



1 North San Antonio Road  
Los Altos, California 94022-3087

## MEMORANDUM

**DATE:** January 17, 2018

**TO:** Jean Mordo, Mayor  
Members, Los Altos City Council

**FROM:** Chris Jordan, City Manager

**SUBJECT:** CITY COUNCIL RETREAT – JANUARY 20, 2018

The City Council is meeting in a retreat format beginning at 9:00 on January 20 in the City Council Chambers. In anticipation of that session, attached are the following documents:

- 1) Community Satisfaction Survey results. Attached are the “top-line” results from the survey. Brian Godbe of Godbe Research will present this information to the Council and respond to your questions.
- 2) Review of Status of 2017 Council Priorities. Attached are two documents:
  - a. A brief update of each of the Council priorities using the adopted implementation plan as the basis for the update.
  - b. A spreadsheet detailing each of the priorities, the implementation steps, and a status of each.
- 3) Identify 2018 Council Strategic Priorities. Attached are:
  - a. a report from the facilitator, Nadine Levin, discussing the input she has received from her conversations with each of the Council members.
  - b. A synopsis of the Mayor’s draft priorities prepared a few weeks ago
- 4) The Council Norms and Procedures. Vice Mayor Lee Eng provided the attached proposals for new procedures for Council discussion

In addition, this packet also includes information requested at the January 16 Study Session:

- 1) The City’s Regional Housing Needs Allocation (Table 34 from the Housing Element of the General Plan
- 2) Tables 35 and 36 from the Housing Element indicating vacant and potential underutilized sites inventory in Los Altos

Please let me know if you have any questions.



**GODBE RESEARCH**  
Gain Insight

## **CITY OF LOS ALTOS**

2017 Community Survey

Topline Report

n=446

22.5-minutes

Sample: All Registered Voters

December 21, 2017

**[www.godberesearch.com](http://www.godberesearch.com)**

Northern California and Corporate Offices  
1575 Old Bayshore Highway, Suite 102  
Burlingame, CA 94010

Nevada  
59 Damonte Ranch Parkway, Suite B309  
Reno, NV 89521

Pacific Northwest  
601 108<sup>th</sup> Avenue NE, Suite 1900  
Bellevue, WA 98004

## METHODOLOGY

**Sample Universe:**

- 19,637 Registered Voters

**Sample Size:**

n=446 Registered Voters

**Data Collection Methodology:**

n=78 Landline

n=68 Cell Phone

n=139 Online from email invitation

n=161 Online from text invitation

**Margin of Error:**

- Registered Voters  $\pm$  4.59%

Interview Dates: December 2 to December 9, 2017

## OVERALL PERCEPTIONS OF LIVING IN LOS ALTOS

		Total		
		Column N %	Count	$\Sigma$ or Mean
1. To begin, I would like to get your overall opinion of living in the City of Los Altos. Generally speaking, are you satisfied or dissatisfied with the overall quality of life in Los Altos?	Very satisfied	62.8%	280	
	Somewhat satisfied	32.6%	146	
	Somewhat dissatisfied	3.4%	15	
	Very dissatisfied	0.9%	4	
	DK/NA	0.3%	1	
	- Total Satisfied	95.4%		
	- Total Dissatisfied	4.3%		
	- Ratio Sat to Dissat	22.4		
2. What is the primary reason you choose to live in Los Altos?	School system	25.2%	112	
	Small town atmosphere	13.1%	59	
	Close to work	11.1%	49	
	Grew up here	10.1%	45	
	Friends/family here	9.4%	42	
	I could afford a house/Big lots	7.8%	35	
	Quality of life	6.5%	29	
	Safety/low crime	4.5%	20	
	Enjoy/like the City	4.2%	19	
	Location	3.5%	15	
	Downtown	1.3%	6	
	Job	1.1%	5	
	Retirement	0.8%	3	
	Other mention - Positive	0.0%	0	
	Other mention - Negative	0.7%	3	
Other mention	0.7%	3		
DK/NA	0.0%	0		

		Total		
		Column N %	Count	Σ or Mean
<b>3. What are the two most important issues facing Los Altos?</b>	Affordable housing	28.5%	127	
	Traffic	24.4%	109	
	Controlling growth	19.8%	88	
	Education	13.7%	61	
	Downtown needs revitalization	10.8%	48	
	Condition of streets (roads and streets)/Sidewalks	7.1%	32	
	Condition of civic buildings	6.1%	27	
	Parking	5.6%	25	
	Need store/Restaurants	4.9%	22	
	City's economic health	4.6%	20	
	Quality of life	4.4%	20	
	Taxes	3.7%	16	
	Crime	3.2%	14	
	School site issue	3.1%	14	
	Government/Listen to voters	2.6%	12	
	Public transportation	2.0%	9	
	Protection of open space	2.0%	9	
	Downtown growth/Tall Buildings	1.9%	9	
	Teen programs	1.8%	8	
	Neighborhood preservation	1.3%	6	
	Race relations	1.1%	5	
	Environmental health	0.4%	2	
	Poor cell coverage	0.3%	1	
	Inconvenient library hours	0.0%	0	
	Other mention - Positive	0.0%	0	
	Other mention - Negative	0.9%	4	
	None/Nothing	0.8%	4	
Other mention	3.3%	15		
DK/NA	4.4%	20		
<b>4. Overall, are you satisfied or dissatisfied with the job the City of Los Altos is doing to provide City services?</b>	Very satisfied	35.2%	157	
	Somewhat satisfied	46.8%	209	
	Somewhat dissatisfied	10.3%	46	
	Very dissatisfied	1.7%	8	
	DK/NA	6.0%	27	
	- Total Satisfied	82.0%		
	- Total Dissatisfied	12.0%		
- Ratio Sat to Dissat	6.9			

## IMPORTANCE OF CITY SERVICES, PROGRAMS AND FACILITIES

		Total		
		Column N %	Count	$\Sigma$ or Mean
5A. Police services	Extremely important	52.3%	233	88.6%
	Very important	36.3%	162	
	Somewhat important	9.6%	43	
	Not at all important	1.3%	6	
	DK/NA	0.5%	2	
5B. Garbage collection and recycling program	Extremely important	41.8%	186	87.3%
	Very important	45.5%	203	
	Somewhat important	12.2%	54	
	Not at all important	0.5%	2	
	DK/NA	0.0%	0	
5C. Street tree maintenance	Extremely important	18.4%	82	61.9%
	Very important	43.5%	194	
	Somewhat important	35.8%	160	
	Not at all important	1.9%	8	
	DK/NA	0.4%	2	
5D. Street pavement maintenance	Extremely important	25.9%	116	71.4%
	Very important	45.5%	203	
	Somewhat important	27.9%	124	
	Not at all important	0.3%	1	
	DK/NA	0.4%	2	
5E. Street sweeping services	Extremely important	12.0%	54	47.7%
	Very important	35.7%	159	
	Somewhat important	47.0%	210	
	Not at all important	5.2%	23	
	DK/NA	0.1%	0	
5F. Traffic safety	Extremely important	48.8%	218	85.6%
	Very important	36.7%	164	
	Somewhat important	12.5%	56	
	Not at all important	1.8%	8	
	DK/NA	0.2%	1	
5G. Economic development efforts	Extremely important	18.1%	81	53.6%
	Very important	35.5%	158	
	Somewhat important	32.1%	143	
	Not at all important	10.1%	45	
	DK/NA	4.1%	18	
5H. Sports fields	Extremely important	14.3%	64	50.5%
	Very important	36.2%	161	
	Somewhat important	35.2%	157	
	Not at all important	12.7%	57	
	DK/NA	1.6%	7	
5I. Managing land use	Extremely important	35.2%	157	78.3%
	Very important	43.1%	192	
	Somewhat important	15.3%	68	
	Not at all important	3.7%	17	
	DK/NA	2.7%	12	

		Total		
		Column N %	Count	$\Sigma$ or Mean
<b>5J. Fire protection services</b>	<b>Extremely important</b>	53.2%	237	91.6%
	<b>Very important</b>	38.4%	171	
	<b>Somewhat important</b>	8.0%	35	
	<b>Not at all important</b>	0.0%	0	
	<b>DK/NA</b>	0.4%	2	
<b>5K. Environmental and sustainability programs</b>	<b>Extremely important</b>	28.6%	128	62.8%
	<b>Very important</b>	34.1%	152	
	<b>Somewhat important</b>	27.7%	123	
	<b>Not at all important</b>	7.2%	32	
	<b>DK/NA</b>	2.3%	10	
<b>5L. Senior facilities</b>	<b>Extremely important</b>	14.8%	66	47.8%
	<b>Very important</b>	33.0%	147	
	<b>Somewhat important</b>	34.4%	154	
	<b>Not at all important</b>	14.8%	66	
	<b>DK/NA</b>	2.9%	13	
<b>5M. Senior programs</b>	<b>Extremely important</b>	14.2%	63	47.6%
	<b>Very important</b>	33.5%	149	
	<b>Somewhat important</b>	33.4%	149	
	<b>Not at all important</b>	15.9%	71	
	<b>DK/NA</b>	3.0%	13	
<b>5N. Youth facilities</b>	<b>Extremely important</b>	15.2%	68	54.2%
	<b>Very important</b>	39.1%	174	
	<b>Somewhat important</b>	34.0%	152	
	<b>Not at all important</b>	9.3%	41	
	<b>DK/NA</b>	2.5%	11	
<b>5O. Youth programs</b>	<b>Extremely important</b>	17.3%	77	59.1%
	<b>Very important</b>	41.9%	187	
	<b>Somewhat important</b>	29.4%	131	
	<b>Not at all important</b>	9.3%	42	
	<b>DK/NA</b>	2.1%	10	

## IMPORTANCE OF CITY SERVICES, PROGRAMS AND FACILITIES – MEAN

	Total		
	Column N %	Count	$\Sigma$ or Mean
5J. Fire protection services			2.45
5A. Police services			2.40
5F. Traffic safety			2.33
5B. Garbage collection and recycling program			2.29
5I. Managing land use			2.13
5D. Street pavement maintenance			1.97
5K. Environmental and sustainability programs			1.86
5C. Street tree maintenance			1.79
5O. Youth programs			1.69
5G. Economic development efforts			1.64
5N. Youth facilities			1.62
5E. Street sweeping services			1.55
5H. Sports fields			1.53
5L. Senior facilities			1.49
5M. Senior programs			1.47

## SATISFACTION WITH CITY SERVICES, PROGRAMS AND FACILITIES

		Total		
		Column N %	Count	∑ or Mean
6A. Police services	Very satisfied	60.4%	269	91.8%
	Somewhat satisfied	31.4%	140	
	Somewhat dissatisfied	2.7%	12	
	Very dissatisfied	0.4%	2	
	DK/NA	5.1%	23	
6B. Garbage collection and recycling program	Very satisfied	66.4%	296	96.2%
	Somewhat satisfied	29.8%	133	
	Somewhat dissatisfied	1.9%	8	
	Very dissatisfied	0.0%	0	
	DK/NA	1.9%	9	
6C. Street tree maintenance	Very satisfied	29.1%	130	77.5%
	Somewhat satisfied	48.4%	216	
	Somewhat dissatisfied	8.7%	39	
	Very dissatisfied	6.0%	27	
	DK/NA	7.8%	35	
6D. Street pavement maintenance	Very satisfied	27.3%	122	73.3%
	Somewhat satisfied	46.0%	205	
	Somewhat dissatisfied	18.0%	80	
	Very dissatisfied	4.4%	20	
	DK/NA	4.3%	19	
6E. Street sweeping services	Very satisfied	45.6%	203	85.9%
	Somewhat satisfied	40.3%	180	
	Somewhat dissatisfied	5.6%	25	
	Very dissatisfied	2.4%	11	
	DK/NA	6.1%	27	
6F. Traffic safety	Very satisfied	25.6%	114	73.4%
	Somewhat satisfied	47.8%	213	
	Somewhat dissatisfied	15.9%	71	
	Very dissatisfied	7.8%	35	
	DK/NA	3.0%	13	
6G. Economic development efforts	Very satisfied	13.3%	59	45.6%
	Somewhat satisfied	32.3%	144	
	Somewhat dissatisfied	19.2%	86	
	Very dissatisfied	8.6%	38	
	DK/NA	26.7%	119	
6H. Sports fields	Very satisfied	26.1%	116	63.7%
	Somewhat satisfied	37.6%	168	
	Somewhat dissatisfied	7.9%	35	
	Very dissatisfied	2.7%	12	
	DK/NA	25.7%	115	
6I. Managing land use	Very satisfied	13.2%	59	46.6%
	Somewhat satisfied	33.4%	149	
	Somewhat dissatisfied	24.7%	110	
	Very dissatisfied	9.2%	41	
	DK/NA	19.5%	87	



