



# POLICY AND SERVICES COMMITTEE ACTION MINUTES

Special Meeting Council  
September 20, 2017

Chairperson Wolbach called the meeting to order at 6:02 P.M. in the Community Meeting Room, 250 Hamilton Avenue, Palo Alto, California.

Present: DuBois, Kniss, Kou, Wolbach (Chair)

Absent:

## Oral Communications

None.

## Agenda Items

1. Discussion of Re-aligning Terms on the Architectural Review Board, the Historic Resources Board, the Parks & Recreation Commission, and the Planning & Transportation Commission and Other Board and Commission Changes.

**MOTION:** Council Member DuBois moved, seconded by Vice Mayor Kniss to recommend the City Council adopt an Ordinance to:

- A. Keep two recruitment periods, with the Library Advisory Commission, the Human Relations Commission, the Public Art Commission, and the Historic Resources Board being held in September/October; and the Architectural Review Board, the Parks & Recreation Commission, the Planning & Transportation Commission, and Utilities Advisory Commission being held in January/February; and
- B. Remove the requirement that the election of the Planning & Transportation Commission chairperson and vice chairperson occur in November; and
- C. Add, "gender identity" to the Human Relations Commission's jurisdiction; and

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- D. Update Human Relations Commission language to include gender neutral language; and
- E. Update Parks and Recreation Commission language to reflect name changes in Community Services Department divisions.

**SUBSTITUTE MOTION:** Council Member Wolbach moved, seconded by Council Member XX to hold all of the scheduled Boards and Commission interviews in January/February and designate September/October as a planned vacancy filling period, while allowing Staff the opportunity to recruit throughout the year, as needed.

## **SUBSTITUTE MOTION WITHDRAWN BY THE MAKER**

**INCORPORATED INTO THE MOTION WITH CONSENT OF THE MAKER AND SECONDER** to add to the Motion, "to leave the process of appointing unscheduled vacancies as it currently stands."

**MOTION AS AMENDED RESTATED:** Council Member DuBois moved, seconded by Vice Mayor Kniss to recommend the City Council adopt an Ordinance to:

- A. Keep two recruitment periods, with the Library Advisory Commission, the Human Relations Commission, the Public Art Commission, and the Historic Resources Board being held in September/October; and the Architectural Review Board, the Parks & Recreation Commission, the Planning & Transportation Commission, and Utilities Advisory Commission being held in January/February; and
- B. Remove the requirement that the election of the Planning & Transportation Commission chairperson and vice chairperson occur in November; and
- C. Add, "gender identity" to the Human Relations Commission's jurisdiction; and
- D. Update Human Relations Commission language to include gender neutral language; and
- E. Update Parks and Recreation Commission language to reflect name changes in Community Services Department divisions; and

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- F. To leave the process of appointing unscheduled vacancies as it currently stands.

**MOTION AS AMENDED PASSED:** 4-0

2. Continuous Monitoring Audit: Overtime.

**MOTION:** Vice Mayor Kniss moved, seconded by Council Member Wolbach to recommend the City Council accept the Continuous Monitoring Audit: Overtime.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion, "and direct City Auditor and City Manager's Staff to clean up the language in the City Manager's Response to reflect the Committee's discussion."

**MOTION AS AMENDED RESTATED:** Vice Mayor Kniss moved, seconded by Council Member Wolbach to recommend the City Council accept the Continuous Monitoring Audit: Overtime and direct City Auditor and City Manager's Staff to clean up the language in the City Manager's Response to reflect the Committee's discussion.

**MOTION AS AMENDED PASSED:** 4-0

3. Fiscal Year 2018 Audit Work Plan.

**MOTION:** Vice Mayor Kniss moved, seconded by Council Member Kou to recommend the City Council approve of the Fiscal Year (FY) 2018 Proposed Audit Work Plan.

**MOTION PASSED:** 4-0

4. Staff Recommendation That the Policy and Services Committee Recommend the City Council Accept the Status Update of the Palo Alto Animal Services Audit.

**MOTION:** Vice Mayor Kniss moved, seconded by Council Member Kou to recommend the City Council accept the Status of Audit Recommendations for the Audit of Palo Alto Animal Services.

**MOTION PASSED:** 4-0

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## Future Meetings and Agendas

The Committee discussed upcoming Agenda Items and meeting schedule.

ADJOURNMENT: Meeting adjourned at 8:09 P.M.