



## **CITY OF PALO ALTO OFFICE OF THE CITY CLERK**

**June 15, 2020**

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

### **Approval of Action Minutes for the May 11, 12, 13, and June 1, 2020 Council Meetings**

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

#### **ATTACHMENTS:**

- Attachment A: 05-11-20 DRAFT Action Minutes (PDF)
- Attachment B: 05-12-20 DRAFT Action Minutes (PDF)
- Attachment C: 05-13-20 DRAFT Action Minutes (PDF)
- Attachment D: 06-01-20 DRAFT Action Minutes (PDF)

Department Head: Beth Minor, City Clerk





# CITY OF PALO ALTO CITY COUNCIL DRAFT ACTION MINUTES

Special Meeting  
May 11, 2020

The City Council of the City of Palo Alto met on this date in virtual teleconference at 5:01 P.M.

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

Absent:

## Action Item

- ~~1. Update and Discussion of the COVID-19 Health Emergency and the City's Response. (THIS ITEM HAS BEEN REMOVED FROM THE AGENDA)~~

## Consent Calendar

Council Member Tanaka registered a no vote on Agenda Item Numbers 2, 3, and 6.

Council Member Kou registered a no vote on Agenda Item Numbers 2, 3, and 6.

**MOTION:** Council Member Tanaka moved, seconded by Council Member Kou, third by Council Member Cormack to pull Agenda Item Number 7A, to be heard at the end of the Agenda.

**MOTION:** Vice Mayor DuBois moved, seconded by Mayor Fine to approve Agenda Item Numbers 2-7.

2. Approval of ten (10) Five-year Contracts for On-call Geospatial Information Systems (GIS) Project Support Services on an As-needed Basis, with: 1) Critigen LLC; 2) GIS Solutions, Inc.; 3) Utility Data Contracts, Inc.; 4) Turf Image, Inc.; 5) Vestra Resources, Inc.; 6) Michael Baker International, Inc.; 7) iSpatial Techno Solutions, Inc.; 8) Geographic Information Services, Inc.; 9) Seven Tablets, Inc.; and, 10) Timmons Group, Inc., C20174611, for an Annual Collective Total Not-to-Exceed Amount of \$700,000 Per Year, and a Five-year Collective Total Not-to-Exceed Amount of \$3,500,000, with All Work Subject to Assigned Task Order and Availability of Funds.
3. Approval of Amendment Number 1 to Contract Number C19170648 With Salas O'Brien Engineers, Inc. for Professional Design Services for the

# DRAFT ACTION MINUTES

12kV Electrical Distribution Network Rehabilitation Project at the Regional Water Quality Control Plant (RWQCP) to add Services, Increase Compensation by \$142,939 for a new Not-to-Exceed Amount of \$410,811, and Extend the Schedule for Performance Through December 31, 2022 - Capital Improvement Program Project WQ-19002.

4. Resolution 9886 Entitled, "Resolution of the Council of the City of Palo Alto Approving the City's Participation in the State's Clean Fuel Reward Program via the Execution of the Participating Electric Distribution Utility Joinder to the Clean Fuel Reward Program Governance Agreement.
5. Resolution 9887 Entitled, "Resolution of the Council of the City of Palo Alto Updating Statutory Findings for Unexpended Development Impact Fees."
6. Approval of an Exemption From Competitive Solicitation and Approval of Amendment Number 3 to Contract Number S16163031 With Triple HS Inc., dba H.T. Harvey & Associates, in the Amount of \$9,799 to Provide Further Professional Services, for a new Total Not-to-Exceed Amount of \$63,828 for the San Francisquito Creek Pump Station Riparian Mitigation Monitoring.
7. Adoption of a Motion Continuing the Proclamation of Local Emergency Due to COVID-19.
- ~~7A. Approval of Emergency Services Order Requiring the Wearing of Face Coverings.~~

**MOTION PASSED FOR AGENDA ITEMS 4, 5, and 7: 7-0**

**MOTION PASSED FOR AGENDA ITEMS 2, 3, AND 6: 5-2 Kou, Tanaka no**

## Action Items

8. PUBLIC HEARING: Recommendation to Allow Expiration of a One-year ban on Office Uses Above the Ground Floor From Participating in the City's Downtown Parking In-lieu Program. Environmental Assessment: Exempt Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15601(b)(3).

Public Hearing opened at 5:31 P.M.

Public Hearing closed at 5:37 P.M.

