



POLICY AND SERVICES COMMITTEE MINUTES

Special Meeting
December 10, 2013

Chairperson Kniss called the meeting to order at 6:11 P.M. in the Council Conference Room, 250 Hamilton Avenue, Palo Alto, California.

Present: Holman, Klein, Kniss (Chair), Price

Absent:

Oral Communications

None

Agenda Items

Chair Kniss announced that Agenda Item Number 3 would be heard first, then Agenda Item Number 2, and finally Agenda Item Number 1.

1. (Former Agenda Item Number 3) Discussion and Consideration of Recommendations to City Council on Renaming the Main Library.

Monique Zieshenne, Library Director, reported Main Library construction was on schedule and on budget. Main Library was scheduled to reopen by the end of 2014. Council Member Klein originally suggested renaming Main Library. The Library Advisory Commission (LAC) considered options and recommended the name Rinconada based on geographical location. The Palo Alto Historical Association (PAHA) confirmed the recommendation in June 2013. In September 2013, the Council referred the item to the Policy and Services Committee (Committee) for further discussion. The City's renaming policy allowed buildings to be renamed for historically significant people. There had been some question as to whether that was acceptable. According to the policy, the Council referred a renaming idea to the relevant Commission. The Commission then made a recommendation, subject to PAHA review, to the Council for approval. The Committee could refer suggestions to LAC in order to follow the process as stated in the policy. Palo Alto Library Foundation (PALF) fundraising efforts included naming rights for rooms. In addition, an extremely large donation could receive

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naming rights to the facility in question. PALF fundraising efforts close at the end of 2013.

Council Member Kniss asked if PALF received any extremely large donations.

Ms. Ziesenhenne indicated the Morgan Family Foundation donated \$1.5 million. The Committee could suggest a new name, allow community members to suggest names, accept the previous recommendation, retain the name Main, or do something else.

Chair Kniss noted the Council would need to override policy requirements if it chose to rename the library for a person of historical interest. She inquired whether Ms. Ziesenhenne would recommend returning the item to LAC and PAHA.

Ms. Ziesenhenne felt LAC and PAHA would approve it if it was part of the process. LAC discussed the possibility of recommending the name Rinconada again.

Chair Kniss asked if LAC was definitive regarding the name Rinconada.

Ms. Ziesenhenne stated LAC did appreciate it.

Chair Kniss asked if PAHA was comfortable with the name Rinconada.

Ms. Ziesenhenne answered yes.

Council Member Klein reported the Council referred the item to the Committee with directions that it work with PAHA to bring a recommendation to the Council to rename the Main Library for a distinguished person in Palo Alto history or to recommend the continued use of the name Main Library if an appropriate individual could not be determined. That direction was more specific than what Staff suggested. The Committee's mandate was to find a distinguished person in Palo Alto history and to recommend that name for renaming Main Library. The Committee's action would be consistent with the process for names. PAHA viewed it's role as approving, not suggesting, a name.

Council Member Price inquired whether the final point regarding past foundation requests referred to PALF.

Ms. Ziesenhenne replied no. It referred to other foundations outside the Library. Other foundations made requests for naming where the foundation specified how the name could be used.

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Council Member Price posed a scenario of naming the library for a historical person whose family previously formed a foundation using the same name. She asked if the City could determine whether there were restrictions on the use of a name in such a scenario.

Ms. Ziesenhenne assumed a family would be happy to have a library named in honor of their family member, but there could be an issue. Some people wanted to control the use of names.

Chair Kniss reiterated the Council's direction.

Council Member Klein knew of several historical people he would support naming the library after. He did not believe Staff liked the idea. The City would need family permission or acceptance prior to using a name. He suggested David Packard, Bill Hewlett, and Russel Lee. Now was an appropriate time to honor a Palo Alto resident. Johnson Park was named for Frances Johnson, the first female OB-GYN in the area.

Council Member Holman added that Ms. Johnson lived in the neighborhood.

