



# CITY COUNCIL DRAFT ACTION MINUTES

Regular Meeting  
May 20, 2024

The City Council of the City of Palo Alto met on this date in the Council Chambers and by virtual teleconference at 5:30 P.M.

Present In Person: Burt, Kou, Lauing, Lythcott-Haims, Stone, Tanaka, Veenker

Present Remotely:

Absent:

## Special Orders of the Day (Items heard out of order)

3. Greeting Yanpu, Shanghai, China Sister City Officials and Delegation

## **NO ACTION**

1. Santa Clara County Department of Family and Children's Services in Honor of May being National Foster Care Awareness Month

## **NO ACTION**

2. Proclamation Recognizing National Public Works Week

## **NO ACTION**

## Agenda Changes, Additions and Deletions

## Closed Session

- AA1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Authority: Government Code Section 54956.8 Property: 4000 Middlefield Road, Palo Alto (Informally known as the Cubberley Site) Negotiating Party: Palo Alto Unified School District City Negotiators: (Ed Shikada, Chantal Cotton Gaines, Kristen O'Kane, Sunny Tong) Subject of Negotiations: Purchase, Exchange, and/or Lease Price and Terms of Payment

# DRAFT ACTION MINUTES

**MOTION:** Council Member Lythcott-Haims moved, seconded by Council Member Veenker to go into Closed Session.

**MOTION PASSED:** 7-0

Council went into Closed Session at 5:55 P.M.

Council returned from Closed Session at 7:18 P.M.

Mayor Stone announced no reportable action.

## Public Comment

## Council Member Questions, Comments and Announcements

## Consent Calendar

Council Member Tanaka registered a no vote on Agenda Item Number 10.

**MOTION:** Council Member Lythcott-Haims moved, seconded by Mayor Stone to approve Agenda Item Numbers 5-10.

**MOTION PASSED ITEMS 5-9:** 7-0

**MOTION PASSED ITEM 10:** 6-1, Tanaka no

5. Approval of Minutes from May 6, 2024 Meeting
6. Adoption of a Resolution for Senate Bill 1, the Road Repair and Accountability Act, for Fiscal Year 2025, Providing the Project List for the Street Maintenance Capital Improvement Program project PE-86070; CEQA Status – Not a Project
7. Approval of Purchase Order 4524000375 with Meiden American Switchgear for the Purchase of Seven (7) 60KV Circuit Breakers for the Colorado Substation in an Amount Not to Exceed \$713,023 for FY 2024; CEQA Status: Exempt Under CEQA Guidelines Section 15302 (Replacement of Existing Structures)
8. Adoption of Resolution Suspending the Levy of Assessments on the Downtown Palo Alto Business Improvement District (BID) Assessment for Fiscal Year 2025; CEQA status – not a project.

# DRAFT ACTION MINUTES

9. Approval of a Budget Amendment in the General Fund for the Planning and Development Services Department's Deposit Based Fee Program for Private Development Studies in the Amount of the Net Zero \$300,000: CEQA – Not a Project
10. Adoption of Revised Management and Professional Salary Schedule to Adjust the Salary of One Classification; Adoption of Administrative Revisions to the Management and Professional Compensation Plan; and Adoption of a Side Letter and Revised International Association of Fire Fighters, Local 1319 Salary Schedule for One New Classification; CEQA Status - Not a project

## City Manager Comments

Ed Shikada, City Manager

## Action Items

11. Ad Hoc Committee recommendation to the City Council on a Potential Charter Amendment on the Direct Election of the Mayor

~~**MOTION:** Council Member Burt moved, seconded by Council Member Kou to table the item on the Direct Election of the Mayor.~~

~~**MOTION PASSED/FAILED:** X X~~

**SUBSTITUTE MOTION:** Mayor Stone moved, seconded by Council Member Veenker to accept the Ad Hoc Committee recommendation that the proposed Charter Amendment on the ballot provide:

1. The City's mayor will be directly elected by residents for a term of four years;
2. Candidates for mayor must have at least two years of experience on Council by the time they would assume office; and
3. Service as mayor is limited to two successive terms, as is already the case for service as council member, and no person would be able to serve as council member or mayor for a combined total of more than 12 years in a 16-year period; and
4. Place such a Charter Amendment on the ballot for the November 5, 2024 election and direct staff to return to Council for approval of ballot materials on Consent.

