



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Lee Wilcox

SUBJECT: SEE BELOW

DATE: August 29, 2018

Approved

D. D. S. L.

Date

8/30/18

**SUBJECT: UPDATE TO THE COMMUNITY AND ECONOMIC DEVELOPMENT
COMMITTEE WORKPLAN**

RECOMMENDATION

Approve the following changes to the Community and Economic Development (CED)
Committee Workplan:

- (1) Add the following item to the Community and Economic Development Committee
September 24, 2018 Agenda.
**Approve the Human Services Commission FY 2017-2018 annual report and
workplan for FY 2018-2019 (City Manager)**

BACKGROUND

In FY 2010-2011, as part of the efforts to streamline staff support of boards and commissions, City Council began requiring each of the City's Boards and Commissions to submit an annual workplan and annual report for review and approval. Both documents must be submitted in the format determined by the City Clerk.

The workplan and annual report provide the City Council with clear detail about Board and Commission activity. The workplan identifies specific priorities, allowing direct and concise direction to the members of the bodies, while managing the time of the City support staff; the annual report documents implementation of the previous year's workplan.

Items on the workplan must clearly align to the Commission's purpose, and be consistent with City policies. Once approved, Boards and Commissions may not engage in activities that are not on the workplan without approval of the modified workplan.

RULES AND OPEN GOVERNMENT COMMITTEE

August 29, 2018

Subject: Update to the Community and Economic Development Committee Workplan

Page 2

In the previous years, the Rules and Open Government Committee approved the Human Services Commission annual reports and workplans. However, in March 2017 the Rules and Open Government Committee approved the recommendation to change the following Council Committees for the following Boards and Commissions for submission of their annual workplan of activities.

Board or Commission	Designated Council Committee
Airport Commission	Transportation and Environment
Arts Commission	Community and Economic Development
Board of Fair Campaign & Political Practices (formerly Ethics Commission)	Rules and Open Government
Council Appointment Advisory Commission	Rules and Open Government
Downtown Parking Board	Transportation and Environment
Historic Landmarks Commission	Community and Economic Development
Housing and Community Development Commission	Community and Economic Development
Human Services Commission	Community and Economic Development
Library and Early Education Commission	Neighborhood Services and Education
Neighborhoods Commission	Neighborhood Services and Education
Parks and Recreation Commission	Neighborhood Services and Education
Senior Citizens Commission	Neighborhood Services and Education
Youth Commission	Neighborhood Services and Education

Therefore, it be requested that this item be added to the CED Committee consent agenda for its regular meeting on September 24, 2018.

On August 16, 2018 the FY 2017-2018 annual report was approved by the full Human Services Commission at its regular meeting. The FY 2018-2019 workplan will be approved at the September 20, 2018 meeting and will be ready for the September 24 CED committee meeting. The Commission recommends the approval of both the report and the workplan by the CED Committee as required by City Council.

/s/

LEE WILCOX
Chief of Staff
City Manager's Office

For questions, please contact Sabrina Parra-Garcia, Executive Analyst, at (408) 535-8171.