# DRAFT ACTION MINUTES

**MOTION:** Council Member Kniss moved, seconded by Mayor Fine to decline to adopt the Ordinance extending a ban on commercial office uses above the ground floor from participating in the City's downtown in-lieu parking program. This allows the ban to expire and restores the Municipal Code's prior standard.

**SUBSTITUTE MOTION:** Council Member Kou moved, seconded by Vice Mayor DuBois to adopt the Ordinance extending a ban on commercial office uses above the ground floor from participating in the City's downtown in-lieu parking program, and to direct the Planning and Transportation Commission to analyze.

**INCORPORATED INTO THE SUBSTITUTE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to change the Motion, "to adopt the Ordinance ... for a period of six-months during which time the Planning and Transportation Commission would make a recommendation and return to Council."

**INCORPORATED INTO THE SUBSTITUTE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to change the Substitute Motion to read, "...for a period of nine-months...".

**SUBSTITUTE MOTION AS AMENDED:** Council Member Kou moved, seconded by Vice Mayor DuBois to adopt the Ordinance extending a ban on commercial office uses above the ground floor from participating in the City's downtown in-lieu parking program for a period of nine-months during which time the Planning and Transportation Commission would make a recommendation and return to Council.

**SUBSTITUTE MOTION AS AMENDED PASSED:** 4-3 Fine, Kniss, Tanaka no

9. Staff Recommends the City Council Discuss and Direct Staff to Reduce the Number of Members on the Human Relations Commission and Public Art Commission From Seven to Five; and Reopen Recruitment for Five Member Commissions.

# DRAFT ACTION MINUTES

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

- A. Direct Staff to reduce to the number of Human Relations Commission and Public Art Commission members from seven to five by bringing an ordinance to Council (on Consent) making those changes in the Palo Alto Municipal Code; and
- B. Direct Staff to reopen recruitment for the Human Relations Commission and Public Art Commission at five members each.

**SUBSTITUTE MOTION:** Council Member Tanaka moved, seconded by Council Member XX to ask relevant commissions on their thoughts on the change of the size of the commission.

**SUBSTITUTE MOTION FAILED DUE TO LACK OF A SECOND.**

**MOTION PASSED:** 7-0

Council took a break from 6:21 P.M. and returned at 6:30 P.M.

- 10. Review and Discuss the Revised FY 2021 Proposed Operating and Capital Budget Overview.

Council took a break from 8:07 P.M. and returned at 8:19 P.M.

**MOTION:** Vice Mayor DuBois moved, seconded by Council Member Tanaka to swap Item Number 4 (General Fund Capital Budget) from the May 13, 2020 Budget Hearing for Item Number 2 (Infrastructure and Environment) on the May 12, 2020 Budget Hearing.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion, "... incorporate direction provided by Staff in the May 11, 2020 Memorandum for Agenda Item Number 10."

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion, "...and move the pension item (Agenda Item Number 5 from May 13, 2020) to May 12, 2020."

# DRAFT ACTION MINUTES

**MOTION AS AMENDED:** Vice Mayor DuBois moved, seconded by Council Member Tanaka to swap Item Number 4 (General Fund Capital Budget) from the May 13, 2020 Budget Hearing for Item Number 2 (Infrastructure and Environment) on the May 12, 2020 Budget Hearing, incorporate direction provided by Staff in the May 11, 2020 Memorandum for Agenda Item Number 10, and move the pension item (Item Number 5 from May 13, 2020) to May 12, 2020.

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

11. Supporting Santa Clara County COVID-19 Testing-Tracing-Isolation Program.

**MOTION:** Council Member Kniss moved, seconded by Council Member Cormack to support Santa Clara County efforts regarding increased testing in North Santa Clara County.

**MOTION PASSED:** 7-0

12. (Former Agenda Item Number 7A) Approval of Emergency Services Order Requiring the Wearing of Face Coverings.

**MOTION:** Council Member Kniss moved, seconded by Council Member Kou to approve the issuance of the attached Emergency Order, by the Director of Emergency Services, requiring the wearing of face coverings, subject to certain exceptions, to slow the spread of COVID-19.

**MOTION PASSED:** 7-0

Adjournment: The meeting was adjourned at 11:14 P.M. in memory of Carleton Hoffner Jr., who utilized his special skills in business administration and Public Works while serving on the Palo Alto Utilities Advisory Board (1991-1994).



