



CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 04/13/04
AGENDA ITEM _____
WORK SESSION ITEM WS#3

TO: Mayor and City Council
FROM: City Manager
SUBJECT: City Council Committees

This item appears on the agenda at the request of Mayor Roberta Cooper. It is intended to provide the Council an opportunity to review current practice with regard to standing committees and to discuss whether any changes are in order.

Presently, there are seven standing committees, each of which has three members. All the committees adhere to the provisions of the Brown Act. Some committees meet on a regular basis, while others convene as needed. Each committee is provided necessary staff support, although the amount of required staff assistance varies based on subject matter jurisdiction and frequency of meetings. (In light of budget constraints, I would suggest that staff support be a consideration as you discuss whether and if any changes are desired.)

The standing committees are as follows:

Airport: Meets quarterly to review specified issues pertaining to activity at the Airport. Meetings are held at 5:30 PM.

Budget and Finance: Meets both on a scheduled basis and as needed to review status of budget during the fiscal year. Generally, meets monthly between October and February at 4:00 PM.

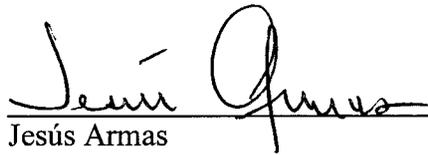
Capital Improvement (CIP): Meets once a year, generally in May, to review recommended CIP Budget prior to consideration of this budget by the full Council.

Commercial Center Improvement: Meetings scheduled to occur monthly, but convenes only if there is a development application (involving shopping and related commercial centers) for it to review. When held, meeting convenes at 5:30 PM.

Downtown: Meets monthly to review various issues, typically involving development activity, downtown. Meetings occur monthly at 7:00 PM.

Environment: Meets every other month to review progress in attaining recycling goals, and serves as oversight of annual recycling campaign and poster contest. Meetings occur at 5:00 PM.

Technology Application: Meets monthly, generally at 1:00 PM. Broadly speaking, focuses on how best to use technology in the delivery of City services. Examples in this regard include development of the City's web site, and introduction of a wireless capability in the downtown.

A handwritten signature in black ink, appearing to read "Jesús Armas". The signature is written in a cursive style with a horizontal line underneath the name.

Jesús Armas
City Manager