		Total		
		Column N %	Count	$\Sigma$ or Mean
<b>6J. Fire protection services</b>	<b>Very satisfied</b>	62.5%	279	85.2%
	<b>Somewhat satisfied</b>	22.6%	101	
	<b>Somewhat dissatisfied</b>	1.5%	7	
	<b>Very dissatisfied</b>	0.2%	1	
	<b>DK/NA</b>	13.2%	59	
<b>6K. Environmental and sustainability programs</b>	<b>Very satisfied</b>	22.2%	99	65.1%
	<b>Somewhat satisfied</b>	42.9%	191	
	<b>Somewhat dissatisfied</b>	6.7%	30	
	<b>Very dissatisfied</b>	1.8%	8	
	<b>DK/NA</b>	26.4%	118	
<b>6L. Senior facilities</b>	<b>Very satisfied</b>	13.9%	62	45.0%
	<b>Somewhat satisfied</b>	31.1%	139	
	<b>Somewhat dissatisfied</b>	7.7%	34	
	<b>Very dissatisfied</b>	3.8%	17	
	<b>DK/NA</b>	43.5%	194	
<b>6M. Senior programs</b>	<b>Very satisfied</b>	18.7%	83	50.0%
	<b>Somewhat satisfied</b>	31.3%	140	
	<b>Somewhat dissatisfied</b>	5.3%	23	
	<b>Very dissatisfied</b>	2.3%	10	
	<b>DK/NA</b>	42.5%	189	
<b>6N. Youth facilities</b>	<b>Very satisfied</b>	15.2%	68	51.2%
	<b>Somewhat satisfied</b>	36.1%	161	
	<b>Somewhat dissatisfied</b>	12.6%	56	
	<b>Very dissatisfied</b>	2.1%	9	
	<b>DK/NA</b>	34.1%	152	
<b>6O. Youth programs</b>	<b>Very satisfied</b>	15.4%	69	54.6%
	<b>Somewhat satisfied</b>	39.3%	175	
	<b>Somewhat dissatisfied</b>	8.0%	36	
	<b>Very dissatisfied</b>	1.6%	7	
	<b>DK/NA</b>	35.8%	159	

## SATISFACTION WITH CITY SVS. PROGRAMS AND FACILITIES -- MEAN

	Total		
	Column N %	Count	$\Sigma$ or Mean
6J. Fire protection services			1.68
6B. Garbage collection and recycling program			1.64
6A. Police services			1.57
6E. Street sweeping services			1.29
6K. Environmental and sustainability programs			1.05
6H. Sports fields			1.03
6M. Senior programs			1.02
6C. Street tree maintenance			0.93
6O. Youth programs			0.91
6L. Senior facilities			0.77
6D. Street pavement maintenance			0.77
6N. Youth facilities			0.75
6F. Traffic safety			0.70
6G. Economic development efforts			0.31
6I. Managing land use			0.21

## RECREATION AND COMMUNITY SERVICES

		Total		
		Column N %	Count	Σ or Mean
7. How often do you participate in Los Altos Recreation Department activities?	More than once a week	1.4%	6	
	Once a week	5.4%	24	
	A few times a month	7.5%	33	
	Once a month	3.3%	15	
	A few times a year	24.9%	111	
	Once a year	9.9%	44	
	Less than once a year	14.1%	63	
	Never	30.7%	137	
	DK/NA	2.9%	13	
	- Once a month or more	17.6%		

## TRANSPORTATION CHOICES

		Total		
		Column N %	Count	Σ or Mean
8. In general, what type of transportation do you use to go to work, school, or other places you visit frequently?	Drive alone (car, truck, motorcycle, scooter)	90.0%	401	
	Walk	29.6%	132	
	Bicycle	17.6%	79	
	Carpool / vanpool / ride with others	12.3%	55	
	Train	4.9%	22	
	Bus	2.3%	10	
	Lightrail	2.0%	9	
	Other	0.6%	3	
	Not sure / DK/ NA	0.0%	0	

## DOWNTOWN

		Total		
		Column N %	Count	Σ or Mean
<b>9. How frequently do you visit downtown Los Altos?</b>	Daily	22.8%	102	
	Once a week	39.6%	177	
	A few times a month	16.9%	75	
	Once a month	6.4%	28	
	A few times a year	12.0%	53	
	Once a year	0.4%	2	
	Less than once a year	1.2%	5	
	Never	0.7%	3	
	DK/NA	0.0%	0	
	- Once a month or more	85.7%		
<b>10. How do you normally get to downtown Los Altos?</b>	Drive alone	74.8%	331	
	Walk	16.5%	73	
	Bicycle	3.2%	14	
	Bus	1.3%	6	
	Vanpool	0.3%	1	
	Motorcycle	0.2%	1	
	Employer shuttle	0.0%	0	
	Other	3.2%	14	
	DK/NA	0.4%	2	
<b>11. Using a scale of 1 to 7, where 1 is not at all vibrant and 7 extremely vibrant, how would you rate the vibrancy of Downtown Los Altos?</b>	Not at all vibrant	5.5%	24	4.0
	02	13.0%	58	
	03	16.6%	74	
	04	24.9%	111	
	05	20.0%	89	
	06	11.5%	51	
	Extremely vibrant	6.2%	28	
	DK/NA	2.3%	10	
<b>12. Using the same scale of 1 to 7, where 1 is not at all vibrant and 7 extremely vibrant, how vibrant would you like Los Altos to be?</b>	Not at all vibrant	1.0%	4	5.61
	02	0.9%	4	
	03	4.0%	18	
	04	9.9%	44	
	05	24.1%	107	
	06	33.0%	147	
	Extremely vibrant	25.6%	114	
	DK/NA	1.6%	7	
<b>13A. In an above ground parking structure</b>	Yes would be willing	78.8%	352	
	No would not be willing	13.7%	61	
	DK/NA	7.5%	33	
<b>13B. In an underground parking garage</b>	Yes would be willing	80.1%	357	
	No would not be willing	13.1%	58	
	DK/NA	6.8%	30	
<b>13C. On the street</b>	Yes would be willing	87.2%	389	
	No would not be willing	6.8%	30	
	DK/NA	5.9%	26	

		Total		
		Column N %	Count	Σ or Mean
14. When you visit downtown Los Altos how often are you able to find parking within a reasonable amount of time?	Always	27.6%	123	
	Most of the time	46.4%	207	
	Some of the time	22.9%	102	
	None of the time	1.1%	5	
	DK/NA	1.9%	9	
15. Would you support or oppose building a three story, above ground parking structure, with residential and/or retail space, on an existing parking plaza in Downtown Los Altos?	Strongly support	33.2%	148	
	Somewhat support	28.2%	126	
	Somewhat oppose	13.7%	61	
	Strongly oppose	20.8%	93	
	DK/NA	4.1%	18	
	- Total Support	61.4%		
	- Total Oppose	34.5%		
16. Instead of a three-story structure, would you support or oppose a two-story mixed-use structure?	Strongly support	46.2%	206	
	Somewhat support	28.9%	129	
	Somewhat oppose	8.5%	38	
	Strongly oppose	10.7%	48	
	DK/NA	5.6%	25	
	- Total Support	75.1%		
- Total Oppose	19.3%			

## PUBLIC WORKS

		Total		
		Column N %	Count	Σ or Mean
17A. The City's storm drainage infrastructure is aging and without proper maintenance and improvements the system will continue to deteriorate and fail. The City should invest the resources to keep this infrastructure safe and reliable	Strongly Agree	52.7%	235	82.0%
	Somewhat Agree	29.3%	131	
	Somewhat Disagree	2.7%	12	
	Strongly Disagree	1.6%	7	
	DK/NA	13.7%	61	
17B. Significant rain events are becoming more frequent as our climate changes. The City should improve our storm drain system to help minimize the risk of local flooding in Los Altos	Strongly Agree	42.3%	189	74.3%
	Somewhat Agree	32.0%	143	
	Somewhat Disagree	10.0%	45	
	Strongly Disagree	6.2%	28	
	DK/NA	9.4%	42	
17C. The City should comply with regional clean water requirements and reduce the amount of pollution entering our local creeks. This will ensure safe, clean and healthy water in Los Altos and the San Francisco Bay	Strongly Agree	68.4%	305	91.4%
	Somewhat Agree	23.0%	102	
	Somewhat Disagree	3.0%	13	
	Strongly Disagree	0.9%	4	
	DK/NA	4.7%	21	
17C. The City should comply with regional clean water requirements and reduce the amount of pollution entering our local creeks. This will ensure safe, clean and healthy water in Los Altos and the San Francisco Bay				1.62
17A. The City's storm drainage infrastructure is aging and without proper maintenance and improvements the system will continue to deteriorate and fail. The City should invest the resources to keep this infrastructure safe and reliable				1.49
17B. Significant rain events are becoming more frequent as our climate changes. The City should improve our storm drain system to help minimize the risk of local flooding in Los Altos				1.04

## ECONOMIC DEVELOPMENT

		Total		
		Column N %	Count	$\Sigma$ or Mean
<b>18. Now, here is a list of different things we all shop for. For each category, where you do most of your shopping?</b>				
<b>18A. Groceries</b>	Los Altos	76.5%	341	
	Other Communities	21.1%	94	
	Online	1.9%	8	
	OTHER	0.2%	1	
	DK/NA	0.4%	2	
<b>18B. Clothing</b>	Los Altos	14.7%	66	
	Other Communities	56.1%	250	
	Online	25.4%	113	
	OTHER	2.8%	12	
	DK/NA	1.0%	4	
<b>18C. Electronics</b>	Los Altos	5.9%	26	
	Other Communities	37.2%	166	
	Online	50.5%	225	
	OTHER	3.9%	17	
	DK/NA	2.5%	11	
<b>18D. Furniture</b>	Los Altos	6.4%	29	
	Other Communities	68.6%	306	
	Online	9.2%	41	
	OTHER	6.5%	29	
	DK/NA	9.2%	41	
<b>18E. Autos</b>	Los Altos	8.3%	37	
	Other Communities	71.5%	319	
	Online	5.6%	25	
	OTHER	7.0%	31	
	DK/NA	7.5%	34	
<b>18F. Housewares</b>	Los Altos	21.8%	97	
	Other Communities	45.3%	202	
	Online	27.0%	121	
	OTHER	3.4%	15	
	DK/NA	2.4%	11	
<b>18G. Children's toys</b>	Los Altos	26.4%	118	
	Other Communities	21.5%	96	
	Online	30.7%	137	
	OTHER	4.4%	20	
	DK/NA	16.9%	76	

		Total		
		Column N %	Count	Σ or Mean
<b>19. What would make you shop in Los Altos more often?</b>	<b>Better variety of stores/shops/retail</b>	35.3%	156	
	<b>Reasonable prices</b>	15.0%	66	
	<b>Better parking</b>	9.8%	43	
	<b>National names/Big box stores</b>	8.1%	36	
	<b>Casual dining/Bars/Restaurants</b>	6.7%	30	
	<b>Better dining choices</b>	3.5%	15	
	<b>Longer/Later hours</b>	3.0%	13	
	<b>Fewer boutiques/Nail and hair salons</b>	2.3%	10	
	<b>High end retail/Quality</b>	1.6%	7	
	<b>Book stores</b>	1.3%	6	
	<b>Can't find what I want</b>	1.1%	5	
	<b>Arts/Crafts</b>	0.8%	3	
	<b>Fresh produce</b>	0.2%	1	
	<b>Other mention - Positive</b>	0.1%	1	
	<b>Other mention - Negative</b>	0.5%	2	
	<b>Other mention</b>	0.4%	2	
	<b>Nothing/None</b>	16.5%	73	
<b>DK/NA</b>	17.0%	75		
<b>20. The Bay Area is currently facing a housing crisis. Do you support or oppose encouraging the development of more housing in Los Altos?</b>	<b>Strongly support</b>	25.5%	114	
	<b>Somewhat support</b>	30.1%	134	
	<b>Somewhat oppose</b>	16.3%	73	
	<b>Strongly oppose</b>	21.9%	98	
	<b>DK/NA</b>	6.2%	28	
	<b>- Total Support</b>	55.6%		
<b>- Total Oppose</b>	38.2%			
<b>21. What is the highest density housing that you would support?</b>	<b>4 story buildings</b>	32.4%	80	
	<b>3 story buildings</b>	31.9%	79	
	<b>2 story buildings</b>	20.5%	51	
	<b>1 story buildings</b>	2.0%	5	
	<b>Single family homes</b>	7.7%	19	
	<b>DK/NA</b>	5.6%	14	