# CITY OF PALO ALTO CITY COUNCIL DRAFT ACTION MINUTES

Special Meeting  
May 12, 2020

The City Council of the City of Palo Alto met on this date via virtual teleconference at 1:04 P.M.

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

Absent:

## Action Items

1. FY 2020/21 Budget Hearing – Council will be discussing the upcoming Fiscal Year Operating and Capital budgets, Utility Rates, and Proposed Municipal Fee Schedule amendments on May 12 and May 13, 2020. This meeting will be continued to May 13, 2020 at 1:00 P.M.
  - A. Fiscal Year 2021 Budget Process Overview and Non-departmental Section.

**PARKING LOT:** Mayor Fine moved, seconded by Council Member Kou, third by Council Member Cormack, to place in the parking lot an overview of Cubberley finances and impacts of both short-term and long-term tenants.

**MOTION:** Council Member Tanaka moved, seconded by Vice Mayor DuBois to eliminate the contingency accounts.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion, "...but leave a \$200,000 Contingency Fund for the City Manager."

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion, "...and maintain the HSRAP Contingency Fund."

**MOTION AS AMENDED:** Council Member Tanaka moved, seconded by Vice Mayor DuBois to eliminate the contingency accounts, but leave a \$200,000 Contingency Fund for the City Manager, and maintain the HSRAP Contingency Fund.

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



# DRAFT ACTION MINUTES

**PARKING LOT:** Council Member Cormack moved, seconded by Council Member Kniss, third by Council Member Tanaka to place in the parking lot the Section 115 Trust Contribution.

**MOTION:** Mayor Fine moved, seconded by Council Member Cormack to recommend tentative approval of the remaining portions in the Fiscal Year 2021 Operating/Capital Budget for the Non-Departmental Section for City Council consideration on May 26, 2020.

**MOTION PASSED:** 7-0

- B. General Fund Capital Budget
  - a. General Capital Improvement Plan
  - b. Cubberley Capital Improvement Plan

Council took a break from 3:25 P.M. and returned at 3:35 P.M.

**PARKING LOT:** Council Member Cormack moved, seconded by Council Member Kniss, third by Vice Mayor DuBois to place in the parking lot the Public Safety Building.

**MOTION:** Council Member Kniss moved, seconded by Council Member XX to defer construction of Bixby Park, Rinconada, and Fire Station 4.

**MOTION WITHDRAWN BY THE MAKER.**

**MOTION:** Vice Mayor DuBois moved, seconded by Council Member Kniss to have Staff return with an analysis of impacts to the General Fund and other funds to accomplish a deferral of \$20 million, and consider allocation of \$5 million to other capital projects with Council Members suggesting projects to Staff.

**MOTION WITHDRAWN BY THE MAKER.**

**MOTION:** Council Member Tanaka moved, seconded by Council Member Kou to delay Fire Station 4.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER:** to add to the Motion, "...for 1 year."

**MOTION AS AMENDED:** Council Member Tanaka moved, seconded by Council Member Kou to delay Fire Station 4 for one year.

**SECONDER WITHDREW FROM THE MOTION.**

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

# DRAFT ACTION MINUTES

**MOTION:** Mayor Fine moved, seconded by Council Member Cormack to recommend tentative approval, including a \$7.6 million transfer of the Fiscal Year 2021 General Fund Capital Improvement Plan Budget for City Council consideration on May 26, 2020.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to amend the Motion to state, "...\$5 million transfer of the Fiscal Year 2021 General Fund Capital Improvement Plan Budget..."

**MOTION AS AMENDED:** Mayor Fine moved, seconded by Council Member Cormack to recommend tentative approval including a \$5 million transfer of the Fiscal Year 2021 General Fund Capital Improvement Plan Budget for City Council consideration on May 26, 2020.

**MOTION AS AMENDED FAILED:** 3-4 DuBois, Filseth, Kou, Tanaka no

Council took a break at 4:38 P.M. and returned at 4:53 P.M.

**MOTION:** Mayor Fine moved, seconded by Council Member Cormack to reduce the transfer from the General Fund to the Capital Improvement Fund from \$7.6 million to \$6 million, but reserve the difference for the Budget Stabilization Reserve or pension contributions.

**SUBSTITUTE MOTION:** Vice Mayor DuBois moved, seconded by Council Member Tanaka to both decrease the transfer from the General Fund transfer to \$5 million to be used in the General Fund and a decrease in the Transient Occupancy Tax transfer to \$5 million with the decrease there being applied to the Pension Fund.

