



CITY OF  
**PALO  
ALTO**

## Utilities Advisory Commission Staff Report

**From: Dean Batchelor, Director Utilities**  
**Lead Department: Utilities**

**Meeting Date: April 12, 2023**  
**Staff Report: 2303-1165**

### **TITLE**

Utilities Advisory Commission FY 2023 - 2024 Workplan

### **RECOMMENDATION**

Staff Recommends the Utilities Advisory Commission Review and Approve the Utilities Advisory Commission's 2023-2024 Annual Work Plan, and Recommend the City Council Review the Work Plan and Provide Feedback

### **BACKGROUND**

#### **ANNUAL WORKPLAN AND PERFORMANCE MEASURES**

In accordance with the 2020 City Boards, Commissions, and Committees Handbook, each Board and Commission should prepare an annual work plan for proposal to the City Council by the second quarter of the calendar year. The Council will review the work plan and provide feedback annually at a dedicated City Council meeting. The annual report should include the results of the prior year's plan. When applicable, the City Council would like to see metrics of community involvement and participation in meetings and activities included in the work plan.

Council expects Boards and Commissions to work on items in the approved workplan. In addition, Council may refer additional items to the Boards and Commissions in response to new developments. Boards and Commissions should refrain from expending their time and that of the staff liaison on items that have not been approved by the City Council. If the Board or Commission would like to add an issue for review after an annual workplan has been approved by the City Council, a prompt request by the Board or Commission Chair to the City Council is required and the item will then be addressed by the City Council as a whole.

### **ATTACHMENTS**

Attachment A: Utilities Advisory Commission FY 2023 – 2024 Workplan

**APPROVED BY:**

Dean Batchelor, Utilities Director