



CITY OF
**PALO
ALTO**

City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: City Manager

Meeting Date: April 1, 2024

Report #:2403-2799

TITLE

Policy and Services Recommendation Regarding Use of Board and Commissions Demographic Data

RECOMMENDATION

The Policy and Services Committee recommends City Council approve the following use of Board, Commission and Committee (BCC) demographic data: Demographic data collected on the current BCCs, and corresponding data for Palo Alto as a whole, will be distributed to the City Council as a reference prior to making new BCC appointments.

BACKGROUND

The Policy and Services Committee discussed this item as part of the quarterly race and equity update at the March 12, 2024 meeting. At that meeting the Committee discussed the previous (2021) BCC survey results (**Attachment A**) with local contextual demographics data for Palo Alto. The Committee also discussed two broader questions:

How should the BCC demographic survey response data be shared with the full City Council for consideration when making new appointments? And

How should the City assess BCC member socioeconomic demographics? This question is relevant for future BCC demographics surveys. The 2024 BCC demographics survey questions are included for context as **Attachment B** to this report.

The Committee took the following action:

MOTION: Council Member Lythcott-Haims moved, seconded by Chair Kou for the Policy and Services Committee to recommend to the City Council to provide demographic data on the current composition of BCCs, and corresponding data for Palo Alto as a whole, as a reference prior to making new BCC appointments.

MOTION PASSED: 3-0

ANALYSIS

The Committee recommends that the City Council receive the BCC demographics survey results prior to the interviews for new BCC members. This information would be provided consistent with expectations set with BCC members when survey responses were solicited: the demographic data will be aggregated to maintain anonymity and will not be reported on a per-commission basis. Providing the data to the full City Council prior to BCC interviews for the annual recruitment process is intended to be informational only for the City Council. This provides an annual opportunity for the City Council to observe changes over time in overall demographic representation on the BCCs.

FISCAL/RESOURCE IMPACT

There is no anticipated fiscal impact for this item. Staff conducts and analyzes the survey data and prepares the reports for presentation to the City Council.

STAKEHOLDER ENGAGEMENT

Staff coordinates with the Clerk's Office to ensure the list of BCC members is accurate and up to date. Staff also connects with BCC members to request participation in the BCC demographics survey and shares the aggregated results publicly online.

ENVIRONMENTAL REVIEW

Council action on this item is not a project as defined by CEQA because Council's receipt of BCC demographic data is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. CEQA Guidelines section 15378(b)(5).

ATTACHMENTS

Attachment A: Palo Alto BCC Survey Summary 2021 with Community Context

Attachment B: BCC Demographic Survey, 2024

APPROVED BY:

Ed Shikada, City Manager