

## CITY COUNCIL POLICY

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SUBJECT: WORK ITEM REFERRAL PROCESS FOR COUNCIL  
ADVISORY BODIES AND COUNCILMEMBER  
COMMITTEES

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NO.: A-23

### PURPOSE:

To establish a policy governing the process for how Council advisory bodies and Councilmember committees are authorized to work on items.

### POLICY:

All work items of Council advisory bodies and Councilmember committees are to be authorized by the City Council or, in some instances, by the Mayor and Vice Mayor, as described below.

1. Council Advisory Bodies Work Item Referral Process:
  - a. All Council advisory bodies are required to annually prepare work plans that are submitted to the City Council for review and approval. This will generally occur in the late spring/early summer in order to integrate with the Council's priorities. In some instances, as determined by the City Manager in consultation with advisory body staff, work plan approval less frequently than every year may be permitted if the advisory body's work items are multi-year items.
  - b. During the course of the year following work plan approval, if a topic is raised that is within the advisory body's purview but is not on the approved work plan, and receives majority support from the advisory body members that the advisory body wishes to review the topic, and it is determined by the City Manager in consultation with advisory body staff that preparation for such review would have a minimal staff resources impact, then, after consultation, the Mayor and Vice Mayor can jointly authorize the work item for the advisory body.
  - c. If the Mayor and Vice Mayor do not jointly authorize the work item, then the advisory body can request authorization from the full City Council.

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- d. Any topic that is not on the approved work plan that would have a significant staff impact in preparing for the advisory body's review shall require authorization from the full City Council.
  - e. Advisory body members are to remain mindful of the City Council's priorities and the limited staff resources that are available for new work items throughout the year.
2. Councilmember Committees Work Item Referral Process:
- a. Councilmember committees are not required to have formal work plans approved by the City Council.
  - b. Generally, work items will be specific and direct referrals from the City Council.
  - c. However, committee chairpersons can agendize a new topic that is within that committee's purview if, in consultation with committee staff and the City Manager, it is determined that preparation for such review would have a minimal staff resources impact.
  - d. Additionally, any committee member can request at a committee meeting a new topic that is within that committee's purview for review at a future committee meeting. Subsequent to the request and if supported by a majority of the committee, the topic will be agendized for a future committee meeting if it is determined by the City Manager in consultation with committee staff that preparation for such review would have a minimal staff resources impact.
  - e. Any topic that would have a significant staff impact in preparing for the committee's review, as determined by the City Manager in consultation with committee staff, shall require authorization from the full City Council.

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- f. Committee members are to remain mindful of the City Council's priorities and the limited staff resources that are available for new work items throughout the year.

Effective Date: November 20, 2012, Resolution No. 17733

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