

SOUTH WEBER CITY COUNCIL AGENDA

PUBLIC NOTICE is hereby given that the City Council of SOUTH WEBER CITY, Utah, will meet in a regular public meeting commencing at 9:00 a.m. and ending no later than 3:00 p.m. on Saturday, January 22, 2022, at the Weber Basin Water Conservancy District Water Efficiency Research Center (WERC) located at 2837 East Highway 193, Layton Utah, 84040

OPEN (Agenda items may be moved in order or sequence to meet the needs of the Council)

1. Welcome by Mayor Westbroek
2. Prayer: Councilman Soderquist

TRAINING

3. Open and Public Meetings Act
4. Powers and Duties Review
5. Ethics Review

BUSINESS

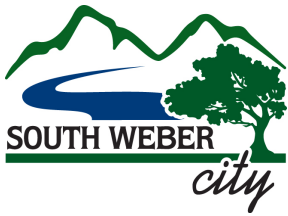
6. Community Vision
7. 2022 Strategic Plan
8. Budget Priorities and Directives
 - a. Operation & Maintenance
 - i. Staffing Levels and Compensation System
 - ii. Law Enforcement Contract
 - iii. Communications
 - iv. Wildland Program
 - b. Capital Projects
 - i. Public Works Facility
 - ii. Capital Improvement Plan (CIP) Overview
9. Committee Structure, Process, & Priorities
10. Adjourn

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder, 1600 East South Weber Drive, South Weber, Utah 84405 (801-479-3177) at least two days prior to the meeting.

THE UNDERSIGNED DULY APPOINTED CITY RECORDER FOR THE MUNICIPALITY OF SOUTH WEBER CITY HEREBY CERTIFIES THAT A COPY OF THE FOREGOING NOTICE WAS MAILED, EMAILED, OR POSTED TO: 1. CITY OFFICE BUILDING 2. FAMILY ACTIVITY CENTER 3. CITY WEBSITE <http://southwebercity.com/> 4. UTAH PUBLIC NOTICE WEBSITE <https://www.utah.gov/pmn/index.html> 5. THE GOVERNING BODY MEMBERS 6. OTHERS ON THE AGENDA

DATE: 01-14-2022

CITY RECORDER: Lisa Smith



CITY COUNCIL ANNUAL PLANNING RETREAT

MEETING DATE

January 22, 2022

PREPARED BYDavid Larson
City ManagerITEM TYPE

NA

ATTACHMENTS

None

PRIOR DISCUSSION DATES

NA

AGENDA ITEM

2022 Annual Planning Retreat Overview

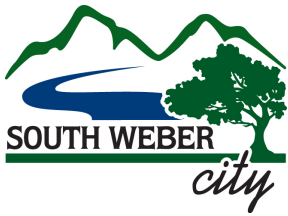
PURPOSE

The purpose of the annual City Council Planning Retreat is for the Mayor & City Council, in consultation with leadership staff, to establish the future vision of the City, develop a strategic plan that aligns with that vision, and discuss resources that will be necessary in the upcoming fiscal year to move the City forward in accomplishing that vision. Additionally, required annual training is provided.

PROCESS

The planning retreat is an open and public meeting held each year in January or early February that kicks off the budget process and aligns budget decisions with the overall direction and strategy for the City established by the City Council.

General strategic direction is established, but Council does not take any specific legislative and/or policy-making action during the retreat. Any/all related action is taken in subsequent City Council meetings, generally as elements of the budget process. Discussions typically take the form of brainstorming, thought activities, and idea sharing.



CITY COUNCIL ANNUAL PLANNING RETREAT

MEETING DATE

January 22, 2022

PREPARED BY

David Larson
City Manager

ITEM TYPE

Administrative

ATTACHMENTS

None

PRIOR DISCUSSION DATES

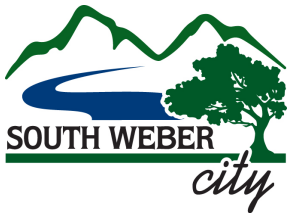
Annual Planning Retreat

AGENDA ITEM

Training Items – Open and Public Meetings Act (OPMA), Powers & Duties, Ethics

BACKGROUND

The Mayor & City Council are required to receive annual training on State and City code related to OPMA, powers & duties, and ethics. City Attorney Jayme Blakesley will provide the training.