Chair Kniss preferred the name Main Library. Mr. Packard was influential in the community; however, he lived in Los Altos. She thought of Dr. Lee in relation to the clinic rather than Palo Alto. In addition, many things were named for both Mr. Packard and Mr. Hewlett. It was interesting that Council Member Klein suggested names of people who did not donate funds to the library.

Council Member Holman agreed with Chair Kniss. Naming buildings for people was a good idea; however, the particular names did not resonate with the library. She could not suggest a name of a person who had been associated with the library. One Council Member suggested Edward Durell Stone, the architect of significant buildings in the community.

Council Member Price agreed with Council Member Klein. The City could find a better name than Main. Council Member Klein's suggestions were reasonable candidates. She preferred someone associated with the library, but she did not know of anyone who met that criteria. The library should be named after an individual who had an important role in the Valley or the immediate area.

James Keene, City Manager, suggested Staff could assist the Committee with developing criteria, following up with PAHA or other entities, or researching names. It would be awkward if Staff compiled a list of names and omitted someone of some importance. An individual should have some

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association with the library or the symbolism of libraries. Libraries played an important role in society and in democracy.

Herb Borock reported in the case of a tie vote, the Committee should forward the item to the Council without a recommendation. The Council had a policy for naming and renaming facilities. The policy required a compelling reason to rename a facility. If the Council did not wish to follow its policy, then it should change the policy first.

Chair Kniss liked the name Rinconada. She questioned whether other libraries should be renamed.

Council Member Klein believed it would be inappropriate for the Committee to recommend the name remain the same, because that was not consistent with Council direction. To keep the name Main, the Committee would have to make a finding that there was not an appropriate individual to name the library after.

Chair Kniss clarified that the Council directed the Committee to work with PAHA to bring a recommendation to the Council. The Committee had not worked with PAHA. She asked if PAHA had provided a recommendation.

Ms. Ziesenhenné reported Staff's contact with PAHA concerned the name Rinconada. Staff could prepare a list of names and establish criteria and involve PAHA. She was seeking clarification of the Committee's preference for a name.

Council Member Klein indicated the Council made that decision.

Chair Kniss reiterated that the Council directed the Committee to work with PAHA to present a recommendation. The direction was not as prescriptive as Council Member Klein suggested.

Council Member Klein stated he would be happy to work with PAHA. He was frustrated that PAHA only confirmed LAC's recommendation. He and another Committee Member could work with PAHA to develop a list of names.

Sheila Tucker, Assistant to the City Manager, reported the current policy required Staff to work with PAHA. PAHA should conduct a public hearing and confirm that any recommended names met the criteria of appropriate significance. Perhaps Council direction was for the Committee to work with PAHA to ensure PAHA conducted a public hearing and to ensure any name met criteria.

Council Member Klein did not believe that had been done either.

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Chair Kniss indicated the direction also stated the Committee could recommend the continued use of the name Main Library.

Council Member Klein disagreed. The direction stated if the name of an appropriate individual could not be determined.

Chair Kniss reiterated that two Committee Members did not believe there was an appropriate individual to name the library after.

Council Member Klein asked if Chair Kniss moved to continue using the name Main Library.

Chair Kniss did not believe the discussion was finished.

Council Member Klein agreed the Committee could make that finding. It would be a disingenuous finding, because Chair Kniss stated her preference for the name Main. PALF was consulted and did not object to renaming Main.

MOTION: Council Member Klein moved, seconded by Council Member Price to recommend to the City Council to direct the Policy and Services Committee to follow a process set out by the Council to consult with the Palo Alto Historical Association (PAHA) to come up with some recommendations for names of a distinguished person in Palo Alto history whose name would assume the presently named Palo Alto Main Library.

Chair Kniss stated the Committee had not worked with PAHA.

Council Member Klein clarified that the Motion directed the Committee to work with PAHA.

Chair Kniss stated the Motion was to work with PAHA to identify a name. She would not support the Motion, because it was not necessary to work with PAHA or to identify the name of an individual.

Council Member Holman suggested the name be Carnegie in honor of the former library. She concurred with Chair Kniss' interpretation of Council direction. A great deal of time had been spent on the topic. She would accept retaining the name Main Library.

