



POLICY AND SERVICES COMMITTEE ACTION MINUTES

Special Meeting
December 10, 2019

The Policy and Services Committee of the City of Palo Alto met on this date in the Community Meeting Room at 6:03 P.M.

Present: Kniss, Kou, Tanaka

Absent:

Agenda Items

1. Staff Recommends the Policy and Services Committee Recommend the City Council Accept the Status Updates of the Audits of: 1) City-wide Cash Handling and Travel Expense; 2) Cable Franchise and PEG Fees; 3) Continuous Monitoring: Overtime; and 4) Continuous Monitoring: Payments.

MOTION: Council Member Kou moved, seconded by Council Member Tanaka to recommend to the City Council to accept the Status Updates of the Audits of:

- 1) Citywide Cash Handling and Travel Expense;
- 2) Cable Franchise and PEG Fees;
- 3) Continuous Monitoring: Overtime;
- 4) Continuous Monitoring: Payments.

MOTION PASSED: 3-0

2. Discussion and Recommendations Regarding City Council Protocols and Procedures Handbook.

MOTION: Chair Kniss moved, seconded by Council Member Tanaka to recommend to the City Council to make the following change to the Draft City Council Procedures and Protocols Handbook:

1. Page 9, bullet one, remove "at least 5 days prior to the meeting" and change to "72 hours prior to the meeting."

ACTION MINUTES

MOTION WITHDRAWN BY THE MAKER

THE COMMITTEE TOOK A BREAK AT 7:54 P.M. AND RETURNED AT 7:55 P.M.

MOTION: Council Member Tanaka moved, seconded by Council Member Kou to recommend to the City Council to forward the discussed changes to the full Council for discussion in a redlined document, to show suggested changes.

MOTION PASSED: 3-0

COUNCIL TOOK A BREAK AT 9:16 P.M. AND RETURNED AT 9:18 P.M.

3. Discussion and Recommendations for 2020 City Council Priority Setting Process.

MOTION: Chair Kniss moved, seconded by Council Member Tanaka to recommend to the Council to include the previous priorities and to have the Council be more specific in their priority setting in the 2020 City Council Priority Setting process.

INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND THE SECONDER to have the format and facilitation of the 2020 City Council Priority Setting process be worked out with the new Mayor and the City Clerk.

MOTION RESTATED: Chair Kniss moved, seconded by Council Member Tanaka to recommend the Council use the 2019 City Council Priority Setting for the 2020 City Council Priority Setting Process, have the priorities be focused in such a way that items can be accomplished and, have the format and facilitation be determined by the new administration.

MOTION AS AMENDED PASSED: 3-0

Adjournment: The meeting was adjourned at 9:37 P.M.