## INFORMATION SOURCES

		Total		
		Column N %	Count	Σ or Mean
22. When you get news and information Online about the local community, local events, and the City government, which of the following do you primarily get it from?	Los Altos Town Crier	58.5%	261	
	Next Door	28.0%	125	
	San Jose Mercury	23.4%	104	
	Internet	20.7%	92	
	Bay Area News Group	16.9%	75	
	City Website	16.2%	72	
	City emails	16.2%	72	
	Community member emails	12.3%	55	
	Facebook	12.1%	54	
	KRON – Channel 4	9.5%	42	
	San Francisco Chronicle	6.6%	29	
	Social media generic	4.1%	18	
	Blogs	3.1%	14	
	Twitter	1.0%	4	
	Instagram	0.7%	3	
	Snapchat	0.2%	1	
Other	4.6%	20		
Not sure / DK/ NA	8.3%	37		
23. When you get news and information from printed newspapers about the local community, local events, and the City government, which of the following do you primarily get it from?	Los Altos Town Crier Printed Newspaper	77.0%	343	
	San Jose Mercury Printed Newspaper	28.3%	126	
	San Francisco Chronicle Printed Newspaper	9.3%	41	
	Other	6.8%	30	
	Not sure / DK/ NA	6.3%	28	
24. Have you or any members in your household ever visited the City of Los Altos website - losaltosca.gov?	Yes	68.9%	307	
	No	27.1%	121	
	DK/NA	3.9%	18	
25. What is your preferred way of being informed about City projects, meetings, events, and updates?	Email	51.1%	228	
	Brochures or flyers in the mail	26.1%	116	
	City Website	17.6%	79	
	Next Door	16.5%	74	
	Flyers or posters around town	8.1%	36	
	Text message	7.2%	32	
	Facebook	4.5%	20	
	Los Altos Patch	4.1%	18	
	Twitter	1.4%	6	
	None	2.3%	10	
	Other	6.1%	27	
Not sure / DK/ NA	2.9%	13		

## DEMOGRAPHICS

		Total		
		Column N %	Count	Σ or Mean
<b>A. Respondent's Gender</b>	<b>Male</b>	47.9%	213	
	<b>Female</b>	51.7%	231	
	<b>Other</b>	0.4%	2	
<b>B. How many years have you lived in the City of Los Altos?</b>	<b>Less than 1 year</b>	0.8%	3	
	<b>1 to 3 years</b>	6.3%	28	
	<b>4 to 9 years</b>	16.6%	74	
	<b>10 to 15 years</b>	13.0%	58	
	<b>16 to 25 years</b>	24.9%	111	
	<b>26 years or more</b>	37.5%	167	
	<b>DK/NA</b>	0.8%	4	
<b>C. Do you own or rent your home?</b>	<b>Own</b>	80.0%	357	
	<b>Rent</b>	18.0%	80	
	<b>DK/NA</b>	2.0%	9	
<b>D. What is your current employment status? Are you...</b>	<b>Employed full time</b>	45.5%	203	
	<b>Employed part-time</b>	5.0%	22	
	<b>Self-employed</b>	9.2%	41	
	<b>Student</b>	4.3%	19	
	<b>Retired</b>	28.3%	126	
	<b>Don't work out of the home</b>	3.1%	14	
	<b>Not currently employed</b>	3.7%	16	
	<b>DK/NA</b>	0.9%	4	
<b>E. In which county do you work?</b>	<b>Alameda</b>	1.7%	5	
	<b>Contra Costa</b>	0.0%	0	
	<b>Marin</b>	0.8%	2	
	<b>Napa</b>	0.5%	1	
	<b>San Francisco</b>	4.6%	12	
	<b>San Mateo</b>	11.3%	30	
	<b>Santa Clara</b>	77.6%	207	
	<b>Santa Cruz</b>	0.8%	2	
	<b>Solano</b>	0.0%	0	
	<b>Sonoma</b>	0.1%	0	
	<b>Other</b>	1.8%	5	
<b>DK/NA</b>	0.9%	2		

		Total		
		Column N %	Count	Σ or Mean
<b>F. What ethnic group do you consider yourself a part of or feel closest to? :</b>	<b>African American or Black</b>	0.0%	0	
	<b>America Indian or Alaska Native</b>	0.3%	1	
	<b>Asian - Chinese</b>	5.9%	26	
	<b>Asian - Filipino</b>	1.1%	5	
	<b>Asian - Indian</b>	4.3%	19	
	<b>Asian - Japanese</b>	1.0%	4	
	<b>Asian - Korean</b>	0.3%	1	
	<b>Asian - Laotian</b>	0.0%	0	
	<b>Asian - Vietnamese</b>	0.5%	2	
	<b>Asian - Other</b>	1.0%	5	
	<b>Caucasian or White</b>	73.9%	330	
	<b>Latino or Hispanic</b>	2.4%	11	
	<b>Native Hawaiian or Other Pacific Islander</b>	0.0%	0	
	<b>Two or more races</b>	3.7%	16	
	<b>Other (Please specify: )</b>	1.1%	5	
		<b>DK/NA</b>	4.5%	20
<b>G. Age</b>	<b>18-29</b>	13.3%	59	
	<b>30-39</b>	7.8%	35	
	<b>40-49</b>	18.1%	81	
	<b>50-64</b>	31.4%	140	
	<b>65+</b>	27.9%	124	
		<b>Not coded</b>	1.6%	7
<b>H. Party</b>	<b>Democrat</b>	44.1%	197	
	<b>Republican</b>	24.7%	110	
	<b>Other</b>	2.7%	12	
	<b>DTS</b>	28.5%	127	
<b>I. Household Party Type</b>	<b>Dem 1</b>	16.9%	75	
	<b>Dem 2+</b>	15.3%	68	
	<b>Rep 1</b>	7.2%	32	
	<b>Rep 2+</b>	8.9%	40	
	<b>Other 1</b>	14.0%	62	
	<b>Other 2+</b>	6.2%	28	
	<b>Dem &amp; Rep</b>	7.5%	33	
	<b>Dem &amp; Other</b>	15.3%	68	
	<b>Rep &amp; Other</b>	6.9%	31	
		<b>Dem, Rep &amp; Other</b>	1.7%	8
<b>J. Registration Date</b>	<b>2013 to 2017</b>	28.3%	126	
	<b>2009 to 2012</b>	11.5%	51	
	<b>2005 to 2008</b>	13.9%	62	
	<b>2001 to 2004</b>	11.3%	50	
	<b>1997 to 2000</b>	8.1%	36	
	<b>1993 to 1996</b>	8.0%	36	
	<b>1981 to 1992</b>	10.4%	46	
	<b>1980 or before</b>	8.6%	38	
		<b>Not Coded</b>	0.0%	0

		Total		
		Column N %	Count	$\Sigma$ or Mean
<b>K. Voting History</b>		See Detailed Crosstabs		
<b>L. Times Voted in Last Elections</b>	0	11.6%	52	
	1	6.3%	28	
	2	3.6%	16	
	3	5.9%	26	
	4	4.7%	21	
	5	4.1%	18	
	6	2.6%	12	
	7	4.9%	22	
	8	6.0%	27	
	9	4.6%	21	
	10	7.1%	32	
	11	5.7%	26	
	12	6.0%	27	
	13	7.4%	33	
	14	8.8%	39	
	15	10.7%	48	
<b>M. Absentee Voter</b>	0	22.3%	99	
	1	10.3%	46	
	2	6.4%	28	
	3	5.0%	22	
	4	3.8%	17	
	5	4.8%	21	
	6	3.4%	15	
	7	4.5%	20	
	8	4.8%	21	
	9	2.4%	11	
	10	5.2%	23	
	11	5.2%	23	
	12	7.4%	33	
	13	6.4%	29	
	14	4.2%	19	
	15	4.1%	18	
<b>N. Permanent Absentee Voter</b>	Yes	78.2%	349	
	No	21.8%	97	
<b>O. Likely Absentee Voter</b>	Yes	63.3%	282	
	No	36.7%	164	
<b>P. Precinct</b>		See Raw Data File		

		Total		
		Column N %	Count	$\Sigma$ or Mean
<b>Q. Zip Code</b>	<b>94022</b>	45.5%	203	
	<b>94024</b>	54.5%	243	
<b>R. Date of Interview</b>		See Detailed Crosstabs		
<b>S. Language of Interview</b>	<b>Chinese</b>	4.6%	20	
	<b>English</b>	94.7%	422	
	<b>Other</b>	0.7%	3	
<b>T. Interview Type</b>	<b>Land</b>	14.4%	64	
	<b>Cell</b>	20.3%	90	
	<b>Online</b>	27.6%	123	
	<b>Text</b>	37.7%	168	

## 2017 City Council Priorities

Adopted, March 14, 2017

Status Updated, January 16, 2018

### Implementation Schedule

#### Downtown Plan

*The City will develop a plan for downtown that balances vibrancy with a village character*

- March, 2017: City Council will receive the economic report and approve the community engagement plan –  
*Completed*
- May, 2017: community engagement kick-off focused on the 3-4 approved development scenarios  
*Completed*
- Parking Committee recommendations will be reviewed by staff and the Planning and Transportation Commission. Recommendations from staff and PTC will be forwarded to the City Council during the fourth quarter of 2017.  
*Being reviewed by the Planning Commission. Council review anticipated in first quarter of 2018.*
- July, 2017: Staff will implement those recommendations of the Downtown Buildings Committee that can be implemented administratively and provide a report to the City Council –  
*Completed. Staff report improvements ongoing.*
- On a rolling 3-month basis, staff will keep City Council informed on specific steps of the vision plan development throughout 2017.  
*Continuing*
- January 2018: Complete Downtown Vision Plan that includes specific implementation steps and schedule.  
*Downtown Vision report expected to Council in April 2018.*

- 

## **Complete the Improvements to the City's Land Use Regulations for Loyola Corners and El Camino Real and Housing**

### *1. A new Loyola Corners Specific Plan will be adopted by July 2017*

- March, 2017: Economic and Traffic reports will be incorporated in the draft specific plan that will be reviewed at a City Council/Planning and Transportation Commission study session
- April, 2017: Release environmental analysis for public review
- May, 2017: PTC hearings on the draft specific plan
- June, 2017: City Council hearing to adopt the specific plan
- July 23, 2017: Moratorium expires
- Staff will initiate implementation steps based on the final specific plan recommendations.

*Council approved resolution amending the Loyola Corners Specific Plan, October 10, 2017.*

### *2. Adopt new regulations for development along El Camino Real*

- March 14: City Council considers extension of moratorium
- September: City Council considers CT zone ordinance
- September: City Council considers density bonus law ordinance

*Council adopted CT Zone changes and density bonus ordinance, October 10, 2017*

### *3. The City Council wants to proactively review opportunities to expand affordable housing in Los Altos*

- Spring 2017: City Council will receive a report on the recently adopted housing element of the Los Altos General Plan

*Completed*

- May, 2017: Council will review possible zoning code changes to encourage secondary dwelling units

*City Council reviewed Planning Commission recommendation and remanded it back to the PC for further review of setbacks.*

- May, 2017: City Council will review the results of the regional nexus study on commercial linkage fees for housing

*Council reviewed study. Staff will bring this back to Council for adoption when revisions are complete.*

## Hillview Community Center

*By December 2020, the City will have a new/refurbished community center at Hillview*

- April 2017: architect to present report to the City Council and staff regarding costs and scale of project. City Council will provide direction regarding budget and scope of the project.