MOTION FAILED: 2-2 Holman, Kniss no

2. Year-End Update to Benefits Audit.

Kathryn Shen, Director, People Strategy and Operations, reported her (Department) requested the audit more than a year ago to address issues

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with benefits administration. The California Public Employees' Retirement System (CalPERS) was not willing or able to administer the various retiree health plans; therefore, Staff was responsible for administration. The Department worked carefully with the audit team and the Administrative Services Department (ASD) to institute new systems and to hire a Manager of Benefits and a Human Resources Representative.

Council Member Price requested clarification of the role of EBS.

Ms. Shen explained that EBS was a third-party vendor that reimbursed retirees. CalPERS treated retirees as if they received the minimum payment, and Staff had to reimburse retirees.

Council Member Price inquired about the process for retirees to clarify errors.

Sandra Blanch, Assistant Director of People Strategy and Operations Department, indicated retirees could call EBS for assistance. The City's website provided contact information for EBS and CalPERS and a diagram of the reimbursement process. If EBS could not respond to questions, retirees could contact the Department. Staff could review EBS and CalPERS records to respond to questions.

Council Member Price noted 16 audit items were completed and asked if Staff had a timeframe to resolve the remaining items.

Ms. Shen reported only one item remained outstanding at the current time. Staff anticipated closing it by the end of the year.

Council Member Klein asked if Staff received any letters of complaint.

Ms. Blanch responded no. A handful of retirees raised questions, primarily when they moved to Medicare. CalPERS required a month or two to adjust the deduction.

Council Member Klein inquired whether there was any possibility that CalPERS would provide data to employees in the future.

Ms. Shen did not believe so. CalPERS was entrenched in having the agency administer payments.

Council Member Klein inquired about the process used in other states to handle the problem.

Ms. Shen had not researched how other states handled it. She was appointed to the Employee Relations Committee of the California League of

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Cities and the CalPERS subcommittee. She contacted subcommittee members about the problem.

Council Member Klein was confused by the statement regarding deductions for the negotiated employee share of healthcare premium payments, currently 10 percent of the total cost up to the amount of the second highest plan.

Ms. Shen clarified that the statement applied to active employees.

Council Member Klein did not believe the statement was accurate. As he understood it, employees were paying 10 percent of the cost of the plan. He asked if an employee chose the second highest cost plan, would that employee pay 10 percent.

Ms. Shen replied yes.

Council Member Klein calculated that in a plan costing \$900 a month, the City would pay \$810 and the employee would pay \$90. If an employee chose the highest cost plan, costing for example \$1,000 a month, then the employee would pay \$90 of the \$900 cost plus the remaining \$100 for a total of \$190.

Ms. Shen concurred.

Council Member Klein noted the parenthetical stated 10 percent of total cost.

Ms. Shen indicated the employee paid up to a cap of the amount of 90 percent of the second highest plan.

Council Member Klein explained that in his example, the employee chose the highest cost plan of \$1,000. Using the formula, all that employee would pay was 10 percent of \$1,000 (\$100) up to the cost of the second highest plan (\$900). But that was not applicable.

Ms. Blanch understood his point. The statement should be clarified.

Council Member Klein wanted to ensure the public understood.

Ms. Blanch reported only one employee chose the highest cost plan for active employees, and he was paying the difference.

Council Member Klein requested Staff reword the statement. He asked which of the two items designated with a deadline of December 31, 2013 were completed.

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Ms. Blanch indicated the amendment to the contract with EBS was completed by refining the scope of services.

Council Member Klein inquired about the review of previous retiree records.

Ms. Blanch stated the review was in progress.

Council Member Klein asked if it could be completed in two weeks.

Ms. Blanch believed so. Staff was having to review data by name rather than CalPERS ID number.

Council Member Holman inquired whether the Auditor's Office reviewed the measures implemented to ensure they met audit recommendations.