**SUBSTITUTE MOTION FAILED:** 3-4 Cormack, Filseth, Fine, Kniss, no

**MOTION PASSED:** 4-3 DuBois, Kou, Tanaka no

- C. Public Safety Services
  - a. Fire
  - b. Emergency Services
  - c. Police

Council took a break at 5:19 P.M. and returned at 5:48 P.M.

**PARKING LOT:** Council Member Kniss moved, seconded by Council Member Kou, third by Mayor Fine to place in the parking lot Police Department and Fire Department attrition.

# DRAFT ACTION MINUTES

**LONG-TERM PARKING LOT:** Council Member Tanaka moved, seconded by Mayor Fine, third by Council Member Filseth to direct Staff to place in the long-term parking lot research regarding changing the delivery of services from a dominant fire-oriented model to a dominant medical-oriented model.

**PARKING LOT:** Vice Mayor DuBois moved, seconded by Council Member Tanaka, third by Council Member Kou to place in the parking lot a revisit to the CIP to pay for Parking Lot items.

**MOTION:** Vice Mayor DuBois moved, seconded by Mayor Fine to recommend tentative approval of the Fiscal Year 2021 Operating Budgets for the Public Safety Services Departments (Fire, Emergency Services, Police).

**MOTION PASSED:** 4-3 Kniss, Kou, Tanaka no

Council took a break at 8:52 P.M. and returned at 9:03 P.M.

- D. Community and Library Services Operating Budget
  - a. Community Services
  - b. Approval of the Preliminary Operating Plan and new Municipal Fees for the Junior Museum and Zoo
  - c. Library Services

~~2. Discussion and Direction to Staff Regarding the Establishment of a Pension Funding Policy and Approval of Amendment Number 1 to Contract Number C15159278 to Increase Compensation by \$97,675 for Additional Actuarial Consultant Services for a New Total Not To Exceed Amount of \$230,000. (This item has been continued to May 13, 2020)~~

Adjournment: The meeting was adjourned at 10:54 P.M.



# CITY OF PALO ALTO CITY COUNCIL DRAFT ACTION MINUTES

Special Meeting  
May 13, 2020

The City Council of the City of Palo Alto met via virtual teleconference on this date at 1:03 P.M.

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

Absent:

## Action Items

1. FY 2020/21 Budget Hearing – Continued From May 12, 2020 Budget Hearing– Council will Continue its Discussion of the Upcoming Fiscal Year Operating and Capital budgets, Utility Rates, and Proposed Municipal Fee Schedule.
  - A. May 12th Budget Hearing Continuation
    - a. Community and Library Services Operating Budget
    - b. Approval of the Preliminary Operating Plan and new Municipal Fees for the Junior Museum and Zoo

**PARKING LOT:** Vice Mayor DuBois moved, seconded by Council Member Tanaka, third by Mayor Fine to place in the parking lot to request Staff provide budget reconciliation tables that would show changes between the Fiscal Year 2020 and current proposed Fiscal Year 2021 Revenue & Expense Summaries, by department, for the General Fund only.

**PARKING LOT:** Council Member Cormack moved, seconded by Council Member Tanaka, third by Council Member Kniss, to place in the parking lot the understanding of funds for the Public Safety Building.

**MOTION:** Council Member DuBois moved, seconded by Council Member Kou to direct Staff to return with a plan to fund through additional cost recovery and/or through partial funding of: Teen Services (\$400,000), Art Center (\$400,000), College Terrace Library (\$168,000), Baylands Interpretive Center (\$20,000), and to ask Staff to look at reducing 3 Full Time Equivalent new hires from the Junior Museum and Zoo.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to remove from the Motion, "...and to ask Staff to look at reducing 3 Full Time Equivalent new hires from the Junior Museum and Zoo."

# DRAFT ACTION MINUTES

**SUBSTITUTE MOTION:** Council Member Cormack moved, seconded by Mayor Fine to have two main libraries for the next fiscal year, Rinconada with children's services, and Mitchell Park, and that savings be redirected to Public Safety Services.

**SUBSTITUTE MOTION FAILED:** 2-5 DuBois, Filseth, Kniss, Kou, Tanaka no

**PARKING LOT:** Council Member Kniss moved, seconded by Council Member Filseth, third by Mayor Fine to place in the parking lot to direct Staff to return with a plan to fund through additional cost recovery and/or partial funding: Teen Services (\$400,000), Art Center (\$400,000), College Terrace Library (\$168,000), Baylands Interpretive Center (\$20,000).