*Completed*

- May, 2017: based on direction from the April 25 Council meeting, staff will prepare a more detailed schedule *for this project*

*Completed*

- Summer, 2017: Staff will hire an architect to develop the design for the project

*Architect hired in August, 2017*

- Summer, 2017: City Council will appoint a Hillview Community Center Design Task Force to act as a sounding board and work with staff and the architect for 90 days to assist in the design of the facility, specifically the exterior layout and the location on the site.

*Task Force appointed in May, 2017. Task force recommendations received by the City Council in December 2017.*

- Winter 2017-18: Preliminary Design will be developed, presented to Council and Council will approve plan and provide direction to staff

*Due to Council in February 2018*

- Spring-Summer, 2018: Final Design completed and approved through the land use process
- December 2018: Groundbreaking (Aspirational)
- 2017-18: City Council will explore fundraising options



## Traffic Safety

*The City will take steps to improve traffic/pedestrian and bicycle safety throughout the City with a specific focus on routes to schools*

- February: City Council receives status report of the implementation of bike/pedestrian improvements and schedule for Master Plan projects  
*Completed*
- Complete approximately \$2.5 million of high priority school route improvements by FY 2018/19 and continue to fund school route projects from the bike/pedestrian Master Plans beyond FY 2018/19  
*Completed Master plan projects planned for 2017. Design contract for 2018 projects approved by Council, January 9, 2018*
- Continue to pursue outside grant funds to address school route improvements, when available  
*Grant of \$1 million for Miramonte pathway approved by City Council*

### **Create and Maintain a 10-year Capital Facilities Plan**

*Over the next four years, The City Council commits to reinvesting in community infrastructure and facilities. To better inform these decisions, the City will create and maintain a 10-year plan that includes resources and expenses for the improvement and maintenance of city facilities and infrastructure that will improve pride in the community's assets*

- June, 2017: City staff will update the 10-year capital facilities plan to include the 2017-18 Budget and decisions made by the City to date  
*Completed*
- City Council will review the 10-year prioritized project plan based on available financial and staffing resources
- 2017-2020: The City will commit \$10 million over the next 5 years to improved maintenance of the City's street system  
Funds are included in biennial budget and 5-year CIP
- Park improvement projects will be prioritized using available park-in-lieu resources  
*Park-in-lieu funds committed to Grant Park kitchen and new community center.*
- Community facilities such as City Hall, the Police Station, LAYC, Grant Park, and the Garden House will be remodeled/refurbished to address the continuing needs of the community  
  
*Grant Park improvements ongoing. Other projects on-hold throughout 2017 pending decision on allocation of resources for community center. Projects now being prioritized utilizing CIP funds for facility maintenance projects.*
- Improvements to the libraries will be reviewed during the four-year period  
*Project underway under the purview of the North County Library Authority*

## **Community Engagement**

*The City Council will engage with the community and improve citizen access to City information*

- City staff will explore ways to increase subscribers of the City Manager's weekly newsletter  
*50% increase in subscribers in 2017*
- December 2017: The City will prepare and distribute a Popular Annual Financial Report  
*Completed*
- By December 2017: The City will initiate a refresh of the City's website that will incorporate graphic and font changes that better meet the City's vision, and that allows for improved ease of access to city documents and information  
*Completed*
- The City Council will continue open office hours throughout the year  
*Ongoing*

## Downtown Visioning

The City of Los Altos will develop a plan for downtown that balances vibrancy with a village character. The completed draft Downtown Vision Plan will be presented to City Council in January 2018.

TASK	STATUS	JE DATE	% COMPLETE	NOTES
Interviews	Complete	5/1/2017	100%	✓
Economic analysis	Complete	3/14/2017	100%	✓ Economic analysis developed and reviewed; community engagement plan approved at CC meeting 3/14/17
Potential Projects	Complete	5/1/2017	100%	✓ CC discussion on potential projects that may impact Downtown
<b>Community Engagement</b>	Complete	5/1/2017	90%	
project website	Complete	5/1/2017	100%	✓
Stakeholder meetings	Complete	6/1/2017	100%	✓ Chambers of commerce, LA Community Coalition, LA Village Association, LA Property Owners Downtown, Public Arts Commission
Community workshop mailers	Complete	6/1/2017	100%	✓
Kickoff event	Complete	4/18/2017	100%	✓ Downtown vision Kick-off event, 4/18/17
Pop-up workshops	Complete	6/1/2017	100%	✓ Junior Olympics workshop @ Mountian View High School 4/29/17; workshops held 5/1/17 and 5/17/17
PTA presentations	Complete	6/2/2017	100%	✓
Questionnaire	Complete	7/1/2017	100%	✓ Launched 6/12/17
Present scenarios to Council	Complete	8/22/2017	100%	✓ Presentation 8/22/17- feedback sourced from CC, modifications to be made; RRM to draft 4 new scenarios and prepare report to bring to CC retreat 1/20/18
Community feedback on scenarios	In Progress	4/31/18	100%	✓ Scenarios presented to public for comment and feedback in October, RRM to provide calendar for future community outreach events week of 12/4/17; Q&A with RRM at Community Coalition 12/19 and with LAPOD; OpenCity Hall survey online 11/30/17 until 12/17/17; RRM will review scenario data with council
2 community workshops	Complete	12/31/2017	100%	✓ Big outreach effort (possibly to be held at middle school gyms) with presentation and workshop- 11/29/17, 6-8pm, record and put online; Open City Hall- digital commenter to provide feedback on each scenario (summary and image of each scenario, public can review and provide comment); customized menu; Kiosk at libraries; city-wide mailer; popup workshop at end of Jan 2018 in South Los Altos (Woodland Library?)
<b>Parking Committee Study</b>	In Progress	12/31/2017	60%	
PTC/Staff review recommendations	Complete	9/1/2017	100%	✓
PC/Staff recommendations to Council	In Progress	12/31/2017	60%	Recommendations provided to Council in Q4 2017; J Biggs requested parking consultant from visioning consultant- RRM meeting Tuesday 8/29- new schedule; ordinances mostly prepared; need to confirm what DT in-lieu fee will be and appropriate ratios; alternatives to reduce parking demands and parking management tactics; Consultant engaged, reviewing staff work on policies regs and practices; awaiting information from CD- info to PC Oct/Nov
Parking recommendations to CC	In Progress	2/1/2018	50%	Recommendations to CC in January 2018
New day parking permit system	In Progress	12/31/2017	10%	J Quinn to update council on new process
<b>Downtown Buildings Committee</b>	Complete	12/31/2017	100%	✓
Buildings Committee recommendations	Complete	7/1/2017	100%	✓ recommendations provided to Staff
Staff review BC recommendations	Complete	7/31/2017	100%	✓
Administrative implementation	Complete	7/31/2017	100%	✓

# Land Use Regulations

The City of Los Altos will complete improvements to the City's land use regulations for Loyola Corners and El Camino Real. The City Council will proactively review opportunities to expand affordable housing.

TASK	STATUS	DUE DATE	% COMPLETE	NOTES/NEXT STEPS
<b>Loyola Corners</b>	In Progress	7/31/2017	90%	<b>Adopted by July 2017</b>
Economic and traffic reports	Complete	1/15/2017	100%	✓ Reports to be incorporated in the draft specific plan that will be reviewed at a City Council/PTC study session
draft plan review	Complete	4/20/2017	100%	✓ Reviewed at 4/20/17 Joint City Council/PTC Study session
Circulation analysis incorporated into plan	Complete	8/1/2017	100%	✓
Environmental analysis	Complete	4/30/2017	100%	✓ Released for public review
Moratorium expires	Complete	7/23/2017	100%	✓
PTC hearings on draft specific plan	Complete	9/7/2017	100%	✓
City Council hearing to adopt specific plan	Complete	10/10/2017	100%	✓ 10/10/17 City Council meeting, Council adopted a Negative Declaration of Environmental Impact and adopted Resolution No. 2017-41 updating the Loyola Corners Neighborhood Commercial Center Specific Plan, with the following amendments: 1) prohibit buildings with flat roofs; 2) change the additional residential development allowed from 22,500 square feet to 20 additional dwelling units; 3) change the minimum dwelling unit size to 800 square feet and add a maximum unit size of 1,500 square feet; 4) add that A Street shall remain as a two-way street; and 5) require that redevelopment of 1555-1579 Miramonte Avenue will provide appropriate screening of the California Water Service Company corporation yard.
Staff implementation	In Progress	12/31/2017	75%	Enlisted architect to create design guideline; staff to update specific plan with all amendments to date and updated design guidelines; staff to assess bulletin boards and other features and replace/clean-up; J. Biggs to provide J. Quinn with updates to OP-sites- she will talk to CD staff to train them on the software or bring in trainer
<b>El Camino Real</b>	In Progress	12/31/2017	90%	<b>Adopt new regulations for development along ECR</b>
Council considers extension of moratorium	Complete	3/14/2017	100%	✓ Moratorium extended to 11/14/17
PTC review of Ordinance	Complete	5/31/2017	100%	✓
Council to consider CT zone ordinance	Complete	9/31/17	100%	✓ CC to review 9/12/17; consent agenda 10/10; CT zone into effect 11/10/17
Study Session with CC and architect in Q1	In Progress	4/30/2018	50%	Architect to provide visual representation and explanation of density bonus scenarios Jan 16, 2018
<b>Affordable Housing</b>	In Progress	12/31/2017	60%	<b>Proactively review opportunities to expand affordable housing</b>
General Plan review	Complete	5/9/2017	100%	✓ CC will receive a report on the recently adopted housing element of the Los Altos General Plan
Opportunity exploration	In Progress	12/31/2017	50%	Explore opportunities and constraints at listed opportunity sites
Secondary dwelling units	In Progress	5/9/2017	80%	CC to review possible zoning code changes to encourage secondary dwelling units; need to get accessory structure approval from PC 12/7/17; will bring both SDU and Accessory structure regs to Council January 2018
SDU study session	Complete	12/31/2017	100%	✓ Study session 6/27/17 to discuss setbacks, heights, etc for accessory structures
Accessory structure setback ordinance	In Progress	12/31/2017	75%	Ordinance modifying accessory structures setbacks to be prepared; state regs allow person to change existing structure to ADU; Zach Dahl to review; PC to review with city attorney 12/7/17
Commercial Linkage fees	Complete	5/9/2017	100%	✓ CC will review results of regional nexus study on commercial linkage fees for housing; reviewed 5/9/17
Commercial Linkage fees ordinance	In Progress	9/31/17	50%	Being prepared; City Attorney reviewing ordinance
Impact fees	In Progress	12/31/2017	10%	PC to review
Inclusionary housing ordinance	In Progress	12/31/2017	10%	Staff/city attorney reviewing state regs, drafting ordinance for CC
Density bonus law ordinance review	Complete	8/17/2017	100%	✓ PTC reviewed 8/17/17; CC reviewed 9/12/17
Council to consider density bonus law ordinance	Complete	9/12/2017	100%	✓ At 10/10/17 City Council meeting, Council adopted Ordinance No. 2017-435 adopting density bonus regulations.
Housing Bill training session with City Attorney	In Progress	1/30/2018	20%	CA to train CC on new state housing bills January 16, 2018
Special meeting on affordable housing	In Progress	12/19/2017	10%	Workshop to discuss affordable housing and direction given by CC at 10/24/17 CC meeting- this meeting will inform council retreat in January 2018; Consultant onboard to create images for built environment dependent on specific regulations

