



# CITY COUNCIL ANNUAL RETREAT ACTION MINUTES

Special Meeting  
February 1, 2020

The City Council of the City of Palo Alto met on this date in the Council Chambers at 9:09 A.M.

Present: Cormack, DuBois, Filseth, Fine, Kniss, Kou, Tanaka

Absent:

1. City Manager Report and City Council Discussion on Accomplishments Addressing Council Priorities, Continuing Multi-year Efforts, and Discussion and Selection of 2020 Council Priorities.

Council took a break at 10:53 A.M. and returned at 11:13 A.M.

**MOTION:** Mayor Fine moved, seconded by Council Member Kniss to select the following priorities for 2020:

- A. Housing;
- B. Sustainability; and
- C. Mobility.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion Part A, "with special emphasis on affordability".

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion Part B, "in the context of the changing climate and add to the Motion Part C, "improving mobility for all."

**AMENDMENT:** Council Member Kou moved, seconded by Council Member Tanaka to add "fiscal" as a subcategory to the Motion Part B, "sustainability."

**AMENDMENT FAILED:** 2-5 Kou, Tanaka yes

**MOTION AS AMENDED:** Mayor Fine moved, seconded by Council Member Kniss to select the following priorities for 2020:

- A. Housing, with special emphasis on affordability;

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- B. Sustainability, in the context of the changing climate; and
- C. Improving mobility for all.

## **MOTION AS AMENDED PASSED: 7-0**

Council took a break at 12:27 P.M. and returned at 1:00 P.M.

- 2. Policy and Services Committee Recommends Council Review and Discuss the Council's Procedures and Protocols Handbook.

**MOTION:** Council Member Filseth moved, seconded by Council Member Kniss to:

- A. Approve the initial round of edits to the Council Procedures and Protocols (CPP) Handbook which were intended to make legally required changes, delete obsolete provisions, and update section to reflect current practices, with the following changes:
  - i. Allow a 10-minute break;
  - ii. Add Links to Government and Municipal Code Sections, Reports, and Supporting Documents;
  - iii. Add reference to Rosenberg's Rules and provide a link;
  - iv. Ensure "Planned Community" is deleted from document;
  - v. Review reference to "Policy and Procedure for Responding to Customer Complaints;"
  - vi. 7.2. A. change "activates" to "activities;" and
  - vii. Section 7.9 is missing.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion "Draft a sentence which would state, when reports are not ready 11 days in advance for major complex projects and policies, the City Manager and Mayor would have the discretion to move the item to a later date" (New Part A. viii.).

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion "Ensure the 11-day reporting requirement would have its own section in the Procedures and Protocols" (New Part A. ix.).

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**MOTION AS AMENDED:** Council Member Filseth moved, seconded by Council Member Kniss to:

- A. Approve the initial round of edits to the Council Procedures and Protocols (CPP) Handbook which were intended to make legally required changes, delete obsolete provisions, and update section to reflect current practices, with the following changes:
- i. Allow a 10-minute break;
  - ii. Add Links to Government and Municipal Code Sections, Reports, and Supporting Documents;
  - iii. Add reference to Rosenberg's Rules and provide a link;
  - iv. Ensure "Planned Community" is deleted from document;
  - v. Review reference to "Policy and Procedure for Responding to Customer Complaints;"
  - vi. 7.2. A. change "activates" to "activities;"
  - vii. Section 7.9 is missing;
  - viii. Draft a sentence which would state, when reports are not ready 11 days in advance for major complex projects and policies, the City Manager and Mayor would have the discretion to move the item to a later date; and
  - ix. Ensure the 11-day reporting requirement would have its own section in the Procedures and Protocols.

**MOTION AS AMENDED PASSED:** 7-0

**MOTION:** Vice Mayor DuBois moved, seconded by Council Member Filseth to approve the proposed changes to Section 2.4.B, Telephonic Attendance of Council Members at Council Meetings.

