



## City Council Supplemental Report

CITY OF  
**PALO  
ALTO**

**From: Ed Shikada, City Manager**

**Meeting Date: January 29, 2024**

**Item Number: 2C**

Report #:2401-2546

### **TITLE**

2C. Supplemental Memo: Selection of 2024 Council Priorities & Discussion on Strategies to Achieve Priorities - Review and Approval of Ad Hoc Committee Purpose Statements

### **RECOMMENDATION**

Council approval of Cubberley, Housing, Legislative, Sustainability & Climate Action Plan, Stanford, and Retail Ad Hoc Purpose Statements.

### **BACKGROUND/ANALYSIS**

The City Council uses Ad Hoc Committees to explore City business in greater depth than what is possible in the allotted Council and Standing Committee meetings. The City Council Protocols and Procedures Handbook outlines a set of procedural rules that address: Definition of Ad Hoc Committees; Brown Act; Creation and Appointment; Duration; Members; Reporting; Termination; and Conclusion. Information on each of the topics can be found on page six (6) in the Handbook linked below:

<https://www.cityofpaloalto.org/files/assets/public/v/1/city-clerk/city-charterprocedures/2023-adopted-council-protocols-and-procedures-manual-5.2023.pdf>

The Council has currently has six active ad hoc committees. It is important to ensure a clear and defined purpose for each existing ad hoc committees in order to facilitate effective Council engagement and maximize the impact of these committees on the identified 2024 Priorities. Draft purpose statements from the Cubberley, Housing, Legislative, Sustainability & Climate Action Plan, Stanford, and Retail Ad Hoc Committees are defined below.

The draft purpose statements have been developed in consultation with the ad hoc committee members, and reflect anticipated topics for discussion consistent with Brown Act requirements. In some cases as noted below, the Council may determine that establishing an ad hoc committee as Brown Act bodies (with publicly noticed and recorded meetings, and other requirements) may be more conducive to conducting the work involved.

Staff recommends Council discuss and provide direction on the ad hoc committee purpose statements, including designation of which committees will operate as Brown Act bodies.

For the Legislative Ad Hoc Committee, staff recommends that substantive “legislative matters” previously referred to the Legislative Ad Hoc Committee instead be handled by the Policy & Services Committee as was the case prior to 2023. Staff will also present the scope of services for legislative advocacy to the Policy & Services Committee prior to full Council review.

*NEW NAME -- Climate Action Ad Hoc Committee – (potential change to Brown Act format)*

Accelerate the implementation of the 3-year Climate Action workplan by supporting completion of the following items: Full Scale HPWH Program; Commercial HVAC Pilot Program; Single Family Whole Home Electrification Pilot Program; Multi-family EV Charger Program; EV Strategic Plan; and S/CAP Funding Study. *The Committee will provide periodic updates during Council Member Questions, Comments and Announcements and will make an oral year-end report on its work no later than December 2024 (note that if changed to Brown Act format, this last sentence is not necessary).*

Housing Ad Hoc Committee

Provide staff guidance in preparation for full council review on the following initiatives to address housing affordability, availability, and stability: rental registry and renter protection policies; housing element programs and implementing objectives; Coordinated Area Plan processes; and affordable housing funding strategies. The Committee will provide periodic updates during Council Member Questions, Comments and Announcements and will make an oral year-end report on its work no later than December 2024.

Retail Ad Hoc Committee – (potential change to Brown Act format)

Accelerate implementation of the Council-approved Economic Development Strategy by: enhancing Council engagement and personal contacts with business and community stakeholders; and, providing feedback to staff in preparation for full council review on near-term improvements to support businesses in University Ave, Cal Ave and Midtown; proposed University and Cal Avenue design concepts; and citywide retail zoning code changes. *The Committee will provide periodic updates during Council Member Questions, Comments and Announcements and will make an oral year-end report on its work to Council no later than December 2024 (note that if changed to Brown Act format, this last sentence is not necessary).*

Stanford Ad Hoc Committee

Information sharing on issues of concern to Stanford University and the City in 2024: a proposed extension of Quarry Road; Climate Action plans; transit improvements; City use of Stanford lands; and housing development of mutual interest. The Committee will provide periodic updates during Council Member Questions, Comments and Announcements and will make an oral year-end report on its work to Council no later than December 2024.

### Cubberley Ad Hoc Committee

The Cubberley Ad Hoc will work with staff and negotiate a real estate transaction with PAUSD for the long-term community use of the Cubberley site. The Cubberley Ad Hoc will report to the full Council, typically in closed session, and results of the negotiation brought to Council in public session at appropriate points with expected completion in 2024.

### Legislative Ad Hoc Committee

Review the scope of work of the legislative advocates contract and determine if changes are needed in future years. Develop a scope of services and contract structure for the City's grant plan and to address the City's legislative workplan. The Committee will provide periodic updates during Council discussions on legislation at full Council or Policy and Services Committee or during Council Member Questions, Comments and Announcements and will make an oral year-end report on its work to Council no later than December 2024.

### **APPROVED BY:**

Ed Shikada, City Manager