## Hillview Community Center

By 2020, Los Altos will have a new/refurbished community center at Hillview

TASK	STATUS	DUE DATE	% COMPLETE	NOTES
STRAT/Asst Community Center Feasibility Assessment	Complete	4/25/2017	100%	resented to Council 4/25/17; \$25M approved, Task Force created
Project Task Force formed	Complete	5/23/2017	100%	Members appointed 5/23/17
Architect hired	Complete	8/22/2017	100%	RFP submitted, 8 responses reviewed, 4 shortlisted and interviewed, selected Noll & Tam 7/15/17; Contract signed by CC 8/22/17
Study session with TF and CC	Complete	9/26/2017	100%	City Council selected Site Option 4 and increased budget to approximately \$34.7 M as recommended to provide for increased building quality, increased building functionality, upgrading to LEED Gold standards, improving pedestrian connectivity, increasing the hardscaping area, increasing outdoor program space, and refurbishing the parking lot.
Staff and Noll & Tam to develop new interior space allocation	Complete	10/19/2017	100%	Manny Hernandez worked with Noll & Tam to develop a new interior space allocation in light of additional funding from 9/26/17 Study Session
Timeline/schedule detail	In Progress	11/4/2017	100%	Noll & Tam to provide detailed schedule from design phase to opening
Children's Corner	In Progress	11/14/2017	80%	City Council to assess available funding at 10-yr capital plan review (11/14/17); to consider Children's Corner and its impact on community center design; CC will decide after budget allocation and potential design implications
Architectural/landscape preferences community survey	Complete	11/20/2017	100%	Staff, Noll & Tam, and TF developed community preferences survey, launched 10/25/17, closed 11/13/17
Task Force meetings	Complete	12/12/2017	100%	Meeting dates: 6/15, 6/22, 6/29, 7/13, 7/25, 8/8, 8/26, 9/11, 9/26, 10/18, 11/7, 11/30, 12/12
Environmental Review, Phase I Environmental Assessment	In Progress	9/25/2017	100%	Completed by EMO 9/25/17
Parking study	In Progress	2/28/2018	10%	Hexagon to conduct parking study/analysis; traffic counts end of January/beginning of February
Prelim design development	In Progress	12/31/2017	80%	Noll & Tam to present to City Council at Study Session 12/12/17; continuous process to progress following potential decision at CC 1/9/18 meeting
Funding options	In Progress	12/31/2017	10%	CC to explore fundraising options, subcommittee formed 7/11/17; potential \$3M donation to Team spaces new community center
Final design	In Progress	8/1/2018	0%	Completed and approved through land use process (Complete Streets, Planning, CC)
Groundbreaker	In Progress	12/1/2018	0%	Set to break ground December 2018; Construction to begin early 2019
Design development team	In Progress	6/30/2018	10%	TF members to work with staff during design phase- meetings will be held every other Thursday 3:30pm during entire process- will have workplan from N&T

## 10-Year Capital Facilities Plan

Over the next four years, the City Council commits to reinvesting in community infrastructure and facilities. To better inform these decisions, the City will create and maintain a 10-year plan that includes resources and expenses for the improvement and maintenance of city facilities and infrastructure that will improve pride in the community's assets.

TASK	STATUS	DUE DATE	% COMPLETE	NOTES
Update 10-yr plan	In Progress	12/31/2017	100%	Staff to provide update to City Council 11/14/17; City Council will work with staff to develop a soft list of priorities and schedules moving forward; PFM presented comprehensive update and interactive model to CC January 9, 2018
STRATAm report on City Hall and PD bldgs	In Progress	10/31/2017	25%	Public Works to provide update
Adopt FY18-22 CIP	Complete	6/27/2017	100%	CC reviewed the 10-yr prioritized project plan based on available financial and staffing resources
Maintenance of City Street System	Complete	3/14/2017	100%	The city will commit \$10M over 2017-2020 to improve maintenance of the city street system
Annual Street Resurfacing Project	Complete	6/13/2017	100%	Awarded \$1.4M (~ 18.5 miles of street)
Street Pavement Maintenance	Complete	7/11/2017	100%	Awarded \$1.5M
Park Improvements	Complete	5/1/2017	100%	Park improvement projects will be prioritized using available park-in-lieu resources
Hydration stations	Complete	6/1/2017	100%	Installed at Marymade, McKenzie, and Montclair
Remodel/Refurbish of community facilities	In Progress	6/1/2017	80%	
Grant park painting	Complete	4/18/2017	100%	Interior/exterior
Grant park acoustics	Complete	6/1/2017	100%	Improved acoustics
Grant Park: Multi-purpose room floor replacement	Complete	9/31/17	100%	
City Hall Roof	Complete	7/1/2017	100%	Replacement complete
City Hall HVAC	In Progress	9/31/17	30%	Construction complete; final testing January 2018; punch list items and training February 2018
Libraries	In Progress	12/31/2017	10%	Improvements will be reviewed during 4-yr period; NCTA Task Force formed

## Traffic Safety

The city will take steps to improve traffic/pedestrian and bicycle safety throughout the City with a specific focus on safe routes to school.

TASK	STATUS	DUE DATE	% COMPLETE	NOTES
Bike/pedestrian improvements; Master Plan schedule	Complete	2/28/2017	100%	CC received status report of the implementation of bike/pedestrian improvements and schedule for Master Plan
Illuminated Crosswalk replacements	Complete	7/31/2017	100%	Construction contract awarded; 11 crosswalk locations; 3 existing broken lighted crosswalks replaced, maintaining remaining
Covington Road Bike/Pod improvements	Complete	7/31/2017	100%	Construction contract awarded
Football Expressway improvements	In Progress	8/1/2017	30%	Preliminary design completed; community meeting held 6/29/17; in design/added to project scope- signal improvement from Summer Hill to Cuast; design \$ secure and moving forward; County will go out to bid; County will bring design to Complete Streets Commission as a combo community meeting Feb 2018 to review design before going to bid; some delay with construction funds due to Measure B- expected summer 2018
Cuesta Drive	In Progress	9/1/2017	25%	Implemented signage improvements; striping improvements scheduled in October. Continue to work with neighborhood reps to evaluate possible traffic calming options; provided neighborhood petition design drawings for potential pedestrian pathway; talking to Fire department about raised crosswalks - PD will meet internally 1/14/18 re raised intersection at Clark and Arboleda as well as pedestrian pathway along one side of street; waiting on striping improvements- signage has been implemented, waiting improvements at entrance from Mv- gateway treatment, small median treatment; Upon feedback from PD, staff will share with Complete Streets; Staff meeting with Cuesta Drive residents on 1/12/18
London Ave NTMP improvements design	In Progress	10/31/2017	50%	Final voting underway; design approved. Recommendation receive from BPAC, staff to finalize design and gather quotes and share costs with neighborhood; Final design to CC Q2 2018
<b>High priority school routes</b>	In Progress	7/1/2019	25%	Complete - \$2.5M of high priority routes by FY18/19 and continue to fund school route projects from the bike/pedestrian Master Plan beyond FY18/19. CC to review design for 6 projects RFP for San Antonio/W Portola; installations of RRBs delayed due to lawsuit re patents- current lighted crosswalks require high maintenance compared to RRBs
W. Edith/University Ave	In Progress	5/23/2017	90%	Appropriation of funds for and award of improvements; RRBs installed but not working due to interference with adjacent property- changed to lighted crosswalk but awaiting equipment
University Ave/Burke Road crosswalk	Complete	6/13/2017	100%	Appropriation of funds for and award of improvements
RRFB Install University Avenue/ Lincoln Avenue	Complete	12/31/2017	100%	\$35,000
10 school route projects	In Progress	8/1/2018	50%	Approved and funded as part of 2018-22 CIP, construction to take place summer 2018 (Miramonte Pathway (Covington to Berry) in design phase); 6 projects combined into 1 project and RFP issued, construction 2018- bringing contract to CC 1/9/18
Annual Pathway improvements	Complete	10/31/2017	100%	
Routes to Schools Maps	In Progress	12/31/2018	20%	Suggested maps and project updates provided to local schools; Staff working with Capertino and Sunnyvale, Capertino Union School District and Fremont Union High School District; No suggested route for Los Alamos to Capertino Schools (homebased HS funded school map routes that include GoLA- some issues with map (suggest that kids go against traffic)); City of Sunnyvale in process of updating pedestrian plan and will include SRTS- GoLA will partner with them to include route in the map for GoLA kids to go to Capertino Middle School
Grant funding	In Progress	12/31/2018	50%	5/9- appropriation of Community Development Block Grant funds for University Avenue Crosswalk Improvements; Received \$1M grant for Miramonte Ave pathway project
<b>Bike/pedestrian improvements; Master Plan schedule</b>	In Progress	6/30/2018	20%	\$3M+, Covington to Berry phase 1 in design; Funding for Phase 1 segment fits into school grant qualifications, tentative January public meeting (early 2018)
CS2D support	In Progress	4/1/2018	20%	Monterey parent group conversation; Staff to speak at meeting to discuss improvements by GoLA and County - Feb 9, 2018
Miramonte Gap closure	In Progress	12/31/2018	40%	Construction Summer 2018
Aboternum speed feedback sign	In Progress	6/30/2018	30%	Installation .....
San Antonio and West Portola	In Progress	6/30/2018	30%	Design 2017, construction 2018- involves changing signals, intersection improvement
Downtown signal upgrades	In Progress	6/30/2018	20%	Working with county to coordinate signals in downtown triangle
Stop signs in downtown	In Progress	6/30/2018	30%	Data collectors working on report, beginning to CS in March 2018
Crossing guard requests	In Progress	6/30/2018	30%	Request for crossing guards at 5 locations, in discussion with PD
Pedestrian improvements Edith & Main	In Progress	6/30/2018	25%	Final design to CS February 2018



## Community Engagement

The City Council will engage with the community and improve citizen access to City information.

TASK	STATUS	DUE DATE	% COMPLETE	NOTES
City Manager's Weekly Update newsletter	In Progress	12/31/2017	100%	Explore ways to increase subscribers; June 6: 381 subscribers -> December 31: 571 subscribers. ConstantContact email marketing solution implemented July 14th. ConstantContact allows the City to better manage email opt-ins and opt-outs as well as track email open rates and email click-throughs. In addition, a pop-up has been installed on the website homepage to capture sign-ups for the CM Weekly update email list.
Website	Complete	12/31/2017	100%	Website launched 12/5/17
Community Survey	Complete	12/31/2017	100%	Godbe survey rolled out 12/1/17; Completed January 2018
CC open office hrs	Complete	12/31/2017	100%	Office hrs held 2/23, 3/6, 3/22, 4/8, 4/20, 5/1, 5/15, 6/11, 6/21, 7/7, 7/20, 8/5, 8/20, 9/6, 9/20, 10/2, 10/20, 11/12, 11/20, 12/7, and 12/20 - Staff had Open Office Hour A-frame boards created for each Council member in August. These can be used at any event where the Council wishes to engage with the community in addition to scheduled Open Office Hours.
Downtown Plan Questionnaire	Complete	7/31/2017	100%	More than 1500 responses
Downtown Visioning	In Progress	12/1/2017	80%	11/29/17 downtown visioning workshop at LAYC, workshop was recorded and posted on website; Community Questionnaire released 11/30/17, marketing out 12/1/17. Questionnaire closed 12/17/17 and received 569 responses.
Collateral	In Progress	1/30/2018	10%	Erica researching ways to develop collateral to distribute at meetings; will die into it more in 2018; all collateral will be rebranded to match new website
Community Center Outreach	Complete	12/31/2017	100%	11 citizens appointed to Task Force on May 23, 2017. 13 public meetings held to gather public input & work on Task Force deliverables (space allocation, layout/placement and exterior design). Task Force members reached out to individuals, groups and held pop-up workshops at the Main Library and Grant Park Community Center. Task Force disbanded Dec. 12, 2017 after delivering final recommendation to City Council.
Surveys through Open City Hall	Complete	12/31/2017	100%	8 surveys posted in 2017; results demonstrated from where residents source their information; this presents opportunities for additional targeted outreach.
<b>PAFR</b>	Complete	2/28/2018	100%	Final version submitted; mailed week of 12/11/17
Timeline established	Complete	8/23/2017	100%	
Draft content + photos	Complete	8/23/2017	100%	
First Draft	Complete	10/18/2017	100%	
1st revision	Complete	10/27/2017	100%	
2nd revision	Complete	11/1/2017	100%	
Final sent to production	Complete	11/1/2017	100%	
Complete mailing	Complete	12/7/2017	100%	



## MEMORANDUM

**DATE:** January 17, 2017

**TO:** Jean Mordo, Mayor  
Members, Los Altos City Council

**FROM:** Nadine Levin, Consultant

**SUBJECT:** *CITY COUNCIL RETREAT – JANUARY 20, 2018*

### *INTRODUCTION*

The City Council considers annual priority setting as being critical to establishing the primary focus areas for the year. In preparing for the 2018 priority setting retreat each of you participated in an interview with me as the retreat facilitator. During those meetings, I heard three ideas consistently: if everything is a priority than nothing is a priority (important to keep the priorities to a finite number); priorities must be stated clearly with outcomes identified at the retreat and there is a need for staff to provide Council with schedule and status updates during the year. Additionally, Councilmembers expressed their specific priorities to be considered by their fellow members during the retreat.

