REVISED
AGENDA MATERIAL

Meeting Date: November 27, 2018
Item Number: 46
Item Description: Structure for City Council Standing Policy Committees
Supplemental/Revision Submitted By: Mark Numainville, City Clerk

“Good of the City” Analysis:
The analysis below must demonstrate how accepting this supplement/revision is for the “good of the City” and outweighs the lack of time for citizen review or evaluation by the Council.

At the Council Meeting on October 16, 2018, the Council authorized The Agenda Committee to establish the policy committee topic groupings to evenly distribute expected workloads of various committees.

This revised material modifies the policy committee topic groupings in Attachment 1, Exhibit A, Section D of Item 46 in accordance with the action taken by the Agenda Committee on November 26, 2018.

Consideration of supplemental or revised agenda material is subject to approval by a two-thirds vote of the City Council. (BMC 2.06.070)

A minimum of 42 copies must be submitted to the City Clerk for distribution at the Council meeting. This completed cover page must accompany every copy.

Copies of the supplemental/revised agenda material may be delivered to the City Clerk Department by 12:00 p.m. the day of the meeting. Copies that are ready after 12:00 p.m. must be delivered directly to the City Clerk at Council Chambers prior to the start of the meeting.

Supplements or Revisions submitted pursuant to BMC § 2.06.070 may only be revisions of the original report included in the Agenda Packet.
<table>
<thead>
<tr>
<th>Committee</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Agenda & Rules Committee**                  | • Review items for completeness  
• Send items either to council agenda, policy committee, or back to author  
• Set agendas  
• Review rules and procedures and open government policies  
• Consider items not readily assignable to a policy committee |
| **Budget & Finance**                           | • Investment Policy  
• Budget Development  
• Revenue Development  
• Expenditures  
• Fiscal Planning and Policy  
• Taxes and Fees  
• Large-scales fiscal investments |
| **Facilities, Infrastructure & Transportation**| • Streets, sidewalks, public space  
• Parks  
• Traffic safety  
• Bikes, pedestrians, transit  
• Capital Improvements  
• Facilities and Infrastructure  
• Technology Infrastructure and Security  
• Maintenance  
• Zero Waste |
| **Public Safety, Environment & Sustainability**| • Police, Fire, dispatch, etc.  
• Disaster preparedness  
• Resilience Plan  
• Climate Action Plan  
• Sustainability  
• Energy and Water Conservation |
| **Land Use, Housing & Economic Development**   | • Land Use  
• Preservation  
• Development standards  
• Housing & Affordable Housing  
• Disability/Universal Access  
• Business and economic growth  
• Business retention, attraction, and development  
• Civic arts and culture |
| **Health, Life Enrichment, Equity & Community**| • Seniors and Youth  
• Mental Health  
• Public Health  
• Homelessness  
• Health equity and outcomes  
• Recreation  
• Berkeley’s 2020 Vision  
• Events  
• Neighborhood Services  
• Animal control/care  
• Code Enforcement/livability |
To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Dee Williams-Ridley, City Manager

Subject: Structure for City Council Standing Policy Committees

RECOMMENDATION
Adopt a Resolution approving the framework and procedures for standing policy committees of the City Council as part of the City’s legislative process.

FISCAL IMPACTS
No direct fiscal impacts related to the recommendation in the report.

CURRENT SITUATION AND ITS EFFECTS
On October 16, 2018, the City Council directed the City Manager to bring back, no later than November 27, 2018, amendments to the City Council Rules of Procedure to implement a system of policy committees, based on the concepts outlined in the City Manager/City Clerk’s recommendation and as further detailed in the supplemental materials accepted at the meeting from Mayor Arreguin and Councilmembers Maio and Hahn.

Staff has evaluated the materials submitted at the October 16 meeting and created an initial set of policies and procedures for the operation of Council policy committees. In order to meet the November 27 deadline, staff is proposing that Council adopt the policies in Exhibit A to Attachment 1 as interim governing procedures for policy committees. These policies, adopted by resolution, will serve as an overlay on the Rules of Procedure while the full amendments to the Rules of Procedure are drafted.

BACKGROUND
Staff presented an initial policy committee proposal and presented the draft structure to the Agenda Committee on June 25, 2018 and July 9, 2018. The discussion at Agenda Committee highlighted the critical issue of committee authority and creating a legislative process that works in an efficient, fair, and timely manner.

The proposal was then presented at a special meeting of the Council on October 16, where further suggestions and amendments were provided by Council. The procedures
in Exhibit A to the resolution are a result of the incorporation of the October 16 revisions as well as some further clarification by staff.

The goal of the new committee structure is to create a standardized structure for public policy development and consideration and to provide the community and the City Council with adequate opportunity for detailed policy discussions outside of a meeting of the full City Council.

Berkeley’s boards and commissions provide an important space in which community issues can be heard and considered, and commission processes are not affected by this change.

The proposal outlined below is designed to address the needs of the Berkeley community and decision makers. Several other local jurisdictions were consulted in developing this structure. There is a clear need to enhance the limited legislative structure and workflow that currently exists in Berkeley, and this proposal moves the City in that direction.

ENVIRONMENTAL SUSTAINABILITY
No identifiable environmental benefits or effects are associated with the content of this report.