**SUBSTITUTE MOTION:** Council Member Tanaka moved, seconded by Council Member Kniss to change Section 2.4.B, Telephonic Attendance of Council Members at Council Meetings, to align with State law which would change the remote posting of meeting notice to 72 hours in advance for a Regular Meeting, and 24 hours in advance for a Special Meeting.

**SUBSTITUTE MOTION FAILED:** 2-5 Kniss, Tanaka yes

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**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to change the word “actively” to “strongly.”

**MOTION AS AMENDED RESTATED:** Vice Mayor DuBois moved, seconded by Council Member Filseth to approve the proposed changes to Section 2.4.B, Telephonic Attendance of Council Members at Council Meetings and:

- A. The requirement related to remote posting of meeting notice shall align with State law which would require notice 72 hours in advance for a Regular Meeting, and 24 hours in advance for a Special Meeting;
- B. Change the word “actively” to “strongly.”

**MOTION AS AMENDED PASSED:** 6-1 Tanaka no

**MOTION:** Council Member Filseth moved, seconded by Mayor Fine to approve the proposed changes to Section 2.4.H, Consent Calendar.

**MOTION PASSED:** 6-1 Tanaka no

**MOTION:** Council Member Tanaka moved, seconded by Vice Mayor DuBois to change Section 2.4.J, Council Requests to Remove Item, to state “Two Council Members may request that an item be removed from the Consent Calendar...”

**MOTION FAILED:** 3-4 DuBois, Kou, Tanaka yes

**MOTION:** Vice Mayor DuBois, seconded by Council Member XX to direct Policy and Services Committee to review possible changes to Section 2.4.L, Consent Calendar Categories and whether contracts above a given dollar threshold should be placed on the Action Agenda.

**MOTION FAILED DUE TO THE LACK OF A SECOND**

**MOTION:** Council Member Tanaka moved, seconded by Vice Mayor DuBois to direct the Finance Committee to come up with proposed thresholds for Council to consider related to Section 2.4.L, Consent Calendar Categories, which determines the eligibility for items to be placed on the Consent Calendar.

**MOTION PASSED:** 4-3 Cormack, Filseth, Fine no

**MOTION:** Council Member Kniss moved, seconded by Council Member Tanaka to change Section 2.4.V., Motions, to include a procedure that Council should begin work on an Action Item with a Motion, followed by public comment and Council discussion and action.

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**MOTION FAILED:** 2-5 Kniss, Tanaka yes

**MOTION:** Council Member Filseth moved, seconded by Council Member Kou to retain Section 2.3.H, "Respect the 'One Hour' Rule for Staff Work," as written.

**MOTION PASSED:** 7-0

**MOTION:** Council Member Kniss moved, seconded by Council Member Tanaka to refer Section 7, City Council and Boards and Commissions Policy for Travel and Miscellaneous Expense Reimbursement, to the Finance Committee for review and discussion.

**SUBSTITUTE MOTION:** Council Member Filseth moved, seconded by Council Member Cormack to refer to the Policy and Services Committee for review and discussion Council Procedures and Protocols, Section 7, City Council and Boards and Commissions Policy for Travel and Miscellaneous Expense Reimbursement.

**INCORPORATED INTO THE SUBSTITUTE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Substitute Motion "Consider whether to make City Council travel expense reports available to the public."

**SUBSTITUTE MOTION AS AMENDED:** Council Member Filseth moved, seconded by Council Member Cormack to refer the following to the Policy and Services Committee for review and discussion:

- A. Council Procedures and Protocols, Section 7, City Council and Boards and Commissions Policy for Travel and Miscellaneous Expense Reimbursement; and
- B. Consider whether to make City Council travel expense reports available to the public.

**SUBSTITUTE MOTION AS AMENDED PASSED:** 7-0

**MOTION:** Council Member Cormack moved, seconded by Council Member XX to refer to Policy and Services Committee the possible establishment of a protocol for the use of electronic devices during a public meeting.

**MOTION FAILED DUE TO THE LACK OF A SECOND**

Adjournment: The meeting was adjourned at 2:44 P.M.