Proposed 2009 Council Study Issue

OCM-01 Consider Revisions to Council Policy Governing Attendance Policies for Board and Commission Members

Lead Department Office of the City Manager

Element or Sub-element Element 7. Planning and Management, Sub-element 7.2 Community

New or Previous Previous

Status Pending **History** **1 year ago** Deferred **2 years ago** None

1. What are the key elements of the issue? What precipitated it?

This issue would review current attendance requirements for boards and commissions as specified in Council policy. It was precipitated by ongoing concerns expressed by board and commission members and staff liaisons assigned to boards and commissions regarding current Council Policy and its implementation. Some feel the 75% attendance requirement is too lenient, others feel it is too strict. These sentiments are exacerbated by a lack of clarity surrounding the definition of "regular meeting," ongoing concerns regarding what constitutes an "excused" or "unexcused" absence, and how (and by whom) that determination is made.

This policy would explore the pros and cons of existing Council policy, as well as alternative options.

2. How does this relate to the General Plan or existing City Policy?

Directly related to existing Council Policy 7.2.19 *Boards and Commissions*, which includes board and commission meeting attendance, and the required quarterly board and commission attendance reports that identify those board and commission members who have not met the attendance requirements as stated in Council Policy 7.2.19. A copy of Council Policy 7.2.19 is attached.

3. Origin of issue

Council Member(s)
General Plan
City Staff X
Public
Board or Commission none

4. Multiple Year Project? No Planned Completion Year

5. Expected participation involved in the study issue process?

Does Council need to approve a work plan? No

Does this issue require review by a Board/Commission? No

If so, which?
none

Is a Council Study Session anticipated? No

What is the public participation process?
Report to Council will be distributed to all Board and Commission members as information only requiring no formal action. Public contact will also include posting the Council agenda on the City's official notice bulletin board, posting of agenda and report on City's web page, publication of the Council agenda in the San Jose Mercury News and availability of the report at the Library and the Offfice of the City Clerk.

6. Cost of Study

Operating Budget Program covering costs
728 Council-Appointed Advisory Boards &Commissions

Project Budget covering costs
NA

Budget modification $ amount needed for study
NA

Explain below what the additional funding will be used for
NA

7. Potential fiscal impact to implement recommendations in the Study approved by Council

Capital expenditure range None

Operating expenditure range None

New revenues/savings range None

Explain impact briefly

8. Staff Recommendation

Staff Recommendation For Study

If 'For Study' or 'Against Study', explain
This current policy is controversial, and has been a source of frustration for board/commission members, staff and electeds for many years. Staff believe a review of this policy would itself be cathartic, and that the results of such a review could help to alleviate a good deal of ongoing concern.

9. Estimated consultant hours for completion of the study issue

0

Managers

Role	Manager				
					Hours
Lead	Borkowski, Gail	Mgr CY1:	10	Mgr CY2:	0
		Staff CY1:	40	Staff CY2:	0

Total Hours CY1: 50
Total Hours CY2: 0

Note: If staff's recommendation is 'For Study' or 'Against Study', the Director should note the relative importance of this Study to other major projects that the Department is currently working on or that are soon to begin, and the impact on existing services/priorities.

Reviewed by

Robert A. Wallace — 10-6-08

Department Director — **Date**

Approved by

[signature] — 10/7/08

City Manager — **Date**

Addendum

A. Board / Commission Recommendation

☐ **Issue Created Too Late for B/C Ranking**

Board or Commission	Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee			
Board of Building Code Appeals			
Board of Library Trustees			
Child Care Advisory Board			
Heritage Preservation Commission			
Housing and Human Services Commission			
Parks and Recreation Commission			
Personnel Board			
Planning Commission			

Board or Commission ranking comments
NA

B. Council

Council Rank	(no rank yet)
Work Plan Review Date	(blank)
Study Session Date	(blank)
RTC Date	(blank)
Actual Complete Date	(blank)
Staff Contact	

Policy 7.2.19 Boards and Commissions

POLICY PURPOSE:

The purpose of this policy is to outline those Council policies pertaining to the City's Boards and Commissions Program.

POLICY STATEMENT:

This policy pertains only to Council-appointed boards and commissions. Many of its provisions are rooted in the City Charter, and where any conflict exists between this policy and the City Charter, the City Charter shall prevail.

Boards and commissions are created by the City Council for the following general purposes:

- To recommend to City Council specific policy-related issues for possible Council study and action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of those issues; and

- To advise City Council on specific policy issues Council has chosen to study, and to provide a forum and opportunity for broad community input on those issues.

- See also Section 6: Duties.

Boards and commissions shall not involve themselves in administrative/operational matters or the implementation of Council policy.

Boards and Commissions Structure

The City maintains ten Council-appointed boards and Commissions:

- Arts Commission: a 5-member body formed by Council Resolution 262-82, September 14, 1982.

- Bicycle and Pedestrian Advisory Commission: a 7-member body formed by Council Resolution 173-92, August 4, 1992.

- Board of Building Code Appeals: a 5-member body formed by Municipal Code Ordinance 1315.

- Board of Library Trustees: a 5-member body formed by City Charter Section 1013.

- Child Care Advisory Board: a 7-member body formed by Council action, May 26. 1992.

- Heritage Preservation Commission: a 7-member body formed by City Charter Section 1015.

- Housing and Human Services Commission: a 9-member body formed by Council resolution 134-85, March 19, 1985.

- Parks and Recreation Commission: a 5-member body formed by City Charter Section 1011.
- Personnel Board: a 5-member body formed by City Charter Section 1007.
- Planning Commission: a 7-member body formed by City Charter Section 1009.

1. Eligibility

No board or commission members shall hold any paid office or employment in the City Government. All persons appointed shall be registered voters of the City and shall maintain their principal place of residence within the City at the time of their appointment. (Please see exceptions for the Child Care Advisory Board and the Bicycle and Pedestrian Advisory Commission below.) If at any time during their term any member of a board or commission shall cease to be an elector of the City or shall cease to maintain their principal place of residence within the City, then such person shall become ineligible to continue to serve as a member of the board or commission and said position shall be declared vacant by the City Council.

A. Spouses, Household Members, and Relatives

No individual shall be eligible to serve on a City board or commission, chartered or otherwise, who has a spouse, household member living under the same roof, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse), currently serving as a member of the City Council, or employed as the City Manager, Assistant City Manager, Assistant to the City Manager, City Attorney, Department Director or Assistant Director or equivalent for the City of Sunnyvale.

B. Concurrent Service

No member of any board or commission listed herein, chartered or otherwise, may serve on more than one board or commission at the same time.