POSSIBLE FUTURE ACTION
Since the Rules of Procedure are adopted by resolution, the Council may make amendments at any time through the council agenda process. Staff anticipates that the full incorporation of the committee process into the Rules of Procedure will be presented to the full Council in the spring of 2019.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION
Unknown.

CONTACT PERSON
Dee Williams-Ridley, City Manager, 981-7000
Mark Numainville, City Clerk, 981-6900

Attachments:
1: Resolution
   Exhibit A: Governing Procedures for Council Policy Committees
2: Revisions submitted on October 16, 2018
3. Original Staff Proposal
RESOLUTION NO. ##,###-N.S.

ESTABLISHING THE GOVERNING POLICIES AND PROCEDURES FOR STANDING POLICY COMMITTEES OF THE CITY COUNCIL AS A SUPPLEMENT TO THE CITY COUNCIL RULES OF PROCEDURE AND ORDER

WHEREAS, an efficient and standardized structure for public policy development and consideration is a priority for the City Council; and

WHEREAS, on October 16, 2018, the City Council directed the City Manager to bring back, no later than November 27, 2018, amendments to the City Council Rules of Procedure to implement a system of policy committees; and

WHEREAS, the goal of the new committee structure is to provide the community and the City Council with adequate opportunity for detailed policy discussions outside of a meeting of the full City Council; and

WHEREAS, there is a clear need to enhance the limited legislative structure and workflow that currently exists in Berkeley; and

WHEREAS, staff is proposing that Council adopt the policies in Exhibit A as interim governing procedures for policy committees to serve as an overlay on the Rules of Procedure while the full amendments to the Rules of Procedure are drafted.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the Governing Policies and Procedures for City Council Policy Committees attached hereto as Exhibit A, are hereby adopted.

BE IT FURTHER RESOLVED that the provision in Exhibit A supersedes any conflicting provisions of the City Council Rules of Procedure and Order adopted by Resolution Nos. 68,362–N.S. and 68,383–N.S. with regards to the legislative process of the city and the powers and authority of the Agenda Committee.

BE IT FURTHER RESOLVED that this resolution is effective January 1, 2019.

Exhibits
A: Governing Policies and Procedures for City Council Policy Committees
A. Legislative Item Process
All agenda items begin with submission to the Agenda Committee.

Full Council Track
Items under this category are exempt from Agenda Committee discretion to refer them to a policy committee. Items in this category may be submitted for the agenda of any scheduled regular meeting pursuant to established deadlines (same as existing deadlines). Types of Full Council Track items are listed below.

1. Items submitted by the City Manager and City Auditor
2. Items submitted by Boards and Commissions
3. Resolutions on Legislation and Electoral Issues relating to Outside Agencies/Jurisdictions
4. Position Letters of Support/Opposition
5. Donations from Councilmember District Office Budgets
6. Referrals to the Budget Process
7. Proclamations
8. Sponsorship of Events
9. Information Reports
10. Presentations from Outside Agencies and Organizations
11. Ceremonial Items

Notwithstanding the exemption stated above, the Agenda Committee, at its discretion, may route a Full Council Track item submitted by a Councilmember to a policy committee if the item has 1) a significant lack of background or supporting information, or 2) significant grammatical or readability issues.

The Agenda Committee has discretion to determine if an item falls under a Full Council Track exception or if it will be processed as a Policy Committee Track item.

Policy Committee Track
Items submitted by Councilmembers with moderate to significant administrative, operational, budgetary, resource, or programmatic impacts will go first to the Agenda Committee (on a list), with three annual submission dates on the first Monday of October, February, and May (reports submitted to the City Clerk by 5:00 p.m.).
The Agenda Committee must refer an item to a policy committee at the first meeting that the item appears before the Agenda Committee. The Agenda Committee may only assign the item to a single policy committee.

For a Policy Committee Track item, the Agenda Committee, at its discretion, may either route item directly to 1) the agenda currently under consideration, 2) one of the next three full Council Agendas (based on completeness of the item, lack of potential controversy, minimal impacts, etc.), or 3) to a policy committee.

**Time Critical Track**

Time Critical items are defined as a matter that is considered urgent by the author and that has a deadline for action that requires placement on the next full Council agenda. The Agenda Committee retains final discretion to determine the time critical nature of an item.

a) Time Critical items submitted on the Full Council Track deadlines, that would otherwise be assigned to the Policy Committee Track, may bypass policy committee review if determined to be time critical. If such an item is deemed not to be time critical, it is placed on the list for the next tri-yearly submission date.

b) Time Critical items on the Full Council Track or Policy Committee Track that are submitted at a meeting of the Agenda Committee may go directly on a council agenda if determined to be time critical.

**B. Council Referrals to Committees**

The full Council may refer any agenda item to a policy committee by majority vote.

**C. Functions of the Committees**

Committees shall have the following qualities/components:

1. All committees are Brown Act bodies with noticed public meetings and public comment. Regular meeting agendas will be posted at least 72 hours in advance of the meeting.
2. Minutes shall be available online.
3. Committees shall adopt regular meeting schedules, generally meeting once or twice per month; special meetings may be called when necessary, in accordance with the Brown Act.
4. Generally, meetings will be held at 2180 Milvia Street in publicly accessible meeting rooms that can accommodate the committee members, public attendees, and staff.
5. Members are recommended by the Mayor and approved by the full Council no later than January 31 of each year. Members continue to serve until successors are appointed and approved.
6. Chairs are elected by the Committee at the first regular meeting of the Committee after the annual approval of Committee members by the City Council. In the absence of the Chair, the committee member with the longest tenure on the Council will preside.

