SYSTEMS ALIGNMENT
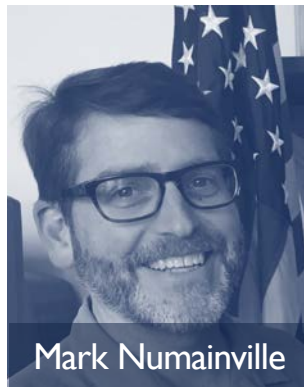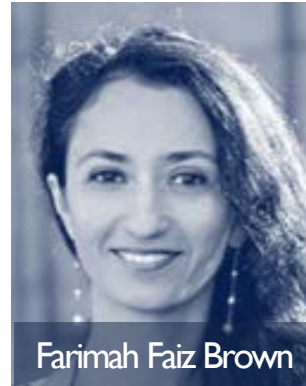
PROCESS PROPOSAL FOR VETTING & PRIORITIZING MAJOR ITEMS
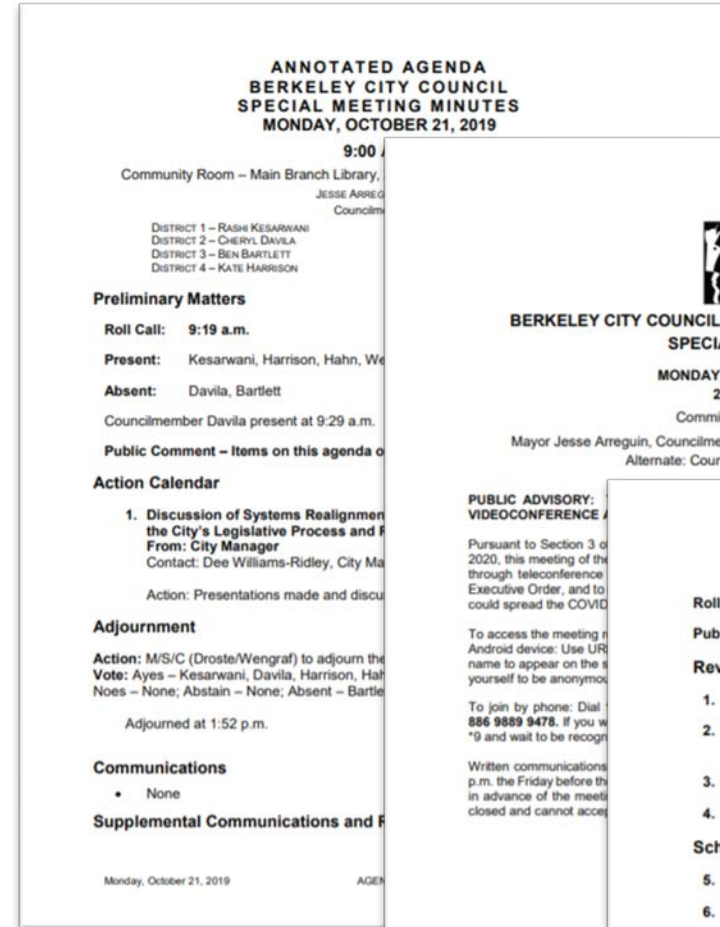
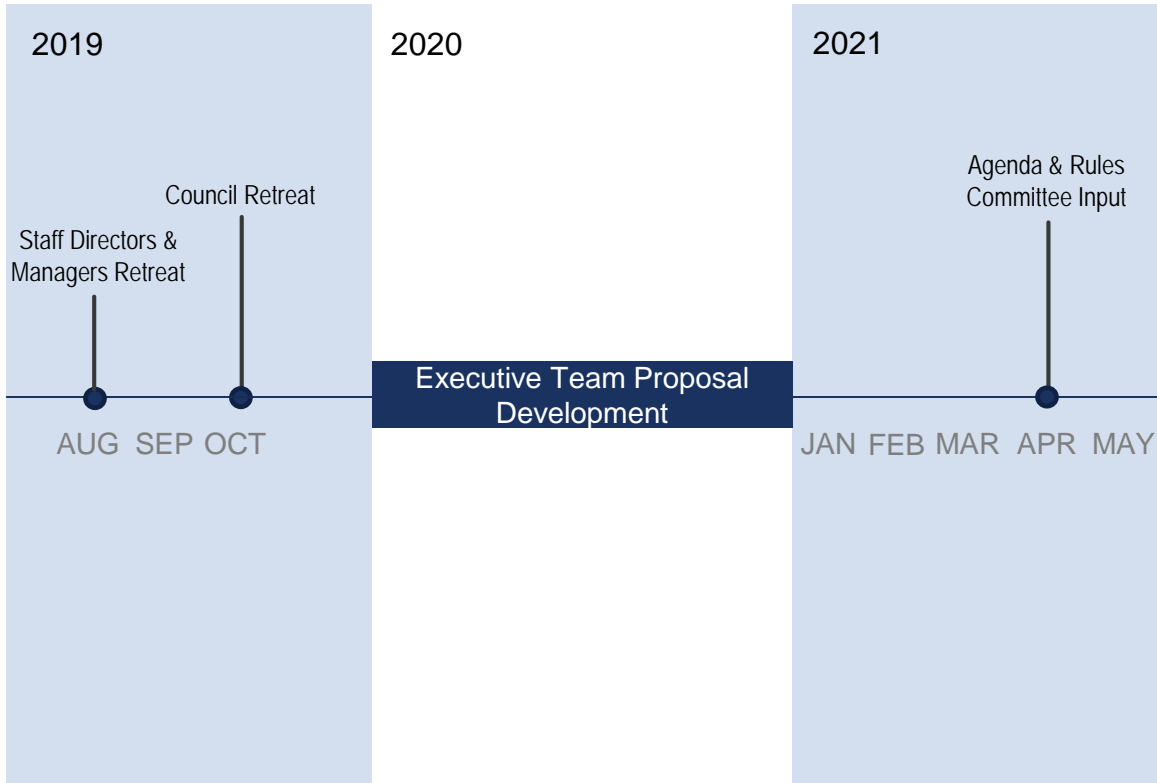# THE TEAM