CITY COUNCIL ANNUAL PLANNING RETREAT

MEETING DATE

January 22, 2022

PREPARED BY

David Larson
City Manager

ITEM TYPE

Legislative

ATTACHMENTS

None

PRIOR DISCUSSION DATES

Annual Planning Retreat

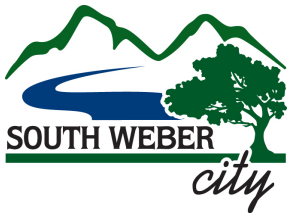
AGENDA ITEM

Community Vision

BACKGROUND

The mission, vision, values statements of a City are arguably the most important guidance provided by the City's elected officials. They steer the general plan and all subsequent planning/land use decisions. They inform the strategic plan and all subsequent operational decisions. They instruct the budget process and all other financial decisions. City service delivery is directed by the vision of the City as established by the City Council.

The City's current mission, vision, values statements have been in place for some time; however, it potentially does not reflect the desired direction and vision of the community and City Council. The annual retreat provides an opportunity to refocus and clarify the underlying desires and motivating principles held within the community. Staff will be prepared to facilitate a thought exercise designed to identify and articulate the City's current identity. This understanding will then be used to further clarify the desired direction of the City. This discussion is intended to inform a larger visioning process for the Council to update the mission, vision, and values statements for the City.



CITY COUNCIL ANNUAL PLANNING RETREAT

MEETING DATE

January 22, 2022

PREPARED BY

David Larson
City Manager

ITEM TYPE

Administrative

ATTACHMENTS

2022 Strategic Plan Draft
showing to the plan level

PRIOR DISCUSSION DATES

Annual Planning Retreat

AGENDA ITEM

2022 Strategic Plan

PURPOSE

Review and update the City's strategic plan

BACKGROUND

"Vision without action is just a dream, action without vision just passes the time, and vision with action can change the world." Nelson Mandela

The City's strategic plan is the operational action plan connecting the City's vision to the daily operations of the City. It provides prioritized direction to staff's daily actions and service delivery for the citizens of the community. Directed action plans keep the City moving toward the stated vision of the City. Strategic planning also creates inherent accountability mechanisms for staff to the Council and the Council to the residents.

The City established its first strategic plan in January 2020. The City's strategic plan identifies strategic objectives, high level goals within each objective, plans and projects to accomplish those goals, and specific tasks to carry out the plans.

Staff has developed a draft 2022 plan for the Council's consideration. It identifies 6 Strategic Objectives:

1. Public Safety
2. Planning & Municipal Service Delivery
3. Fiscal Sustainability
4. Infrastructure & Equipment
5. Employees
6. Community Engagement

Each objective has between 5 and 12 goals.

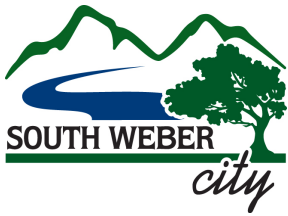
The City Council establishes the strategic objectives and goals. Under Council's direction staff administers the action plans and tasks.