7. Committees will review items for completeness in accordance with Section III.B.2 of the City Council Rules of Procedure and Order and alignment with Strategic Plan goals.

8. Reports leaving a policy committee must adequately identify budget implications, administrative feasibility, basic legal concerns, and staff resource demands in order to allow for informed consideration by the full Council.

The quorum of a three-member policy committee is always two members. A majority vote of the committee (two ‘yes’ votes) is required to pass a motion.

Items referred to a policy committee from the Agenda Committee or from the City Council must be agendized for a committee meeting within 60 days of the referral date.

Within 120 days of the item first appearing on the committee agenda, the committee must vote to either (1) accept the author’s request that the item remain in committee until a date certain (more than one extension may be requested by the author); or (2) send the item to the Agenda Committee to be placed on a Council Agenda with a Committee recommendation consisting of one of the four options listed below.

1. Positive Recommendation (recommending Council pass the item as proposed),
2. Qualified Positive Recommendation (recommending Council pass the item with some changes),
3. Qualified Negative Recommendation (recommending Council reject the item unless certain changes are made) or
4. Negative Recommendation (recommending the item not be approved).

The Policy Committee will include their recommendation in a new section of the report template for that purpose.

A policy committee may refer an item to another policy committee for review. The total time for review by all policy committees is limited to the initial 120 day deadline.

If a policy committee does not take final action by the 120 day deadline, the item is returned to the Agenda Committee and appears on the next available Council agenda. The Agenda Committee may leave the item on the agenda under consideration or place it on one of the next three subsequent Council agendas.
Once the item is voted out of a policy committee, it will return to the Agenda Committee on the next available agenda. The Agenda Committee may leave the item on the agenda under consideration or place it on one of the next three subsequent Council agendas. Only items that receive a Positive Recommendation can be placed on the Consent Calendar.

The lead author may request expedited committee review for items referred to a committee. Criteria for expedited review is generally to meet a deadline for action (e.g. grant deadline, specific event date, etc.). If the committee agrees to the request, the deadline for final committee action is 45 days from the date the item first appeared on the committee agenda.

**D. Number and Make-up of Committees**

Six committees are authorized, each comprised of three councilmembers. Each Councilmember and the Mayor will serve on two committees. The committees are as follows:

1. Agenda Committee
2. Budget and Finance Committee
3. Facilities, Infrastructure, and Transportation
4. Health, Life Enrichment, and Education Partnerships
5. Planning, Housing, and Economic Development
6. Public Safety and Neighborhood Services

The Agenda Committee shall establish the policy committee topic groupings, and may adjust said groupings periodically thereafter in order to evenly distribute expected workloads of various committees.

**E. Role of City Staff at Committee Meetings**

Committees will be staffed by appropriate City Departments and personnel. As part of the committee process, staff will undertake a high-level, preliminary analysis of potential costs, timelines and staffing demands associated with the item. Staff analysis at the Policy Committee level is limited to the points above as the recommendation, program, or project has not yet been approved to proceed by the full Council.
To: Members of the City Council

From: Mayor Jesse Arreguin and Councilmembers Linda Psaila and Sophie Hahn

Subject: Input on Proposed Policy Committee System

RECOMMENDATION:
Direct the City Manager to bring back, no later than November 27, 2018, amendments to the City Council Rules of Procedure to implement a system of policy committees, based on the concepts outlined in the City Manager/City Clerk's recommendation and as further detailed in this document.

DISCUSSION:
The City Council, as the legislative body of the City of Berkeley, reviews hundreds of resolutions, ordinances and referrals each year. While many new, innovative ideas are brought to the Council for adoption or referral, they sometimes lack an analysis of financial or resource implications, may have not undergone review by the City Attorney, and may require additional information or discussion. This results in a significant amount of time spent at Council meetings to discuss and amend proposals on the floor. The Council essentially functions as a "Committee of the Whole." Amendments are made in an open meeting, but it is often difficult for the public or even the Council to follow these last minute changes. There is also a need for more Council discussion and public input on proposals before they are adopted. Some California cities have a system of policy committees to review and recommend legislation for adoption by the parent body. The Berkeley City Council has discussed the creation of a policy committee system over the past year to better manage our legislative process.

In response to interest in a committee system, the City Manager initiated a review of policy committees throughout the state and developed a proposal with recommendations and questions for Council to consider. Under the new committee system, the Agenda Committee would be responsible for assigning Councilmember items to policy committees. Given this new role, the City Manager requested feedback from the Agenda and Rules Committee ("Agenda Committee") members. This memo provides our additional suggestions to the City Manager's excellent proposal for a City Council Policy Committee Structure. It covers our thinking about the general responsibilities and functions of policy committees, considerations of timing and staff resources, and poses a number of open questions for discussion.

Legislative Item Process
In order to better manage the number of legislative items and to align with the RRV and budget process, we propose that all items begin, as is current practice, with submission to the Agenda Committee. From there, items would be routed either directly to a Council agenda, or would be sent to a Council policy committee for further review prior to submission to an agenda of the full Council.
Certain categories of items would be routed directly to a Council Agenda, with no discretion on the part of the Agenda Committee to route them through a policy committee:

- Items submitted by the City Manager and City Auditor;
- Items submitted by Boards and Commissions;
- Time Critical items;
- Position Letters or Resolutions on State or Federal Legislation;
- Donations from Councilmember D-13 accounts; and
- Referrals to the Budget Process

New policy items submitted by Councilmembers would also go first to the Agenda Committee, with three annual submission dates of October 1st, February 1st, and May 1st.