AGENDA & RULES COMMITTEE

Dee Williams-Ridley

Dave White

Paul Buddenhagen

Farimah Faiz Brown

Mark Numainville

Rama Murty

Melissa McDonough

Jesse Arreguín

Sophie Hahn

Susan Wengraf

BACKGROUND

2019

Staff Directors & Managers Retreat

Council Retreat

AUG SEP OCT

2020

Executive Team Proposal Development

2021

Agenda & Rules Committee Input

JAN FEB MAR APR MAY

ANNOTATED AGENDA
BERKELEY CITY COUNCIL
SPECIAL MEETING MINUTES
MONDAY, OCTOBER 21, 2019

9:00 A.M.

Community Room – Main Branch Library,

JESSE ARREGU
Councilm

DISTRICT 1 – RASHI KESARWANI
DISTRICT 2 – CHERYL DAVILA
DISTRICT 3 – BEN BARTLETT
DISTRICT 4 – KATE HARRISON

Preliminary Matters

Roll Call: 9:19 a.m.

Present: Kesarwani, Harrison, Hahn, We

Absent: Davila, Bartlett

Councilmember Davila present at 9:29 a.m.

Public Comment – Items on this agenda o

Action Calendar

1. **Discussion of Systems Realignmen
the City's Legislative Process and F
From: City Manager**
Contact: Dee Williams-Ridley, City Ma

Action: Presentations made and discu

Adjournment

Action: M/S/C (Droste/Wengraf) to adjourn the
Vote: Ayes – Kesarwani, Davila, Harrison, Hah
Noes – None; Abstain – None; Absent – Bartle

Adjourned at 1:52 p.m.

Communications

- None

Supplemental Communications and F

Monday, October 21, 2019   AGE

BERKELEY CITY COUNCIL AGENDA & RULES COMMITTEE
SPECIAL MEETING

MONDAY, APRIL 26, 2021
2:30 P.M.

Committee Members:

Mayor Jesse Arreguin, Councilmembers Sophie Hahn and Susan Wengraf
Alternate: Councilmember Lori Droste

PUBLIC ADVISORY:
VIDEOCONFERENCE A

Pursuant to Section 3 o
2020, this meeting of the
through teleconference
Executive Order, and to
could spread the COVID

To access the meeting
Android device: Use UR
name to appear on the s
yourself to be anonymou

To join by phone: Dial
886 9889 9478. If you w
*9 and wait to be recogn

Written communications
p.m. the Friday before th
in advance of the meeti
closed and cannot acce

AGENDA

Roll Call

Public Comment

Review of Agendas

1. **Approval of Minutes: April 12, 2021**

2. **Review and Approve Draft Agenda:**
a. 5/11/21 – 6:00 p.m. Regular City Council Meeting