Objective	1.0	PUBLIC SAFETY		
Goal	1.1	Provide Effective Emergency ServicesResponse	Derek Tolman	12/31/2022
Plan	1.1.1	Maintain fire department equipment	Derek Tolman	12/31/2022
Plan	1.1.2	Maintain standard response time	Derek Tolman	12/31/2022
Plan	1.1.3	Provide ongoing employee training & response preparation	Derek Tolman	12/31/2022
Plan	1.1.4	Reapply for SAFERGrant	Derek Tolman	3/31/2022
Goal	1.2	Protect People & Property throughEffective Law Enforcement	David Larson	12/31/2022
Plan	1.2.1	Determine future law enforcement contract	David Larson	4/30/2022
Plan	1.2.2	Ensure DCSO Contracted Level of Serviceis Being Received	David Larson	12/31/2022
Plan	1.2.3	Protect People & Property through Effective Animal Care & Control	David Larson	12/31/2022
Goal	1.3	Protect People & Property throughEffective Code Enforcement	Trevor Cahoon	12/31/2022
Plan	1.3.1	Provide Proactive Code Enforcement	Chris Tremea	12/31/2022
Plan	1.3.2	Provide Quick Responsive CodeEnforcement	Chris Tremea	12/31/2022
Goal	1.4	Be Prepared for a Major Emergency	Trevor Cahoon	12/31/2022
Plan	1.4.1	Review & Update the EmergencyOperations Plan in 2022 (every 3-5 Years)	Trevor Cahoon	12/31/2022
Plan	1.4.2	Provide Annual Training & Practice ofEmergency Operations Plan	Trevor Cahoon	12/31/2022
Plan	1.4.3	All Council & Staff Fully NIMS Trained	Trevor Cahoon	6/30/2022
Plan	1.4.4	Establish functioning CERT program	Trevor Cahoon	6/30/2022
Plan	1.4.5	Prepare EOC facility & technology foroperation	Trevor Cahoon	6/30/2022
Goal	1.5	Mitigate Potential Hazards	David Larson	12/31/2022
Plan	1.5.1	Education, Preparation, & Mitigationthrough Community Wildland ProtectionProgram (CWPP)	Derek Tolman	12/31/2022
Plan	1.5.2	Create All Hazards Mitigation Plan usingBRIC grant funding	Trevor Cahoon	12/31/2022
Goal	1.6	Provide increased levels of COVIDprotection throughout the community	David Larson	12/31/2022
Plan	1.6.1	Track COVID levels and make operatingprocedure changes as needed. Keep thecommunity informed.	Shaelee King, Mark McRae	12/31/2022
Plan	1.6.2	Provide increased levels of sanitation atcity facilities	David Larson	12/31/2022
Objective	2.0	PLANNING & MUNICIPAL SERVICE DELIVERY		
Goal	2.1	Align development process with the City's overall vision and strategy	Trevor Cahoon	12/31/2022
Plan	2.1.1	Review and Update Land Use Code - Title 10	Brandon Jones, Trevor Cahoon, David Larson	12/31/2022
Goal	2.2	Review & Update the General Plan (Nextupdate anticipated between 2025-2027)	Trevor Cahoon	
Goal	2.3	Actively Participate in State LegislativeAdvocacy through ULCT as it relates toSWC& both Counties	David Larson	12/31/2022
Plan	2.3.1	Fully Participate in Legislative PolicyCommittee	David Larson	12/31/2022
Goal	2.4	Maintain a Quality Recreation Program	Curtis Brown	12/31/2022
Plan	2.4.1	Increase Community Awareness ofRecreation Programs & Events	Curtis Brown, Shaelee King	12/31/2022
Plan	2.4.2	Coordinate Maintenance ofRecreation Fields and Facilities with ParksDepartment	Curtis Brown, Mark Larsen	12/31/2022
Plan	2.4.3	Maintain all sports equipment: inventory,condition. Replace if needed.	Curtis Brown	12/31/2022
Plan	2.4.4	Add pickleball programming once the new facility is complete (e.g. Grand Opening Tournament)	Curtis Brown	4/30/2022
Goal	2.5	Maintain a Quality Justice Court	Lisa Smith	12/31/2022
Plan	2.5.1	Hold court twice monthly	Lisa Smith	12/31/2022
Plan	2.5.2	Attend training	Lisa Smith	12/31/2022
Plan	2.5.3	Maintain state certification	Lisa Smith	12/31/2022
Goal	2.6	Maintain a Quality and Compliant BuildingDivision	Kim Guill	12/31/2022
Plan	2.6.1	Receive, Process, & Issue Building Permits	Kim Guill	12/31/2022
Plan	2.6.2	Implement an Online Submission Processfor Building Permits	Kim Guill	3/31/2022
Plan	2.6.3	Implement an Online Payment Option forBuilding Permits	Kim Guill	3/31/2022
Plan	2.6.4	Complete All Required Monthly BuildingReports to State, County and OtherReporting Agencies	Kim Guill	12/31/2022
Plan	2.6.5	Complete all Required Quarterly BuildingReports to State, County and OtherReporting Agencies	Kim Guill	12/31/2022
Plan	2.6.6	Maintain a high ISO Rating	Kim Guill	12/31/2022
Goal	2.7	Maintain a Quality and Compliant BusinessLicensing Department	Kim Guill	12/31/2022
Plan	2.7.1	Recieve, Process & Issue BusinessLicense Applications	Kim Guill	12/31/2022
Plan	2.7.2	Send Required Reports to State andCounty Listing All Active Businesses in TheCity	Kim Guill	12/31/2022
Plan	2.7.3	Send Year End Report to State &County Showing All Active Businesses InThe City	Kim Guill	12/31/2022
Plan	2.7.4	Issue Renewal Notices for BuisnessLicences	Kim Guill	11/5/2022
Plan	2.7.5	Implement an Online Submission Processfor Business Licensing	Kim Guill	3/31/2022
Objective	3.0	FISCAL SUSTAINABILITY		

