPP, page 24). The tentative schedules include regularly scheduled work, such as audit updates and budget related reports, as well as any items that have been previously referred, with the date of the referral.

These schedules were shared with the new Chairs, as appointed by the Mayor for 2023 for information purposes given the timing of publishing.

FISCAL/RESOURCE IMPACT

Depending on the nature and extent of revisions sought, direction to revise standing committee topics could involve substantial staff resources.

STAKEHOLDER ENGAGEMENT

These workplans may be amended as schedules adjust and or new issues arise. The newly appointed Committee Chair's Chair Burt (Finance Committee) and Chair Tanaka (Policy and Services Committee) will be coordinated with on committee agenda planning moving forward.

ENVIRONMENTAL REVIEW

This is not considered a project and no environmental review is required.

ATTACHMENTS

Attachment A: Policy and Services Tentative Topics Calendar 2023 [revised 2.2.23]

Attachment B: Finance Committee Tentative Calendar Topics 2023

APPROVED BY:

Ed Shikada, City Manager

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