3. **Selection of Item for the Berkeley Considers Online Engagement Portal**

4. **Adjournments In Memory**

Scheduling

5. **Council Worksessions Schedule**

6. **Council Referrals to Agenda Committee for Scheduling**

7. **Land Use Calendar**

Referred Items for Review

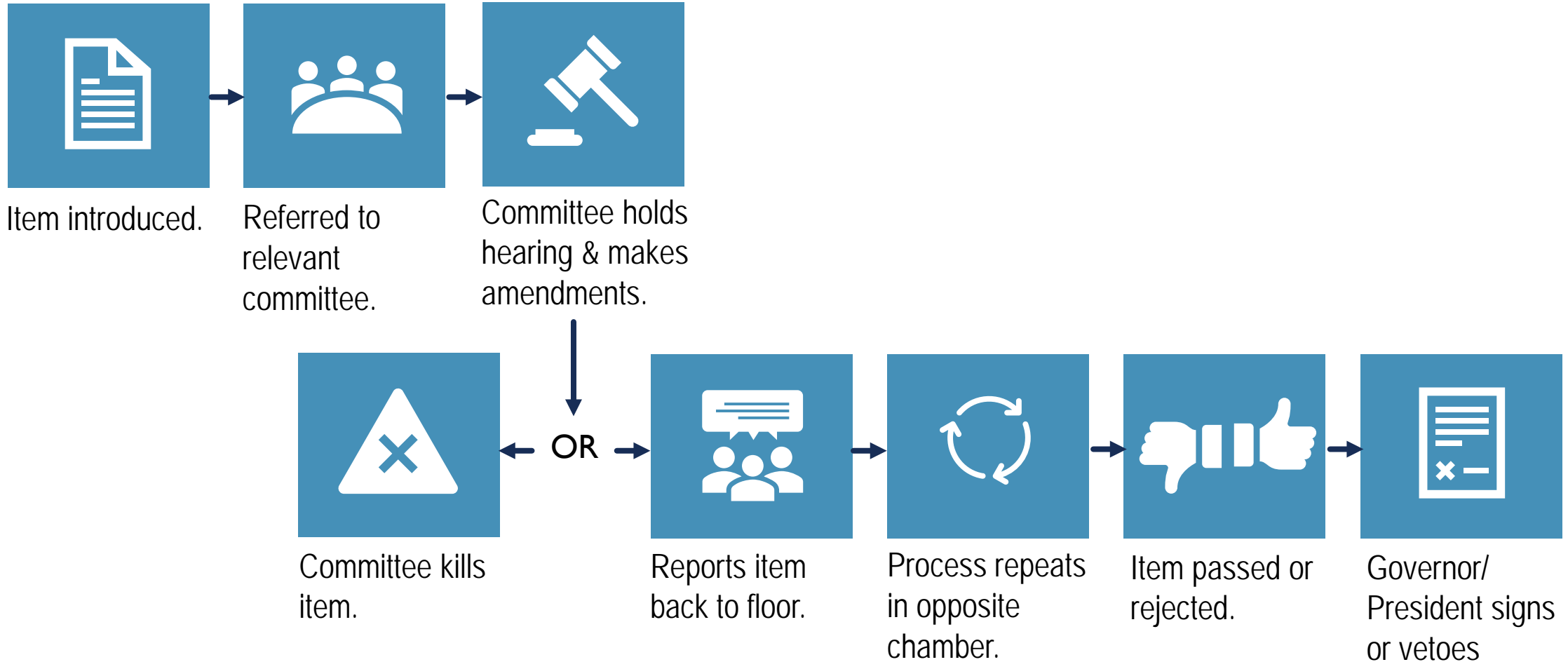8. **Discussion Regarding Impact of COVID-19 (novel coronavirus) on Meetings**
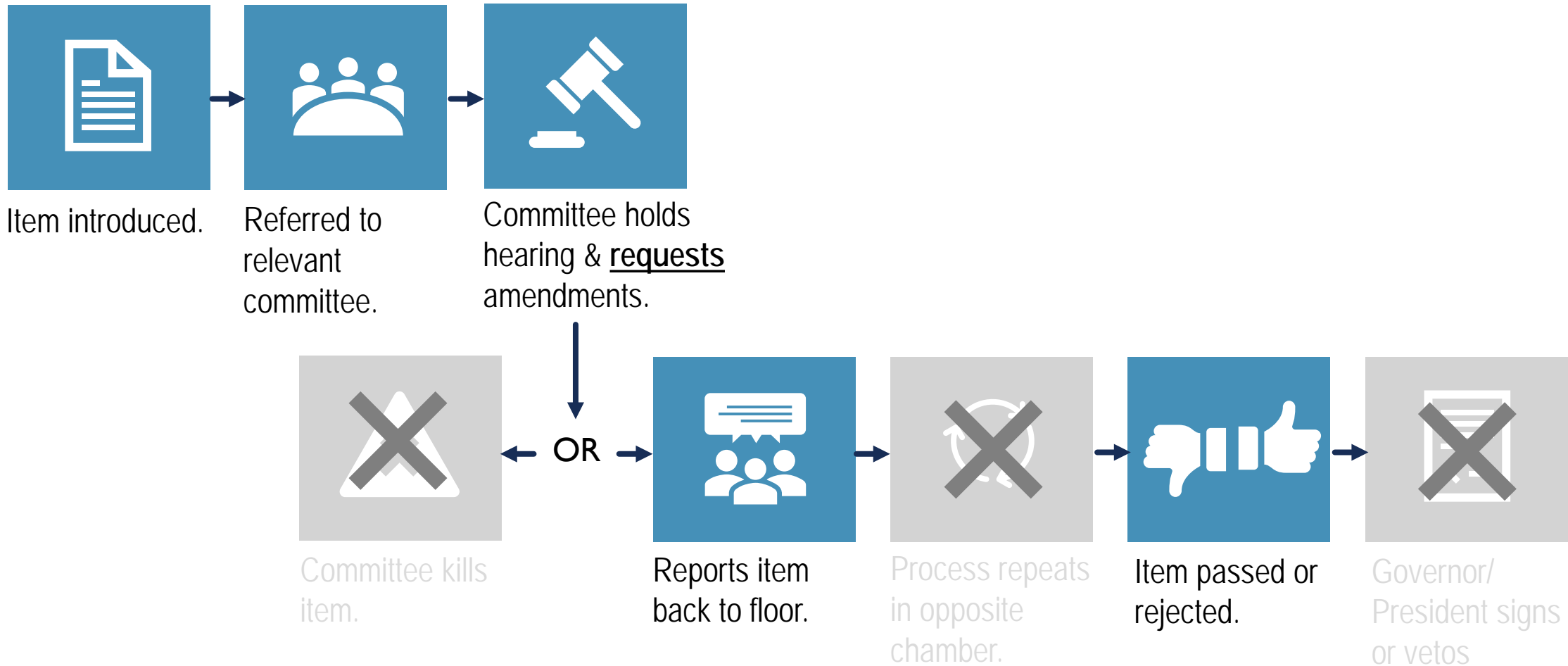
Monday, April 26, 2021

