



## **POLICY AND SERVICES COMMITTEE**

Tuesday, December 13, 2022

Regular Meeting

Council Chamber & Virtual

7:00 PM

### **AMENDED AGENDA**

Pursuant to [AB 361](#) Palo Alto City Council and Committee meetings will be held as “hybrid” meetings with the option to attend by teleconference/video conference or in person. To maximize public safety while still maintaining transparency and public access, members of the public can choose to participate from home or attend in person. Information on how the public may observe and participate in the meeting is located at the end of the agenda.

### **HOW TO PARTICIPATE**

#### **VIRTUAL PARTICIPATION**

**[CLICK HERE TO JOIN](#)** (<https://cityofpaloalto.zoom.us/j/94618744621>)

**Meeting ID: 946 1874 4621      Phone: 1(669)900-6833**

The meeting will be broadcast on Cable TV Channel 26, live on YouTube at <https://www.youtube.com/c/cityofpaloalto>, and streamed to Midpen Media Center at <https://midpenmedia.org>.

#### **PUBLIC COMMENTS**

Public Comments will be accepted both in person and via Zoom meeting. All requests to speak will be taken until 5 minutes after the staff’s presentation. Written public comments can be submitted in advance to [city.council@cityofpaloalto.org](mailto:city.council@cityofpaloalto.org) and will be provided to the Committee and available for inspection on the City’s website. Please clearly indicate which agenda item you are referencing in your email subject line.

### **Call to Order**

### **Oral Communications**

*Members of the public may speak to any item NOT on the agenda.*

### **Action Items**

1. Policy and Services Discussion and Recommendations for the 2023 City Council Priority Setting Process

**Presentation**

2. Review and Provide a Recommendation to the City Council on the Proposed Council Procedures and Protocols Handbook

**Presentation**

*Late Packet Report added*

## Future Meetings and Agendas

### Adjournment

#### PUBLIC COMMENT INSTRUCTIONS

Members of the Public may provide public comments to hybrid meetings via email, in person, teleconference, or by phone.

1. **Written public comments** may be submitted by email to [city.council@cityofpaloalto.org](mailto:city.council@cityofpaloalto.org).
2. **In person public comments** please complete a speaker request card located on the table at the entrance to the Council Chambers, and deliver it to the City Clerk prior to discussion of the item.
3. **Spoken public comments using a computer or smart phone** will be accepted through the teleconference meeting. To address the Council, click on the link below to access a Zoom-based meeting. Please read the following instructions carefully.
  - You may download the Zoom client or connect to the meeting in- browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Or download the Zoom application onto your phone from the Apple App Store or Google Play Store and enter the Meeting ID below
  - You may be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
  - When you wish to speak on an Agenda Item, click on "raise hand." The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
  - When called, please limit your remarks to the time limit allotted.
  - A timer will be shown on the computer to help keep track of your comments.
4. **Spoken public comments using a phone** use the telephone number listed below. When you wish to speak on an agenda item hit \*9 on your phone so we know that you wish to speak. You will be asked to provide your first and last name before addressing the Council. You will be advised how long you have to speak. When called please limit your remarks to the agenda item and time limit allotted.

**[Click to Join](#)   Zoom Meeting ID: 946 1874 4621   Phone: 1(669)900-6833**

#### AMERICANS WITH DISABILITY ACT (ADA)

Persons with disabilities who require auxiliary aids or services in using City facilities, services or programs or who would like information on the City's compliance with the Americans with Disabilities Act (ADA) of 1990, may contact (650) 329-2550 (Voice) 48 hours or more in advance.



# City of Palo Alto

(ID # 14897)

## Policy and Services Committee Staff Report

Meeting Date: 12/13/2022

Report Type: Action Items

**Title: Policy and Services Discussion and Recommendations for the 2023 City Council Priority Setting Process**

**From: City Manager**

**Lead Department: City Manager**

### Recommendation

Staff recommends that the Policy and Services Committee discuss and forward for Council consideration recommendations on the 2023 priority-setting session tentatively scheduled for January 28, 2023.

### Background

In October 2012, the City Council approved Priority Setting Guidelines (CMR #3156) and outlined the role for the Policy & Services Committee in this activity. Per the Guidelines (**Attachment A**), a priority is defined as a topic that will receive unusual and significant attention during the year. Additionally, there is a goal of no more than three priorities per year, generally with a three-year time limit.

The 2022 Priorities, as selected at the City Council's Annual Retreat on February 5, 2022<sup>1</sup> are:

- Economic Recovery and Transition
- Climate Change – Protection and Adaptation
- Housing for Social and Economic Balance
- Community Health and Safety

Prior years' priorities are found in **Attachment B**.

Also at the February 5, 2022 City Council retreat, the City Council referred to the Policy and Services Committee development of a set of values for City Council consideration to aid in future retreats and priority setting processes. The Committee made a recommendation on City

<sup>1</sup> CMR #13997: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/city-council-agendas-minutes/2022/20220205/20220205pccsm-retreat.pdf>; Minutes: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/city-council-agendas-minutes/2022/20220205/20220205amccs.pdf>

Council values at their September meeting<sup>2</sup> and the City Council adopted a values statement in November:<sup>3</sup>

*The Palo Alto City Council has universally shared values that help guide our decisions and the work we do. These values include:*

1. *We will make decisions that balance revenues and expenses, now and in the future.*
2. *We will make decisions that are environmentally sustainable, now and in the future.*
3. *We will integrate equity into our decisions, considering how decisions affect people differently based on their identity or circumstances.*
4. *We will make decisions that create a healthy, safe and welcoming community for all.*
5. *We will safeguard public trust through transparent practices and open communication.*
6. *We embrace innovation.*

## Discussion

As set forth in the Priority Setting Guidelines: The Policy and Services Committee, each year at its December meeting, shall make recommendations about the process that will be used at the Annual Retreat paying particular attention to the number of priorities suggested by Council members. The recommended process is to be forwarded to Council for adoption in advance of the Council retreat.

