



DATE: November 4, 2009
TO: Honorable Mayor and City Councilmembers
FROM: City Manager's Office
SUBJECT: **REVISED CITY COUNCIL POLICY 100-22, REVIEW OF COMMISSIONS, BOARDS AND COMMITTEES WORK PLANS**

SYNOPSIS

Staff recommends that the City Council adopt revised City Council Policy 100-22, Review of Commissions, Boards and Committees (Advisory Groups) Work Plans, modifying the Council's review from an annual one to biennial.

BACKGROUND

Under the current City Council Policy 100-22, Advisory Groups are required to submit their annual work plans to the City Council for review and approval, with a presentation by the Chairperson at a regular City Council meeting.

ANALYSIS

Revised City Council Policy 100-22 requires biennial work plans, which will be placed on the Consent Calendar portion of the City Council agenda. The work plan document will be included in the Council's agenda packets for review.

Most Advisory Group bylaws currently require annual review of work plans; however, many have switched over to biennial plans as a cost-saving measure. The bylaws will be updated by the Advisory Groups when their next work plan reviews are brought to Council.

FISCAL IMPACT

It will take less staff time to prepare biennial vs. annual work plans; consequently, there will be a modest indirect cost savings.

INSURANCE REQUIREMENTS

Does not apply.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

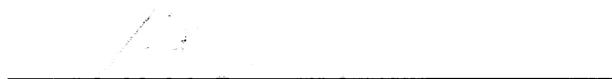
Does not apply.

RECOMMENDATION

Staff recommends that the City Council adopt revised City Council Policy 100-22, Review of Commissions, Boards and Committees (Advisory Groups) Work Plans, modifying the Council's review from an annual one to biennial.

PREPARED BY:

SUBMITTED BY:



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Deputy City Manager

Peter A. Weiss
City Manager

REVIEWED BY:

Barbara Riegel Wayne, City Clerk



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SUBJECT:
**Review of Commissions,
Boards and Committees Workplans**

POLICY NUMBER 100-22
ADOPTED 4-25-84
REVISED 12-12-01
REVISED 12-19-07
REVISED 11-4-09

It is the policy of the City Council to review and approve the committees', boards' and/or commissions' ~~annual-biennial~~ work plans at a regular City Council meeting. ~~The item will be placed on the Consent Calendar portion of the agenda, and the proposed work plan will be included in the Council's agenda packets.~~ ~~presentation of the annual work plan will be given by the advisory group chair, or his/her designee, at a regular City Council meeting and shall be limited to ten minutes.~~