



# CITY COUNCIL DRAFT ACTION MINUTES

Special Meeting  
April 24, 2023

The City Council of the City of Palo Alto met on this date in the Council Chambers and by virtual teleconference at 5:00 P.M.

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

Present Remotely: None

Absent: None

## SPECIAL ORDER OF THE DAY

1. Interview for Openings on the Human Relations Commission and Parks and Recreation Commission

## ACTION

2. Adoption of a Resolution to Appoint Adriane D. McCoy of Baker Tilly US, LLP as City Auditor

**MOTION:** Council Member Council Member Veenker moved, seconded by Council Member Lythcott-Haims to adopt Resolution 10103 to appoint Adriane D. McCoy of Baker Tilly US, LLP as city Auditor

**MOTION PASSED: 7-0**

## STUDY SESSION

3. Study Session: Safe Routes to School Annual Report for 2021-2022; CEQA status – not a project. Public Comments, Presentation

## AGENDA CHANGES, ADDITIONS AND DELETIONS

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## PUBLIC COMMENT

## CONSENT CALENDAR

**MOTION:** Council Member Lauing moved, seconded by Council Member Burt to approve Agenda Item Numbers 4 and 5.

4. Adoption of Resolution 10104 of Intent to Not Levy Assessments for the Palo Alto Downtown Business Improvement District (BID) in FY 2024 and Setting a Public Hearing for May 15, 2023; CEQA status – not a project.
5. Approval of Minutes from April 10, 2023 Meeting

**MOTION PASSED: 7-0**

## CITY MANAGER COMMENTS

## ACTION ITEMS

6. Review and Adoption of the Council Procedures and Protocols Handbook – Including Changes Directed by Council on January 30 and March 20, 2023 Public Comment

**MOTION:** Council Member Veenker moved, seconded by Council Member Lauing to adopt the articulated amendments 1 – 5 on the updated Council Procedures and Protocols Handbook including Procedures sections 2.3b(2)C, 3.1, 3.4 and 3.9(b)(9) and Protocols Section 1.6d.

**MOTION PASSED: 7-0**

**MOTION:** Council Member Burt moved, seconded by Council Member Stone amend the handbook as follows:

In Section 5.1d, update the text to:

Strike “request to speak....to speak on an item” and do: Presiding officer will endeavor to identify in advance the time when public comment cards will no longer be accepted.

Section 5.1c1: strike “typically will” and replace with “may”

**MOTION PASSED: 7-0**

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**MOTION:** Council Member Veenker moved, seconded by Council Member Lythcott-Haims to Direct staff to:

- 1) amend the Municipal Code that the start time of our regular meetings is 5:30 PM, and
- 2) amend Handbook Section 2.3 (a) to include at least one 15-minute break

**MOTION PASSED: 7-0**

**MOTION:** Council Member Burt moved, seconded by Council Member Lauing to Direct staff to:

- 1) Amend the handbook to reflect Study sessions be moved to immediately following general public comments

**MOTION PASSED: 7-0**

**MOTION:** Mayor Kou moved, seconded by Vice Mayor Stone to Direct staff to:

- 1) Amend the handbook to reflect the order of the agenda as listed below:

- Call To Order
- Special Order Of The Day
- Closed Session
- Agenda Changes
- General Public Comment
- Council Member Questions, Comments and Announcements
- Study Session
- Consent Agenda
- City Manager Comments
- Action
- Adjournment

**MOTION PASSED: 6-1, Tanaka No**

**MOTION:** Council Member Burt moved, seconded by Vice Mayor Stone to approve the balance of the proposed changes to the Procedures and Protocols handbook as presented.

**MOTION PASSED: 7-0**

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## COUNCIL MEMBER QUESTIONS, COMMENTS AND ANNOUNCEMENTS

ADJOURNMENT: The meeting was adjourned at 10:58 P.M.

ATTEST:

APPROVED:

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\_\_\_\_\_

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.