

# 2017 Master Work Plan

## BPAC Annual Calendar

List all regularly scheduled board/commission meetings, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

MEETING DATE	AGENDA ITEM/ISSUE
January	<ul style="list-style-type: none"> <li>• Bicycle Plan Update (General Business)</li> <li>• Active Items List (General Business)</li> </ul>
February	<ul style="list-style-type: none"> <li>• Discussion of Utility Bill Concepts</li> <li>• Discussion of TDA Funding Recommendation</li> </ul>
March	<ul style="list-style-type: none"> <li>• Brown Act Training Discussion</li> <li>• Approve Master Work Plan<sup>1</sup></li> <li>• TDA Funding Recommendation</li> <li>• Utility Bill Concepts</li> <li>• Annual Slurry Seal List (Information item)</li> <li>• Council Ranking of Study Issues (Information item)</li> </ul>
April	<ul style="list-style-type: none"> <li>• Fair Oaks Bike Lane</li> <li>• Election of Officers <sup>3</sup></li> <li>• TDA Funding Recommendation</li> <li>• Bike to Work Day Planning</li> </ul>
May	<ul style="list-style-type: none"> <li>• Discussion with DPS regarding quarterly report on collisions involving pedestrians and cyclists</li> <li>• Review Recommended Budget<sup>2</sup></li> </ul>
June	<ul style="list-style-type: none"> <li>• Board Member/Commissioner Recognition (Presentation)</li> <li>• El Camino Specific Plan Nomination</li> <li>• Utility Bill Stuffer Update</li> <li>• State of the City</li> </ul>
July	<ul style="list-style-type: none"> <li>• Mary Avenue Overcrossing Update</li> <li>• Traffic Impact Fee</li> <li>• Election of Officers <sup>3</sup></li> </ul>
August	<ul style="list-style-type: none"> <li>• Nomination of a Representative to the Climate Action Plan (CAP 2.0) Advisory Committee (CAC)</li> <li>• Caltrain Grade Separation (Presentation)</li> </ul>
September	<ul style="list-style-type: none"> <li>• Vision Zero (Presentation)</li> <li>• Final month to propose Study Issues (Due to City Manager by October 1)<sup>4</sup></li> </ul>
October	<ul style="list-style-type: none"> <li>• Civic Center Master Plan Concepts (Study Session)</li> <li>• Annual reporting on collisions involving pedestrians and cyclists (information item)</li> </ul>

November	<ul style="list-style-type: none"><li>• 2018 Work Plan</li></ul>
December	<ul style="list-style-type: none"><li>• Final month to rank Study Issues (if any)<sup>5</sup></li><li>• Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials<sup>6</sup></li></ul>

**Additional items yet to be scheduled:**

Footnotes

1

Council Policy requires that all boards and commissions create an annual work plan, defined as a 12-month calendar of the policy issues the body will be acting on during the year. Since Council does not approve until February the issues it will ask each of the boards and commissions to study, these work plans can not be adopted by the boards and commissions until March.

2

May is the month for boards and commissions to perform an official review and to comment on the City Manager's recommended budget to Council—i.e., make recommendations to Council regarding priorities and service levels, fees, and/or capital projects. Given the process, the City Manager's recommended budget will typically not be ready for boards and commissions to review until shortly before the time that a recommendation is necessary from the advisory body---in other words, there will be a very short turnaround time for boards and commissions---in fact, often there is not enough time to perform a thorough review and get the results to Council without conducting a special meeting of the board/commission and subsequently sending the Chair or his/her designated representative to Council's public hearing to convey recommendations in person (waiting for the normal board/commission minutes to reach Council won't work). This underscores the importance of a board/commission being prepared to conduct its review—to understand its role, to know how to navigate the budget and be familiar with its contents---*before* the issue is brought before it in May.

3

Unless otherwise dictated by City Charter, each board and commission shall, within the month of July each year, or during the next regularly scheduled meeting if a July meeting is not otherwise necessary, elect one of its members as presiding officer, to serve commencing after the end of the meeting, upon completion of mandatory chair training and ideally in time to advise staff on the agenda for the next regularly-scheduled meeting. The Board of Building Code Appeals must meet in July to select a Chair and Vice Chair if no meetings are scheduled in the future. The selection of Chair and Vice Chair shall be the last item on the agenda at the scheduled meeting. All boards and commissions shall select their chair and vice chair in accordance with practices and procedures outlined by the Office of the City Clerk.

4

Boards and Commissions may propose study and budget issues throughout the year. In order to be considered by Council for study in the following year, however, all study issues must be proposed by boards and commissions by no later than September. Any Study Issues proposed by a board/commission after September shall roll over to the next year's process (the only other recourse a b/c member has is to get Council to sponsor the Study Issue Paper). Study Issue papers must be signed by the City Manager prior to being ranked by a board or commission.

5

Boards and Commissions must rank their study issues by no later than December so that staff can complete the work necessary to add these issues to the list Council will consider for ranking early in the next calendar year. Chairs of boards and commissions are encouraged to attend the Council's public hearing on study/budget issues to champion the issues ranked and prioritized by their body.

6

All Boards and Commissions must review the City's Code of Ethics and Conduct for Elected and Appointed Officials annually near the end of the calendar year prior to Council review, and by no later than December.