OBJECTIVES

- Align timing of Council approval and resource (budget) allocation

- Communicate resource needs (and any tradeoffs) well

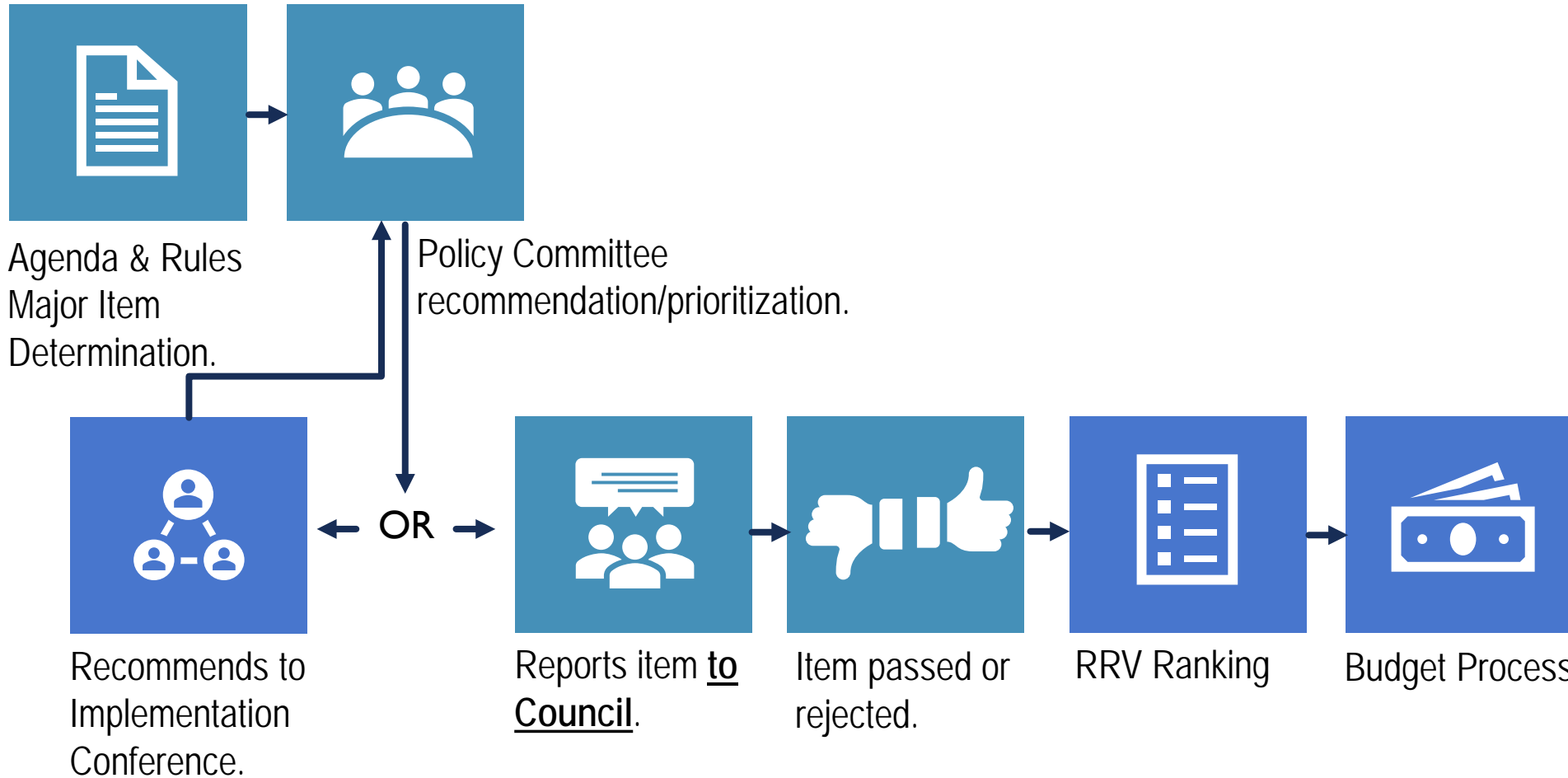- Ensure Council priorities are resourced and implemented

STATE OR FEDERAL MODEL

Item introduced.

Referred to relevant committee.

Committee holds hearing & makes amendments.

OR

Committee kills item.

Reports item back to floor.

Process repeats in opposite chamber.

Item passed or rejected.

Governor/ President signs or vetoes

HYBRID MODEL

Item introduced.

Referred to relevant committee.

Committee holds hearing & **requests** amendments.

OR

Committee kills item.

Reports item back to floor.

Process repeats in opposite chamber.

Item passed or rejected.

Governor/ President signs or vetos

PROPOSED MODEL

Agenda & Rules Major Item Determination.

Policy Committee recommendation/prioritization.

Recommends to Implementation Conference.

OR

Reports item **to** Council.

Item passed or rejected.

RRV Ranking

Budget Process

IMPLEMENTATION CONFERENCE?

- What: Strong analysis and collaborative consultation
  - Identify costs\benefits
  - Identify resource needs
  - Outline high level work plan
- Who:
  - Commission Input (e,g, Chair or Vice Chair)
  - Staff & Legal
  - External Stakeholders
- How:
  - Ensure you've done your due diligence with the above
  - Meet with staff/legal

VETTING IS TIME WELL SPENT!

Cousin Janice

- Researched online, in magazines
- Talked to friends, designer, contractor
- Obtained supplies
- Contractor starts work
- Moved out for **weeks**
- **Loves** the result

Friend Cathy

- Talked to contractor
- Contractor starts work
- Waited for supplies→Contractor stops work
- Supplies arrive→Contractor restarts work
- Moved out for **months**
- **Still refining** the result

WHY PRIORITIZE AT POLICY COMMITTEE?

- **Agenda & Rules Committee**

    - **Appointees:**
      Jesse Arreguin, Mayor
      Sophie Hahn, Councilmember, District 5
      Susan Wengraf, Councilmember, District 6

    - **Alternate:** Lori Droste, Councilmem...

- **Budget & Finance Committee**

    - **Appointees:**
      Jesse A...
      Ka...

      ..., Councilmember, District 1

- ...re, Transportation, Environment & Sustainability Committee

    - ...ntees:
      ...erry Taplin, Councilmember, District 2
      Kate Harrison, Councilmember, District 4
      Rigel Robinson, Councilmember, District 7

    - **Alternate:** Sophie Hahn, Councilmember, District 5

- ...ment, Equity & Community Committee

    - ...ppointees:
      Rashi Kesarwani, Councilmember, District 1
      Terry Taplin, Councilmember, District 2
      Ben Bartlett, Councilmember, District 3

    - **Alternate:** Rigel Robinson, Councilmember, District 7

- **Land Use, Housing & Economic Development Committee**

    - **Appointees:**
      Sophie Hahn, Councilmember, District 5
      Rigel Robinson, Councilmember, District 7
      Lori Droste, Councilmember, District 8

    - **Alternate:** Ben Bartlett, Councilmember, District 3

- **Public Safety Committee**

    - **Appointees:**
      Rashi Kesarwani, Councilmember, District 1
      Ben Bartlett, Councilmember, District 3
      Susan Wengraf, Councilmember, District 6

    - **Alternate:** Terry Taplin, Councilmember, District 2

NOT RECOMMENDED

A QUICK NOTE ON FORMS

- Major Item Determination Checklist

- Implementation Conference Worksheet

- Policy Committee Ranking Form

- Revised Report Template

Major Item Determination Checklist

Item Name:

Item Author:

Is this a Major Item?

