



CITY OF DEL MAR CITY COUNCIL POLICY BOOK

204	ADVISORY COMMITTEE WORK PLANS	DATE ADOPTED:	04/04/2022
		BY RESOLUTION:	2022-23
		PAGES:	1 OF 3

PURPOSE:

The City of Del Mar (City) has various committees established to advise the City Council on topics of importance to the City. The City benefits greatly from the many committee members who volunteer their time serving their community. The purpose of this Policy is to provide committee members and Council and staff liaisons with additional procedures related to committee work plans to effectively engage advisory committees and manage City financial and staff resources.

Advisory committee efforts are directed by each committee's Council approved charter and annual work plan. Committee activities fall within the scope of their respective charter and may include educational outreach and events; drafting documents for City Council consideration; preparing recommendations or comments for City Council consideration; and assisting with approved City operational (routine in nature and/or relate to the City's daily operations), special projects, and Capital Improvement Program (CIP) work plan items (collectively referred to as the City Workplan) as may be appropriate. The amount of staff time and/or City financial resources required for committee work plan items ranges from significant to minimal.

The City Council established this Policy to set clear expectations for committee members, ensure committee work plan efforts are managed consistently from committee to committee, and to guide committee efforts to encourage alignment with established City Council Goals & Priorities (Council Goals) and the approved City Workplan.

POLICY:

The following procedures should be followed when preparing proposed advisory committee annual work plans and for ongoing management of committee work plan items and related City resources.

A. Advisory Committee Annual Work Plans

1. In accordance with the Standard Operating Principles for Advisory Committees, each committee will develop a proposed work plan for City Council approval annually.
2. Each year, committee chairs shall meet with the committee's Council and staff liaisons to draft a proposed committee work plan for committee consideration at the first meeting of the calendar year. The proposed work plan shall include a description of each work plan item, estimate of staff hours and City resources required, priority level, nexus to Council Goals and/or the City Workplan, and any additional pertinent information the committee would like to include. The City Clerk's Office will provide committees with standardized format for drafting annual work plans.
 - a. City Council will review and approve and/or modify committee work plans annually.



CITY OF DEL MAR CITY COUNCIL POLICY BOOK

204	ADVISORY COMMITTEE WORK PLANS	DATE ADOPTED:	04/04/2022
		BY RESOLUTION:	2022-23
		PAGES:	3 OF 3

- b. City Council approval is required to allocate resources to any committee generated items, including any new work plan items, that fall outside of the approved City Workplan. This will ensure the item can be considered in the context of the City's overall work plan, staff capacity, and financial position.

- c. City Council may take action related to committee generated work plan items including determining the item be added to the City Workplan, deferring the item for consideration as part of a future City Workplan, modifying the work plan item, providing additional direction to the committee, or not pursuing the item further.

- d. Committees will be notified of the City Council meeting when the proposed committee work plan item will be considered and the outcome of the City Council decision.