



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

FROM: Councilmember Sarah Wernikoff

DATE: January 25, 2023

RE: FY 2022-23 Council Priority 3e

BACKGROUND:

The FY 2022-23 Council Priorities identified 4 key areas of focus: (1) Wildfire/Emergency Preparedness, (2) Land Use Projects and Programs, (3) Operational and Service Delivery Enhancements, and (4) Sustainability. Work is ongoing on all priorities per the Q1 update (attached). Per the Q1 update, work to scope item 3e, “Explore options to better serve and utilize Town committees and their operations” is slated to begin in January 2023.

RECOMMENDATION:

I recommend the formation of a subcommittee of the Council to begin work on FY 2022-23 Council Priority item 3e, beginning with a review of The Commission and Advisory Committee Policies and Procedures Handbook (the Handbook). The Handbook was adopted on November 11th 2015 and has not had a significant review since adoption. The focus of the subcommittee is to undertake a thorough review of the Handbook with the objectives of:

- 1) assuring the Handbook fully supports current needs of the Town’s volunteers, and volunteer bodies, including the Council, Town commissions and Town committees, and staff;
- 2) clarifying/refining, modernizing, and augmenting policies and procedures as appropriate; and
- 3) identifying opportunities for improved operational efficiency. The review will require input and guidance from the Town attorney, and other staff, as well as input from commission and committee volunteers.

The goal of the subcommittee is to return to Council with proposed updates to the Handbook for discussion and consideration by the Council.

DISCUSSION:

I welcome input and discussion on process, priorities, and key areas of review for this effort.