Yes No

☐ ☐ Item represents a significant change to existing law, program, or policy.

☐ ☐ Item represents a significant addition to existing law, program, or policy.

☐ ☐ Item is likely to call for or elicit significant study, analysis or input from staff, Councilmembers, or members of the public

Is this eligible for an Exemption?

Yes No

☐ ☐ Item is related the City's COVID-19 response.

☐ ☐ Item is related to the City Budget process.

☐ ☐ Item is related to essential or ongoing City processes or business.

☐ ☐ Item is urgent.

☐ ☐ Item is time-sensitive.

☐ ☐ Item is smaller.

☐ ☐ Item is less impactful.

Agenda Committee Determination:

☐ Major Item ☐ Exempted

Indicate name and date below.

Per Committee Member_____

Per Committee Member_____

Per Committee Member_____

Policy Committee Confirmation:

☐ Determination Confirmed ☐ Sent back to be agendized for full Council consideration

Indicate name and date below.

Per Committee Member_____

Per Committee Member_____

Implementation Conference Worksheet

Item Name:

Item Author:

AUTHOR SECTION

Use this section to help record required informat

Descriptive title:
Is this for Consent, Action, or Information Caler
Recommendation:
Summary statement:
Background (history, circumstances and conce
Plans, programs, policies and/or laws were tak
Actions/alternatives considered:
Internal stakeholders consulted:
Name/date of Commission(s) item submitted to
List of external stakeholders consulted:

Summary of what was learned from consulti
Rationale for recommendation:
Internal Benefits of Implementation:
Internal Impacts of Implementation:
External Benefits of Implementation:
External Impacts of Implementation:
Launch and Implementation Milestones (see
Environmental Impacts:
Operational Impacts:
Staff Resources Needed:

STAFF SECTION

Use this section to provide required information for the report.

Estimated Launch/implementation Deliverables/Dates:	
Month/Year	*Deliverable*

Estimated Administration Deliverables/Dates:	
Month/Year	*Deliverable*

Legal Consultation:

☐ Confirmed

Name/Date _____

Staff Consultation:

☐ Confirmed

Policy Committee Ranking Form

Starting on the right, think about and then indicate whether each co_____ow (L). Then rank the list of priorities. The highest priority would be "1", the _____

Priority 1 is highest	Major Item Name		Considerations H high M medium L low		
			Staff Resources	Cost	Benefits/ Savings

Policy Committee Determination:

Indicate name and date below.

Per Committee Member_____

Per Committee Member_____

Per Committee Member_____

NOT RECOMMENDED

Left document:

[First Lastname]
Councilmember District [District No.]

[CONSENT *OR* ACTION]
CALENDAR
[Meeting Date (MM dd, yyyy)]

To: Honorable Mayor and Members of the City Council

From: [Councilmember (lastname)]

Subject: [Brief Report Title (No underline and not all caps.)]

RECOMMENDATION
Adopt a Resolution...
or Support ...
or write a letter to ___ in support of _____...
or other recommendation....

FISCAL IMPACTS
This section must include operational impacts, identify any staff resources (full time exempt employee/FTE) required, and financial costs.

IMPLEMENTATION, ADMINISTRATION AND ENFORCEMENT
This section must describe benefits and impacts to both internal and external stakeholders. It should also describe the launch or initiation of the item, as well as its ongoing administration once implemented.

CURRENT SITUATION AND ITS EFFECTS
For items that relate to one of the Strategic Plan goals, include a standard sentence in the Current Situation and Effects or Background section:
[Insert project name] is a Strategic Plan Priority Project, advancing our goal to [pick one:]

- provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.
- provide an efficient and financially-health City government.
- foster a dynamic, sustainable, and locally-based economy.
- create affordable housing and housing support service for our most vulnerable community members.
- create a resilient, safe, connected, and prepared city.
- champion and demonstrate social and racial equity.
- be a global leader in addressing climate change, advancing environmental

Right document:

[Title of Report]   CALENDAR

- attract and retain a talented and diverse City government workforce.

BACKGROUND

CONSULTATION OVERVIEW
This section should list the external and internal stakeholders, indicate whether the item was submitted to a commission for input, and summarize what was learned from consulting with stakeholders.

ENVIRONMENTAL SUSTAINABILITY

CONTACT PERSON
Councilmember [First Lastname] Council District [District No.]   510-981-[XXXX]