Goal	3.1	Prepare a Fiscally Responsible, BalancedBudget Annually	David Larson, Mark McRae	6/30/2022
Plan	3.1.1	Complete Tasks Outlined in BudgetCalendar	David Larson, Mark McRae	6/30/2022
Goal	3.2	Review & Update 10 Year Capital Improvement Plan (CIP) Annually	Mark McRae	2/28/2022
Plan	3.2.1	Create a Reserve Funding Plan	Mark McRae	6/30/2022
Goal	3.3	Review & Update All Capital FacilitiesPlans as Needed	Brandon Jones, Mark Larsen, David Larson	12/31/2022
Plan	3.3.1	Complete Water CFP/IFFP/IFA Update	Brandon Jones	6/30/2022
Plan	3.3.2	Complete Sewer CFP/IFFP/IFA Update	Brandon Jones	10/31/2022
Plan	3.3.3	Complete Transportation CFP/IFFP/IFAUpdate	Brandon Jones	12/31/2022
Plan	3.3.4	Complete Parks CFP/IFFP/IFAUpdate	Brandon Jones	3/31/2023
Plan	3.3.5	Complete Public Safety CFP/IFFP/IFA Update (anticipated 2023)	David Larson	
Plan	3.3.6	Complete Storm Drain CFP/IFFP/IFA Update (anticipated 2026)	Brandon Jones	
Goal	3.4	Maintain a Sustainable Tax Structure	Mark McRae	12/31/2022
Plan	3.4.1	Property Tax Rate Philosophy - adjustproperty tax rate every 2-3 years (nextanticipated adjustment 2023)	Mark McRae	3/31/2022
Plan	3.4.2	Broaden the Tax Base through EconomicDevelopment	Trevor Cahoon	12/31/2022
Goal	3.5	Maintain a Sustainable Utility Fee Structure	Mark McRae	12/31/2022
Plan	3.5.1	Review Utility Rates Performance Annually	Mark McRae	2/28/2022
Plan	3.5.2	Complete utility rate studies as CFP/IFFP/IFAs are completed	Mark McRae	12/31/2022
Goal	3.6	Coordinate Annual Financial Audit	Mark McRae	12/31/2022
Plan	3.6.1	Publish Audit RFP	Mark McRae	1/31/2022
Plan	3.6.2	Monthly Reconciliation of Acccounts andBank Statements	Mark McRae	12/31/2022
Plan	3.6.3	Timely Staff EOY Reviews, Reconciliations,and Journal Enties	Mark McRae	12/31/2022
Plan	3.6.4	Audit Committee meets with Auditors	Mark McRae	10/31/2022
Plan	3.6.5	Fraud Risk Assessment	Mark McRae	5/31/2022
Plan	3.6.6	Meet all Federal and State ComplianceRequirements	Mark McRae	12/31/2022
Objective	4.0	INFRASTRUCTURE & EQUIPMENT		
Goal	4.1	Maintain a Quality, Compliant, High-Functioning Culinary Water System	Mark Larsen	12/31/2022
Plan	4.1.1	Maintain State Compliance (i.e. regulartesting, equipment, records, reporting)	Mark Johnson	12/31/2022
Plan	4.1.2	Test Fire Hydrants Annually and document	Derek Tolman	10/31/2023