Houman Boussina, Acting City Auditor, answered yes. As part of the audit process, the audit team followed up on the status of recommendations and reviewed completion of recommendations. In this instance, the Department wanted to provide the update and auditors were part of the process.

Council Member Holman asked if the Auditor's Office was satisfied with the completion status.

Mr. Boussina responded yes. Staff and the Auditor's Office reviewed procedures, and they satisfied the Auditor's Office.

Ms. Shen noted the status of completed was supplied by the Auditor's Office.

Council Member Holman inquired whether SAP was utilized in the administration of benefits.

Ms. Shen reported all employee data was recorded in SAP. Audit procedures required regular review of EBS and CalPERS reports. Because the reports were not on the same system, Staff reviewed them point by point.

Council Member Holman inquired about efficiencies to make the process smoother.

Mr. Boussina indicated that type of efficiency was not within the scope of the audit. The Auditor's Office always encouraged departments to search for efficiencies.

Council Member Holman asked if the Department identified any ways to be more efficient within SAP.

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Ms. Shen joined with ASD to purchase a new software that would pull the correct data from SAP to make the comparison with CalPERS easier.

Chair Kniss suggested Ms. Shen work with the League of Cities subcommittee to encourage CalPERS to allow wellness programs.

Ms. Shen stated a wellness program was on her list of things to work on.

3. (Former Agenda Item Number 1) Boards and Commissions Applications Revisions.

Donna Grider, City Clerk, reported the item concerned the final step in changes to the process for recruiting Board and Commission Members. The recognition event held on November 7, 2013, was successful. Council Members presented Proclamations to Board and Commission Members.

Chair Kniss inquired about the number of people present.

Beth Minor, Assistant City Clerk, responded approximately 50.

Council Member Price felt it was well done, and attendees were engaged and pleased. A former Commissioner reported recognition events were held in the past. She inquired whether appreciation certificates could be sent to all people who served on Boards and Commissions in the prior 15 years.

Ms. Grider indicated the number would be high. She wanted to establish a relationship among the Clerk's Office, the candidates, the Council, and the liaisons. She did not believe liaisons presented Resolutions of Appreciation to Board and Commission Members when they left. That would be a way to recognize Board and Commission Members. She was unsure if she could present certificates to everyone who served in the prior 15 years.

Council Member Price stated having the liaisons present Resolutions might be more appropriate.

Council Member Holman agreed it was a successful event. It was important for Council Members and critical Staff to be present. She requested Staff attempt to determine the reasons for Board and Commission Members resigning.

Council Member Klein hoped the event would continue. In years past, recognition events were held in the summer at a park.

Ms. Grider recalled firefighters hosted the barbeque at Foothill Park at a prior recognition event.

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Council Member Klein suggested alumni be invited to attend every few years, particularly if an event was scheduled in 2019 for the City's 125th Anniversary.

Chair Kniss asked how many people were invited.

Ms. Grider noted Parks and Recreation Commissioners did not attend.

Chair Kniss asked if they were invited.

Ms. Grider responded yes and that she did not know the reason they did not attend. She should have followed up with Mr. Betts. That was a learning experience, and she would do that in the future.

Chair Kniss was pleased Ms. Grider held the event. Everyone loved to be thanked and to have casual conversations.

Ms. Grider indicated everyone networked well.

Chair Kniss felt gathering everyone allowed a different kind of conversation.

Council Member Holman believed one of the most important aspects was the opportunity for everyone to become acquainted. Communication among Board and Commission Members would benefit the City.

Chair Kniss noted two Council Members worked to revise the applications.

Ms. Grider reported the Council amended the Municipal Code to allow recruitments twice a year. The final step was revision of applications. The recommendation was to reduce the number of questions, to review the way questions were presented, to consider a friendlier greeting, and to eliminate the two-mile requirement for conflict of interest.

Chair Kniss asked if applications indicated the number of Board or Commission Members.

Ms. Grider replied yes. The application for the Architectural Review Board (ARB) provided that information in the middle of the page.

Chair Kniss suggested the statement be bolded.

