

GUIDANCE ON COMMISSION WORK PROGRAMS FY 2020-21

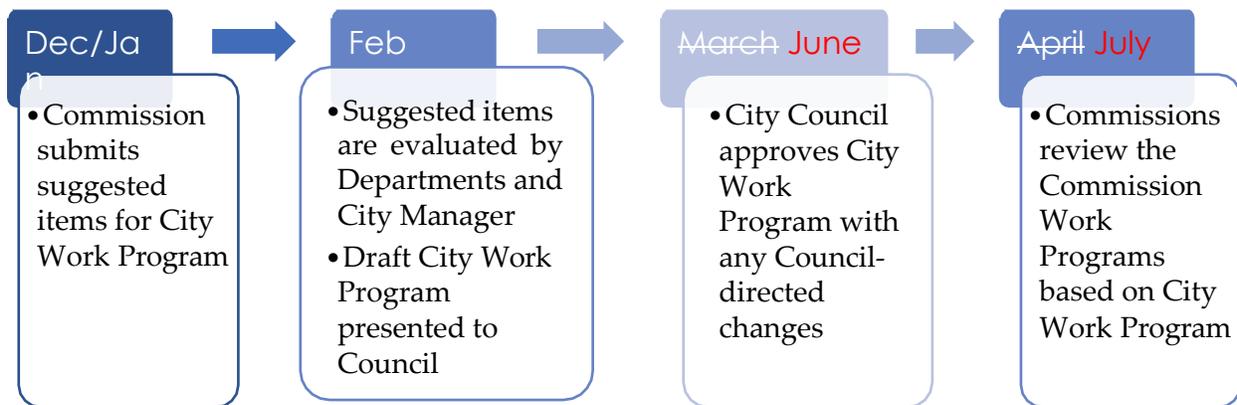
Role of Commissions

Commissions are established to advise City Council on policy decisions. Commissions carry out this responsibility by reviewing information, weighing public input, and examining issues in depth in order to render a recommendation to the Council. Therefore, items that Council will be considering may come before a commission to make a recommendation for Council. Commissions provide insights for Council specific to their purview as outlined in the Municipal Code, in addition to providing valuable insight as members of the community. The City Work Program includes special items that commissions may be asked to advise on, in addition to the commission's routine work.

Role of Commission Staff Liaison

The staff liaison is responsible for coordinating the work of the commission and ensuring that the Brown Act and Municipal Code are followed. The staff liaison, as well as all other City staff and Departments, are directed by the City Manager.

Overview of the Process



In the December/January timeframe, Council requests that each Commission submit suggested ideas for the City Work Program for the upcoming fiscal year. These suggestions are taken into consideration by Departments and the City Manager in developing the proposed City Work Program for Council consideration. When the proposed City Work Program is presented to Council in March, suggested ideas submitted by Commissions are provided as attachments. Commission suggestions that have been incorporated in the proposed City Work Program are indicated. After the City Work Program is adopted by Council, Commissions review Commission Work Programs based upon the items identified for their Commission in the approved City Work Program. Final Commission Work Programs should typically be brought for Council's approval as consent items before July. ****However, given the June revisions to the FY 2020-21 City Work Program due to COVID-19, it is reasonable that Commission Work Programs will be brought for Council's approval later than June, but as early as feasible.****

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Guidance on Commission Work Programs

Commission Work Programs align with and support the City Work Program. Generally, work programs govern agendas. Commissioners work together on the annual Commission Work Programs and aim over the course of the year to address those items.

At an agenda meeting, commissions consider the Commission Work Program for the upcoming year. The Liaison will prepare the Commission Work Program with items from the approved City Work Program that were identified for the commission. Additional minor items may be added to the Commission Work Program as resources allow. It is important that all items are within the purview of the commission as defined in the Municipal Code. Once a final draft is completed, the commission votes on a recommendation for Council to approve the Commission Work Program.