

POLICY & SERVICES WORKPLAN CALENDAR 2025

As of February 2025

The Municipal Code states that the role of the Council Policy & Services Committee is to consider and make recommendations on matters referred to it by the Council relating to parliamentary and administrative procedures and policy matters pertaining to intergovernmental relations, personnel policies, planning and zoning, traffic and parking, public work, and community and human services. (§2.04.220)

The end of the document contains information on the completed 2024 referrals as well as the pending referral with no set date.

January

- Mayor appoints Committee and designates Chair; no Policy & Services Committee meeting

February

- Auditor Report: Grant Management Audit
- Auditor Report: Utility Billing Audit
- Nonprofit Partnerships Workplan
- Follow Up from City Council Retreat re Umbrella Operating Strategies

March

- Auditor Report: Dispatch Assessment
- Recommendations for Nonprofit Partnerships Workplan Phase 1
- Auditor Quarterly Report (tentative)
- Auditor Task Order Report (if needed)

April

- Update on Recent Race and Equity Work
- Legislative Update (State and Federal)
- Referral: Board and Commission Member Onboarding Support
- Auditor Report: TBD
- Auditor Report: TBD

May

- Recommended Approval of Safe Streets for All Action Plan
- Referral (2024): Establish a frequency for joint City Council meetings or Policy & Services meeting with Boards and Commissions, Youth Council, and meetings with Boards and Commissions Chairs;

- Referral Follow Up: Discussion and Recommendation to Council Regarding Potential New Procedure for Councilmembers to Make Referrals to Staff
- Auditor Report: TBD

June

- Referral (2024): Review of an annual schedule of repeat items that occur annually on agendas for Policy & Services, Finance Committee, and City Council along with the approximate month they occur
- Referral (2024): Policy & Services to review and make recommendations for any initiatives to support and strengthen neighborhood programs (linked to discussions in 2021)
- Audit task orders
- Tentative: Bicycle Pedestrian Transportation Plan (BPTP)

July

No meeting; Council break

August

- Auditor Report: TBD
- Auditor Report: TBD
- Race and Equity Update Report
- Legislative Update (State and Federal)

September

- Auditor Report: TBD

October

- Quarterly Audit Status Report

November

- Auditor Report: TBD
- Legislative Agenda and Guidelines (can also go in December)
- Quarterly Update on Recent Race and Equity Work

December

- Auditor Report: TBD
- Procedures & Protocols Handbook Discussion (Annual Discussion)
- 2026 City Council Priorities Discussion (focused on process, the retreat and submitted ideas)
- Informational: Report out on Status of Committee Referrals

Completed Referrals (status and date of referral):

1. Public Arts Program Discussion
2. Council Discretionary Funds Policy
3. Discussion of the Creation of the Advisory Committee regarding Council Compensation

4. Initial Discussion Regarding Potential New Procedure for Councilmembers Referrals to Staff

Pending Referrals:

1. Continued follow up of: Seismic Ordinance Update

Previous Council Suggestions:

1. Lead inclusive engagement and outreach to co-create an implementation plan to address homelessness in Palo Alto
2. Explore options to expand RV safe parking, in particular near Geng Road. *Present findings to Council*
3. Pursue options for ensuring sanitary and safe conditions related to unhoused populations. Relates to efforts to address health and safety impacts of homelessness.