**MOTION AS AMENDED:** Council Member DuBois moved, seconded by Council Member Kou to direct Staff to return with a plan to fund through additional cost recovery and/or through partial funding of: Teen Services (\$400,000), Art Center (\$400,000), College Terrace Library (\$168,000), and Baylands Interpretive Center (\$20,000).

**MOTION AS AMENDED WITHDRAWN BY THE MAKER.**

**INCORPORATED INTO THE PARKING LOT WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion, "...and Children's Theater."

**PARKING LOT AS AMENDED:** Council Member Kniss moved, seconded by Council Member Filseth, third by Mayor Fine to place in the parking lot to direct Staff to return with a plan to fund through additional cost recovery and/or partial funding: Teen Services (\$400,000), Art Center (\$400,000), College Terrace Library (\$168,000), Baylands Interpretive Center (\$20,000), and Children's Theater.

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

- A. Recommend tentative approval of the Fiscal Year 2021 Operating Budgets for the Community Services and Library Services Departments for City Council consideration on May 26, 2020; and
- B. Recommend approval of the Preliminary Operating Plan and new Municipal Fees for the Junior Museum and Zoo.

**MOTION PASSED:** 7-0

# DRAFT ACTION MINUTES

**LONG-TERM PARKING LOT:** Vice Mayor DuBois moved, seconded by Council Member Fine, third by Council Member Cormack to place in the long-term parking lot to direct Staff to return with a report or agenda item on how the Junior Museum and Zoo will not be subsidized by the General Fund in the future.

- B. Discussion of Fiscal Year 2021 Proposed Municipal Fee Schedule Amendments.

**MOTION:** Council Member Cormack moved, seconded by Council Member Kniss to tentatively approve the Fiscal Year 2021 Proposed Municipal Fee Schedule Amendments.

**LONG-TERM PARKING LOT:** Council Member Kou moved, seconded by Council Member Cormack, third by Vice Mayor DuBois to place in the long-term parking lot to direct Staff to return with a discussion of potential price increases for Annual Parking Permits to the California Avenue Area parking garages and parking lots.

**AMENDMENT:** Council Member Tanaka moved, seconded by Council Member XX to add to the Motion to direct Staff to increase the delta 2X between resident and non-resident fees.

**AMENDMENT FAILED DUE TO THE LACK OF SECOND.**

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

Council took a break at 3:44 P.M. and returned at 4:01 P.M.

- C. Planning and Transportation Services Operating and Capital Budgets (Including Respective Special Revenue Funds)
  - a. Planning and Development Services
  - b. Office of Transportation

**PARKING LOT:** Vice Mayor DuBois moved, seconded by Council Member Filseth, third by Council Member Kou to place in the parking lot to revisit funding for the Transportation Management Association (TMA).

**MOTION:** Council Member Kniss moved, seconded by Mayor Fine to add the Long-Range Planning and Housing Program and related staffing back into the Proposed Budget (\$273,988).

**MOTION PASSED:** 4-3 DuBois, Filseth, Kou no

# DRAFT ACTION MINUTES

**MOTION:** Council Member Kniss moved, seconded by Council Member Cormack to recommend tentative approval of the Fiscal Year 2021 Operating/Capital Budgets for the Planning & Development Services Department and Office of Transportation Department Budgets for City Council consideration on May 26, 2020.

**PARKING LOT:** Council Member Tanaka moved, seconded by Mayor Fine, third by Council Member Kniss to place in the parking lot the Building Inspection and Fire Inspection budget adjustments.

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

Council took a break at 5:50 P.M. and returned at 6:34 P.M.

- D. Infrastructure and Environment
  - a. Utilities Department- Operating and Capital
    - i. Electric Fund
    - ii. Fiber Optics Fund
    - iii. Gas Fund
    - iv. Wastewater Collection Fund
    - v. Water Fund
  - b. Public Works Department- Operating and Capital
    - i. Airport Fund
    - i. Refuse Fund
    - ii. Stormwater Management Fund
    - iii. Vehicle Replacement Fund
    - iv. Wastewater Treatment Fund

**MOTION:** Council Member Tanaka moved, seconded by Council Member Kniss to accept Staff recommendations of a 0 percent rate increase to the Electric, Fiber Optics, Gas, Wastewater and Water rates.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to amend the Motion to only include the Wastewater Collection Fund and the Water Fund rates.

