



December 6, 2021

Agenda Report

Re: Discussion And Approval Of Recommendations On Ways The Commission Shall Interface With The City Council And Council Committees On The Uses Of Homelessness Funding And Homelessness Operations Under The Commission's Purview

At the October 27th meeting of the Commission on Homelessness, the Commission requested discussion be agendaized to determine how the Commission will communicate to the City Council and Council Committees. In addition, the Commission requested this discussion be agendaized for a future commission meeting and tasked Chair Walker and Vice Chair Castillo with identifying and organizing this and future agenda items.

The Chair and Vice Chair met with the administration to discuss the means of communication and coordination of information. The discussion produced the following recommendations of how the Commission will convey information and what support would be necessary from the City Administration.

Communications

The Commission may use the following options to communicate to the City Council:

Written Communication

Prepared by a member of the body on behalf of the Commission and signed by the Chair, Vice Chair, and/or any member of the sub-committees, a letter can be written to convey the Commission's feedback, concerns, and/or recommendations. To provide for standardized written communications, the City has provided digital letterhead for the Commission on Homelessness attached to this report. This method considers sufficient time to prepare comments and deliver in advance of the day the Council and/or Committee will hear, discuss, and/or approve recommendations from staff.

Designated Spokesperson

The Commission, at its discretion, may designate the Chair, Vice Chair, and/or any member of the Commission to serve as the spokesperson to present a prepared letter and/or provide comments to represent the concerns of the Commission on Homelessness. This designation may occur in addition to issuing written comments to the Council or Committee. This method also considers there may be insufficient time to prepare comments and deliver in advance of the day the Council and/or Committee will hear, discuss, and/or approve recommendations from staff.

It is recommended the Commission decide at a review of an item if communication to the Council is necessary, if sufficient time provides for either one or both methods of communications, and who shall serve as spokesperson to the item.

Administrative Support/Coordination

It is imperative the Commission is kept aware of when the City Council and Committees will discuss homelessness policy and funding recommendations.

Legislative Watch and Review

Meetings of the City Council and Council Committees are established by an annual calendar adopted by the City Council. Council and Committee agenda items and adjustments to schedules are reviewed weekly by the Rules and Legislation Committee, which serves as the primary scheduling and agenda management authority for the City Council. Once a matter is assigned to a committee, the committee has the authority to re-schedule matters to other dates. Therefore, the Administration will share the scheduling actions of the Rules Committee and relevant committee pending lists that track hearing dates for homelessness policy and funding with the Chair and Vice Chair for scheduling to the Commission.

Department Proposals

The Administration will also work with City departments to obtain their proposed schedule of reports to ensure the Commission has the opportunity to hear department recommendations prior to Council and/or Committee hearings. The Administration will share the department schedules for homelessness policy and funding items with the Chair and Vice Chair for scheduling to the Commission.

The Commission may also request specific matters related to City Homelessness Policy and funding decisions come to this body. This request will come from the Chair, Vice-Chair, or Homelessness Administrator for a department presentation.

For effective coordination, the Commission should approve the above recommendations for coordination between the Chair and Vice-Chair and Homelessness Administrator of agenda items from the City's Rules and Legislation Committee and departments' schedules.

This report and recommendations are presented for Commission's discussion and approval.

Mark Walker/s/

Mark Walker

Commission on Homelessness