### *PRIORITY SETTING PROCESS*

With the goal of completing the retreat with clear consensus on the 2018 Council Priorities the following process is suggested:

- Review of the 2017 Priorities: decide which of any will be carried forward and clarify if there is a change in outcome for 2018;

- Individual Councilmember articulation of 2018 Priorities: looking for commonality among the individual priorities to determine if the outcome is the same and language may be the difference;
- Consensus development to arrive at the 2018 Priorities and agreement on sufficient language on the priority, outcome and broad time-line for accomplishment; and
- Group agreement on the 2018 Priorities to be brought back to Council for formal adoption.

My role as facilitator is to develop the process for discussion, move the discussion along, make sure all Members feel heard and help Council mover to a clear consensus agreement of the priorities at the end of the meeting.

#### TOPICS EXPRESSED DURING COUNCILMEMBER INTERVIEWS

Several members expressed a concern that the 2017 Council priorities had not been stated in sufficient detail regarding expected outcomes, schedule for deliverables on the priority were unclear and there have not been regular specific updates provided during the year. There was a desire expressed that when a priority outcome has been reached that staff note it for Council and there be a closure.

An important distinction was raised in the interviews as to what is a priority and what is a project/issue/topic that is integral to staff's operational workplan. This distinction is worthy of a discussion at the retreat or at another time with City Manager and staff. Council's adopted priorities are a key element of the City department workplans along with the operational aspects of the City. There is also recognition that topics and issues come up during the year (after the priorities have been established) that require staff time and there is limited capacity to handle them. More than one Member indicated that if the "new" issue/topic/project will negatively impact the ability of staff to deliver on a priority than the City Manager should articulate the staff capacity issue and note if there is an opportunity cost.

During the interviews, I heard the following broad 2018 Council Priorities expressed (the number of members expressing similar/like priorities is noted next to the statement):

- Affordable Housing (5)
- Better Utilization of City Commissions (1)
- Library Expansion (2)
- Continue to move the Downtown Plan Forward (4)
- Continue to move the Civic Center Project Forward (4)
- Capital Facility Plan (identify which facilities are included and priority setting) (3)
- 10 Year Forecast on Financial Position (not just a model) (1)
- Consider Council policy changes (1)

### *CONCLUSION*

Based on my interviews there appears to be a consensus around several priorities. The work at the retreat will be to find consensus on the language around the "concepts" and specification of desired outcomes and discussion of priorities that were expressed by less than a majority of Council. I look forward to assisting the Council.

## DRAFT Council Goals for 2018

1. Complete the Visioning with clear implementation measures
  - a. Evaluate the adoption of FAR to control density
  - b. Complete the review of the Parking Committee recommendations and adopt the ones that we agree support Downtown
  - c. Consider changes in the delimitations of the zoning districts
  - d. Revise the allowed uses in DT districts
  - e. Update DT zoning ordinances for heights, densities, setbacks and uses
2. Keep the CC project on track for ground breaking in December 2018
  - a. Conduct surveys and outreach to finalize plans and programming
  - b. Finalize design and detailed layout
  - c. Develop a complete Hillview Campus plan including connection to DT
3. Develop a plan to increase the production of workforce Housing
  - a. Develop a comprehensive plan to achieve goals
  - b. Finalize the ADU ordinance
  - c. Consider an in-lieu or impact fee for affordable housing
  - d. Explore collaboration with non-profits and neighboring cities for joint development of affordable rental units
4. Support the Library expansion process
5. Prepare a 10-year plan including tentative placement in the timeline of all main facilities:
  - a. LAYC
  - b. City Hall
  - c. Garden House
  - d. Grant
  - e. Police

## Chris Jordan

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**From:** Lynette Lee Eng  
**Sent:** Thursday, December 21, 2017 2:00 PM  
**To:** Jean Mordo; Chris Jordan  
**Subject:** Retreat agenda items

Dear Chris and Jean,

I would like to add the following items to the Council retreat agenda for discussion:

1. Establish a new Policy: All pertinent data and information should be provided to Council and commissions, and posted online, before any meeting. Staff presentations should excerpt and highlight key points but should not introduce new information.
2. Priorities: When we establish priorities, whatever we set as priorities, we should describe the outcome or where we want to be at the end of the year.
3. Council member information request: I would for us to clarify the following. When a council member requests additional information from staff that is relevant to an upcoming agenda item, should the staff response always go to all council members.

Thanks,  
Lynette

## **CITY COUNCIL NORMS AND PROCEDURES**



### **COUNCILMEMBERS**

**Jeannie Bruins  
Lynette Lee Eng  
Jean Mordo  
Jan Pepper  
Mary Prochnow**

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**CITY OF LOS ALTOS**  
**CITY COUNCIL NORMS AND PROCEDURES**

***SECTION 1. GENERAL***

- 1.1 Purpose. The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the members of the City Council and staff concerning their roles, responsibilities, and expectations for management of the business of the City of Los Altos.
- 1.2 Values. Councilmembers shall treat fellow Councilmembers, members of the public, Commission and Committee members, and staff and consultants with respect, civility and courtesy. All Councilmembers shall respect each other's individual points of view and right to disagree. When addressing the public in any way, all Councilmembers shall make certain their opinions are expressed solely as their own, and do not necessarily reflect the opinions of any other Councilmember. Councilmembers shall respect the decisions of the majority of the Council at all times.
- 1.3 Review. The City Council shall conduct a review of this document biennially, or whenever a new Councilmember has been seated or Council deems necessary, to assist Councilmembers in being more productive in management of the business of the City. A new Council will consider the document within three months of its first regular meeting.
- 1.4 Ralph M. Brown Act. All conduct of the City Council, Commissions, Committees and Subcommittees shall be in full compliance with State law, including the Ralph M. Brown Act.

***SECTION 2. MAYOR AND VICE MAYOR SELECTION PROCESS***

- 2.1 Reorganization. The reorganization of the Council shall occur at a special meeting held on the first Tuesday of December. The seating of new Councilmembers shall occur at the same meeting that the Council reorganizes, which will be held on the earliest available Tuesday following the certification of election results.

Seating preferences on the dais shall be made by the Mayor, Vice Mayor and then by seniority of the rest of the members, in that order. If two members have equal seniority based on year elected, then the member with the higher vote count in their most recent election is considered to have higher seniority.

A community reception honoring the incoming and outgoing Mayor and Councilmembers will be held immediately following the reorganization meeting.

- 2.2 Election of Mayor. Only Councilmembers elected by the voters may serve as Mayor. Those persons who are appointed to the City Council due to the cancellation of an election may also serve as Mayor.

The term of office shall be one year. The Councilmember must have served at least 23 months to be eligible for Mayor. A majority vote of the Council is necessary to designate the Mayor. If there is at least one elected Councilmember with a minimum of 23 months of service who has not served as Mayor, he or she shall be designated Mayor before those who have already served as Mayor.

If there are two or more such members who have served more than 23 months and have never served as Mayor, the one having served the longest time on the Council shall be designated as Mayor.

In the event there are two or more members, who have never served as Mayor and have served the same length of time, the one who received the greatest number of votes at his/her election or re-election to the Council shall become Mayor.

In the event there are two or more members, both of whom have served as Mayor, have served the same continuous length of time, and have been re-elected to the Council, the one who received the greatest number of votes at his/her re-election to the Council shall become Mayor.

In the event three new members are elected to the Council, then an exception to Sections 2.2 and 2.3 will apply, allowing the immediate appointment of a Vice Mayor without the normal 11 months of prior service, and the following year such person may be appointed as the Mayor without the normal 23 months of prior service. Any member re-elected to the Council after a break in service will be treated in the normal sequence for appointment as Vice Mayor and Mayor, without regard to such person's service prior to the break in service.

The Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Mayor should be made to the City Manager.

- 2.3 Election of Vice Mayor. Only Councilmembers elected by the voters may serve as Vice Mayor. Those persons who are appointed to the City Council due to the cancellation of an election may also serve as Vice Mayor.

The selection process for determining who shall serve as Vice Mayor will follow that of Mayor, except the Councilmember must have served at least 11 months to be eligible to serve as Vice Mayor.

The Vice Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Vice Mayor should be made to the City Manager.

- 2.4 Councilmembers Serving After a Break in Service. The time of continuous service for any elected member of the Council who previously served on the Council prior to a break in service shall be considered to have started at his/her election after their break in service.

- 2.5 Appointment of Vacancy. In the event of a vacancy of office by the death or resignation of any Councilmember, the Council shall appoint a new Councilmember within sixty (60) days after a vacancy becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Council shall determine the process for appointment prior to the application process and in accordance with State law.

### ***SECTION 3. COUNCIL SUBCOMMITTEES***

- 3.1 Responsibility. The Mayor shall appoint Councilmembers to standing and ad hoc subcommittees as required to accomplish the work of the Council, subject to affirmation by

the Council at its next regular meeting. It will be the responsibility of these subcommittees to inform and make recommendations to the Council and submit them to the Council for a vote. Staff shall work with, and support, Council subcommittees as required.

- 3.2 Instructions and Expectations. The Council shall make certain that all Council subcommittees are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the committee's efforts shall be defined in writing and approved by a majority of the City Council.
- 3.3 Reporting. Council subcommittee members are to keep the Council informed of the work and progress of their subcommittee. These reports or minutes shall be made in writing whenever a recommendation is made to the Council.
- 3.4 Standing Subcommittees. Four standing subcommittees of the Council exist: the Council Youth Commission Interview Committee, the City/Los Altos School District Schools Issues Committee, the City/Cupertino Union School District Schools Issues Committee and the Open Government Committee.

The Council Youth Commission Interview Committee consists of two members of the City Council and is responsible for conducting interviews of applicants for the Youth Commission and making recommendations to the City Council regarding the appointments. The Committee meets as needed.

The City/Los Altos School District Schools Issues Committee consists of two members of the City Council and two members of the Board of Trustees of the Los Altos School District. The purpose of the subcommittee is to facilitate communication between the two bodies on issues of mutual concern by both legislative bodies, as directed by the City Council and/or School Board. Meetings are open to the public and are generally held at least bi-annually.

The City/Cupertino Union School District Schools Issues Committee consists of two members of the City Council and two members of the Board of Trustees of the Cupertino Union School District. The purpose of the subcommittee is to facilitate communication between the two bodies on issues of mutual concern. Meetings are open to the public.

The Open Government Committee consists of two members of the City Council and advises the City Council and provides information to the City Manager on potential ways to implement the Open Government Policy. The Committee develops appropriate goals to ensure practical and timely implementation of the Open Government Policy and proposes any amendments to the Policy.

#### ***SECTION 4. COMMISSIONS AND COMMITTEES***

- 4.1 Responsibility. The Council will appoint residents of the community to the City's standing commissions and committees. These commissions and committees will respect the public and staff and shall take seriously their responsibility for reporting to the Council. Each commission is to keep a rotation schedule for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, so as to be available to answer Council questions.
- 4.2 Governing. The City's Commissions and Committees are governed by the Commission Handbook as adopted and amended by the City Council.

- 4.3 Commission Liaisons. To facilitate the exchange of information between the Council and its Commissions, the Mayor will at least annually make liaison appointments to the Commissions. These appointments shall be ratified by the Council. Councilmembers shall respect the separation between policy making and advisory Commissions by: A) not attempting to lobby or influence Commissions on any item under their consideration; B) attending meetings of assigned Commissions, as needed, but not taking a position on an item before the Commission; C) not voting at the Commission's meeting on any item; and D) assisting the Commission in scheduling recommendations to be heard by the Council.

If an issue arises regarding a member of any Commission, staff may work with the assigned Council Liaison to resolve the issue.