Staff emailed current City Council members and City Council member-elects requesting their suggestions for priority topics to be included. Recognizing the volume and nature of ongoing work on the current (2022) priorities, staff also suggested that if the 2022 priorities might be retained with limited refinement, a portion of the retreat could be allocated to deeper discussion of the projects being advanced for each priority.

The initial City Councilmember priority suggestions received as of the date of report preparation are listed below in alphabetical order:

1. Cormack: For a new priority, add "Redevelop Cubberley Community Center"; for a retained priority, "Climate action mitigation and adaptation"
2. Lauing: Maintain current priorities
3. Lythcott-Haims:
  - a. Avoid Triggering Builders Remedy

<sup>2</sup> CMR #14731: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/policy-and-services-committee/2022/20220913/20220913ppsr.pdf>; Minutes: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/policy-and-services-committee/2022/20220913/20220913ampsr.pdf>

<sup>3</sup> CMR 14912: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/city-council-agendas-minutes/2022/20221107/20221107pccsm-amended-linked-q.a-2.pdf>

Minutes: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/city-council-agendas-minutes/2022/20221107/20221107amccsm.pdf>

- b. Develop Area Plans for regions slated to get bulk of housing
- c. Determine Grade Separation Designs

Suggestions and comments from community members are also being solicited. It will remain open and available to the community for inclusion at the Council retreat in January. At the retreat, the community can also attend and share their input on Council priorities at the meeting. The purpose of this engagement is to help inform the City Council on priorities for the upcoming year.

Based on the feedback received to date, staff recommends that a portion of the retreat be allocated to deeper discussion of the projects being advanced for each of the 2022 priorities. Time permitting, this will facilitate prioritization of projects not yet underway within each priority. We also recommend that the City once again secure the services of Mary Egan with MRG to facilitate priority setting.

#### **Timeline, Resource Impact, Policy Implications**

No additional resource impact is expected at this time. This discussion will inform the annual City Council retreat, which is tentatively scheduled for January 28, 2023.

#### **Stakeholder Engagement**

Staff sought input from City Council members and City Council member-Elects. Staff will also seek input from the community on the Council's priorities via the Open Town Hall survey which will be released in December. At the retreat, the public can also attend and share feedback at the meeting or directly email the Council.

#### **Environmental Review**

This is not considered a project as defined by CEQA and no review is required.

#### **Attachments:**

- Attachment A-Priority Setting Guidelines
- Attachment B-Past Council Priorities

## City Council Priority Setting Guidelines

**Approved by City Council:** October 1, 2012

**Last revised: October 1, 2012**

### Background

The City Council adopted its first Council priorities in 1986. Each year the City Council reviews its priorities at its Annual Council Retreat. On October 1, 2012 the City Council formally adopted the definition of a council priority, and the Council's process and guidelines for selection of priorities.

### Definition

A Council priority is defined as a topic that will receive particular, unusual and significant attention during the year.

### Purpose

The establishment of Council priorities will assist the Council and staff to better allot and utilize time for discussion and decision making.

### Process

1. Three months in advance of the annual Council Retreat, staff will solicit input from the City Council on the priorities to be reviewed and considered for the following year.
  - a. Council members may submit up to three priorities.
  - b. Priorities should be submitted no later than December 1.
  - c. As applicable, the City Manager will contact newly elected officials for their input by December 1.
  - d. The City Clerk will provide timely notice to the public to submit proposed priorities by December 1. The Policy and Services Committee shall recommend to the Council which suggestions if any shall be considered at the City Council retreat.
2. Staff will collect and organize the recommended priorities into a list for Council consideration, and provide to Council no less than two weeks in advance of the retreat.
3. The Policy and Services Committee, each year at its December meeting, shall make recommendations about the process that will be used at the Annual Retreat paying particular attention to the number of priorities suggested by Council members. The recommended process is to be forwarded to Council for adoption in advance of the Council retreat.

### Guidelines for Selection of Priorities

1. There is a goal of no more than three priorities per year.
2. Priorities generally have a three year time limit.

**ATTACHMENT B**

Past Palo Alto City Council Priorities, By Year for the last six years:

**2022**

- Economic Recovery and Transition
- Climate Change – Protection and Adaptation
- Housing for Social and Economic Balance
- Community Health and Safety

**2021**

- Economic Recovery
- Housing for Social and Economic Balance
- Social Justice
- Climate Change – Protection and Adaptation

**2020**

- Housing, with special emphasis on affordability
- Sustainability, in the context of the changing climate
- Improving mobility for all

**2019**

- Climate Change
- Grade Separation (choose preferred alternative by end of the year)
- Traffic and Transportation
- Fiscal Sustainability

**2018**

- Transportation
- Housing
- Budget and Finance (create an infrastructure funding plan)
- Grade Separation (choose preferred alternative by end of year)

**2017**

- Transportation
- Housing
- Infrastructure
- Healthy City, Healthy Community
- Budget and Finance