After receiving submissions of items from members of the Council, the Agenda Committee, at its discretion, would either route Council items directly to a full Council Agenda (based on completeness of the item, lack of potential controversy, minimal impacts, etc.) or to one of the policy committees, for more robust review.

**Council Referrals to Committees**

Given that Commission, City Manager and a variety of other items would be placed directly on Council agendas (by the Agenda Committee) without being routed through a committee, a new/more robust option for Council action would be for Council to refer an item “up” to a committee. For example, if an item referred to Council by a Commission were deemed of interest by Council, but needed to be further shaped before being considered for adoption, Council could refer that Commission item “up” to a policy committee, where the work to forge a more workable policy would take place.

Thus, there would be two paths for items to end up in front of a committee. First, the Agenda and Rules Committee could refer items submitted by Councilmembers to a committee, and second, the full Council could refer a variety of types of items “back up” to a committee.

**Functions of the Committees**

Committees would have the following qualities/components:

- All committee meetings would be public meetings.
- Committee meetings would have publicized agendas, minutes, and noticing requirements.
- Committees would meet at regular intervals; special meetings could be called when necessary.
- Members would be recommended by the Mayor and approved by the full Council (see below for additional details).
- Chairs would be elected by the Committee at the first regular meeting of the Committee after the annual approval of Committee members by the City Council. In the absence of the Chair, the most senior Council Member would preside.
Committees would be staffed by appropriate City Departments and personnel.

A majority vote of the committee would be required for any action. A committee could not indefinitely delay, or kill, an item. All items must be passed out of Committee within a specified period of time, unless the lead author requests more time at the committee.

Items sent to a committee from the Agenda and Rules Committee or from the City Council would be required to be agendized for a committee meeting within 2 months of the referral date. Committees would be required to take action on an item within 4 months of its referral, unless the lead author of such item requests to extend for additional time.

The purpose of policy committee review is to allow additional analysis, feedback and to request amendments from the author. As part of the committee process, staff will undertake a rough analysis of potential costs, timelines and staffing demands associated with the item. Committees would also review items for completeness and alignment with Strategic Plan goals. Committee meetings also allow additional opportunities for public and commission input, and for dialogue with the author, with the goal of reaching a positive recommendation to Council.

Items might show up on a committee agenda multiple times, allowing the author to incorporate requested changes and improve the item, and receive another set of comments and recommendations. However, within four months of the item first appearing on the committee agenda, the committee must vote to either (1) accept the author's request that the item remain in committee until a date certain (at which time requesting an extension to the time the item remains in committee would be one of the author's options); or (2) send the item to the Agenda Committee to be placed on a Council Agenda with a Committee recommendation consisting of one of the four options listed below.

Final action options for items referred to a committee would be the following:

- A positive recommendation (recommending Council pass the item as proposed),
- A qualified positive recommendation (recommending Council pass the item with some changes),
- A qualified-negative recommendation (recommending Council reject the item unless certain changes are made) or
- A negative recommendation (recommending the item not be approved).

Once the item is voted out of a committee, it would go back to the Agenda Committee to be agendized on one of the next three regular City Council agendas. The item should thus appear on a City Council agenda within approximately six months of its initial submission to the Agenda Committee, unless consent is given by the item's lead author to keep the item at the committee longer. (e.g. October 1 submission requires committee action by approximately February 1 and Council action by approximately March 30).

There would be a process to request expedited committee review for items referred to a committee. The main qualifying reason for faster review would be time sensitivity (e.g. the
author of a policy might request that review be completed before a specific event or occasion),
as all items should be given an equal opportunity to move forward, absent a specific time
constraint on final Council action.

**Number and Make-up of Committees**
Six committees, as proposed by staff, are recommended. This allows for Councilmembers to
serve on the same number of committees, and is reasonable in light of the significant additional
staff time that will be required to staff the committees. The only workable alternatives would be 3
or 9 committees - three being too few, and nine too many.

For committee assignments, we propose that a survey of interests be taken amongst
Councilmembers annually in December. Based on indications of interest, the Mayor would
make a recommendation of committee assignments to Council, for approval a month later, in
January. Committee chairs would be selected by a vote of committee members at the first
regular committee meeting of the year.

While we agree that six is the "magic number" of committees, we are still in the process of
adjusting the recommended topic groupings suggested by Staff, based on analysis of the past
12 months of actual agenda items. Given the distribution of items across a number of different
topic areas, anticipated work-loads for different committees and a variety of other factors, we
are likely to recommend slight adjustments to achieve balance.

We recommend that the Agenda Committee approve the initial topic groupings after completing
our analysis, taking into account topical fit, department and staffing requirements (we want to
avoid requiring department heads to attend too many committee meetings), expected workloads
of various topic areas, and rational distribution of work across committees.

Our preliminary review suggests that there will always be an arbitrary quality to the allocation of
policy areas to committees, due to the intersectionality of all issues the City faces. Because we
know the initial allocations may require adjustment, we propose that the Agenda Committee
evaluate and adjust the six committees' topical areas after the committee process has been in
place for a specified period of time, and periodically thereafter, as may be required.