**MOTION AS AMENDED:** Council Member Tanaka moved, seconded by Council Member Kniss to accept Staff recommendations of a 0 percent rate increase to the Wastewater Collection Fund and Water Fund rates.

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

**MOTION:** Council Member Filseth moved, seconded by Vice Mayor DuBois to recommend tentative approval of a 3 percent rate increase for one year in the Gas Fund.

# DRAFT ACTION MINUTES

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to change the Motion to, "...approval of a 2 percent rate increase for one year in the Gas Fund."

**MOTION AS AMENDED:** Council Member Filseth moved, seconded by Vice Mayor DuBois to recommend tentative approval of a 2 percent rate increase for one year in the Gas Fund.

**MOTION AS AMENDED PASSED:** 5-2 Kniss, Tanaka no

**MOTION:** Council Member Filseth moved, seconded by Council Member Tanaka to recommend tentative approval of a 0 percent rate increase for one year in the Electric Fund.

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

**MOTION:** Vice Mayor DuBois moved, seconded by Council Member Kniss to recommend tentative approval to restore the planned 2.5 percent rate increase for one year in the Fiber Optics Fund.

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

**MOTION:** Council Member Tanaka moved, seconded by Council Member xx to eliminate the communications function in the Utilities Department.

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

**MOTION:** Council Member Cormack moved, seconded by Council Member Kniss to recommend tentative approval of the Fiscal Year 2021 Operating/Capital Budget for the Infrastructure and Environment (Utilities and Public Works) for City Council consideration on May 26, 2020.

**MOTION PASSED:** 7-0

Council took a break at 8:47 P.M. and returned at 8:57 P.M.

- E. Internal Service Departments and Council Appointed Officers Operating Budgets
  - a. Administrative Services
  - b. Human Resources
  - c. Information Technology
  - d. City Attorney's Office
  - e. City Auditor's Office
  - f. City Clerk's Office
  - g. City Manager's Office
  - h. City Council



# DRAFT ACTION MINUTES

**MOTION:** Council Member Kniss moved, seconded by Council Member DuBois to recommend tentative approval of the Fiscal Year 2021 Operating Budget for the Internal Service Departments and Council Appointed Officers Operating Budgets for City Council consideration on May 26, 2020, plus to explore ways to continue to support funding for KZSU.

**PARKING LOT:** Vice Mayor DuBois moved, seconded by Council Member Kniss, third by Council Member Kou to place in the parking lot the full minutes.

**PARKING LOT:** Council Member Cormack moved, seconded by Council Member Kou, third by Vice Mayor DuBois to place in the parking lot the full cost of the packet printing materials.

**AMENDMENT:** Council Member Tanaka moved, seconded by Council Member Kou to reduce the Staff in the City Manager's Office by two Staff members of the City Manager's choosing.

**AMENDMENT FAILED:** 2-5 Cormack, DuBois, Filseth, Fine, Kniss no

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

F. ~~Discussion and Direction to Staff Regarding the Establishment of a Pension Funding Policy and Approval of Amendment Number 1 to Contract Number C15159278 to Increase Compensation by \$97,675 for Additional Actuarial Consultant Services for a new Total Not-To-Exceed Amount of \$230,000. (This item has been continued to a date uncertain.)~~

G. May 11, 12, and 13th Budget Hearing Wrap-up Discussion.

**MOTION:** Mayor Fine moved, seconded by Council Member Kniss to:

- A. Remove the Section 115 Trust;
- B. Cubberley Finances from the short-term parking lot; and
- C. Add \$1 million in the General Capital Improvement Project Fund cuts back into the budget.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion, "Dedicate \$1.6 million reduction in Capital Improvement Project Fund to the Section 115 Trust Fund." (New Part D)

# DRAFT ACTION MINUTES

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

- A. Remove the Section 115 Trust from the short-term parking lot;
- B. Remove the Cubberley Finances from the short-term parking lot;
- C. Add \$1 million in the General Capital Improvement Project Fund cuts back into the budget; and
- D. Dedicate the \$1.6 million reduction in Capital Improvement Project Fund to the Section 115 Trust Fund.

**MOTION AS AMENDED PASSED FOR MOTION PART A:** 6-1 Kou no

**MOTION AS AMENDED PASSED FOR MOTION PART B:** 6-1 Tanaka no

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to update the Motion, Part C to read, "cut an additional \$1 million from the General Capital Improvement Fund and reduce the General Fund Transfer to the Capital Improvement Project Fund by a corresponding amount".