Plan	4.1.3	Exercise All Valves Annually and document	Mark Larsen	12/31/2022
Plan	4.1.4	Produce and review regular waterusage report	Bryan Wageman, Mark Larsen, Mark Johnson	12/31/2022
Goal	4.2	Budget for and Complete InfrastructureProjects According to the Water CIP	Mark McRae, Brandon Jones	12/31/2022
Plan	4.2.1	East Bench Transmission Line Replacement	Brandon Jones	12/31/2022
Goal	4.3	Maintain a Quality, Compliant, High-Functioning Sewer System	Mark Johnson	12/31/2022
Plan	4.3.1	Annual cleaning of system (1/4 of the system each year)	Mark Larsen	12/31/2022
Goal	4.4	Budget for and Complete InfrastructureProjects According to the Sewer CIP	Mark McRae, Brandon Jones	12/31/2022
Goal	4.5	Maintain a Quality, Compliant, High-Functioning Storm Drain System	Mark Larsen	12/31/2022
Plan	4.5.1	Update Development Standards to MeetNew State Regulations	Brandon Jones	4/30/2022
Goal	4.6	Budget for and Complete InfrastructureProjects According to the Storm Drain CIP	Mark McRae, Brandon Jones	12/31/2022
Goal	4.7	Maintain a Quality, Compliant, High-Functioning Streets System	Mark Larsen	12/31/2022
Plan	4.7.1	Annual Update to 5-year StreetMaintenance Plan	Brandon Jones	2/28/2022
Plan	4.7.2	Complete Lester Drive project	Brandon Jones, David Larson	12/31/2022
Goal	4.8	Budget for and Complete InfrastructureProjects According to the Streets CIP	Mark McRae, Brandon Jones	12/31/2022
Plan	4.8.1	2022 Street Maintenance Projects	Brandon Jones	6/30/2023
Plan	4.8.2	2022 Concrete repair project	Brandon Jones, Mark Larsen	6/30/2023
Goal	4.9	Maintain a Quality, Compliant, High-Functioning Parks & Trails System	Mark Larsen	12/31/2022
Plan	4.9.1	Effectively Maintain Current Parks Space	Mark Larsen	12/31/2022
Plan	4.9.2	Identify & Apply for Parks & Trails Grants	David Larson	1/31/2022
Plan	4.9.3	Annual review of parks priority list	David Larson	10/31/2022
Plan	4.9.4	Complete parks survey	Shaelee King, Trevor Cahoon	5/31/2022
Goal	4.10	Budget for and Complete Infrastructure Projects According to the Parks CIP & Priority List	Brandon Jones, Mark McRae	12/31/2022
Plan	4.10.1	Canyon Meadows Park (West) - Phase 1Site Work	Brandon Jones	5/31/2022
Plan	4.10.2	Cherry Farms Ball Field (temporary solution)	Brandon Jones, Curtis Brown, Mark Larsen	6/30/2022