**Open Questions and Considerations**
- How often should committee meetings take place? (need to look at calendar with clerk
  and CM if we decide to move forward)
- Where should committee meetings take place? (City does not have designated
  Committee chambers)
- Increased councilmember time demands - need to consider impact on schedules of all
councilmembers and in particular councilmembers with outside employment
- Councilmember remuneration
- City Clerk and other City Staff capacity
To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Dee Williams-Ridley, City Manager
Subject: Proposed Draft Structure for City Council Standing Policy Committees

RECOMMENDATION
Review the initial proposal for standing policy committees of the City Council and provide direction to staff on the proposed structure, committee authority, and changes to the legislative process to be codified in amendments to the Rules of Procedure.

FISCAL IMPACTS
No direct fiscal impacts related to the recommendation in the report.

CURRENT SITUATION AND ITS EFFECTS
Staff developed the proposal in Attachment 1 and presented the draft structure to the Agenda Committee on June 25, 2018 and July 9, 2018. The discussion at Agenda Committee highlighted the critical issue of committee authority and creating a legislative process that works in an efficient, fair, and timely manner.

In order to move the proposal forward, staff is seeking direction from Council on the general sense of the authority that standing committees would have in the legislative process. There are critical points in the process in which the authority of a policy committee or a specific deadline for action will have an impact on the items moving through the legislative process.

BACKGROUND
In an effort to provide a standardized structure for public policy development and consideration, the City has started a process to create a robust policy committee structure. The goal of the new committee structure is to provide the community and the City Council with adequate opportunity for detailed policy discussions outside of a meeting of the full City Council.

Berkeley’s boards and commissions provide an important space in which community issues can be heard and considered, yet there remains a need for a venue in which the legislative proposals from commissions and councilmembers can be heard by a committee of the council prior to discussion and action by the full council.
The proposal outlined below is designed to address the needs of the Berkeley community and decision makers. Several other local jurisdictions were consulted in developing this structure. There is a clear need to enhance the limited legislative structure and workflow that currently exists in Berkeley, and this proposal moves the City in that direction.

ENVIRONMENTAL SUSTAINABILITY
No identifiable environmental benefits or effects are associated with the content of this report.

POSSIBLE FUTURE ACTION
Further analysis and finalization of the proposed structure is required in order to fully incorporate the changes into the City Council Rules of Procedure. Once the rules changes are drafted, they would need to be adopted by resolution to amend the Rules of Procedure.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION
Unknown.

CONTACT PERSON
Dee Williams-Ridley, City Manager, 981-7000
Mark Numainville, City Clerk, 981-6900

Attachments:
1: Draft Policy Committee Structure
2: Draft Flowchart
3: Policy Committees in Comparable Jurisdictions - Summary
PROPOSED CITY COUNCIL STANDING POLICY COMMITTEES

Policy Committees
1. Agenda Review & Rules *(existing)*
2. Budget & Finance *(existing)*
3. Facilities, Infrastructure, & Transportation
4. Health, Life Enrichment, & Education Partnerships
5. Planning, Housing & Economic Development
6. Public Safety & Neighborhood Services

Council Partnership Committees
7. 2x2 City and Board of Education *(existing)*
8. 3x3 City and Berkeley Housing Authority *(existing)*
9. 4x4 Joint Task Force Committee on Housing: City and Rent Board *(existing)*
10. 4x6 City, UC, and Student Relations Committee *(existing)*

Membership in the six policy committees shall be comprised of **three** Councilmembers selected by the Mayor and confirmed by a majority of the City Council. Each member of the Council and the Mayor shall serve on two of these six committees.\(^1\) The criteria for appointing members to the Council Partnership Committees varies, as defined below.

\(^1\) The Mayor shall serve on the Agenda Review & Rules Committee and one other policy committee.
## Council Partnership Committees

<table>
<thead>
<tr>
<th>Council Partnership Committees</th>
<th>Appointment Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>2x2 City and Board of Education</td>
<td>Appointed by Mayor w/Council consent</td>
</tr>
<tr>
<td>3x3 City and Berkeley Housing Authority</td>
<td>Appointed by Mayor w/Council consent</td>
</tr>
<tr>
<td>4x4 Joint Task Force on Housing: City and Rent Board</td>
<td>Appointed by Mayor w/Council consent</td>
</tr>
<tr>
<td>4x6 City, UC, and Student Relations</td>
<td>Councilmembers from Districts 4, 6, 7, and 8</td>
</tr>
</tbody>
</table>
The following table describes the proposed meeting frequency and focus area of each standing committee.