C. Specific membership requirements for charter-related Boards and Commissions are as follows:

(I) Personnel Board:

To be eligible for appointment, each appointee shall neither be a candidate for any other public office or position and shall not be an officer of any local, state, or national partisan club or organization, nor a former City employee. (Source: City Charter Section 1007)

No individual shall be eligible to or continue to serve on the Personnel Board who has a spouse, household member, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse), employed by the City of Sunnyvale *in a position which has the right to have a disciplinary matter heard before the Personnel Board.*

(II) Planning Commission:

To be eligible for appointment, each appointee shall not hold any paid office or employment in the City government, *except that the City Manager or his/her designated representative, shall serve as an ex-officio member of the Commission.* (Source: City Charter Section 1009)

D. Specific membership requirements for non-charter-specified Boards and Commissions are as follows:

(I) Arts Commission:

The members of this commission shall have a demonstrated interest in the arts (such as visual, performing, literary) and in the art programs of the City. Strong consideration shall be given to applicants with a background in the arts. (Source: Resolution No. 193-84).

(II) Housing and Human Services Commission:

The members of the Housing and Human Services Commission shall have a demonstrated interest in housing or human services issues. (Source: Resolution No. 134-85).

(III) Board of Building Code Appeals:

To be eligible for appointment, each appointee shall be qualified by experience and training to pass upon matters pertaining to building construction. (Source: Municipal Code, Chapter 16.08)

(IV) Child Care Advisory Board:

The board membership shall consist of representatives of 1) community care licensing and resource/referral agencies; 2) community colleges, school districts and County Office of Education; 3) child care centers and family child care services; 4) business community; 5) parents; 6) related fields. No more than two representatives of a category will serve at any given time. In the event there are unfilled vacancies due to lack of participation from one of the above groups, vacancies may be filled by representatives of other agencies with a role in child care or the community at large. (Source: City Council motion May 26, 1992)

All persons appointed to the Child Care Advisory Board at the time of his or her appointment shall be affiliated with (either through employment or an official membership) the above noted organizations. In the event that the affiliation ceases, that person shall be ineligible to continue to serve as a member of the CCAB. (Source: City Council motion May 26, 1992)

E. Limitation on Terms

Any person appointed to a board or commission shall be immediately eligible, upon the expiration of their term, to serve on a different board or commission (for the purposes of this policy, the resignation or removal of a member from a board or commission does not constitute the expiration of their term—i.e., a board or commission member is not eligible to serve on a different board or commission until the unexpired term from which he/she has resigned or was removed, has expired).

All board and commission members are eligible to serve two successive four-year terms on the same board or commission. No person who has served two such successive four-year terms shall be eligible for appointment to that same board or commission for two years following the expiration of the second full term for which the member was appointed and served. Serving an unexpired term of up to 2 years in length shall not count toward years served in terms of eligibility.

The members of the CCAB shall serve for a term of four years and until their respective successors are appointed. Membership terms shall be staggered. The designated agencies are required to identify the most appropriate representative, which could result in an individual serving multiple terms as the designated agency representative. The limitation on terms that is policy for most of the existing boards in the City may be waived for those categories of membership in which there is only one designated agency.

2. Recruitment

Through the Office of the City Manager, efforts will be made to fill board or commission vacancies as soon as practical. Upon notification of a vacancy, whether planned or unplanned, staff shall inform Council of the status of recruitment efforts to fill the vacancy.

3. Appointment

Appointments of board and commission members shall be agendized at a City Council meeting.

The appointment process will be conducted as follows:

The Mayor will announce by board or commission each vacancy including its term, and then will read each applicant's name. Council will vote on each applicant. The candidate receiving the most affirmative votes and at least four affirmative votes will be appointed. Should no candidate receive at least four affirmative votes, the vacancy will remain. Should a tie between the candidates receiving the most affirmative votes occur, the affected applicants will be voted on again. If a tie still remains, and the affected applicants each have received at least four affirmative votes, the Mayor would ask the City Attorney to draw the name of the person to be appointed. The process is repeated for each board or commission.

If vacancies still exist after the appointment process is conducted, staff shall inform Council of alternative courses of action.

A. Exceptions:

(I) Personnel Board:

Two of the five members shall be appointed by the City Council from a list of five persons to be nominated by election of the employees in the classified service. (Source: City Charter Section 1007)

(II) Child Care Advisory Board:

(a) Designated Agency Appointments:

When a vacancy occurs in the following categories: 1) community care licensing and resource/referral agencies; 2) community colleges, school districts and County Office of Education; 3) child care centers and family child care services; representative agencies shall be contacted to make an appointment to the CCAB. The City Council will ratify the appointment. In the event that one or more of the designated agencies elects not to participate in the CCAB, the City may accept applications from other agencies involved in child care and will consider these applications amongst the multiple agency/individual appointments as described below.

(b) Multiple Agency or Individual Appointments:

For those membership categories for which there is more than one agency or organization which may be interested in seeking membership on the CCAB, i.e., child care centers and family day care providers (includes one alternate), Sunnyvale businesses, religious institutions and parent representatives, the child care staff shall seek applicants through mailings and other targeted recruitment efforts. Child care staff will recommend appointments which will be ratified by the City Council. (Source: City Council motion May 26, 1992)

(III) Bicycle and Pedestrian Advisory Commission

The members of the commission shall be selected from two categories:

(a) Category One shall be bicyclists or pedestrians in the City of Sunnyvale. Every person in this category shall, at the time of his or her appointment, be a registered voter of the City and shall maintain his or her principal place of residence within the City. Should any person so appointed cease to be an elector of the City or cease to maintain his or her principal place of residence within the City, that person shall be ineligible to continue to serve as a member of the commission.

(b) Category Two shall include members of the PTA or other parent groups, administrations of schools in Sunnyvale, commute coordinators for major employers within the City, members of neighborhood associations, principals or teachers from Sunnyvale schools or persons interested in park and recreational activities in the City. (Source: Resolution No. 173-92.)

4. Oath of Office

Each board and commission member (and alternates for the Child Care Advisory Board), before entering upon the discharge of the duties of his/her office, shall sign the City's Code of Ethics document and take, subscribe to, and file with the City Clerk the following oath or affirmation:

"I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of California, and that I will faithfully discharge the duties of the office of (here inserting the name of office) according to the best of my ability." (Amended effective December 31, 1975) *City Charter Section 910*

After taking the Oath of Office and signing the Code of Ethics in the Office of the City Clerk, each board and commission member shall have the opportunity to receive a ceremonial Oath of Office at a regularly scheduled Council meeting.

