



CITY COUNCIL DRAFT ACTION MINUTES

Special Meeting
January 30, 2022

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

Agenda Changes, Additions and Deletions

Public Comment

Consent Calendar

Council Member Tanaka registered a no vote on Agenda Item Number 2.

Council Members Lythcott-Haims, Tanaka registered a no vote on Agenda Item Number 3.

MOTION: Vice Mayor Stone moved, seconded by Council Member Kou to approve Consent Agenda Item Numbers 1-3.

1. Approval of Minutes from December 12, 2022, December 19, 2022 and January 9, 2023
2. Approval of Amendment Number One (1) with Insight Public Sector, C20177991 Extending the Term by Three Years and Compensation by \$1,686,615 Utilizing a Riverside County Agreement for Citywide Microsoft Licensing and Approve a Contingency in the Amount of \$100,000 Annually, for a new Total Not-to-Exceed Contract Amount to \$3,628,317; CEQA Status—not a project
3. SECOND READING: Adoption of Amendments to Palo Alto Municipal Code Chapter 18.09, Accessory and Junior Accessory Dwelling Units due to State Law Changes and

DRAFT ACTION MINUTES

Direction from the California Department of Housing and Community Development.
Environmental Assessment: Exempt from the provisions of the California
Environmental Quality Act (CEQA) pursuant to Public Resources Code Section
21080.17 and CEQA Guidelines sections 15061(b)(3), 15301, 15302 and 15305.
Planning and Transportation Commission Recommended Approval of the Ordinance.

MOTION PASSED FOR Item 1: 7-0

MOTION PASSED FOR Item 2: 6-1 Tanaka No

MOTION PASSED FOR Item 3: 5-2 Lythcott-Haims, Tanaka No

City Manager Comments

Action Items

AA1. City Council discussion and direction regarding wage requirements for the contract for next Janitorial services (Continued from the 1/23/23 Meeting)

A. Review and Provide Direction on Wage and Benefits Requirements for Inclusion in a New Janitorial Services Request for Proposal (RFP)

B. Responsible Contracting Standards Colleague's Memo (Stone & Burt)

MOTION: Council Member Tanaka moved, to look at this proposal and all contracts for services during the budget review cycle.

Motion died for lack of a second.

MOTION: Council Member Burt moved, seconded by Vice Mayor Stone adopt Option 3 as stated in the staff report and to scale the new wage set in proportion to classifications included in Option 1 using the PUC base custodian prevailing wage as a baseline.

MOTION PASSED: 6-1, Tanaka no

DRAFT ACTION MINUTES

4. Review and Adoption of the Policy and Services Committee Recommendations on the Revised Council Procedures and Protocols Handbook (previously discussed on December 19, 2022)

MOTION: Moved by Council Member Tanaka, seconded by Council member Lythcott-Haims to approve Section 1 with the following amendments:

- A. Keep the existing language in 1.1 Organization of City Council & schedule an action item discussion later this year
- B. Revise the redline in 1.2.1 Function of Committees to read: *Actions of the committee shall be advisory recommendations only-to the full Council, except as to matters expressly delegated to the committee by Council.*
- C. Add this language to Section 1.2 B: Policy and Services Committee: "Other standing committees may be adopted by the Council."
- D. The Chair may set public speaking time to 3 minutes
- E. Proposing to amend to read " Council members who are not on a committee may attend the committee meeting but only as an observer; they may not speak or otherwise participate in the committee meeting"

MOTION FAILED: 4-3, Lauing, Stone, Kou, Burt no

MOTION: Vice Mayor Stone moved, seconded by Council Member Burt to approve Section 1 with the following amendments:

- A. Keep the existing language in 1.1 Organization of City Council
- B. Revise the redline in 1.2.1 Function of Committees to read: *Actions of the committee shall be advisory recommendations only-to the full Council, except as to matters expressly delegated to the committee by Council.*
- C. Add this language to Section 1.2 B: Policy and Services Committee: "Other standing committees may be adopted by the Council."
- D. The Chair may set public speaking time to 3 minutes
- E. Proposing to amend to read " Council members who are not on a committee may attend the committee meeting but only as an observer; they may not speak or otherwise participate in the committee meeting"

MOTION PASSED:7-0

DRAFT ACTION MINUTES

MOTION Moved by Mayor Kou , seconded by Council Member Burt to approve Section 2 with the following amendments:

- A. Number of remote appearances to me no more than 3 times per year
- B. Modify General Procedures for Appearing Remotely iii “after five tries to reconnect that the Council Member is considered absent”
- C. Council Members nearing the end of their term desiring to submit a Colleagues’ memo should consider submittal timing and steps needed in order to ensure Council discussion prior to the end of their term

MOTION: Moved by Council member Lythcott-Haims and seconded by Council member Veenker to remove Item A: Number of remote appearances to me no more than 3 times per year

MOTION PASSED/FAILED: 6-1, Kou No

MOTION: Moved by Council Member Tanaka, seconded by Council Member Lythcott-Haims to add to Section 5 to explore the ability to enable video for members of the public.