<table>
<thead>
<tr>
<th>Standing Policy Committee</th>
<th>Focus Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agenda Review &amp; Rules</strong></td>
<td>Reviews and sets City Council agendas as well as considers amendments to Council Rules of Procedure.</td>
</tr>
<tr>
<td><em>Meets on most Mondays (at least fifteen days before each Tuesday Council meeting)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Budget &amp; Finance</strong></td>
<td>Reviews and considers items related to: investment policy, budget updates, and revenue measures.</td>
</tr>
<tr>
<td><em>Meets twice per month (scheduled TBD)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Facilities, Infrastructure, &amp; Transportation</strong></td>
<td>Reviews and considers new and amendments to existing policies and programs related to: maintenance of the physical assets and infrastructure of the City; transportation policy, planning, and traffic safety.</td>
</tr>
<tr>
<td><em>Meets twice per month (scheduled TBD)</em></td>
<td>In addition, the Committee conducts an in-depth review of the Capital Improvement Projects (CIP) plan and the unmet facility and infrastructure needs for Council consideration during the budget development process.</td>
</tr>
<tr>
<td><strong>Health, Life Enrichment, Sustainability &amp; Education Partnerships</strong></td>
<td>Reviews and considers new and amendments to existing policies and programs related to:</td>
</tr>
<tr>
<td><em>Meets twice per month (scheduled TBD)</em></td>
<td>Health equity and Health outcomes</td>
</tr>
<tr>
<td></td>
<td>Senior Services/Aging in place</td>
</tr>
<tr>
<td></td>
<td>0-5 programs, Youth development and health</td>
</tr>
<tr>
<td></td>
<td>2020 Vision/Education outcomes</td>
</tr>
<tr>
<td></td>
<td>Recreation opportunities and social health</td>
</tr>
<tr>
<td></td>
<td>Homeless services and homelessness issues</td>
</tr>
<tr>
<td></td>
<td>Environmental and Sustainability policy and programs</td>
</tr>
</tbody>
</table>
## Standing Policy Committee

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Meeting Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning, Housing &amp; Economic Development</td>
<td>Reviews and considers new and amendments to existing policies and programs related to land use controls, development standards, and the housing needs of the City. The Committee reviews and considers new and amendments to existing policies and programs affecting Berkeley businesses and the economic health of the community, including but not limited to business retention, business attraction, business development, civic arts and arts culture, and other factors affecting economic growth and vitality of Berkeley. The Committee also reviews and considers issues related to sustainability, the Climate Action Plan, and resilience.</td>
</tr>
<tr>
<td>Public Safety &amp; Neighborhood Services</td>
<td>Reviews and considers new and amendments to existing policies and programs related to: Livability through enforcement of city codes Nuisance policy and solutions Public safety policy, resources, and programs</td>
</tr>
</tbody>
</table>

*Meets twice per month (scheduled TBD)*
# Standing Partnership Committee

<table>
<thead>
<tr>
<th>Standing Partnership Committee</th>
<th>Focus Area</th>
</tr>
</thead>
</table>
| **2x2 Committee of the City Council and the Board of Education**  
*Meets Quarterly* | The 2x2 Committee, which consists of two members of the City Council and two members of the Board of Education, works collaboratively on issues of mutual concern. |
| **3x3 Committee of the City Council and the Berkeley Housing Authority**  
*Meets as needed* | The 3x3 Committee, which consists of three members of the City Council and three members of the Board of Berkeley Housing Authority, works collaboratively on issues of mutual concern. |
| **4x4 Joint Task Force Committee on Housing: Rent Board/City Council**  
*Meets as needed* | The 4x4 Joint Task Force Committee on Housing, which consists of four members of the City Council and four members of the Rent Stabilization Board, works collaboratively on issues of mutual concern. |
| **4x6 City, UC, and Student Relations Committee**  
*Meets at least two times per academic semester and once during the summer* | The City/UC/Student Relations Committee consists of City Councilmembers elected from Districts 4, 6, 7, and 8, two representatives of UC Berkeley undergraduate students, two representatives of UC Berkeley graduate students, and two representatives of UC Berkeley. Mayor Arreguin serves as an alternate if one of the Councilmembers is absent. The Committee works collaboratively on issues of mutual concern. |
POLICY COMMITTEE PROCEDURES

Procedures to govern the work of the new policy committee will need to be established. Below is a list of the topics and subject areas that will need to be outlined in the Council Rules of Procedure with respect to policy committees.

- **Committee governance**
  - **Staff recommendation:** Establish a Chair and Vice-chair.
  - **Committees follow all procedural requirements in Rules of Procedure**

- **Meeting frequency**
  - **Staff recommendation:** Once or twice per month depending on need.
  - **Agenda Review and Rules to meet according to Council meeting schedule (15 days prior to regular meeting per OGO); may meet more often as needed.**

- **Appointment**
  - **Staff recommendation:** Policy committees shall be comprised of three Councilmembers selected by the Mayor and confirmed by a majority of the City Council. Each member of the Council and the Mayor shall serve on two of these six committees. The Mayor shall serve on the Agenda Review & Rules Committee and one other policy committee. Appointments to be made annually.

- **Purpose**
  - Analysis, feedback, and request amendments from the Author
  - Analysis and consideration of resource demands
  - Strategic Plan alignment

- **Scheduling of items from a policy committee to the City Council**
  - **Staff recommendation:** Items that have been heard by a policy committee shall be submitted to the Agenda Review & Rules Committee on the next available draft agenda. Items must be scheduled for a City Council meeting within 60 days or on one of the next 4 regularly scheduled meetings of the Council.

- **Items that do not require review by a policy committee**
  - **Staff recommendation:** The following items are not required to be reviewed by Policy Committees:
    - Relinquishment of Mayor and Councilmember budget funds
    - Position letters and legislative sponsorship
    - City Manager referral items (including budget referrals)
    - Commission Referrals
City Council Policy Committee Structure

- Advancement to full City Council without prior review by a Policy Committee?
  - No staff recommendation.
  - Considerations:
    - Can a Councilmember submit an item to the full City Council if it has not been reviewed by a policy committee (assuming the topic covers the focus area of a standing policy committee and is not covered by an exemption)?
    - If Councilmember items are required to be reviewed by a policy committee, can the Agenda Review & Rules Committee bypass the policy committee process for urgent or time-sensitive items?
    - If Councilmember items are not required to be reviewed by a policy committee, can the Agenda Committee refer an item to a policy committee? Can a simple majority of the full City Council refer an item to a policy committee?