5. Required Training/Conferences

Mandatory training shall be provided to all board and commission members by the City through the Office of the City Manager, including an orientation session for new members. Training shall be delivered as deemed necessary by the Council and/or City Manager and may include topics germane to a specific board or commission and/or training generic to all boards and commissions (e.g. ethics training or "how to run a meeting" for board and commission chairs).

Conferences are conducted periodically by outside groups to assist members of boards and commissions in meeting their respective responsibilities more effectively. The City's interests are often served by participation in the educational and training programs offered at the conferences. Each member of City boards and commissions may attend related training and/or conferences, provided that the conference subject matter pertains directly to the function of the board and commission and that funds for this purpose have been budgeted.

6. Meetings, Attendance and Quorums (see also Council Policy 7.3.8 Posting of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings)

A. Meetings

Each board and commission shall hold regular meetings and special meetings as it may require. All meetings shall be open to the public and meet Brown Act

requirements (with the exception of certain disciplinary review proceedings of the Personnel Board).

All board and commission meetings shall operate under Parliamentary Procedure. Should this policy and Parliamentary Procedure conflict, this policy shall take precedence.

B. Attendance

Each member of a City board or commission is expected to attend all regularly scheduled meetings (as identified for each board and commission on the official roster). Attendance of less than 75% (regardless of whether excused or unexcused) of the regularly scheduled meetings OR two consecutive unexcused absences in 12 months may result in a letter from the Mayor requesting improved attendance and reminding the member of the Council policies on absences. If the member has three consecutive unexcused absences from regularly scheduled meetings, the member's seat will be declared vacant by Council action.

Each board or commission will record their respective members' absences as excused or unexcused and shall include that record in the minutes of the meeting at which the member is absent. Excused absences shall be limited to those which meet both of the following requirements:

(I) The absent member must have informed the chair and/or the City staff liaison to the board or commission, of their intended absence prior to the scheduled meeting. (Failure to inform the chair or the staff liaison prior to the meeting will result in an unexcused absence, unless extenuating circumstances prevent advance notice.), *and*

(II) The absence is due to one of the following:

(a). A death in the family,
(b). Personal illness,
(c). Board or commission-related business,
(d). Personal leave (limited to one per fiscal year) or emergency, or
(e). Decision by member's supervisor in employment or required military service.

Staff shall prepare for the City Council a quarterly attendance report of all the City's boards and commissions showing the attendance of each member during the past 12 months. Attendance issues will be highlighted by the staff.

(III) Exception:

Attendance policies for the Child Care Advisory Board will be consistent with those of other boards and commissions in the City with the exception that members may send alternates in their stead. In order to have full voting rights, the alternate must be approved by Council in advance and take the oath. The member shall be reflected in the minutes as having been in attendance through the alternate.

C. Quorums

Boards and commissions have a quorum when 51% of their current membership is present. "Current membership" is defined as the official membership, less any seats that are formally vacant through resignation, unfilled vacancy or removal.

D. Majority and Abstentions

Board and/or commission motions shall be approved by a majority of legal votes cast. Members who fail to vote are presumed to have waived the exercise of their right and to have consented to allow the will of the organization to be expressed by those voting. The tabulation of a vote is based on the number of members present *and* voting. Abstentions are not counted, since a member who abstains voluntarily relinquishes his or her vote, and is not counted in the results. (*The Standard Code of Parliamentary Procedure,* 4th Edition)

7. Duties

Aside from obligations related to attendance and training noted elsewhere in this policy, the general duties for all board and commission members are:

A. Work Plans

Each board and commission shall create an Annual Work Plan which is a 12-month calendar of the policy issues the board/commission will be acting on during the year.

B. Study Issues Process

The Study Issues process is designed to assist City Council with setting priorities for the coming calendar year. Board and commission members have two roles in this process:

- To advise Council regarding the identification of policy issues to study
- To advise Council on those issues Council has decided to study

Within one month of origin, new study issue papers sponsored by Council or a board or commission will be presented to respective boards or commissions, or at the next regular meeting of the respective board or commission.

C. Budget

Board and commission members have two roles in the budget process:

- To advise Council regarding the identification of budget issues
- Provide Council a recommendation regarding the City Manager's recommended budget for content under the purview of their board or commission.

D. Chairperson's Role and Responsibilities

(I) Attends training in how to be an effective chair prior to assuming the role.
(II) Presides at meetings of the board or commission, and follows Brown Act requirements for conducting meetings.
(III) Serves as a liaison to Council at City Council meetings.
(IV) Coordinates the scheduling of special meetings or cancellation of a meeting with the staff liaison.
(V) Coordinates the setting of the agenda with the staff liaison. Should the chair and the staff liaison disagree regarding the agenda, the City Manager shall have final authority.
(VI) Board and commission chairs are encouraged to attend Council meetings (or to appoint an alternate on either a case by case or long-term basis) for the purpose of representing the official position (including both the majority and the minority opinions) of the board or commission. The chair shall report back to their board or commission on Council's discussion and ultimate decision.
(VII) Counsels and administers verbal reprimands and written warnings to board and commission members who do not comply with City policy.

E. Vice-Chair

(I) Attends training in how to be an effective vice-chair prior to assuming the role.
(II) Serves as the presiding officer in the absence of the chair.

F. Additional Duties

Additional duties may be conferred upon specific boards and/or commissions by the City Council. These shall be memorialized via the City Charter or Council resolution. By-laws shall be established by all boards and commission and be approved by Council prior to taking effect.

8. Interaction with City Council, Public, Staff, and other Board and Commission Members

The City Manager shall appoint a staff liaison to support each board and commission.

In addition to their role as advisors to the Council, boards and commissions serve as liaisons between the City and the general public regarding issues under their purview at City sponsored meetings or events. Each board and commission functions as a communication link between the community and the City, explaining City programs and recommendations, advocating established City policy and services, as well as providing a channel for citizen expression.

Outside of official board or commission meetings, individual board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose. In private, board and commission members may communicate at any

time and on any subject with the City Council, and may express to Council individual viewpoints and opinions. In public, however, all members shall represent the official policies or positions of their board or commission. Only the chair or his/her appointee shall speak during a Council public hearing on any item that has been addressed by the board or commission, and for which detailed minutes have been provided to the Council. The chair shall represent the majority view of the board or commission, but may report on any minority views as well. If Council does not have the benefit of detailed board/commission meeting minutes, any member of the pertinent board or commission may speak under standard time limits, but shall not represent positions which are contrary to official policies of the City or official positions of the board/commission to which they belong. When an official board or commission position differs from staff's recommendation on a particular policy issue, then at the Mayor's discretion additional time may be provided to the chair of the board or commission (or his/her designee) to explain the position of the board/commission or to rebut statements made by staff or the public. If new information is brought to light during a public hearing which was not shared previously with the board or commission, the Mayor may allow the board or commission chair to respond. If the Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself.

