



CITY OF PALO ALTO OFFICE OF THE CITY CLERK

April 6, 2020

The Honorable City Council
Attention: Finance Committee
Palo Alto, California

Approval of Action Minutes for the March 16, 2020 Palo Alto Public Improvement Corporation Meeting and the March 16 and March 23, 2020 Council Meetings

Staff is requesting Council review and approve the attached Action Minutes.

ATTACHMENTS:

- Attachment A: 03-16-20 PIC DRAFT Action Minutes (PDF)
- Attachment B: 03-16-20 DRAFT Action Minutes (PDF)
- Attachment C: 03-23-20 DRAFT Action Minutes (PDF)

Department Head: Beth Minor, City Clerk



PALO ALTO PUBLIC IMPROVEMENT CORPORATION DRAFT ACTION MINUTES

Special Meeting
March 16, 2020

The City Council of the City of Palo Alto met on this date in the Council Chambers at 6:02 P.M.

Present: Cormack, DuBois, Filseth, Fine, Kniss, Kou; Tanaka participating remotely

Absent:

Oral Communications

Action Items

1. Approval of Fiscal Year 2019 Palo Alto Public Improvement Corporation's Annual Financial Report.

MOTION: Chair Fine moved, seconded by Board Member Cormack to approve the Fiscal Year 2019 Annual Financial Report for the Palo Alto Public Improvement Corporation.

MOTION PASSED: 7-0

Adjournment: The meeting was adjourned at 6:02 P.M.



CITY OF PALO ALTO CITY COUNCIL DRAFT ACTION MINUTES

Regular Meeting
March 16, 2020

The City Council of the City of Palo Alto met on this date in the Council Chambers at 6:02 P.M.

Present: Cormack, DuBois, Filseth, Fine, Kniss, Kou; Tanaka participating remotely

Absent:

Closed Session

1. CONFERENCE WITH CITY ATTORNEY-EXISTING LITIGATION
Santa Clara County Superior Court, Case No. 16CV300760
(One Case, as Defendant) –Miriam Green v. City of Palo Alto
Authority: Government Code Section 54956.9(d)(1).

2. **THIS ITEM HAS BEEN MOVED TO THE END OF THE AGENDA**

MOTION: Council Member Filseth moved, seconded by Vice Mayor DuBois to go into Closed Session.

MOTION PASSED: 7-0

Council went into Closed Session at 6:03 P.M.

Council returned from Closed Session at 6:55 P.M.

Mayor Fine announced no reportable action.

Rail Communications Update

3. ~~Connecting Palo Alto Rail Grade Separation: Receive an Update From the Expanded Community Advisory Panel (XCAP).~~

NO DISCUSSION THIS EVENING-INFORMATION REPORT ONLY

Agenda Changes, Additions and Deletions

Agenda Item Number 2 has been moved to the end of the agenda.

Agenda Item Number 8 has been continued to the March 23, 2020 Council Meeting.

DRAFT ACTION MINUTES

Oral Communications

NONE.

Minutes Approval

4. Approval of Action Minutes for the February 24 and March 2, 2020 Council Meetings.

MOTION: Council Member Cormack moved, seconded by Council Member Kniss to approve the Action Minutes for the February 24 and March 2, 2020 Council Meetings.

MOTION PASSED: 7-0

Consent Calendar

MOTION: Council Member Cormack moved, seconded by Council Member Kniss to approve Agenda Item Numbers 5-6.

5. Authorize Transmittal of the 2019 Comprehensive Plan Annual Progress Report to the Office of Planning and Research, and the 2019 Housing Element Annual Progress Report to the Department of Housing and Community Development.
6. Ordinance 5491 Entitled, "Ordinance of the Council of the City of Palo Alto Amending Chapter 1.12 (Administrative Penalties – Citations) to Provide for an Administrative Hearing Upon Partial Advance Deposit of \$250 and Clarify Existing Procedures for Hearings (FIRST READING: March 2, 2020 PASSED: 6-0 Kou absent)."

MOTION PASSED: 7-0

Action Items

- 6A. Update Regarding City Responses to COVID-19, Including Community Education and City Service Changes; Ratification of Proclamation of Local Emergency.