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

- C. Cut an additional \$1 million from the General Capital Improvement Fund and reduce the General Fund Transfer to the Capital Improvement Project Fund by a corresponding amount; and
- D. Dedicate the dedicate \$1.6 million reduction in Capital Improvement Project Fund to the Section 115 Trust Fund.

**MOTION AS AMENDED PASSED FOR MOTION PART C:** 6-1 Tanaka no

**MOTION AS AMENDED PASSED FOR MOTION PART D:** 6-1 Kou no

**MOTION:** Council Member Tanaka moved, seconded by Council Member Kou to remove the College Terrace Library from the parking lot.

**MOTION FAILED:** 3-4 Cormack, Filseth, Fine, Kniss no

**MOTION:** Council Member Filseth moved, seconded by Council Member Cormack to allocate \$1 million back into the budget to address the following areas: 60 percent Police Department and 40 percent Community Services Department.

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**MOTION PASSED:** 7-0

**PARKING LOT:** Council Member Kou moved, seconded by Council Member Kniss, third by Council Member Tanaka to place in the parking lot the Youth Community Service Youth Connectedness Initiative of \$50,000.

**LONG-TERM PARKING LOT:** Vice Mayor DuBois moved, seconded by Council Member Kou, third by Council Member Filseth to add to the long-term parking lot to direct Staff to analyze a re-balance of the Capital Fund to contribute to the Roth renovation, with the use of impact fees and up to \$1 million from the General Fund, a preference for impact fees, and to refer the results to the Finance Committee.

Adjournment: The meeting was adjourned at 11:51 P.M.



# CITY OF PALO ALTO CITY COUNCIL DRAFT ACTION MINUTES

Special Meeting  
June 1, 2020

The City Council of the City of Palo Alto met on this date via virtual teleconference at 5:03 P.M.

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

Absent:

## Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATORS  
**City Designated Representatives:** City Manager and his Designees Pursuant to Merit System Rules and Regulations (Ed Shikada, Rumi Portillo, Molly Stump, Monique LeConge Ziesenhenné, Nick Raisch, Kiely Nose, Gina Roccanova)  
**Employee Organizations:** Utilities Management and Professional Association of Palo Alto (UMPAPA); Service Employees International Union, (SEIU) Local 521; Service Employees International Union, (SEIU) Local 521, Hourly Unit; Palo Alto Police Officers Association (PAPOA); Palo Alto Fire Chiefs' Association (FCA) and Employee Organization: International Association of Fire Fighters (IAFF), Local 1319; Palo Alto Police Manager's Association (PAPMA)  
**Authority:** Government Code Section 54957.6(a).

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

**MOTION PASSED:** 7-0

Council went into Closed Session at 5:04 P.M.

Council returned from Closed Session at 6:52 P.M.

Mayor Fine announced no reportable action.

## Agenda Changes, Additions and Deletions

Mayor Fine announced Agenda Item Number 8 will be heard at a later date.

Ed Shikada, City Manager, announced Council Member Questions, Comments, and Announcements will be heard after City Manager Comments.

# DRAFT ACTION MINUTES

## Minutes Approval

1. Approval of Action Minutes for the May 4 and May 18, 2020 City Council Meetings.

**MOTION:** Mayor Fine moved, seconded by Council Member DuBois to approve the Action Minutes for the May 4 and May 18, 2020 City Council Meetings.

**MOTION PASSED:** 7-0

## Consent Calendar

Council Member Tanaka registered a no vote on Agenda Item Numbers 3, 5, 6, 6A.