Individual opinions and positions may be expressed by board and commission members regarding items that have not come before the particular board/commission to which they belong. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do. (*Source: Code of Ethics for Elected and Appointed Officials*)

Although a board or commission may disagree with the final decision the Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the Council.

Board and commission members shall adhere to the City's Code of Ethics. Council conduct with boards and commissions is covered in the City's Code of Conduct for Elected Officials adopted in April 2000.

Council shall be kept informed of the activities of boards and commissions by virtue of the board and commission minutes.

Council shall consider joint study sessions with boards and commissions as warranted. Council shall encourage members of the public to submit issues and/or concerns to the appropriate board or commission prior to Council considering the matter. *(Community Participation Sub-Element* 7.2C.5(a)*)*

Board and commission members with questions or concerns about board or commission administrative matters shall seek resolution in the following manner and sequence:

1. **Consult your board/commission chair** (If you are the chair, proceed to Step 2).
2. If the chair is unable to satisfactorily answer your question or address your concern, or if your problem is with the chair; or if you are the chair, **consult your staff liaison**.
3. If the staff liaison is unable to satisfactorily answer your question or address your concern, (or if your problem is with the liaison**), consult the Department**

Director to whom the staff liaison reports. **This must be done in writing,** specifying your concerns and the unsatisfactory nature of the responses received from the chair and/or the staff liaison. The Department Director will respond back to you in writing within 10 business days (or provide a reason why that is not possible and a specific deadline for a response).

4. If the Department Director is unable to satisfactorily answer your question or address your concern, **consult the Office of the City Clerk. All written materials identified in Step 3 must be provided to the City Clerk** upon initial contact with that office. You will receive a written response from the Office of the City Clerk within 10 business days (or a reason why that is not possible and a specific deadline for a response).
5. If the Office of the City Clerk is unable to satisfactorily answer your question or address your concern, **consult the Office of the City Manager. All written materials identified in Steps 3 and 4 must be provided to the Office of the City Manager** upon initial contact with that office. You will receive a written response from the Office of the City Manager within 10 business days (or a reason why that is not possible and a specific deadline for a response).
6. If the Office of the City Manager is unable to satisfactorily answer your question or address your concern, **consult the Mayor's Office. All written materials identified in Steps 3, 4, and 5 must be provided to the Mayor.** You will receive a written response from the Mayor's Office within 10 business days (or a reason why that is not possible and a specific deadline for a response).

9. Recognition

An annual event to recognize the service of all board and commission members, as well as citizens serving on special Council ad-hoc committees, shall be coordinated through the Office of the City Manager.

Outgoing board and commission members who have served their full term shall receive a certificate of appreciation and a small memento of appreciation. The type of certificates and mementos provided are at the discretion of the Office of the City Manager, shall not exceed the gift limit established by the Fair Political Practices Commission in effect at the time, and will be suitable for the occasion.

10. Resignation/Completion of Term

When a board or commission member resigns from his or her seat, the member shall notify the Mayor in writing (email, fax or letter), with copies to the staff liaison, City Clerk and City Manager, indicating the effective date and the reason(s) for resignation. When the resignation notice is received by the Office of the City Clerk, staff shall notify Council of the resignation and the status of recruitment efforts to fill the vacancy.
Upon resignation or completion of board or commission assignment, individuals shall not represent themselves further as a board or commission member.

11. Sanctions

Counseling, verbal reprimands and written warnings may be administered by board and commission chairs (or their designee) to board and commission members for failure to

comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law.

Written reprimands may be administered by the Mayor. Copies of all written reprimands shall be distributed in memo format to the chair of the respective board or commission, the City Clerk, the City Manager, and the full Council. Written reprimands shall not be included in packets for public meetings and shall not be publicized except as required under the Public Records Act.

Any form of discipline involving formal censure, or affecting board or commission member status (i.e., removal from office or removal of chairperson status), shall be imposed by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures, including hard copies to numerous public facilities and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

12. Investigations

When deemed warranted, the Mayor or majority of Council may call for an investigation of board or commission member conduct. Should the City Manager or City Attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the City Manager and/or the City Attorney to investigate the allegation and report the findings.

The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as "Information Only". Any such report shall be made public and distributed in accordance with normal procedures (i.e., hard copies to numerous public locations and posted online). Any report to Council addressing the investigation of board and commission members shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

It shall be the Mayor and/or the Council's responsibility to determine the next appropriate action. These actions include, but are not limited to: take no further action; discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

13. Removal

The members of each board or commission shall be subject to removal by motion of the City Council approved by at least four affirmative votes, for the following reasons:

- Failure to maintain eligibility requirements
- Failure to take the required Oath of Office
- Failure to complete required training
- Failure to meet attendance requirements
- Failure to fulfill board or commission duties
- Failure to adhere to Council policy governing boards and commission member interaction with City Council, the public, staff, and/or other board or commission members.
- Violation of Code of Ethics and Conduct

14. Administrative Policies

The City Manager shall have full authority to develop and implement any administrative policies and practices deemed necessary to support the operation of all boards and commissions.

((Adopted: RTC 07-148 (5/1/07); clarity update 9/21/07; Revised by RTC 08-043 (2/12/08) in accordance with Council action on 11/27/07 and 1/29/08)

Lead Department: Office of the City Manager

Proposed 2009 Council Study Issue

OCM-02 Consider Creation of a Distribution List Linking Email Addresses to Geographic Mailing Addresses

Lead Department Office of the City Manager

Element or Sub-element 7.2 Community Engagement SubElement

New or Previous New

Status Pending **History** **1 year ago** None **2 years ago** None

1. What are the key elements of the issue? What precipitated it?

This issue would explore the possible linkage of email addresses to geographic mailing addresses such that the City could contact residents and businesses by email, in lieu of or in addition to, regular postal service. The feasibility of such a linkage City-wide would be explored, as would the benefits and drawbacks associated with utilizing such linkages for sending official notifications to the community (e.g., notification of planned developments).

2. How does this relate to the General Plan or existing City Policy?

The following Council policies are included in the City's Community Engagement SubElement of the General Plan:

Policy A.1:
"Assure that all community members have reasonable access to City information, services and programs within budgeted resources."

Policy A.3:
"Ensure an integrated approach to informing community members about local issues, City programs and services that reaches segments of a diverse community."

Action strategies staff has developed to support these policies include:
A.1g.: "Identify communications media and communications technology which are appropriate and cost effective to provide information to and access for the community."

A.1h.: Monitor communications technology and policy developments and evaluate their potential impact on public information activities to improve communications, reduce duplication of effort, and enhance cost-effectiveness."