- Board and Commission recommendation to the City Council
  - No staff recommendation.
  - Considerations:
    - If a Board or Commission item covers the focus area of a standing policy committee(s), shall the item be required to go before the policy committee before proceeding to the full City Council?
      - If so, can the Agenda Review & Rules Committee bypass the policy committee process for urgent or time-sensitive items?

- Legislative Process
  - The proposed model sets the Agenda Review and Rules Committee as the entry point for all legislation (on a draft agenda).
  - Considerations:
    - Other possibilities for the initial entry point of items: Policy Committee or the Full Council
      - City Manager and Auditor may override the Agenda Review referral to Policy Committee and send the item to the full Council.
    - Can the item proceed to the full Council against the Policy Committee’s recommendation?
    - How does RRV/Prioritization fit in to this structure?
    - How does the Strategic Plan fit into this structure?
• **Staffing for Policy Committees**  
  o Department Heads – all meetings  
  o Subject Matter Experts – depending on item  
  o City Clerk to create agenda packets, post agendas, record actions, create action minutes, post minutes.  
  o Items tracked in OnBase Agenda Manager Workflow

• **Expectations of Staff at the Policy Committee Level**  
  o Staff analysis should focus on rough estimates of potential costs, timelines, and staffing demands. Analysis may also contain suggestions for improvement or alternate ideas for achieving the goal.  
  o Staff analysis at the Policy Committee level should be limited to the points above as the recommendation/program/project has not yet been approved to proceed by the full Council.  
  o The City Manager will establish policies and parameters regarding the role and expectations for staff at the policy committee level.
Policy initiated by Council, Staff, or Commission

CITY MANAGER ADDS RECOMMENDATION

AGENDA REVIEW & RULES COMMITTEE REVIEW

City Manager
City Attorney
City Clerk

Authority of Policy Committee:
- Provide initial feedback & analysis
- Review amendments by the author
- Determine resource needs
- Determine strategic plan alignment

Y Exception?

POLICY COMMITTEE REVIEW
Deputy CM, City Clerk, City Attorney, HR Director as needed

Budget and Finance
Finance Director
Budget Manager

Facilities, Infrastructure, & Transportation
PW Director
PRW Director
IT Director

Health, Life Enrichment, & Education Partnerships
HHCS Director
PRW Director
Assistant to the CM

Planning & Economic Development
Planning Director
OED Manager

Public Safety & Neighborhood Services
Police Chief
Fire Chief
ATTCM

APPLY EXCEPTIONS WITH RECOMMENDATION

Relinquishment of Mayor & Council budget funds
Position letters & legislative sponsorship
CM referral items (including budget referrals)
Commission referrals
City Manager Recommendations:
*Full Council/no Policy Committee Review
**RRV Referral by Full Council

AGENDA REVIEW & RULES COMMITTEE CALENDAR ITEM

FULL COUNCIL CONSIDERATION/AGENDA
<table>
<thead>
<tr>
<th>City</th>
<th>Councilmember Item First Submitted To</th>
<th>Councilmember Item Requires Policy Cmte OK to be on Council Agenda?</th>
<th>Policy Cmte can block an item?</th>
<th>Commission Item First Submitted To</th>
<th>Commission Item Requires Policy Cmte OK to be on Council Agenda?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakland</td>
<td>Rules Comm</td>
<td>Yes</td>
<td>Yes</td>
<td>Policy Committee</td>
<td>Yes</td>
<td>Councilmembers can submit items, submitted to Rules Committee first; Rules can schedule to Council, Policy Committee, or kill it; Some commissions submit legislation through Policy Committee some via city departments</td>
</tr>
<tr>
<td>San Jose</td>
<td>Rules Comm</td>
<td>Yes</td>
<td>Yes</td>
<td>Rules Comm</td>
<td>Yes</td>
<td>Council can submit legislation, Rules can send legislation to Policy Cmte, Full Council, or Kill it; Rules almost always sends item to full Council or refers them back to staff, rarely sends items to Policy Cmte; Commission items go to Rules Cmte for disposition (usually referred to staff)</td>
</tr>
<tr>
<td>Riverside</td>
<td>Other</td>
<td>No</td>
<td>Yes</td>
<td>Other</td>
<td>No</td>
<td>Process varies, can go either way; committe recommendation to Council could be approve or deny; committee can decide that item does not go to Council; not all commission items go to Committee</td>
</tr>
<tr>
<td>Palo Alto</td>
<td>Council</td>
<td>No</td>
<td>No</td>
<td>Council</td>
<td>No</td>
<td>First stop depends - usually to Council first, then referred to committee; If policy committee approves unanimously goes on Council Consent; not unanimous goes on Council Action; staff usually decides if a staff item goes to committee first; Councilmember items go to City Manager and City Attorney then to Council directly</td>
</tr>
<tr>
<td>Hayward</td>
<td>Other</td>
<td>No</td>
<td>No</td>
<td>Other</td>
<td>No</td>
<td>Council does not submit items directly to agenda; can go to Council first OR Committee first; commissions don’t send items to council</td>
</tr>
<tr>
<td>San Leandro</td>
<td>Council</td>
<td>Yes</td>
<td>No</td>
<td>Other</td>
<td>No</td>
<td>Council cannot submit items directly to agenda; can go to Council or Committee first; not codified in Council rules; Commissions do not send items to Council</td>
</tr>
<tr>
<td>City</td>
<td>Governance</td>
<td>Legislative</td>
<td>Standing Policy Committees</td>
<td>Other</td>
<td>No Officers</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>----------------</td>
<td>-------------</td>
<td>-----------------------------</td>
<td>-------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Santa Clara</td>
<td>Council</td>
<td>No</td>
<td>No</td>
<td>Other</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Cruz</td>
<td>No Legislative</td>
<td>Standing Policy Committees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Committees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Monica</td>
<td>No Standing</td>
<td>Policy Committees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Committees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
City of Oakland

