

**SOPHIE HAHN**

Berkeley City Council, District 5
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CONSENT CALENDAR

May 15, 2018

To: Honorable Members of the City Council

From: Councilmember Sophie Hahn, Mayor Jesse Arreguín, and Councilmember Harrison

Subject: Tracking of Short Term (90-day) and Other Date-Certain Council Referrals

RECOMMENDATION

Direct the City Manager to:

1. Compile and publish a Chart of all Council Short-Term (90-day) and Date-Certain items that have been referred by the City Council. The Chart should include the following information: the Meeting Date at which the item was referred; the Agenda Item number; the Title of the Referral and its Recommendation; the Due Date for the item as specified by Council; the Responsible Department/Division; and the Current Status of the Referral.

“Current Status of the Referral” shall state whether the item is *completed*; is *pending and will be completed by the Due Date*; is *pending and unlikely to be completed by the Due Date*; or is *past Due*. For items *pending and unlikely to be completed by the Due Date*, or *past Due*, a new expected completion date shall be provided with a short explanation for the delay.

2. Include an updated Chart of Short-Term and Date-Certain Referrals as an Information item on the Agenda for the last Regular Meeting of each month.
3. Publish the first Chart of Short-Term and Date-Certain Referrals at or before the final Regular City Council Meeting of June 2018.

FINANCIAL IMPLICATIONS

Staff time required to compile the initial chart, based on data already tracked by the City Clerk, and create the required Council updates.

BACKGROUND

Historically, there has not been a reliable mechanism for the City Council and members of the public to track the progress of Short Term (90-day) or Date-Certain referrals from the City Council. While there is an annual City Council Referral Prioritization Process, this process does not provide information about Short-Term or Date-Certain referrals with the detail necessary to understand which are pending, on target or overdue.

City Staff receives a large number of referrals from the City Council every year. A December 2017 mid-year referral update reported a total of 148 referrals through November 14, 2017, both complete and incomplete¹. While many referrals have received responses either as consent or information items on council meeting agendas or through off-agenda memos, there is currently no way to track the progress of Short-Term referrals and referrals that have Council-specified deadlines, or to access reports for completed referrals. Given the volume of referrals coming from the Council, and the numerous factors that can affect their completion, creating and maintaining a list of in-progress Short-Term and Date-Certain referrals, and identifying a specific process for reporting back on these referrals would be beneficial to members of the public and to the City Council.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

CONTACT PERSON

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¹ https://www.cityofberkeley.info/Clerk/City_Council/2017/12_Dec/Documents/2017-12-19_Item_39_City_Council_Referral_Process.aspx