Attachments: [Delete if there are NO Attachments]
1: Resolution
       Exhibit A: [Title or Description of Exhibit]
       Exhibit B: [Title or Description of Exhibit]
2: [Title or Description of Attachment]
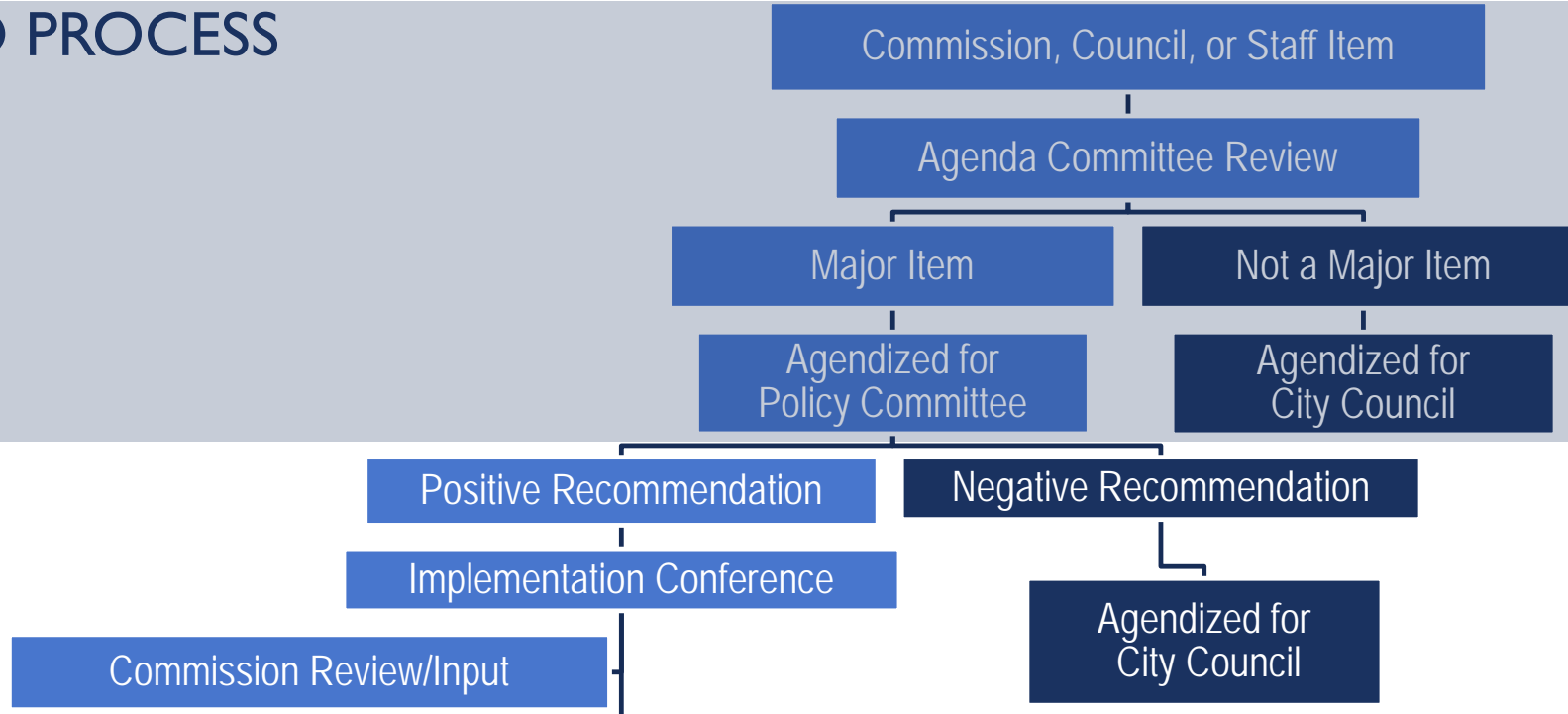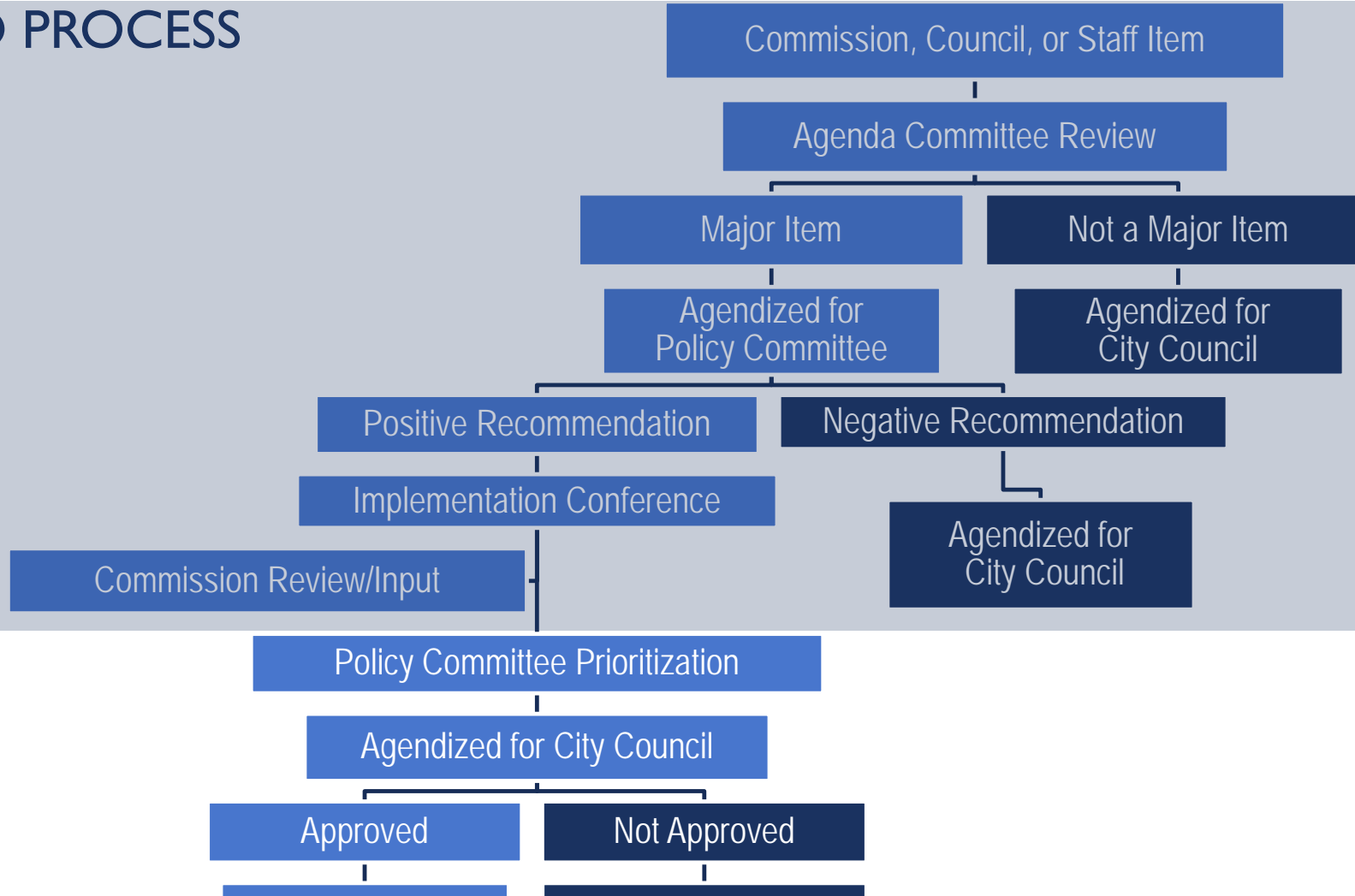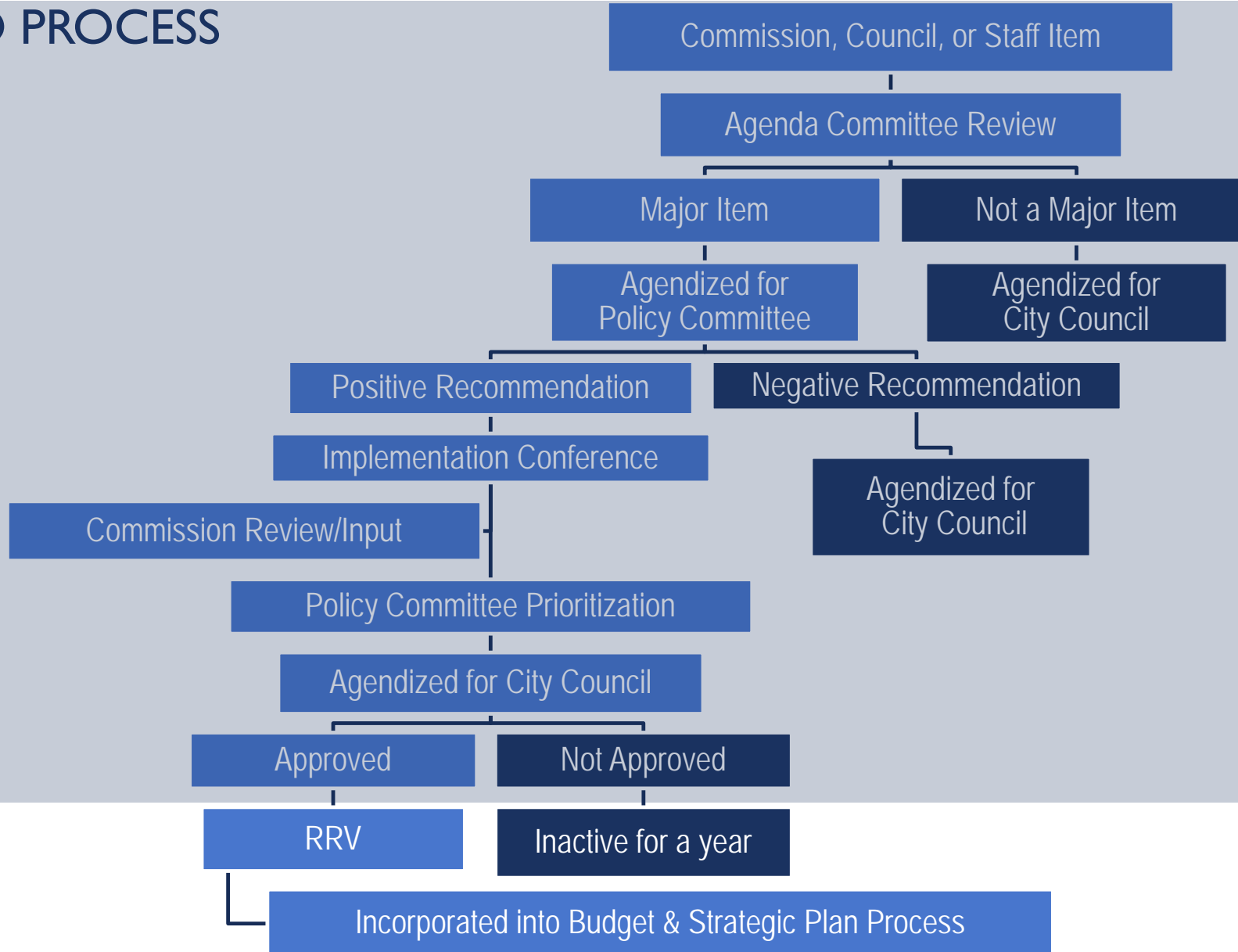3: [Title or Description of Attachment]