Goal	4.11	Maintain City Equipment to RequiredStandards	David Larson	12/31/2022
Plan	4.11.1	Order replacement vehicles through the fleet management program	Mark Larsen, Derek Tolman, Mark McRae	12/31/2022
Plan	4.11.2	Perform Fleet ManagementResponsibilities	Kim Guill	12/31/2022
Goal	4.12	Oversee Connex franchise installation project	Brandon Jones, Mark Larsen, David Larson	12/31/2023
Objective	5.0	EMPLOYEES		
Goal	5.1	Hire Quality Employees	David Larson	12/31/2022
Plan	5.1.1	Review & update job descriptions	Trevor Cahoon	7/31/2022
Plan	5.1.2	Implement Standard Recruitment Process& Advertising Plan	Trevor Cahoon	2/28/2022
Plan	5.1.3	Standardize onboarding process & new employee orientation	Trevor Cahoon	3/31/2022
Plan	5.1.4	Hire additional qualified officials and scorekeepers	Curtis Brown	6/30/2022
Goal	5.2	Retain High-Performing Employees	David Larson	12/31/2022
Plan	5.2.1	Encourage a Quality Culture & WorkEnvironment	Curtis Brown, Mark Larsen, Trevor Cahoon, Mark McRae, Derek Tolman, David Larson	12/31/2022
Plan	5.2.2	Provide Competitive Wages & Benefits	David Larson	12/31/2022
Plan	5.2.3	Maintain the CertificationCompensation System for Public WorksDepartment	Trevor Cahoon, Mark Larsen	12/31/2022
Goal	5.3	Prepare and train all employees for future leadership opportunities (succession planning)	Trevor Cahoon, David Larson	12/31/2022
Plan	5.3.1	Provide Ongoing Training Opportunities	David Larson	12/31/2022
Plan	5.3.2	Encourage Employees to Participate intheir Applicable State Association,Including Annual Conference Attendance	David Larson	12/31/2022
Goal	5.4	House Employees in Facilities thatEnhance High-Performance	David Larson	12/31/2022
Plan	5.4.1	Build a new Public Works Facility	Mark McRae, David Larson	
Plan	5.4.2	Fire Station Auxiliary Building Project	David Larson, Brandon Jones, Mark McRae, Derek Tolman	6/30/2022
Plan	5.4.3	Establish a Facilities Maintenance/Replacement Plan	David Larson	
Goal	5.5	Maintain Quality Policies & Procedures	David Larson, Trevor Cahoon	12/31/2022
Plan	5.5.1	Maintain an effective risk managementprogram (e.g. safety standards, safetycommittee, incident review, etc)	Trevor Cahoon	12/31/2022
Plan	5.5.2	Update Policy & Procedures Manual eachspring	Trevor Cahoon	6/30/2022
Plan	5.5.3	Review & Update Drug Policy (7.130through 7.150) in the Policies &Procedures Manual	Trevor Cahoon	6/30/2022
Objective	6.0	COMMUNITY ENGAGEMENT		
Goal	6.1	Increase Financial Transparency by Creating & Publishing a Comprehensive Annual Financial Report (CAFR)	Mark McRae	12/31/2022
Goal	6.2	Provide Excellent Customer Service,e.g. Timely Response to CitizenQuestions/Concerns	David Larson	12/31/2022
Plan	6.2.1	Respond to Citizen Calls/Emails within 2Business Days	Mark McRae, Trevor Cahoon, David Larson	12/31/2022
Goal	6.3	Provide Easy Access to City Information ona Quality Website	Shaelee King	12/31/2022
Plan	6.3.1	Weekly review and update of website information	Shaelee King	12/31/2022
Plan	6.3.2	Add information to the City website as it becomes available	Shaelee King	12/31/2022
Goal	6.4	Share Information of Day to DayOperations of the City through All AvailableMethods	Shaelee King	12/31/2022
Plan	6.4.1	Maintain Standard CommunicationProcesses for all Departments	David Larson	12/31/2022
Plan	6.4.2	Development Status on all Projects in theDevelopment Process	Trevor Cahoon	12/31/2022
Plan	6.4.3	Provide regular, standardized reports toCouncil and community	David Larson	12/31/2022
Plan	6.4.4	Update Digital Sign Regularly	Shaelee King	12/31/2022
Goal	6.5	Provide City Support for Country Fair Days	David Larson, Mark Larsen, Curtis Brown, Derek Tolman	8/31/2022
Plan	6.5.1	Update the CFD "bible" for coordination of City support	Mark Larsen	5/31/2022
Plan	6.5.2	Update CFD information on website	Shaelee King	5/31/2022
Plan	6.5.3	Provide facility preparation and eventsupport	Curtis Brown	8/6/2022
Goal	6.6	Improve the Quality and Communication of City Events (e.g. CFD, Easter Egg Hunt, Daddy/Daughter, Santa, Swim, Halloween Bash, Senior Lunches, Fire Prevention, Train Events)	Curtis Brown, Shaelee King	12/31/2022
Plan	6.6.1	Update Event Information in New ResidentPacket	Shaelee King	12/31/2022
Plan	6.6.2	Update Full Event Calendar on CityWebsite	Shaelee King	12/31/2022
Plan	6.6.3	Provide regular event marketing on socialmedia	Shaelee King	12/31/2022
Goal	6.7	Increase Followers on all CommunicationPlatforms (Constant Contact, Facebook,Twitter, YouTube)	Shaelee King	12/31/2022

