

**COUNCIL MEETING**  
10/26/2020  
 Received Before Meeting **4A**

# AD HOC ON BOARDS AND COMMISSIONS RECOMMENDATIONS & OTHER ITEMS FOR CONSIDERATION

October 26, 2020

[www.cityofpaloalto.org/council](http://www.cityofpaloalto.org/council)

# PURPOSE

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- **Consider Ad Hoc Recommendations**
- **Discuss Next Steps**

# BACKGROUND

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- **December:** Council gave guidance on BCC improvements and Mayor established Ad Hoc
- **December:** Ad Hoc released online survey to current and past members of BCCs
- **February:** Ad Hoc returned to Council with a status update, Council approved next steps including drafting a handbook for consideration based on other cities good work
- **February:** Pandemic resulting in a pause in the Council Ad Hoc and staff work
- **March-June:** Council adopted several ordinances reducing boards and commissions membership from seven to five (Human Relations Commission, Public Art Commission)
- **July-September:** Ad Hoc and staff work resumed
- **October:** Ad Hoc to present their recommendations for City Council consideration

# AD HOC RECOMMENDATIONS: HANDBOOK HIGHLIGHTS

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## **Adopt the recommended Boards, Commissions, and Committee Handbook, including:**

- Requiring Boards, Commissions, and Committees training
- Establishing a process for the City Council to remove a BCC member
- Establishing BCC member attendance standards
- Requiring the adoption of annual workplans, including an annual process for City Council review and acceptance, and requiring Council approval of any new priority added to their workplan outside of the annual workplan review
- Considering a limit of two, four-year terms for all BCCs
- Implementing changes to the BCC recruitment process and application process
- Requiring adherence to a Code of Conduct for all BCCs
- Establishing additional Council expectations of BCC members

# RECOMMENDATION & DISCUSSION

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- **Approve Ad Hoc Recommendations**
  - Adopt the Boards, Commissions, and Committee Handbook and changes to City process contained within
  - Discuss and approve a Boards, Commissions, and Committees Application Letter and Recommended Application Changes
- **Discuss Other Items Previously Reviewed by the Council**
  - Consider BCC interview timelines and other adjustments to the City Council process
  - Discuss reducing the Parks and Recreation Commission from seven to five members
  - Discuss inviting student representatives to participate in the BCCs process



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