Sheila Tucker, Assistant to the City Manager, reported the City Attorney was working to update the Meeting Code and anticipated returning to the Committee in February 2014. At that time, Ms. Stump would propose a number of simple amendments that would require Ordinance revisions. Ms. Stump would also present a work plan, schedule, and resource impact for

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topics that would require substantial policy discussion and decision.

Council Member Holman understood many items were basic changes that were made.

Ms. Grider indicated the Clerk's Office did not make Municipal Code changes. She updated webpage descriptions that did not require Code changes.

Ms. Tucker noted any changes to the Municipal Code required two hearings at the Council.

Council Member Holman clarified that basic items, such as missing Code references, were changed.

Council Member Price felt one of the goals was to make applications more understandable and accessible to an applicant. She wanted to encourage residents to apply. The changes were good.

Council Member Holman recommended the last paragraph on page 1 be moved to the top of the page.

Council Member Klein agreed, it should be at the top of the page. He did not wish to edit it any further. He questioned whether the Council needed to approve the revised applications as stated in the Staff recommendation.

Ms. Grider assumed Council approval was necessary.

Ms. Tucker believed it was important to inform the Council of the changes as they would affect the community. If the Policy and Services Committee (Committee) voted unanimously, the item would be placed on the Consent Calendar.

Council Member Klein did not believe the item would be removed from the Consent Calendar. He questioned the need for future Council approval of minor revisions if the Clerk's Office and the Committee agreed on those revisions.

Ms. Grider wanted Council approval for changing the entire process. Council approval should not be needed for future minor revisions.

Council Member Klein suggested the cover sheet contain language indicating revised applications were presented to the Council for informational purposes.

Ms. Grider inquired whether language could be inserted that indicated future minor revisions would be made administratively.

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Council Member Price responded yes. It was time consuming for the Council to review every change.

Council Member Holman noted over time the applications all became the same. She cautioned against overuse of changes.

MOTION: Council Member Holman moved, seconded by Council Member Price to recommend to the City Council to approve the revised Boards and Commissions Applications; and 2) to move the paragraph written as: "Palo Alto welcomes volunteers and we appreciate that you are taking the time to apply. Completion of this application provides valuable information to the City Council. If you have any questions or concerns please contact the City Clerk's Office" to be moved at the top of the cover page of the application packet.

Council Member Holman felt the applications were greatly improved.

Council Member Price appreciated Committee remarks.

Chair Kniss indicated Staff and the Council had to keep the public informed of the importance of applying for Boards and Commissions. She asked how Staff planned to make the public aware of the new process.

Ms. Grider reported Staff would try different avenues to reach out to the public, such as large ads in the front of the newspaper or a booth at public events.

Chair Kniss noted the City was moving away from print and toward social media. She suggested Staff work with Claudia Keith.

Ms. Grider agreed to do so. It was an excellent idea.

Chair Kniss asked if the Clerk's Office used interns. The younger generation was adept with social media.

Ms. Grider used high school students to videotape Board and Commission meetings; however, that did not work well.

Council Member Price inquired whether Staff worked with the Information Technology (IT) Department to place links to the applications in highly visible locations on the City's website or to place references on several pages of the website.

Ms. Minor reported the Board and Commission page would be redesigned to include more information about the new program and links to current recruitments.

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Council Member Holman recommended the online look of the applications be user friendly.

Chair Kniss presumed residents could request applications by mail.

Ms. Grider replied yes.

Chair Kniss suggested placing applications at libraries.

Ms. Grider tried bookmarks, but they did not work well. She would determine if applications could be placed in libraries.

MOTION PASSED: 4-0

Future Meetings and Agendas

Chair Kniss indicated the Policy and Services Committee would not be reconstituted until February 2014.

Sheila Tucker, Assistant to the City Manager, reported the state lobbyist agreement was removed from the December Agenda. An additional round of oral interviews was scheduled for December 18, 2013. Staff recommended presenting the contract for a state lobbyist directly to the Council in January 2014, given the time sensitivity of the legislative calendar.

ADJOURNMENT: Meeting adjourned at 7:42 P.M.