Plan	6.7.1	Improve Quality and Quantity ofCommunication	Shaelee King	12/31/2022
Plan	6.7.2	Provide regular social mediacommunication (3-5 posts per week)	Shaelee King	12/31/2022
Goal	6.8	Increase the Unity in the Community Through Developing New Community Events that increase the overall sense of community and resident connection to each other and the City	Shaelee King	12/31/2022



CITY COUNCIL ANNUAL PLANNING RETREAT

MEETING DATE

January 22, 2022

PREPARED BY

David Larson
City Manager

ITEM TYPE

Administrative

ATTACHMENTS

None

PRIOR DISCUSSION DATES

Annual Planning Retreat

AGENDA ITEM

Budget Priorities & Directives

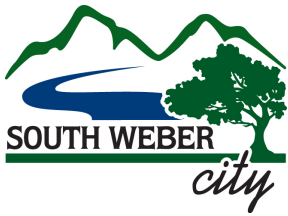
PURPOSE

Align resources with the strategic plan and community vision. Receive staff presentations and discuss large budget needs. Provide direction to budget committees and staff who will begin drafting the budget.

BACKGROUND

City Council and staff have jointly identified major budget items that require presentation and discussion. These items include staffing and compensation system, our law enforcement contract, how communications show up in the budget, wildland programs, the new public works facility, and an overview of the capital projects for this year included in the capital improvement plan (CIP).

Staff will share information on each of these topics and seek Council direction for budgeting purposes.



CITY COUNCIL ANNUAL PLANNING RETREAT

MEETING DATE

January 22, 2022

PREPARED BYDavid Larson
City ManagerITEM TYPE

Administrative

ATTACHMENTS

None

PRIOR DISCUSSION DATES

None

AGENDA ITEM

Committee Structure, Process, & Priorities

PURPOSE

Review the purpose of Council Committees, establish standard practices for committee direction and projects, and identify goals/priorities for each committee

BACKGROUND

City Council committees were originally established in early 2015 as budget committees tasked with reviewing and recommending different elements of the fiscal year 2016 budget to the full City Council prior to adoption of the final budget.

At times these committees were also assigned specific tasks or projects related to the subject matter of the committee on an ad hoc basis. Over time the committees transformed into standing bodies that met regularly and established their own task list and priorities.

Additionally, separate ad hoc committees have been created as needed (e.g., short term rental, code update, development agreement, etc).

This shift in scope has created ambiguity at times on the structure and process of Council decision-making. Staff has questioned whether to take certain items directly to Council for full-body discussion or if a committee should review it prior to full Council consideration.

An additional question has arisen when a committee identifies an item that they felt staff should spend time on. Regardless of the importance of the item, such moments bring uncertainty as to whether the majority of Council feels staff's time should be spent on that item. Staff's direction is meant to come from the Council acting as a body and not one or two Council members, whether individually or in a committee. More specificity on Council's direction to committees will provide clarity on when it's suitable for committees to direct staff.

For this item, staff will be prepared to present ideas/suggestions on how committees could be structured and utilized more effectively. Council will have the opportunity to direct committee work, establish goals, and develop procedures so that committees' efforts align with the community vision and the Council decision-making process is clear and efficient.