



Facilities, Infrastructure, Transportation, Environment & Sustainability Policy Committee

Councilmembers Harrison (Chair), Davila and Robinson

March 21, 2019

To: City Council Facilities Infrastructure, Transportation, Environment and Sustainability Policy Committee

From: Councilmember Kate Harrison

Subject: Recommended Process

Procedures Adopted by Council for Committee review:

Within 120 days of the referral date, the Committee must vote to either (1) accept the author's request that the item remain in committee until a date certain (2) send the item to the Agenda Committee to be placed on a Council agenda with a Committee recommendation.

The Committee shall review items for completeness.

The Committee will engage with the author to understand the purposes, costs, and impacts and feasibility of implementation and may propose amendments to the author for consideration.

After preliminary discussion, the Committee will request that staff provide the "high-level, preliminary analysis of potential costs, timelines and staffing demands associated with the item".

After substantive policy discussion and review for completeness, the Committee will make one of four recommendations to the City Council:

- "Positive Recommendation": Recommending Council pass the item as proposed originally by the author;

- “Qualified Positive Recommendation”: Recommending Council pass the item with some changes;
- “Qualified Negative Recommendation”: Recommending that Council reject the item unless certain changes are made;
- “Negative Recommendation”: Recommending that the item not be approved.

If a Committee does not take final action by the 120-day deadline the item is automatically returned to the Agenda Committee and appears on the next Council agenda.

Issue Focus of Facilities, Infrastructure, Transportation, Environmental Sustainability

- Climate Action Plan
- Energy and water conservation
- Streets, sidewalks, parks, and open space
- Bikes, pedestrians, transit, and traffic safety
- Facilities and infrastructure
- Zero waste

Proposed New Procedures for Committee Review:

Public Comment: Public comment at the beginning of the Committee meeting should be for non-agenda items within the purview of the policy committee.

The Committee will allow public comment when each agenda item is taken up.

Order of Committee Discussion of Items:

1. When an item is called, the Chair will give the author of the item five minutes to introduce the item.
2. The Committee will ask the author initial questions about the proposal, with total and per speaker time limits set by the Chair.
3. The Committee will then take initial public comment on the item. Two minutes will be allowed per speaker, reduced to one minute per speaker if more than ten people want to speak, with potential time yielded for up to four minutes per speaker.
4. The Committee will return to discussion, debate, and possible action.
5. The Committee will take secondary public comment to give the public the opportunity to respond to the discussion, debate, and possible action from the Committee. Comments will

be limited to two minutes per speaker, reduced to one minute per speaker if more than ten people want to speak, with potential time yielded for up to four minutes per speaker.

6. The Committee will request the financial, legal, administrative high-level analysis from staff to be presented at the next Committee meeting.
7. The Committee may continue items to the next meeting for further consideration.
8. The Committee, after review for completeness and discussion of policy merits, can make a Positive Recommendation to Council, or a Qualified Recommendation.

Focus of Committee Process:

If time permits, the Committee should allow for hearings on policy matters within the jurisdiction of the Committee beyond those referred to it, allowing community members or experts to provide input on relevant policy issues, and initiate policy proposals for Council consideration.

The Committee has an open forum of 30 minutes (or more if Committee wishes to extend time) to invite representatives of civic organizations to speak with the Committee on issues impacting the environment and the City's infrastructure.