**MOTION:** Council Member Cormack moved, seconded by Council Member Filseth to approve Agenda Item Numbers 2-6B.

2. Approval of Contract Number C20178122 With Stoloski & Gonzalez, Inc. in the Amount of \$2,082,178 for the Loma Verde Avenue Trunk Line Improvements Project (SD-19000), and the Storm Drainage System Replacement and Rehabilitation Project (SD-06101).
3. Approval of Utilities Enterprise Fund Contract Number C20176920 With Davey Surgery Tree Company for the 2020 Utility Line Clearance Project in an Amount Not-to-Exceed \$14,486,057 for a Five-year Term.
4. Approval and Authorization for the City Manager or Designee to Execute Memoranda of Understanding (MOUs) With the San Francisco Foundation and PolicyLink to Accept Placement of a Fellow Under the Partnership for the Bay's Challenge Grant Program; Authorization for the Mayor to Submit a Technical Assistance Request Letter.
5. Approval and Authorization for the City Manager or Designee to Execute a Professional Services Agreement With Magellan Advisors, LLC in a Not-to-Exceed Amount of \$214,236 for Phase 1 of the Fiber Network Expansion Plan.
6. Ordinance 5497 Entitled "Ordinance of the Council of the City of Palo Alto Amending Title 12 of the Palo Alto Municipal Code to Set a 120-day Statute of Limitations for Challenges to the City's Water Service Rates, Wastewater Collection and Disposal Rates, Refuse Rates, Storm Water

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Management Fees, and Fiber Licensing Service Rates (FIRST READING: May 18, 2020 PASSED: 6-1 Tanaka no)."

- 6A. Authorize the Early Retirement Incentive Program for Police Officers and Fire Fighters.
- 6B. Council Appointed Officers Committee Recommendation to Reject Proposals Received in Response to the Internal Auditor Services Request for Proposals (RFP).

**MOTION PASSED FOR AGENDA ITEM NUMBERS 3, 5, 6, 6A:** 6-1 Tanaka no

**MOTION PASSED FOR AGENDA ITEM NUMBERS 2 and 4:** 7-0

Council took a break at 8:16 P.M. and returned at 8:31 P.M.

- 7. PUBLIC HEARING/QUASI-JUDICIAL: Newell Road Bridge Replacement Project [19PLN-00130]: Adoption and Approval of; 1) a Resolution 9889 Entitled, "Resolution of the Council of the City of Palo Alto Certifying the Final Environmental Impact Report (FEIR) and Adopting Findings, a Statement of Overriding Considerations and a Mitigation Monitoring and Reporting Program Pursuant to the California Environmental Quality Act (CEQA) for the Project," 2) a Record of Land Use Action Approving an Architectural Review Application [File 19PLN-00130] for Demolition of a Two-way Bridge on Newell Road Between Woodland Avenue in East Palo Alto and Edgewood Drive in Palo Alto and Construction of a new Bridge Along the Same Alignment That Meets Caltrans Standards for Multi-modal Access, and 3) Approval of Amendment Number 3 to Contract C12142825 With NV5, Inc. to Extend the Term for Design Services for Newell Road/San Francisquito Creek Bridge Replacement Project (PE-12011).

Public Hearing opened at 9:14 P.M.

Public Hearing closed at 10:10 P.M.

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

- A. Adopt a Resolution certifying an Environmental Impact Report for the Newell Road/San Francisquito Creek Bridge Replacement Project, making the required findings, and adopting a statement of overriding considerations and a Mitigation Monitoring and Reporting Plan, all in accordance with the California Environmental Quality Act (CEQA);

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- B. Approve the Record of Land Use Action approving the proposed Architectural Review application based on the findings and subject to conditions of approval;
- C. Approve and authorize the City Manager or his designee to execute Amendment No. 3 to Contract No. C12142825 with NV5, Inc. to update the Schedule of Performance and extend the contract time to December 2021 to complete the design phase of the Project; and
- D. Approve Option B Striping

**AMENDMENT:** Mayor Fine moved, seconded by Council Member Cormack to change the Motion Part D to state, "Approve Option A Striping."

**AMENDMENT PASSED:** 5-2 Kou, Tanaka no

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

- A. Adopt a Resolution certifying an Environmental Impact Report for the Newell Road/San Francisquito Creek Bridge Replacement Project, making the required findings, and adopting a statement of overriding considerations and a Mitigation Monitoring and Reporting Plan, all in accordance with the California Environmental Quality Act (CEQA);
- B. Approve the Record of Land Use Action approving the proposed Architectural Review application based on the findings and subject to conditions of approval;
- C. Approve and authorize the City Manager or his designee to execute Amendment No. 3 to Contract No. C12142825 with NV5, Inc. to update the Schedule of Performance and extend the contract time to December 2021 to complete the design phase of the Project; and
- D. Approve Option A Striping

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

~~8. Discussion and Direction to Staff on Housing Affordability Requirements for Projects Proposed Under the Planned Housing Zone (PHZ).~~ **THIS ITEM HAS BEEN REMOVED FROM THE AGENDA AND WILL BE HEARD AT A LATER DATE.**

Adjournment: The meeting was adjourned at 11:19 P.M.