

Mayor/City Manager
Draft Work Plan
Mayor-Council Transition

Issue/Task	Timing	Type of Legislation Required	Charter Section Reference	Areas of Responsibility	Comments
<i>Pre-Budget Discussions</i>					
1. Establish the Independent Budget Analyst Office	1 to 2 months	Ordinance	§270(f)	City Council	Determine staffing and budget needs
2. Review Council Committees – add, subtract or revise current committee structure	1 to 2 months	Ordinance	§270(e)	City Council	Will the same 5 committees remain, or will Council choose to change all or some of the committees?
<i>On-going Discussions</i>					
3. Determine method of selecting the Council Presiding Officer	2 to 4 months	Ordinance	§270 (d) and 14	City Council	Including term of office
4. Determine the roles and responsibilities for the Council Presiding Officer	2 to 4 months	Ordinance	§270 (d)	City Council	Which roles/responsibilities, in addition to chairing meeting and managing the docket process, will the Presiding Officer have?
5. Establish new Council Agenda Procedures for docketing legislative actions	2 to 4 months	Procedural	§275	City Council	1472 process, coordination with Mayor/manager and City Attorney staff, determine staffing implications.
6. Establish City Clerk’s procedures for forwarding Council approved legislation to the Mayor	2 to 4 months	Procedural	§280	City Council City Clerk Mayor/Manager	Determine timing and procedures
7. Determine process for Mayoral Approval or Veto of Council Legislation Process	4 to 6 months	Procedural	§280 and 290	Mayor/Manager City Clerk	Timing and procedures
8. Process for Council’s enactments over Mayoral Vetos	4 to 6 months	Procedural	§285	City Council City Clerk	Timing and procedures
9. Establish the process for the Mayor and independent dept. heads to propose matters for Council consideration	4 to 6 months	Procedural	§270(d)	City Council Mayor/Manager	Determine procedures
10. Establish procedures for the Mayor to propose the annual budget to the Council	4 to 6 months	Procedural	§265(b)(15)	Mayor/Manager	Determine timing and procedures
11. Establish procedures for the Council to respond to the annual budget prepared by the Mayor	4 to 6 months	Procedural	§290(b)	City Council	Determine timing and procedures

Mayor/City Manager
Draft Work Plan
Mayor-Council Transition

Issue/Task	Timing	Type of Legislation Required	Charter Section Reference	Areas of Responsibility	Comments
12. Establish procedures for Council consideration of the annual Salary Ordinance	4 to 6 months	Procedural	§290(a) and 70	City Council Mayor/Manager	Determine timing and procedures
13. Review and revise Municipal Code and Council Policies	4 to 6 months	Ordinances & Resolutions	Procedural	City Attorney	To identify inherent inconsistencies with Charter changes as well as those necessary for implementation of new system
14. Review and revise procedures relating to preparation of staff reports to Council on legislative issues	4 to 6 months	Procedural	Procedural	City Council Mayor/Manager	Determine who originates staff reports
15. Review procedures regarding quasi-judicial decisions	4 to 6 months	Procedural	§280(a)(2) and (b)	City Council	Procedural changes relating to identification on Council's agenda because these decisions cannot be vetos by Mayor
16. Review structure of the Housing Commission, Redevelopment Agency and other City Agencies	4 to 6 months	Ordinance or Resolution	§265(b)(13)	City Attorney	Will the structure of these agencies change under the Strong Mayor form of government?
17. Review structure of Data Processing Corporation and IT Board	4 to 6 months	Ordinance or Resolution	Procedural	City Council Mayor/Manager	Council delegated its voting proxy to City Manager in July 2004. Will this responsibility stay with the Manager or be transferred to another designee?
18. Review process for long-term contracts, lease agreements and renewals, procurements, etc.	4 to 6 months	Procedural	§265(b)(2)	Mayor/Manager	How will the 1544 (Request for City Manager action) process change?
<i>Post Implementation</i>					
Establish a system to measure the successes and/or failures of Proposition F	1 to 5 years	Ordinance or Resolution	Procedural	City Council Mayor/Manager	Set up performance expectations, objectives and measurements for the 5-year implementation period.