



Agenda Item Com

Approvals:

City Manager CS

Dept. Head _____

Attorney _____

Finance CS

AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING

Meeting Date: July 7, 2020

Department: City Clerk

Prepared By: Joanne Baade, City Clerk/Legislative Administrator

Subject: *PROPOSED TEMPLATE FOR COMMISSION/COMMITTEE ANNUAL WORK PLANS AND POSSIBILITY OF DIRECTING CERTAIN COMMISSIONS AND COMMITTEES TO PREPARE AN ANNUAL WORK PLAN FOR FY 20/21.*

Fiscal Impact: None.

Summary: At its meeting of February 4, 2020, Council adopted Ordinance No. 1684, which modifies the Code of the City of San Clemente as it relates to the structure and composition of the City's Commissions and Committees. The Code changes will become operative on July 1, 2021.

A primary reason cited by Council for enacting the Code modifications was to help ensure that Commissions and Committees function efficiently in terms of staff usage and resources. Consequently, Ordinance No. 1684 includes a provision that requires each standing Commission and Committee (with the exception of the Investment Advisory Committee) to submit a written Annual Action Plan to Council by October 1 of each year for approval. To this end, Staff drafted the attached template for the Annual Action Plans to facilitate uniformity among the plans that City bodies submit and to ensure that adequate information is provided to enable Council to determine whether to approve the Annual Work Plans.

Even though Ordinance No. 1684 does not take effect until July 1, 2021, Council may wish to direct its standing Commissions and Committees (with the exception of the Investment Advisory Committee) to create an Annual Work Plan for FY 20/21 for Council's consideration.

At this time, Staff recommends that Council approve the Annual Action Plan template as drafted or modified and determine whether to direct the City bodies identified above to prepare Annual Work Plans for FY 20/21 for Council consideration on or before October 1, 2020.

Recommended

Action:

STAFF RECOMMENDS THAT the City Council:

- 1) Approve the Annual Work Plan template for use by City Commissions and Committees.
- 2) Direct all standing City Commissions and Committees (with the exception of the Investment Advisory Committee), to submit a proposed Annual Work Plan for FY 20/21 for Council consideration by no later than October 1, 2020.

Attachment:

Proposed Annual Work Plan Template

Notification:

Members of all affected City Commissions and Committees and their staff support

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ANNUAL WORK PLAN

FY 2020/21

COMMISSION/COMMITTEE NAME: _____

Please be concise in responding to the below questions. Additional forms may be attached, if needed.

Project Name:
Purpose, Goals and Deliverables of Project:
Estimated Project Cost. If cost is involved, is it included in the adopted City budget?
Project Timeline (Anticipated Start and End Dates):
Resources Needed (including Staff hours):
Is this a new project or unfinished project from the prior fiscal year?

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