A.1i.: "Monitor the City communications policy to guide utilization of technology for public participation and involvement."

A.2b.: "Identify residents, community organizations and businesses affected by significant City actions and decisions and ensure that they receive timely and appropriate information enabling participation in planning and decision-making

processes.

A.2c.: "Ensure that effective public notification and access, in accordance with relevant laws and City Council policies, are provided to enhance meaningful community participation in the policy making process."

A.2d. "Notify community members of opportunities for involvement in policy-making and program planning."

Policy 7.2A.4 is to "Identify communications media and telecommunications technology which are appropriate and cost effective to provide information and access for the community."

Policy 7.2D.3 seeks to "Provide reasonable and fair citizen access to information and services within budgeted resources."

3. **Origin of issue**

Council Member(s) Vice Mayor Hamilton
General Plan
City Staff
Public
Board or Commission none

4. **Multiple Year Project?** No **Planned Completion Year** 2009

5. **Expected participation involved in the study issue process?**

Does Council need to approve a work plan? Yes
Does this issue require review by a Board/Commission? Yes
If so, which?
Planning Commission
Is a Council Study Session anticipated? No
What is the public participation process?
Public hearings conducted with the City Council and Planning Commission

6. **Cost of Study**

Operating Budget Program covering costs
N/A
Project Budget covering costs
N/A
Budget modification $ amount needed for study
Explain below what the additional funding will be used for

7. **Potential fiscal impact to implement recommendations in the Study approved by Council**

Capital expenditure range None

Operating expenditure range None
New revenues/savings range None
Explain impact briefly

8. Staff Recommendation

Staff Recommendation Defer

If 'For Study' or 'Against Study', explain
Staff recommends this study be deferred pending review and analysis of administrative functions related to public notification. Council policy supporting the exploration of technology to improve public notification processes already exists. This issue does not seek to change Council policy--rather, it seeks to explore a specific *method* of public notification (email). Staff therefore consider this to be an operational, or administrative, issue. Should Council wish to pursue changes in City policy subsequent to staff's administrative review, this Study Issue would serve as a platform from which to proceed.

9. Estimated consultant hours for completion of the study issue

Managers

Role	Manager				Hours
Lead	Walker, Robert	Mgr CY1:	20	Mgr CY2:	0
		Staff CY1:	0	Staff CY2:	0
Interdep	Nguyen, Cuong	Mgr CY1:	20	Mgr CY2:	0
		Staff CY1:	0	Staff CY2:	0

Total Hours CY1: 40
Total Hours CY2: 0

Note: If staff's recommendation is 'For Study' or 'Against Study', the Director should note the relative importance of this Study to other major projects that the Department is currently working on or that are soon to begin, and the impact on existing services/priorities.

Reviewed by

Department Director

9-3-08
Date

Approved by

City Manager

9/3/08

Date

Addendum

A. Board / Commission Recommendation

☐ **Issue Created Too Late for B/C Ranking**

Board or Commission	Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee			
Board of Building Code Appeals			
Board of Library Trustees			
Child Care Advisory Board			
Heritage Preservation Commission			
Housing and Human Services Commission			
Parks and Recreation Commission			
Personnel Board			
Planning Commission			

Board or Commission ranking comments
This issue was inadvertently omitted from the issues presented to the Planning Commission for ranking. If Council acts to defer the issue, the Planning Commission will rank it the coming year.

B. Council

Council Rank	(no rank yet)
Work Plan Review Date	(blank)
Study Session Date	(blank)
RTC Date	(blank)
Actual Complete Date	(blank)
Staff Contact	

Proposed 2009 Council Study Issue

OCM-03 Consider Policy to Streamline Pursuit of Outside Funding

Lead Department Office of the City Manager

Element or Sub-element Fiscal SubElement

New or Previous New

Status Pending **History** **1 year ago** None **2 years ago** None

1. What are the key elements of the issue? What precipitated it?

Existing City policy requires staff prepare at least two Reports to Council when pursuing outside grants--once to request approval to apply for the grant, and again (assuming the grant is awarded to the City) to accept the grant and appropriate the monies.
Councilmember Moylan recently queried why staff needed to request Council permission to apply for grants, and suggested consideration of a policy that would allow staff to accept funding from outside the City (without the need for Council approval) so long as matching City funds were not required.
This study would explore related issues and provide options for Council's consideration.

2. How does this relate to the General Plan or existing City Policy?

B.4.3 A uniform grant application process must be utilized to ensure that the City Council has the information necessary to make a decision regarding a potential intergovernmental grant. Staff should present to Council a Notice of Intent regarding a possible grant source which shall include at least the following information:

the grant being pursued and the use to which it would be placed;
the objectives or goals of the City which will be achieved through use of the grant;
the local match required, if any, plus the source of the local match
the increased cost to be locally funded upon termination of the grant
the ability of the City to administer the grant

3. Origin of issue

Council Member(s) Moylan
General Plan
City Staff
Public
Board or Commission none

4. **Multiple Year Project?** No **Planned Completion Year** 2009

5. **Expected participation involved in the study issue process?**

Does Council need to approve a work plan?	No
Does this issue require review by a Board/Commission?	No
If so, which?	
Is a Council Study Session anticipated?	No

What is the public participation process?
Public hearing conducted by City Council.

6. **Cost of Study**

Operating Budget Program covering costs
N/A
Project Budget covering costs
N/A
Budget modification $ amount needed for study
N/A
Explain below what the additional funding will be used for
N/A

7. **Potential fiscal impact to implement recommendations in the Study approved by Council**

Capital expenditure range	None
Operating expenditure range	None
New revenues/savings range	None

Explain impact briefly
N/A

8. **Staff Recommendation**

Staff Recommendation For Study

If 'For Study' or 'Against Study', explain
Staff believes a change in policy could expedite the grant approval process, increasing the efficiency of City operations, without adverse affect on fiscal controls.

9. **Estimated consultant hours for completion of the study issue**

0

Managers

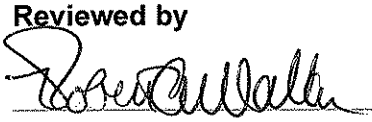
Role	Manager	Hours

Lead	Walker, Robert	Mgr CY1:	10	Mgr CY2:	0
		Staff CY1:	0	Staff CY2:	0
Interdep	Bradley, Mary	Mgr CY1:	8	Mgr CY2:	0
		Staff CY1:	0	Staff CY2:	0

Total Hours CY1: 18
Total Hours CY2: 0

Note: If staff's recommendation is 'For Study' or 'Against Study', the Director should note the relative importance of this Study to other major projects that the Department is currently working on or that are soon to begin, and the impact on existing services/priorities.