MOTION PASSED: 4-3, Kou, Lauing, Stone no

FINAL MOTION Moved by Mayor Kou , seconded by Council Member Burt to approve section 2 with the following amendments:

- ~~A. Number of remote appearances to me no more than 3 times per year~~
- B. Refer to Policy and Services Committee to explore modifications to General Procedures for Appearing Remotely iii “after fifteen minutes attempting to reconnect that the Council Member attending remotely is encouraged to declare him/herself absent for the remainder of the meeting”.
- C. Council Members nearing the end of their term desiring to submit a Colleagues’ memo should consider submittal timing and steps needed in order to ensure Council discussion prior to the end of their term. Staff will make best efforts to agendize such memos prior to the end of the Council term.
- D. Add to Section 5 to explore the ability to enable video for members of the public.

MOTION PASSED: 7-0

DRAFT ACTION MINUTES

MOTION Moved by Council Member Burt, seconded by Council Member Lythcott-Haims to approve section 3 with the following amendments:

- A. Section 3.4: Council members who intend to request to remove an item, add “strive to” inform the City Manager’s Office
- B. Move the section Council Comments to occur after City Manager Comments
- C. Move the section City Manager Comments to occur before the Consent Agenda

MOTION PASSED: 7-0

MOTION Moved by Council Member Burt, seconded by Vice Mayor Stone to approve section 4 with the following amendments:

- A. Modify A1: Should Seek permission of the Mayor before making a motion
- B. Modify 4.3.15: The Council shall be guided by the speaking times set by the presiding officer and shall conclude comments at the direction of the Presiding Officer. The presiding officer shall endeavor to treat all members equitably

MOTION PASSED: 7-0

MOTION Moved by Council Member Burt, seconded by Council Member Veenker to approve section 5 with the following amendments:

- A. Under 5.1C Time Limits: Replace “...are many speakers or items on the agenda” with “...are many speakers, number of items on the agenda, or items anticipated to be lengthy”
- B. Modify 5.1D to Add: “Approximately 5 minutes before cutting off submission for the public to request to speak on an item, the Mayor will endeavor to announce the pending cut off time.”

MOTION PASSED: 7-0

DRAFT ACTION MINUTES

MOTION Moved by Council Member Burt, seconded by Council Member Lauing to approve section 6 with the following amendments:

- A. Add language to Section 6.1: Council Members are strongly discouraged from asking questions already addressed in the staff report.
- B. Add language at the end of Section 6.1: "If the staff report is incomplete by 5:00 PM Thursday, that there is an extension to submit Council Questions until 5:00 PM on Friday".

MOTION PASSED: 7-0

ORIGINAL MOTION Moved by Council Member Veenker seconded by Council Member Lythcott-Haims to approve Section 7 with the following amendments:

- A. Revise Item 7.1 to say "Guideline of 3 or 4 priorities per year"
- B. Add Item 7.3 in the Guidelines for Selection of Priorities Section to read: "2-3 specific objectives within a priority may be selected and generally have a 2-year time limit"

SPLIT MOTION Moved by Council Member Burt seconded by Mayor Kou to incorporate the following in the motion:

- B. Revise Item 2 to say "Priorities should be targeted for up to a 3-year timeframe"

MOTION FAILED: 4-3 Burt, Stone Kou no

FINAL MOTION Moved by Council Member Veenker seconded by Council Member Lythcott-Haims to approve Section 7 with the following amendments:

- A. Revise item 1 to say "Guideline of 3 or 4 priorities per year"
- ~~B. Revise item 2 to say "Priorities should be targeted for up to a 3-year timeframe"~~
- C. Add Item 3 in the Guidelines for Selection of Priorities Section to read: "2-3 specific objectives within a priority may be selected and generally have a 2-year time limit"
- D. Revise the statement of shared values and move it to the Introduction Section
 - a. Update the prologue statement "The Palo Alto City Council ~~universally~~ holds these values to help guide our decisions and the work we do. These values include that:

DRAFT ACTION MINUTES

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.
6. ~~We will~~ safeguard public trust through transparent practices and open communication.
7. ~~We~~ embrace innovation.

MOTION PASSED: 7-0

MOTION Moved by Vice Mayor Stone, seconded by Mayor Kou to approve Section 8 with the following amendments:

- A. Exclude the censure language and refer to Policy & Services Committee for language modifications

MOTION PASSED: 7-0

Council Member Questions, Comments and Announcements

Adjournment: The meeting was adjourned at 11:36 P.M. in memory of Tom Jordan.

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.