City Council Committees

There are six Council committees, each comprised of four Councilmembers assigned by the President of the City Council. Proposed legislative actions are first reviewed by Council committees and then forwarded to the City Council for final action. Download a [ROSTER OF COUNCIL COMMITTEE MEMBERSHIP](#).

Council committees meet the 2nd and 4th Tuesdays of each month from 9:30 am until convened in Sgt. Mark Dunakin room, on the first floor of City Hall. The Rules and Legislation Committee meets every Thursday at 10:45 am in Council Chambers on the 3rd floor of City Hall.

The committee meeting schedule is as follows:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance and Management</td>
<td>9:30 am – 11:30 am</td>
</tr>
<tr>
<td>Public Works</td>
<td>11:30 am – 1:30 pm</td>
</tr>
<tr>
<td>Community &amp; Economic Development</td>
<td>1:30 pm – 4:00 pm</td>
</tr>
<tr>
<td>Life Enrichment/Education Partnership</td>
<td>4:00 pm – 5:30 pm</td>
</tr>
<tr>
<td>Public Safety</td>
<td>6:00 pm – until convened</td>
</tr>
<tr>
<td>Rules and Legislation</td>
<td>Thursdays at 10:45 am</td>
</tr>
</tbody>
</table>

City of San Jose

Council Committees:

- Smart Cities and Service Improvements
- Community Workforce Agreements Task Force
  - Community Workforce Agreements/Project Labor Agreements Taskforce
- AD-HOC Committee for Development Services
- Airport Competitiveness Committee
- Committee on Economic Competitiveness
- Community and Economic Development Committee
- Neighborhood Services & Education Committee
- Public Safety, Finance & Strategic Support
- Rules & Open Government Committee (Rules)
- Transportation & Environment Committee (TE)

City of Riverside

- Community Services & Youth Development
- Finance
- Governmental Affairs
- Mayor's Nominating & Screening Committee
- Public Safety
- Transportation
- Utility Services, Land Use, Energy Development

Membership and meeting times - https://riversideca.gov/city_clerk/committees-schedule.asp

City of Palo Alto

Council Committees:

- City / School Liaison Committee
- Finance Committee
- Policy and Services Committee
- City Council Rail Committee

City of Hayward

The Council Airport Committee (CAC)
The Council Appointed Officers Committee (CAOC)
The Council Budget and Finance Committee
The Council Economic Development Committee (CEDC)
The Council Infrastructure Committee (CIC)
The Council Sustainability Committee
The Council Technology Application Committee (CTC)

Full descriptions and links to agendas - https://www.hayward-ca.gov/your-government/council-standing-committees
At its meeting on October 15, 2012, the City Council received a report describing the substantial level of staff resources required to support the many City Council Internal Committees. After considering the information, the Council voted to suspend the City Council Internal Committees for calendar year 2013, which was extended through 2014. The Council’s suspension does not apply to the City of San Leandro Disaster Council, which was created by ordinance and contained in Chapter 3-4, Disaster Regulations, of the San Leandro Municipal Code. Likewise, the decision does not affect the City's boards and commissions, which were also created by ordinance. The members of the boards and commissions will continue to provide valuable service to the City in their specific areas of expertise. Beginning in calendar year 2015, the following committees were restored:

- City and School Relations Committee
- Facilities and Transportation Committee
- Finance Committee
- Rules Committee

City of Santa Clara

- Americans with Disabilities Act Committee (ADA)
- Audit Committee
- Child Care and Preschool Committee
- Council Goal Setting Committee
- Council Officers and Elected Full-Time Employees Performance/Salary Review Committee
- Downtown Revitalization Plan Committee
- Economic Development Committee
- Ethics Committee
- Facilities Naming and Honorary Recognition Ad Hoc Committee
- Governance Committee
- Marketing Committee
- Neighborhood Enhancement Committee
- Santa Clara University Liaison/Neighborhood-University Relations Committee (NURC)

Full details are here - [http://santaclaraca.gov/home/showdocument?id=56216](http://santaclaraca.gov/home/showdocument?id=56216)
City of Santa Cruz

No Legislative Standing Subcommittees

City of Santa Monica

No Legislative Standing Subcommittees

City of Richmond

**No Legislative Standing Committees**

Effective January 20, 2015, the Standing Committees have been indefinitely eliminated.

- Finance, Administrative Services, and Economic Development
- Public Safety / Public Services Standing Committee