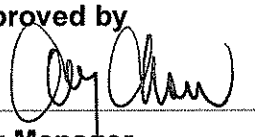
Reviewed by



9-3-08

Department Director **Date**

Approved by



9/3/08

City Manager **Date**

Addendum

A. Board / Commission Recommendation

☐ **Issue Created Too Late for B/C Ranking**

Board or Commission	Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee			
Board of Building Code Appeals			
Board of Library Trustees			
Child Care Advisory Board			
Heritage Preservation Commission			
Housing and Human Services Commission			
Parks and Recreation Commission			
Personnel Board			
Planning Commission			

Board or Commission ranking comments

B. Council

Council Rank	(no rank yet)
Work Plan Review Date	(blank)
Study Session Date	(blank)
RTC Date	(blank)
Actual Complete Date	(blank)
Staff Contact	

Proposed 2009 Council Study Issue

OCM-04 Channel 26 Public Access Television: Programming Options

Lead Department Office of the City Manager

Element or Sub-element 7.2A.4b

New or Previous New

Status Pending **History** **1 year ago** None **2 years ago** None

1. What are the key elements of the issue? What precipitated it?

Federal Communications Commission regulations have established that cable television franchise authorities, such as the City of Sunnyvale, may require cable operators in their area to create and carry public access, educational access and government access (PEG) channels within their cable spectrum. This is the authority under which Council first created KSUN, the government access station, channel 18 (since moved to channel 15).

In 2000, Council approved RTC 00-241, creating a public access station, now known as Channel 26. Public access stations are, essentially, electronic soap boxes from which members of the public may broadcast their own non-commercial programs, espousing whatever viewpoint they like. When Council authorized this new channel, it established a one-year pilot program. To participate in this pilot program, a requirement was included that any producer, as program-providers were known, have a signed agreement with the De Anza College TV Center. The impetus for this requirement was to ensure programming was produced on professional-level equipment to ultimately provide a technically high-quality program. The original direction from Council established there would not be a commitment of staff time to the public access channel. The impetus for this requirement was the very small number of producers, and the expectation that as the number of producers grew, there would have to be an accountable level of staff involvement to handle scheduling, interactions with producers and the public and handling/coordinating program content tapes and DVDs.

Initially four producers were identified to participate in the pilot program. Over the years, however, the number of producers has dwindled; currently there are but two. This issue is being brought forward because each year, the Office of the City Manager (OCM) receives a number of exploratory inquiries from the public about putting programs on Channel 26. Staff has routinely denied these requests for several reasons. Current policy forbids the use of staff time in the operation of Channel 26. This means staff cannot review submissions to determine whether they meet broadcast standards or any other policy requirement. Also, the programming policy that currently exists addresses requirements for inclusion in the pilot program specifically, and does not address requirements for ongoing programming for Channel 26. In order to treat requests in a fair and consistent manner, staff will continue to deny requests from producers wishing to add programs to Channel 26 until directed otherwise by Council. This approach also ensures that the fewest program producers are impacted (currently only two) should Council opt to designate Channel 26 as a government or educational channel, as opposed to its current public

access designation.

There are two issues to be explored.

First, and this is the larger question, how can the City best utilize Channel 26? It is at Council's discretion that Channel 26 is used for public access. It can, by Council action, be re-designated a government access channel (like KSUN) as a second vehicle to carry whatever non-commercial programming the City wishes, such as satellite-fed cultural programming, meetings of other government bodies such as school districts or county agencies, or additional board and commission meetings. Alternatively, it could be turned into another educational channel. Finally, the channel could be abandoned altogether.

Second, this study issue would explore the pros and cons of various programming options for Channel 26, as well as possible criteria for approving program producers, should the City continue its current use of this channel for public access programming.

2. **How does this relate to the General Plan or existing City Policy?**

   RTC 00-241 created Channel 26 but also set limitations on programming that are no longer relevant. As a minimum, the current policy should be updated or replaced.

3. **Origin of issue**

Council Member(s)	
General Plan	
City Staff	X
Public	
Board or Commission	none

4. **Multiple Year Project?** No **Planned Completion Year**

5. **Expected participation involved in the study issue process?**

Does Council need to approve a work plan?	No
Does this issue require review by a Board/Commission?	No
If so, which?	
Is a Council Study Session anticipated?	No

What is the public participation process?
Public hearing conducted by City Council. The public will be notified through a news release, an announcement on KSUN and Channel 26, and a notice sent to the last known address of all current and past public access producers, KMVT (Mountain View Community Television) and the De Anza College Film and Television Department.

6. **Cost of Study**

   Operating Budget Program covering costs

735170 Provide Information via Cable Television

Project Budget covering costs

Budget modification $ amount needed for study

none

Explain below what the additional funding will be used for

7. Potential fiscal impact to implement recommendations in the Study approved by Council

Capital expenditure range None
Operating expenditure range None
New revenues/savings range None
Explain impact briefly

8. Staff Recommendation

Staff Recommendation None

If 'For Study' or 'Against Study', explain

9. Estimated consultant hours for completion of the study issue

0

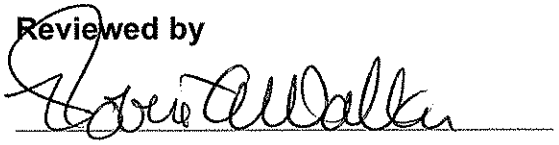
Managers

Role	Manager				
					Hours
Lead	Pilger, John	Mgr CY1:	45	Mgr CY2:	0
		Staff CY1:	0	Staff CY2:	0

Total Hours CY1: 45
Total Hours CY2: 0

Note: If staff's recommendation is 'For Study' or 'Against Study', the Director should note the relative importance of this Study to other major projects that the Department is currently working on or that are soon to begin, and the impact on existing services/priorities.