PROPOSED PROCESS
FLOW CHART

Commission, Council, or Staff Item

Agenda Committee Review

Major Item

Not a Major Item

Agendized for
Policy Committee

Agendized for
City Council

PROPOSED PROCESS
FLOW CHART

Commission, Council, or Staff Item

Agenda Committee Review

Major Item

Not a Major Item

Agendized for Policy Committee

Agendized for City Council

Positive Recommendation

Negative Recommendation

Implementation Conference

Agendized for City Council

Commission Review/Input

PROPOSED PROCESS
FLOW CHART

Commission, Council, or Staff Item

Agenda Committee Review

Major Item

Not a Major Item

Agendized for Policy Committee

Agendized for City Council

Positive Recommendation

Negative Recommendation

Implementation Conference

Agendized for City Council

Commission Review/Input

Policy Committee Prioritization

Agendized for City Council

Approved

Not Approved

PROPOSED PROCESS
FLOW CHART

Commission, Council, or Staff Item

Agenda Committee Review

Major Item — Not a Major Item

Agendized for Policy Committee

Agendized for City Council

Positive Recommendation — Negative Recommendation

Implementation Conference

Agendized for City Council

Commission Review/Input

Policy Committee Prioritization

Agendized for City Council

Approved — Not Approved

RRV — Inactive for a year

Incorporated into Budget & Strategic Plan Process

2021

Agenda & Rules
Major Item
Determinations
Begin

New
Process
Adopted

Policy Committee
Recommendations
Begin

RRV
FY23

JUL   AUG   SEP   OCT   NOV   DEC

AAO
FY22

Council
Retreat

PROPOSED IMPLEMENTATION
PHASE-IN OF SYSTEMS ALIGNMENT

PROPOSED IMPLEMENTATION
PHASE-IN OF SYSTEMS ALIGNMENT

2021

2022

New Process Adopted

Agenda & Rules Major Item Determinations Begin

Policy Committee Recommendations Begin

RRV FY23

Council Retreat

AAO FY22

LAST DATE TO RECEIVE Agenda & Rules Major Item Determination

LAST DATE TO RECIEVE Policy Committee Recommendations

Implementation Conferences

Policy Committee Prioritizations of Major Items

City Council Approves Major Items

RRV FY24

AAO FY22

Biennial Budget Adopted

Council Retreat

AAO FY23

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

PROPOSED IMPLEMENTATION
PHASE-IN OF SYSTEMS ALIGNMENT

SEQUENCING & TIMING

Existing

1. Idea
2. Committee Consideration
3. Council Approval
4. Costing
5. Budget development
6. RRV

Uncertain Timeline

Proposed

1. Idea
2. Committee Consideration
3. Vetting & Costing
4. Council Approval
5. RRV
6. Budget development
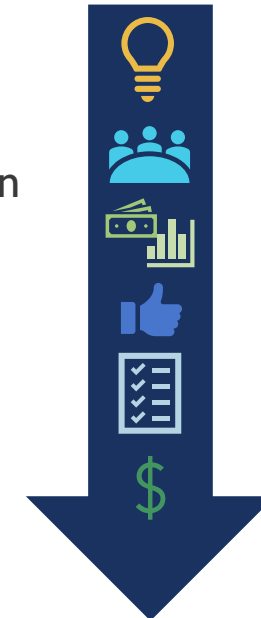
Certain Timeline

WHAT'S DIFFERENT
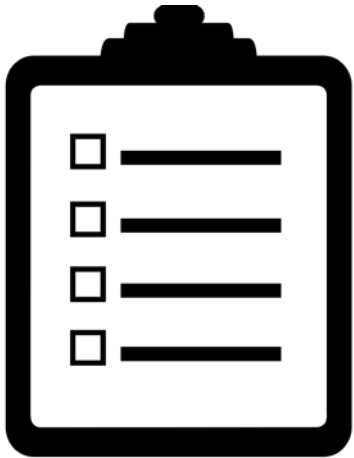
Mandatory Guidelines

Implementation Conferences

Policy Committee Prioritization

Moving the RRV process

New required forms and processes

APPENDIX B. GUIDELINES FOR DEVELOPING AND WRITING COUNCIL AGENDA ITEMS

APPENDIX B. GUIDELINES FOR DEVELOPING AND WRITING COUNCIL AGENDA ITEMS

These guidelines are derived from the requirements for Agenda items listed in the Berkeley City Council Rules of Procedure and Order, Chapter III, Sections B(1) and (2), reproduced below. In addition, Chapter III Section C(1)(a) of the Rules of Procedure and Order allows the Agenda & Rules Committee to request that the Primary Author of an item provide "additional analysis" if the item as submitted evidences a "significant lack of background or supporting information" or "significant grammatical or readability issues."

These guidelines provide a more detailed and comprehensive overview of elements of a complete Council item. While not all elements would be applicable to every type of Agenda item, they are intended to prompt Authors to consider presenting items with as much relevant information and analysis as possible.

Chapter III, Sections (B)(1) and (2) of Council Rules of Procedure and Order:

2. Agenda items shall contain all relevant documentation, including the following as Applicable:
   a. A descriptive title that adequately informs the public of the subject matter and general nature of the item or report and action requested;
   b. Whether the matter is to be presented on the Consent Calendar or the Action Calendar or as a Report for Information;
   c. Recommendation of the City Manager, if applicable (these provisions shall not apply to Mayor and Council items.);
   d. Fiscal impacts of the recommendation;
   e. A description of the current situation and its effects;
   f. Background information as needed;
   g. Rationale for recommendation;
   h. Alternative actions considered;
   i. For awards of contracts; the abstract of bids and the Affirmative Action Program of the low bidder in those cases where such is required (these provisions shall not apply to Mayor and Council items.);
   j. Person or persons to contact for further information, with telephone number. If the Primary Author of any report believes additional background information, beyond the basic report, is necessary to Council understanding of the subject, a separate compilation of such background information may be developed and copies will be available for Council and for public review in the City Clerk Department, and the City Clerk shall provide limited distribution of such background information depending upon quantity of pages to be duplicated. In such case the agenda item distributed with the packet shall so indicate.

SO, HOW DO WE MAKE THIS HAPPEN?

- Adopting aligned timeline and new process
    - Incorporating vetting and costing (i.e., implementation conferences)
    - Prioritizing vetted Major Items (prioritize, assign fiscal year, identify projects to remove to accommodate new Major Items)
    - Revising City Council Rules of Procedure and Order
- Making Appendix B guidelines mandatory
- Addressing adopted, open referrals
- Addressing Council items under consideration

BENEFITS

✓ Ensures **continuous improvements**

✓ Provides adequate context and impacts of items to **enhance Council decision-making**

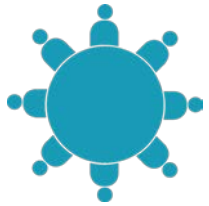✓ Identifies appropriate and necessary resources so that **adopted items are adequately resourced**

✓ Aligns processes to **ensure efficient implementation/realization of Council items**

✓ **Increases collaboration** among and between stakeholders

NEXT STEPS

Legislative aide roundtable

City Manager and Councilmember One-on-Ones

Revise and return item in July

THANK YOU.