## ***SECTION 5. AD HOC COMMITTEES AND TASK FORCES***

- 5.1 Instructions and Expectations. The Council shall make certain that all Council-appointed Ad Hoc Committees and Task Forces are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the Committee's or Task Force's efforts shall be defined in writing and formally approved by a majority of the City Council.
- 5.2 Reports. Ad Hoc Committees and Task Forces are responsible for keeping the Council informed about issues being considered, and their progress. This is to be accomplished by meeting minutes distributed in the Council meeting packets or through oral reports to Council. Ad Hoc Committees and Task Forces are responsible for advising the Council of any need for information or more specific instructions.
- 5.3 Redirection. Ad Hoc Committees and Task Forces shall obtain Council concurrence before they proceed in any direction different from the original instructions of the Council.
- 5.4 Noticing. Per Resolution No. 2015-09, Ad Hoc Committees and Task Forces that are created by the City Council and are composed of less than a quorum of the Council and have members of City Commissions and/or members of the public on the committee are subject to the provisions of the Ralph M. Brown Act.

## ***SECTION 6. ADMINISTRATIVE MATTERS***

- 6.1 Attendance. City Councilmembers acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Councilmembers shall make a good faith effort to attend all such meetings unless unable. Councilmembers will notify the Mayor or the City Clerk if they will be absent from a meeting.
- 6.2 Correspondence. With some exceptions, proposed correspondence (including electronic) from individual Councilmembers/Mayor on City stationery shall be reviewed by the Council in draft form prior to release. On occasion, there are urgent requests from the League of California Cities for correspondence concerning legislation directly affecting municipalities. Assuming there is agreement between the Mayor and City Manager that the League's position corresponds with that of the Council, the Mayor may send a letter without first obtaining Council review.

City letterhead will be made available for routine, discretionary correspondence (i.e., thank you notes, etc.), or such correspondence will be prepared by staff for signature, without prior consent of the Council. E-mails from Councilmembers should be respectful, professional and consistent with the City's Electronic Use Policy.

- 6.3 Regional Boards. The Mayor shall appoint Councilmembers to Regional Committees/Commissions/Boards as required by the governing bodies. These appointments are subject to affirmation by the Council. The role of the Council on regional boards will vary depending on the nature of the appointment. Representing the interests of Los Altos is appropriate on some boards; this is generally the case when other local governments have their own representation.

The positions taken by the appointed representatives are to be in alignment with the positions that the Council has taken on issues that directly impact the City of Los Altos. If an issue should arise that is specific to Los Altos, and the Council has not taken a position, the issue should be discussed by the Council prior to taking a formal position at a regional board meeting, to assure that it is in alignment with the Council's position.

Council representatives to such boards shall keep the Council informed of ongoing business through brief oral or written reports to the Council.

Councilmembers shall make a good faith effort to attend all regional meetings that require a quorum of the appointed members to convene a meeting. If a Councilmember is unable to attend, he/she should notify his/her alternate as far in advance of the meeting as possible so as to allow the alternate to attend.

- 6.4 Response to Public. It will be the responsibility of the City Manager to ensure a response is provided to all public correspondence for informational requests addressed to the Council. Staff shall respond to all requests for services and provide a copy of such correspondence to the City Council, as appropriate.
- 6.5 Proclamations. Proclamations are discretionary public announcements directing attention to a local resident, organization or event. The Mayor, without formal action of the Council, may issue proclamations. Requests for proclamations should be submitted at least one week in advance. This allows the Mayor to decide if a proclamation should be issued. Alternatively, the Mayor, at his/her discretion, may refer a request to Council.
- 6.6 Reimbursement. City Councilmembers may be reimbursed for personal expenses for travel to and lodging at conferences or meetings related to their role as a Councilmember. Reimbursements shall be subject to the City's Travel and Expense Policy.

Brief reports must be given on any outside meeting attended at the expense of the City at the next regular Council meeting. Reimbursement is conditioned on the submission of this report to the City Council.

- 6.7 Training.  
*Ethics:* Members of the City Council and commissions shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his/her public service every two years. New members must receive this training within their first year of service. Members shall attend training sessions that are offered locally in the immediate vicinity of Santa Clara County or by completing online a state-approved public service ethics education program.

An individual who serves on multiple legislative bodies need only receive two hours of ethics training every two years to satisfy this requirement for all applicable public service positions.

*Sexual Harassment:* In addition, Councilmembers shall receive two hours of sexual harassment prevention training every two years, per State law. New members must receive this training within their first six months of service.

*Brown Act:* Those individuals appointed by the City Council to serve on a commission or advisory committee will receive training on the requirements of the Brown Act at the time they begin their service.

The City Clerk is required to keep training records for five years to document and prove that these continuing education requirements have been satisfied. These documents are public records subject to disclosure under the California Public Records Act.

- 6.8. Use of Electronic Devices during Council Meetings. City Councilmembers shall not use electronic devices to send or receive communications regarding agenda items or to access information which other Councilmembers do not have equal access to during a meeting of the City Council at which he or she is in attendance. This does not apply to receipt of telephone calls or text messages from family members in the event of an urgent family matter. Councilmembers responding to such a message during the meeting shall do so in a manner that does not disrupt the meeting.
- 6.9. City Mission and City Seal. The Mission of the City of Los Altos is a strategic document that reflects the values of our residents. The City Seal is an important symbol of the City of Los Altos. No change to the City Mission and/or City Seal shall be made without Council approval.
- 6.10. Use of email. City Councilmembers shall strive to use only their City email account for City business.

## ***SECTION 7. COUNCIL RELATIONSHIP WITH STAFF***

- 7.1. City Manager. City Councilmembers are always free to go to the City Manager to discuss any subject. Issues concerning the performance of a Department or any employee must be directed to the City Manager. City Councilmembers shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy. Direction to City employees, other than the City Manager or City Attorney, is the prerogative of the City Manager. In passing along critical information, the City Manager will be responsible for contacting all Councilmembers. The City Manager may delegate this responsibility to Department Heads.
- 7.2. Agenda Item Questions. The Council shall not abuse staff, nor embarrass staff in public. If a Councilmember has a question on a subject, the Councilmember should contact the City Manager prior to any meeting at which the subject may be discussed. This does not restrict Councilmembers from asking questions during a Council meeting.
- 7.3. Complaints. Councilmembers shall encourage people to file all complaints directly with the appropriate staff member. Staff shall ensure that all people receive a response.
- 7.4. Staff. Councilmembers may ask Department Heads for information. This informal system of direct communication is not to be abused.

## ***SECTION 8. MEETINGS***

- 8.1 Open to Public. All meetings of the City Council whether regular, special, or study sessions, shall be open to the public, unless a closed session is held as authorized by law. All meetings shall be noticed as required to allow action to be taken by the Council.
- 8.2 Broadcasting of City Council Meetings. All regular Council meetings and study sessions shall be scheduled in the Community Meeting Chambers to allow for web streaming and simulcast on the City's Government Access Channel, unless the number of participants exceeds room capacity. The final decision shall be the responsibility of the Mayor. All Council meetings held in the Community Meeting Chambers shall be video-recorded.
- 8.3 Regular Meetings. The City Council shall conduct its regular meetings at the time and place established by ordinance. At the first regular meeting in December, the City Council will approve the schedule of meetings for the next calendar year, which in addition to the regular meeting schedule, may include the cancellation of regular meetings and the addition of special meetings and study sessions. This practice does not, however, preclude the Mayor or a majority of the members of the City Council from calling additional meetings pursuant to Section 8.5, if necessary.

It will be the custom to have a recess at approximately 9:00 p.m. Prior to the recess, the Mayor shall announce whether any items will be carried over to the next meeting. The established hour after which no new items will be started is 11:00 p.m. Remaining items, however, may be considered by consensus of the Council.

- 8.4 Cancelling Meetings. Any meeting of the City Council may be cancelled in advance by majority vote of the Council. The Mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing to the City Manager their unavailability to attend a meeting or agreement to cancel a meeting.
- 8.5 Special Meetings. A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act. Written notice of any such meeting must specify the purpose of the meeting and members making the call. Notice of the meeting must be given in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

The City Council may hold study sessions or joint meetings with other boards, commissions, committees, or agencies as deemed necessary to resolve City business. These meetings will be coordinated by the City Clerk. Study sessions are scheduled to provide Councilmembers the opportunity to better understand a particular item. While Council may legally take action at any noticed meeting, generally no formal action is taken at study sessions. If action is to be taken at a study session, then the agenda will state that action may be taken.

- 8.6 Closed Sessions. The City Council may hold closed sessions at any time authorized by law (and in consultation with the City Attorney), to consider or hear any matter, which is authorized by law. The Mayor or a majority of the City Council may call closed session meetings at any time. Requests for a closed session should be made to the City Manager.
- 8.7 Annual Retreat. The City Council shall hold an annual retreat following the reorganization of the Council (typically in December or January). The purpose of the retreat shall be to review accomplishments for the past year and to discuss and set priorities for the City Council for the following year.



- 8.8 Quorum. Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three Councilmembers appear at a regular meeting, the Mayor, Vice Mayor in the absence of the Mayor, any Councilmember in the absence of the Mayor and Vice Mayor, or in the absence of all Councilmembers, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

Business of the City Council may be conducted with a minimum of three members being present; however, pursuant to the California Government Code, matters requiring the expenditure of City funds and all resolutions and non-urgency ordinances must receive three affirmative votes for approval.

- 8.9 Minutes. Staff shall prepare minutes of all public meetings of the City Council. Copies shall be distributed to each Councilmember. Closed session minutes, if any, shall be approved by all Councilmembers and kept in strict confidence.
- 8.10 Adjourned Meetings. The City Council may adjourn any regular, adjourned regular, special or closed session meeting to a time and place specified in the order of adjournment and permitted by law.

## ***SECTION 9. POSTING NOTICE AND AGENDA***

- 9.1 Posting of Notice and Agenda. For every regular, special, or study session meeting, the City Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be according to the City's Open Government Policy and State law.
- 9.2 Location of Posting. The notice and agenda shall be posted at City Hall and at the meeting location, if located away from City Hall, in a place to which the public has unrestricted access and where the notice and agenda are not likely to be removed or obscured by other posted material, and to the City website.

## ***SECTION 10. AGENDA CONTENTS***

- 10.1 Mayor's Responsibility. The Mayor is responsible for running a timely and orderly meeting. If the Mayor is unavailable to run a Council meeting, the Vice Mayor shall run the meeting. The Mayor, in consultation with the City Manager or his/her designee, and the City Clerk shall organize the agenda.
- 10.2 Description of Matters. All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.
- 10.3 Availability to the Public. The agenda for any regular, special, or study session meeting, shall be made available to the general public as required by law.
- 10.4 Limitation to Act Only on Items on the Agenda. No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:
- A. Upon a majority determination that an "emergency situation" (as defined by State Law) exists; or

- B. Upon determination by a 4/5 vote of the full City Council, or a unanimous vote if less than a full Council, that there is a need to take immediate action and that the need to take the action came to the attention of the City Council subsequent to posting of the agenda.
- 10.5 "Timing" of Agenda. Staff and/or the Mayor will "time" the agenda as a way for the Council to maintain a sense of how much time can be committed to any one item without going past an established ending time for the meeting.
- 10.6 Order of Agenda. The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Establish Quorum, Pledge of Allegiance, Closed Session Announcement (if needed), Changes to the Order of the Agenda, Special Items, Public Comments on Items not on the Agenda, Consent Calendar, Public Hearings, Discussion Items, Informational Items, City Council Reports (limited to one minute per Councilmember), Future Agenda Items (limited to one minute per Councilmember), and Adjournment.
- 10.7 Change in Order of Business. The Mayor, or the majority of the Council, may decide to take matters listed on the agenda out of the prescribed order. All items removed from the Consent Calendar may be considered immediately after approval of the Consent Calendar or elsewhere in the agenda at the Mayor's discretion. Councilmembers shall be given the opportunity to ask questions about Consent Items for clarification without having them removed.
- 10.8 Tentative Council Calendar. The Tentative Council Calendar shall list items pending to come before Council within the next 12 months period.

Quarterly (first meeting in January, April, July and October), Council shall review the Tentative Council Calendar. At this time, Councilmembers may request new items be added. The Councilmember requesting the item shall state the topic and which Council priority the request aligns to. Council and staff shall agree as to where the new item shall be placed on the Tentative Council Calendar.