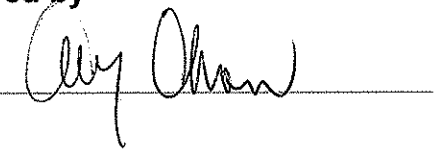
Reviewed by



10-6-08

Department Director **Date**

Approved by



10/9/08

City Manager **Date**

Addendum

A. Board / Commission Recommendation

☐ **Issue Created Too Late for B/C Ranking**

Board or Commission	Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee			
Board of Building Code Appeals			
Board of Library Trustees			
Child Care Advisory Board			
Heritage Preservation Commission			
Housing and Human Services Commission			
Parks and Recreation Commission			
Personnel Board			
Planning Commission			

Board or Commission ranking comments

B. Council

Council Rank	(no rank yet)
Work Plan Review Date	(blank)
Study Session Date	(blank)
RTC Date	(blank)
Actual Complete Date	(blank)
Staff Contact	

Proposed 2009 Council Study Issue

OCM-05 Possible Means to Encourage Owning Fewer Cars

Lead Department Office of the City Manager

Element or Sub-element Land Use and Transportation Element

New or Previous New

Status Pending **History 1 year ago** None **2 years ago** None

1. **What are the key elements of the issue? What precipitated it?**

   The study would investigate how to encourage people to own fewer cars in order to avoid/minimize the negative impacts on non-motorists. An example alternative that can help reduce the perceived need for owning cars is a car cooperative program possibly supported by car rental companies. Also a review of other programs and experiences in other parts of the Country. The study issue will result in identifying means and programs that can be deployed by businesses, mixed-use developments, and other feasible types of developments to reduce car dependency.

2. **How does this relate to the General Plan or existing City Policy?**

   C3 - Attain a transportation system that is effective, safe, pleasant, and convenient
   C3.5 - Support a variety of transportation modes.

3. **Origin of issue**

   Council Member(s)
   General Plan
   City Staff
   Public
   Board or Commission Bicycle and Pedestrian Advisory Committee

4. **Multiple Year Project?** No **Planned Completion Year** 2009

5. **Expected participation involved in the study issue process?**

   Does Council need to approve a work plan? No
   Does this issue require review by a Board/Commission? Yes
   If so, which?
   Bicycle and Pedestrian Advisory Committee
   Is a Council Study Session anticipated? No
   What is the public participation process?
   BPAC meetings.

6. **Cost of Study**

Operating Budget Program covering costs
Policy and Process Improvement 727
Project Budget covering costs
Budget modification $ amount needed for study
Explain below what the additional funding will be used for

7. Potential fiscal impact to implement recommendations in the Study approved by Council

Capital expenditure range	None
Operating expenditure range	$500 - $50K
New revenues/savings range	None

Explain impact briefly
The dollar amount for implementation would depend on the extent of the City's involvement in any of the study's final recommendations. This operating range assumes a City support role (i.e. no new program development). If a new City program were to be developed, the costs to the City could be significantly higher.

8. Staff Recommendation

Staff Recommendation Against Study

If 'For Study' or 'Against Study', explain
Staff is recommending against studying this issue for several reasons:

1) The description of the issue is vague, and could be interpreted very broadly, unnecessarily consuming limited staff resources. Clarifying the specific study issue scope would be required prior to undertaking this issue.
2) City resources are better spent on studying issues over which the City has direct control, and for which reliable data identifying best practices is available.

Given the vagueness of this issue, the lack of control over outcomes, the current economic downturn, and the City's limited financial resources, staff is recommending against this study.

9. Estimated consultant hours for completion of the study issue

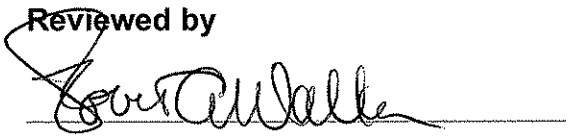
Managers

Role	Manager				Hours
Lead	Campbell, Coryn	Mgr CY1:	20	Mgr CY2:	0
		Staff CY1:	60	Staff CY2:	0
Interdep	Witthaus, Jack	Mgr CY1:	20	Mgr CY2:	0
		Staff CY1:	0	Staff CY2:	0

Total Hours CY1: 100
Total Hours CY2: 0

Note: If staff's recommendation is 'For Study' or 'Against Study', the Director should note the relative importance of this Study to other major projects that the Department is currently working on or that are soon to begin, and the impact on existing services/priorities.

Reviewed by



Department Director 1-12-09 **Date**

Approved by

City Manager 1-13-09 **Date**

Addendum

A. Board / Commission Recommendation

☐ **Issue Created Too Late for B/C Ranking**

Board or Commission	Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee	7		
Board of Building Code Appeals			
Board of Library Trustees			
Child Care Advisory Board			
Heritage Preservation Commission			
Housing and Human Services Commission			
Parks and Recreation Commission			
Personnel Board			
Planning Commission			

Board or Commission ranking comments

B. Council

Council Rank (no rank yet)
Work Plan Review Date (blank)
Study Session Date (blank)
RTC Date (blank)
Actual Complete Date (blank)
Staff Contact

Proposed 2009 Council Study Issue

OCM-06 Determine the Feasibility of Developing a City Supported Community Multi-Service Center to Serve At-Risk Youths to Prevent Crime

Lead Department Office of the City Manager

Element or Sub-element Socio-Economic Element

New or Previous New

Status Pending **History** **1 year ago** None **2 years ago** None

1. What are the key elements of the issue? What precipitated it?

Sunnyvale's at-risk youths may need additional services and a strategically located facility to serve their needs and to divert them from anti-social behaviors including gang involvement and acts of violence.

The Housing and Human Services Commission would like the City to analyze the need for a multi-service center or the expansion and consolidation of existing facilities that would provide unduplicated services for at-risk youths to divert them from possible socially unacceptable behaviors and criminal activities.
With possible City financial and logistical support, the development of a community youth facility could provide a variety of crime diversion programs targeting services to at-risk youths. Possible activities and services to be explored include sport facilities, outreach/counseling, health services, and job, vocational and life skills training. Staff or a consultant would research all current data and conduct internal meetings with Public Safety, Parks and Recreation and Office of City Manager staff to determine current needs based upon data and existing levels of service either provided or supported by the City. Staff would also meet with the school districts to explore further collaborative efforts.

A feasibility analysis will determine all available sources for funding the development of a facility, projected costs and possible resources to support the ongoing operations and maintenance of a facility. Research of best practices regionally and nationally would provide information to determine a model for the development of the facility and the types of services to be provided.

2. How does this relate to the General Plan or existing City Policy?

3. Origin of issue

Council Member(s)
General Plan
City Staff
Public
Board or Commission Housing and Human Services Commission

4. **Multiple Year Project?** No **Planned Completion Year** 2009

5. **Expected participation involved in the study issue process?**

Does Council need to approve a work plan?	No
Does this issue require review by a Board/Commission?	Yes

If so, which?
Parks and Recreation Commission

Is a Council Study Session anticipated?	No

What is the public participation process?
Meetings with agency staff and community groups who are currently involved with youth activities in Sunnyvale.

6. **Cost of Study**

Operating Budget Program covering costs

Project Budget covering costs

Budget modification $ amount needed for study
$30,000.00

Explain below what the additional funding will be used for
Feasibility study

7. **Potential fiscal impact to implement recommendations in the Study approved by Council**

Capital expenditure range	$501K or more
Operating expenditure range	$501K or more
New revenues/savings range	$500 - $50K

Explain impact briefly
Acquisition of land for development and costs for development of facility could range from $5 - $6 million.