MOTION: Mayor Fine moved, seconded by Council Member Kniss to ratify the Proclamation issued by the Director of Emergency Services' (City Manager) of Local Emergency on March 12, 2020 due to the presence and community spread of novel coronavirus (COVID-19) in Santa Clara County.

MOTION PASSED: 7-0

DRAFT ACTION MINUTES

7. Adoption of two Ordinances Amending Various Sections of Chapter 2.08 (Officers and Departments), Chapter 2.30 (Contracts and Purchasing Procedures); Chapter 10.50 (Residential Preferential Parking Districts), Chapter 10.51 (Crescent Park no Overnight Parking Program); and Title 18 (Zoning) to Reflect Updates to the Organization of Some City Departments and Duties; Clean Up the City's Purchasing Procedures; add a New Exemption From Competitive Solicitation for Some Types of Personnel-related Services Contracts; and Update Enforcement and Hearing Procedures in the Zoning Code.

MOTION: Mayor Fine moved, seconded by Vice Mayor DuBois to:

- A. Adopt the proposed ordinance to update various sections of Chapter 2.08 (Officers and Departments), Chapter 2.30 (Contracts and Purchasing Procedures), Chapter 10.50 (Residential Preferential Parking Districts), and Chapter 10.51 (Crescent Park No Overnight Parking Program) to reflect updates to the organization of some City departments and duties, clean up the City's purchasing procedures, and add a new exemption from competitive solicitation for some types of personnel-related professional services contracts; and
- B. Adopt the proposed ordinance to update five sections of Title 18 (Zoning) related to enforcement, hearing procedures, and to reflect the new name of the Planning and Development Services Department. The Planning and Transportation Commission recommends that the City Council adopt this ordinance.

MOTION PASSED: 7-0

- ~~8. Acceptance of the GreenWaste of Palo Alto Environmental Report; Authorization to Negotiate and Execute an Amendment to GreenWaste Contract Number C09124501 to Increase Compensation by up to \$950,000 to Process Mixed Paper Within the United States; and Approval of a Budget Amendment in the Refuse Fund (ITEM CONTINUED TO MARCH 23, 2020).~~

Closed Session

2. CONFERENCE WITH CITY ATTORNEY-POTENTIAL LITIGATION
Subject: Threatened Litigation Over February 4, 2019
Conditional Approvals and Denials of Crown Castle Cluster 2
[17PLN-00433] Small Cell Nodes
Authority: Government Code Section 54956.9(d)(2)
One Potential Case, as Defendant.

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MOTION: Council Member Cormack moved, seconded by Mayor Fine to go into Closed Session.

MOTION PASSED: 7-0

Council went into Closed Session at 8:30 P.M.

Council returned from Closed Session at 9:08 P.M.

Mayor Fine announced no reportable action.

Adjournment: The meeting was adjourned at 9:08 P.M.



CITY OF PALO ALTO CITY COUNCIL DRAFT ACTION MINUTES

Special Meeting
March 23, 2020

The City Council of the City of Palo Alto met on this date in the Council Chambers at 5:06 P.M.

Present: DuBois, Fine

Participating Remotely: Cormack, Filseth, Kniss, Kou, Tanaka

Absent:

Action Item

- A. Update and Discussion of the COVID-19 Health Emergency and the City's Response – Verbal Report, No Written Staff Report.
 - 1. Consideration of Analysis, Public Outreach, and Refined Polling and Further Direction on a Potential Local Business Tax Ballot Measure for 2020 Election and Potential Changes to the Business Registry and Business Improvement District Programs.

MOTION: Council Member Tanaka moved, seconded by Council Member Kniss to:

- A. In response to the current public health emergency, discontinue work on the development of a local business tax measure for the November 2020 election;
- B. Focus Staff work over the coming year on revisions to the city's existing business registry certificate program with the specific goals of:
 - i. Streamlining the process to register;
 - ii. Ensuring all businesses are registered, improving the completeness of the registry and reliability of the data; and
- C. Direct Staff to return with a Railroad Grade Separation workplan that extends the target date for selection of preferred alternatives.

INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to add to the Motion, "Consider waiving the business registration fee". (New Part B. iii)

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INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to add to the Motion, "Direct Staff to look at how we can stimulate/support the businesses in Palo Alto". (New Part D)

MOTION AS AMENDED RESTATED: Council Member Tanaka moved, seconded by Council Member Kniss to:

- A. In response to the current public health emergency, discontinue work on the development of a local business tax measure for the November 2020 election;
- B. Focus Staff work over the coming year on revisions to the city's existing business registry certificate program with the specific goals of:
 - i. Streamlining the process to register;
 - ii. Ensuring all businesses are registered, improving the completeness of the registry and reliability of the data;
 - iii. Consider waiving the business registration fee;
- C. Direct Staff to return with a Railroad Grade Separation workplan that extends the target date for selection of preferred alternatives; and
- D. Direct Staff to look at how we can stimulate/support the businesses in Palo Alto.

MOTION AS AMENDED PASSED: 7-0

Consent Calendar

Council Member Tanaka registered a no vote on Agenda Item Numbers 2, 5, and 5A.

MOTION: Vice Mayor DuBois moved, seconded by Mayor Fine to approve Agenda Item Numbers 2-5A.

2. Approval of Contract Number C20176367 With Serco, Inc. for Three Years in an Amount Not-to-Exceed \$2,322,285 for Residential Preferential Parking (RPP) Enforcement Services.
3. Approval of Contract Number C20178071 With Oracle America, Inc. for Two-year Term for Software Program Technical Support Services in the Amount of \$262,986; and Authorize the City Manager to Authorize and Execute a Contract Amendment for up to a 10 Percent Contingency or in an Amount Not-to-Exceed \$26,298 in the Event

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Additional Services are Required, for a Total Not-to-Exceed Amount of \$289,284.

4. Adoption of a Record of Land Use Action Approving a Change to the Local Historic Resources Inventory Classification for 526 Waverley Street From a Category 3 (Contributing Building) to a Category 2 (Major Building) Historic Resource. The Historic Resources Board Recommends Adoption of the Record of Land Use Action; Approval of This Historic Designation is Exempt From the California Environmental Quality Act (CEQA) in Accordance With Section 15301 of the CEQA Guidelines.
5. Approval of a \$360,000 Net Zero Budget Amendment in the General Fund for the Planning & Development Services Department's Cost Recovery Program for Private Development Studies.
- 5A. Direction to Staff on Preparation of the Fiscal Year 2021 Proposed Operating and Capital Budgets.

MOTION PASSED FOR AGENDA ITEM NUMBERS 2, 5, 5A: 6-1 Tanaka no

MOTION PASSED FOR AGENDA ITEM NUMBERS 3, 4: 7-0

Action Items

6. ~~Review of the 2020 Sustainability and Climate Action Plan (S/CAP) Update Process and Accept the 2020-2021 Sustainability Work Plan (STAFF REQUESTS THIS ITEM BE CONTINUED TO APRIL 13, 2020).~~
7. ~~Acceptance of the GreenWaste of Palo Alto Environmental Report; Authorization to Negotiate and Execute an Amendment to GreenWaste Contract Number C09124501 to Increase Compensation by up to \$950,000 to Process Mixed Paper Within the United States; and Approval of a Budget Amendment in the Refuse Fund (STAFF REQUESTS THIS ITEM BE CONTINUED TO AN UNKNOWN DATE).~~
8. Adoption of a Regular Ordinance and Urgency Ordinance 5492 Entitled, "Ordinance of the Council of the City of Palo Alto Establishing a Temporary Moratorium on Residential Tenant Evictions for Nonpayment of Rent Related to the COVID-19 State of Emergency;" and Discussion and Direction on Extending the Evictions Moratorium to Commercial Tenants.

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Council Member Kniss announced she will not be participating in this Agenda Item due to owning rental property.

MOTION: Council Member Cormack moved, seconded by Vice Mayor DuBois to:

- A. Adopt the Urgency Ordinance of the Council of the City of Palo Alto Relating to a Temporary Moratorium on Residential Evictions for Nonpayment of Rent During the COVID-19 State of Emergency and Declaring the Ordinance to be an Emergency Measure to Take Effect Immediately Upon Adoption.
- B. Adopt the Ordinance Relating to a Temporary Moratorium on Residential Evictions for Nonpayment of Rent During the COVID-19 State of Emergency.
- C. Direct Staff to bring forward a similar moratorium to protect small businesses and nonprofit organizations.

MOTION PASSED: 6-0 Kniss recused

Adjournment: The meeting was adjourned at 7:56 P.M.