**SUBSTITUTE MOTION FAILED:** 3-4, Lauing, Kou, Burt, Lythcott-Haims no

# DRAFT ACTION MINUTES

**MOTION:** Council Member Lythcott-Haims moved, seconded by Council Member Veenker to table the item on the Direct Election of the Mayor and request the Ad Hoc further discussions and take into account the feedback received on May 20, 2024, additional community input, and come back to Council for further direction.

**MOTION PASSED:** 4-3, Burt, Kou, Lauing no

12. Discussion and Direction Regarding the City Council Procedures and Protocols Handbook - Annual Discussion as Recommended by the Policy & Services Committee (Item Continued from May 13, 2024 City Council Meeting)

**MOTION:** Council Member Burt moved, seconded by Mayor Stone to add to the Council Appointed Officers (CAO) Committee responsibilities (Procedures Sec. 1.2(d) to make recommendations to the Council annually:

1. The process of the CAO evaluations; and
2. Schedule CAO performance evaluations; and
3. The selection of the consultant to serve as the facilitator for the CAO evaluations for the year.

**MOTION PASSED:** 7-0

**MOTION:** Council Member Burt moved, seconded by Mayor Stone to incorporate the following language into the City Council Procedures and Protocols Handbook:

**Special Orders of the Day: Resolutions, Proclamations, and Statements on behalf of the Mayor or Council**

*The Council shall refrain from taking positions on matters related to foreign governments, or concerning the foreign policy of the United States, or its relationship to other countries. Additionally, the Council shall not adopt resolutions, issue proclamations or official statements, or otherwise engage in advocacy on issues that are outside the scope of local governance.*

*The Council may support proclamations, resolutions, and matters directly related to Palo Alto's Sister Cities, provided they focus on cultural, educational, commercial or other collaborations consistent with the objectives of these partnerships."*

# DRAFT ACTION MINUTES

*The Council may adopt positions on domestic acts of the state or federal government which affect the resources of the City, or the health, safety and welfare of the residents or workers of the City consistent with our legislative guidelines.*

*Statements representing the position of the City Council on issues that are controversial, shall be voted upon by the Council.*

**MOTION PASSED: 7-0**

**MOTION:** Council Member Burt moved, seconded by Mayor Stone to establish a procedure for proclamations, including additional guidance, and any other staff recommendations based on best practice, specifically identifying guidelines for routine non-controversial proclamations to be approved by the Mayor and Vice Mayor and any controversial proclamations to be brought to the full Council for a vote for approval.

**MOTION PASSED: 7-0**

**MOTION:** Council Member Burt moved, seconded by Mayor Stone to add under Procedures Section 2.3a all Council Members are expected to be at the dais at all times except for necessary short breaks and other kinds of exceptions.

**MOTION PASSED: 4-3, Lythcott-Haims, Tanaka, Veenker no**

**MOTION:** Council Member Burt moved, seconded by Vice Mayor Lauing to refer to Policy and Services whether there should be a mechanism by which under Council Comments to be able to refer to staff a simpler request than would be required in a Colleague's Memo (with the boundaries defined).

**MOTION PASSED: 7-0**

**MOTION:** Council Member Veenker moved, seconded by Mayor Stone to add to the current duties of the Mayor to make appointments of Council Members to Regional bodies that Palo alto has a seat(s) on as applicable and or where not otherwise provided for by law.

**MOTION PASSED: 7-0**

# DRAFT ACTION MINUTES

**MOTION:** Mayor Stone moved, seconded by Vice Mayor Lauing to prohibit accepting hotel accommodations from our Sister Cities, Sibling Cities, and Friendship Cities, and to include the use of discretion and best judgment when accepting other gifts from those groups.

**MOTION PASSED:** 6-0-1, Veenker abstain

Adjournment: The meeting was adjourned at 10:45 P.M.

ATTEST:

APPROVED:

---

City Clerk

---

Mayor

NOTE: Action minutes are prepared in accordance with Palo Alto Municipal Code (PAMC) 2.04.160(a) and (b). Summary minutes (sense) are prepared in accordance with PAMC Section 2.04.160(c). Beginning in January 2018, in accordance with [Ordinance No. 5423](#), the City Council found action minutes and the video/audio recordings of Council proceedings to be the official records of both Council and committee proceedings. These recordings are available on the City's website.