8. **Staff Recommendation**

Staff Recommendation Against Study

If 'For Study' or 'Against Study', explain
This study issue duplicates on-going crime diversion efforts by the Public Safety Department, Parks and Recreation Department, and Office of the City Manager. Many of the proposed study issue objectives are already being implemented or studied by City staff in collaboration with other cities through the Challenge Team Program, which provides mentoring and other support for at-risk youths. Additionally, the Columbia Neighborhood Center (CNC) is being considered, including with assistance from City CDBG funds, to provide many of the youth activities and services that are suggested for the proposed multi-service center. The CNC is ideally located in north Sunnyvale to serve at-risk youths.

The City's financial condition is such that any expansion of services will

require a corresponding decrease in existing services to offset related expenses. Staff does not believe the expense of this study is warranted given the City's current financial status, and the ability of the City to serve the needs of youth through existing services.

9. Estimated consultant hours for completion of the study issue

Managers

Role	Manager				Hours
Lead	Chan, Angela	Mgr CY1:	200	Mgr CY2:	0
		Staff CY1:	0	Staff CY2:	0
Support	Lord, Patricia	Mgr CY1:	0	Mgr CY2:	0
		Staff CY1:	0	Staff CY2:	0
Interdep	Johnson, Don	Mgr CY1:	20	Mgr CY2:	0
		Staff CY1:	0	Staff CY2:	0
Interdep	Lewis, David	Mgr CY1:	40	Mgr CY2:	0
		Staff CY1:	0	Staff CY2:	0

Total Hours CY1: 260
Total Hours CY2: 0

Note: If staff's recommendation is 'For Study' or 'Against Study', the Director should note the relative importance of this Study to other major projects that the Department is currently working on or that are soon to begin, and the impact on existing services/priorities.

Reviewed by

12-3-08

Department Director **Date**

Approved by

12-5-08

City Manager **Date**

Addendum

A. Board / Commission Recommendation

☑ **Issue Created Too Late for B/C Ranking**

Board or Commission	Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee			
Board of Building Code Appeals			
Board of Library Trustees			
Child Care Advisory Board			
Heritage Preservation Commission			
Housing and Human Services Commission			
Parks and Recreation Commission			
Personnel Board			
Planning Commission			

Board or Commission ranking comments

B. Council

Council Rank (no rank yet)
Work Plan Review Date (blank)
Study Session Date (blank)
RTC Date (blank)
Actual Complete Date (blank)
Staff Contact

Proposed 2009 Council Study Issue

OCM-07 Explore Development of a Sustainability Commission Advisory to Council or Sustainabilty Committee Advisory to Staff

Lead Department Office of the City Manager

Element or Sub-element 7.2 Community Engagement

New or Previous New

Status Pending **History** **1 year ago** None **2 years ago** None

1. What are the key elements of the issue? What precipitated it?

This issue will explore the costs and benefits of creating either a sustainabilty commission advisory to council, or committee advisory to staff. The overal purpose of this body would be to facilitate and formalize community input, and/or provide expertise on City-related issues that impact the environment. For each type of body (advisory to staff or council) the study will include proposed responsiblities and role, identification of benefits and costs, and general process for implementation.

2. How does this relate to the General Plan or existing City Policy?

Goal 7.2.B Achieve a community in which all community members can be actively involved in shaping the quality of life and participate in local community and government activities.

Policy 7.2.B1 Encourage community involvement in the development and implementation of City and community activities, programs and services.

Policy 7.2.B5 Plan for and develop wide representation of the community when obtaining public input for policy decisions.

Council Policy 7.2.19 Boards and Commissions

3. Origin of issue

Council Member(s)	Hamilton, Swegles
General Plan	
City Staff	
Public	Member of the public
Board or Commission	none

4. Multiple Year Project? No **Planned Completion Year** 2009

5. Expected participation involved in the study issue process?

Does Council need to approve a work plan?	No
Does this issue require review by a Board/Commission?	No
If so, which?	
Is a Council Study Session anticipated?	No

What is the public participation process?
A public hearing will be held at the Council meeting when the study issue is presented.

6. Cost of Study

Operating Budget Program covering costs

Project Budget covering costs
729, Office of the City Manager Dept. Management

Budget modification $ amount needed for study

Explain below what the additional funding will be used for

7. Potential fiscal impact to implement recommendations in the Study approved by Council

Capital expenditure range	None
Operating expenditure range	$500 - $50K
New revenues/savings range	None

Explain impact briefly
Operating costs would primarily include staff time to staff the committee or commission. Because of Brown Act and City requirements, Council advisory commissions are typically more costly than staff advisory committees, so final operating costs would depend on the type of body, if any, council selects.

8. Staff Recommendation

Staff Recommendation Against Study

If 'For Study' or 'Against Study', explain
Staff has developed a workplan for environmental sustainability that includes a strong community outreach and input component. While the specifics of that component are still being defined, there are several tasks that will require community input in the next six to twelve months. As part of its communications with Council on the environmental sustainability program, staff will deliver a workplan to Council in the first quarter of this year, including a plan for facilitating community input. For example staff believe either an ad hoc, Council-advisory committee, or the Mayor's Green Ribbon Committee, would be beneficial in developing specific sustainablity action plans.

Given the expense and time associated with a study, and the need for an ad hoc advisory body in the near term, staff advises against this study.

9. Estimated consultant hours for completion of the study issue

Managers

Role	Manager				Hours
Lead	Campbell, Coryn	Mgr CY1:	20	Mgr CY2:	0
		Staff CY1:	40	Staff CY2:	0

Total Hours CY1: 60
Total Hours CY2: 0

Note: If staff's recommendation is 'For Study' or 'Against Study', the Director should note the relative importance of this Study to other major projects that the Department is currently working on or that are soon to begin, and the impact on existing services/priorities.

Reviewed by

Department Director — Date: 1-9-09

Approved by

City Manager — Date: 1/12/09

Addendum

A. Board / Commission Recommendation

☐ **Issue Created Too Late for B/C Ranking**

Board or Commission	Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee			
Board of Building Code Appeals			
Board of Library Trustees			
Child Care Advisory Board			
Heritage Preservation Commission			
Housing and Human Services Commission			
Parks and Recreation Commission			
Personnel Board			
Planning Commission			

Board or Commission ranking comments

B. Council

Council Rank	(no rank yet)
Work Plan Review Date	(blank)
Study Session Date	(blank)
RTC Date	(blank)
Actual Complete Date	(blank)
Staff Contact	