- 10.9 Placing items on a future agenda. Members of the City Council may have any matter that can be legally agendized placed on the agenda of the City Council by indicating their desire to do so under that portion of the City Council agenda designated, "Future City Council Agenda Items." Placing an item on a future agenda requires two Councilmembers to support the item if no staff work is required and three Councilmembers if staff work is required.

## ***SECTION 11. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS***

### ***11.1 Role of Mayor.***

- A. The Mayor shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Mayor to ensure that the rules of operation and decorum contained herein are observed. The Mayor shall maintain control of communication between Councilmembers and among Council, staff and public.
- B. Communication with Councilmembers
  - 1. Councilmembers shall request the floor from the Mayor before speaking.
  - 2. When one member of the Council has the floor and is speaking, other Councilmembers shall not interrupt or otherwise disturb the speaker.

C. Communication with Members of the Public Addressing the Council

1. The Mayor shall open the floor for public comment as appropriate.
2. Councilmembers may question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak.
3. Any staff member with an item on the agenda will be available to the City Council to answer questions arising during discussions between Councilmembers and among Councilmembers and members of the public.
4. Members of the public shall direct their questions and comments to the Council.

11.2 Rules of Order. The City Council adopts no specific rules of order except those listed herein. The City Council shall refer to *Rosenberg's Rules of Order*, as a guide for the conduct of meetings, with the following modifications:

- A. A motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agenda item so that a motion can more easily be made that takes into account what appears to be the majority position.
- B. All motions, except nominations, require a second.
- C. A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.
- D. A motion to amend may still be used.

The Mayor has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting. These latter rules will be followed unless objected to by a majority of the City Councilmembers present.

11.3 Appeal Procedures. Appellants shall be given the opportunity to speak first. Appellants and applicants responding to appeals may be given a total of up to 10 minutes each to present their positions to the City Council prior to hearing public comments. Appellants shall be given up to 5 minutes of rebuttal time after public comments are heard.

11.4 Applicants. Persons bringing to the City Council a request for approval shall be given a total of up to 10 minutes to present their positions/input prior to hearing public comments. An extension can only be granted by consent of a majority of the Councilmembers. Applicants shall be given up to 5 minutes of rebuttal time after public comments are heard.

11.5 Staff and Consultant Reports. Staff and consultant reports will be given a limit of up to 10 minutes. Staff is to assume that the Council has read all materials submitted. Council shall be given an opportunity to ask questions of staff prior to hearing public comments.

11.6 Public Comment.

- A. Persons present at meetings of the City Council may comment on individual items on the agenda. During Regular City Council meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment.

- B. The limit for speakers will be 1 to 3 minutes, depending on the number of speakers. If there are 10 or fewer requests to speak on any agenda item, the limit for each speaker will be 3 minutes. The Mayor may limit the time to be spent on an item and may continue the item, with the approval of the majority of the Council, to a future meeting at his/her discretion.

A group of speakers may designate a single speaker to represent the group. The designated speaker would be given the time which would have been allocated to others (to a maximum of 10 minutes) to speak. Individuals wanting to delegate time to another must be present at the meeting and must indicate their desire to cede time to a single individual by noting on a speaker card they are doing so. Persons who have ceded their time will not be permitted to speak on the topic at that meeting. Ceding of time will not be allowed during noticed public hearings.

- C. In order to facilitate an orderly meeting schedule, each speaker is requested to fill out a Request to Speak card before discussion on the agenda item begins, with the name and address of the speaker, and the subject or subjects upon which the speaker wishes to address the City Council. The request to speak cards shall be turned into the City Clerk before the item is heard by the City Council.
- D. Upon addressing the Council, each speaker is requested, but not required, to first state his/her name, whom they represent and/or city of residence.
- E. After the speaker has completed their remarks, Councilmembers may ask questions of the speaker after being acknowledged by the Mayor. Councilmembers shall be respectful of the speakers and shall not enter into a debate with any member of the public.
- F. Upon conclusion of the Public Comment section for any item, the Mayor may provide Councilmembers and/or staff with an opportunity to respond to statements made by the public.
- G. All Councilmembers shall listen to all public discussion as part of the Council's community responsibility. Individual Councilmembers should remain open-minded to comments made by the public.
- H. The Mayor has the right to ask a member of the public to step down if over the allotted time or if comments are not germane.

11.7 Motions. It will be the practice of the City Council for the Mayor to provide Councilmembers an opportunity to ask questions of staff, comment on, and discuss any agenda item in order to help form a consensus before a motion is offered. After such discussion, the Mayor or any Councilmember may make a motion. Before the motion can be considered or discussed, it must be seconded. Once a motion has been properly made and seconded, the Mayor shall open the matter to full discussion offering the first opportunity to speak to the moving party, and thereafter, to any Councilmember recognized by the Mayor. Customarily, the Mayor will take the floor after all other Councilmembers have been given the opportunity to speak.

If a motion clearly contains divisible parts, any Councilmember may request the Mayor or moving party divide the motion into separate motions to provide Councilmembers an opportunity for more specific consideration.

Tie Votes: Tie votes shall be lost motions. When all Councilmembers are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter.

If a tie vote results at a time when less than all members of the Council, who may legally participate in the matter, are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

## 11.8 Reconsideration.

### A. Request for Reconsideration.

#### 1. Request by a member of the public.

Any member of the public may request that a member of the City Council that voted in the majority request reconsideration. In order for that member of Council to take action, such request must be received no later than 5:00 p.m. on the third day following the decision. The requestor should specify in writing the reason for the request to reconsider.

#### 2. Request by a member of the City Council.

Only a member of the City Council who voted on the prevailing side may request reconsideration. The request may be made at the same meeting or 24 hours in advance of the posting of the agenda for the next regular meeting. Meeting agenda postings are governed by the Open Government Policy or Brown Act, whichever requires the most notice.

#### 3. The City Councilmember making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments.

### B. Motion to Reconsider Any Council Action.

#### 1. Reconsideration at the same meeting.

A motion to reconsider an action taken by the City Council may be made at the same meeting at which the action was taken (including an adjourned or continued meeting). A motion to reconsider an action may be made only by a Councilmember who voted on the prevailing side, but may be seconded by any Councilmember and is debatable.

The motion must be approved by a majority of the entire City Council.

#### 2. Reconsideration at a subsequent meeting.

Requests for reconsideration not made at the same meeting must be made by a member of the prevailing party 24 hours to the City Manager prior to the posting of the next regular meeting agenda. If the request is supported by any two (2) other Councilmembers, then it shall be added to the agenda. A request added to an agenda shall be structured in a manner that the reconsideration may take place immediately following approval of the request for reconsideration.

At the time such motion for reconsideration is heard, testimony shall be limited to the facts giving rise to the motion.

C. Effect of Approval of Motion.

Upon approval of a motion to reconsider, and at such time as the matter is heard, the City Council shall only consider any new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken and all interested persons (including applicants, owners, supporters and opponents) are still present, the matter may be reconsidered at that meeting or at the next regular meeting or intervening special meeting (subject to the discretion of the maker of the motion) and no further public notice is required.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken but all interested persons are not still present, or if the motion is made and approved at the next regular meeting or intervening special meeting, the item shall be scheduled for consideration at the earliest feasible City Council meeting and shall be re-noticed in accordance with the Government Code, the City Municipal Code and the *Council Norms and Procedures*. The Clerk shall provide notice to all interested parties as soon as possible when a matter becomes the subject of a motion to reconsider.

11.9 Discussion.

- A. The discussion and deliberations at meetings of the City Council are to secure the mature judgment of Councilmembers on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

To the extent possible, Councilmembers should disclose any ex parte communication prior to discussion on an item.

Discussion and deliberation are regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

- B. Obtaining the Floor for Discussion.

After the Council has commented on an issue, and a motion has been stated to the Council and seconded, any member of the Council has a right to discuss it after obtaining the floor. The member obtains the floor by seeking recognition from the Mayor. A member who has been recognized should limit his/her time to 3 minutes.

- C. Speaking More Than Once.

To encourage the full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question. If a Councilmember has already spoken, other Councilmembers wishing to speak shall then be recognized. No Councilmember shall be allowed to speak a second time until after all other Councilmembers have had an opportunity to speak.

D. Relevancy of Discussion.

All discussion must be relevant to the issue before the City Council. A Councilmember is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. Councilmembers shall avoid repetition and strive to move the discussion along. Arguments, for or against a measure, should be stated as concisely as possible.

A motion, its nature, or consequences, may be attacked vigorously. It is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or implication. It is the duty of the Mayor to instantly rule out of order any Councilmember who engages in personal attacks. It is the motion, not its proposer, that is subject to debate.

It is the responsibility of each Councilmember to maintain an open mind on all issues during discussion and deliberation. It is not necessary for all City Councilmembers to speak or give their viewpoints if another Councilmember has already addressed their concerns.

E. Mayor's Duties During Discussion.

The Mayor has the responsibility of controlling and expediting the discussion. A Councilmember who has been recognized to speak on a question has a right to the undivided attention of the Council.

It is the duty of the Mayor to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

11.10 Councilmember Respect. At all times, Councilmembers in the minority on an issue shall respect the decision and authority of the majority.

11.11 Council and Staff Reports and Directions on Future Agenda Items. Council and staff reports at the end of Council meetings shall be limited to announcing Council, Regional Board activities on which Councilmembers serve, City and City-sponsored activities. Community groups may announce their activities during Public Comments at the beginning of Council meetings.

## ***SECTION 12. CLOSED SESSIONS***

12.1 Purpose. It is the policy of the City Council to conduct its business in public to the greatest extent possible. However, state law recognizes that, in certain circumstances, public discussion could potentially jeopardize the public interest, compromise the City's position, and could cost the taxpayers of Los Altos financially. Therefore, closed sessions shall be held from time to time as allowed by law. The procedures for the conduct of these meetings shall be the same as for public meetings, except that the public will be excluded.

Prior to convening the closed session meeting, the City Clerk shall publicly announce the closed session items and ask for public input regarding any items on the closed session agenda.

City Councilmembers shall keep all written materials and verbal information provided to them in closed session in complete confidence to insure that the City's position is not compromised. No mention of information in these materials shall be made to anyone other

than Councilmembers, the City Attorney or City Manager, except where authorized by a majority of the City Council.

- 12.2 Rule of Confidentiality. The City Council recognizes that breaches in confidentiality can severely prejudice the City's position in litigation, labor relations and real estate negotiations. Further, breaches of confidentiality can create a climate of distrust among Councilmembers and can harm the Council's ability to communicate openly in closed sessions, thereby impairing the Council's ability to perform its official duties.

The City Council further recognizes that confidentiality of discussions and documents are at the core of a closed session. Confidentiality is essential if the closed session is to serve its purpose. Therefore, the City Council will adhere to a strict policy of confidentiality for closed sessions.

- 12.3 Breach of Rule of Confidentiality. No person who attends a closed session may disclose any statements, discussions, or documents used in a closed session except where specifically authorized by State law. Any authorized disclosure shall be in strict compliance with these rules and the Ralph M. Brown Act. Violation of this rule shall be considered a breach of this rule of confidentiality.

- 12.4 Agenda. The agenda for a closed session will contain that information required to be disclosed pursuant to the Ralph M. Brown Act.

- 12.5 Permissible Topics. All closed sessions will be held in strict compliance with the Ralph M. Brown Act. The City Attorney, or his/her designee, will advise in advance on topics that may be discussed in a closed session.

12.6 Rules of Decorum.

- A. The same high standard of respect and decorum as apply to public meetings shall apply to closed sessions. There shall be courtesy, respect and tolerance for all viewpoints and for the right of Councilmembers to disagree. Councilmembers shall strive to make each other feel comfortable and safe to express their points of view. All Councilmembers have the right to insist upon strict adherence to this rule.
- B. Prior to a vote, the Mayor shall ensure that the motion is clearly stated and clearly understood by all Councilmembers.
- C. The Mayor shall keep the discussion moving forward so that debate and a vote can occur in the time allotted for the closed session. The Mayor will determine the order of debate in a fair manner.

12.7 Conduct of Meeting.

- A. The Mayor will call the closed session to order promptly at its scheduled time.
- B. The Mayor will keep discussion focused on the permissible topics.
- C. The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.
- D. If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions or disposal, a proposed or pending claim or litigation, or employee negotiations, all contact with the other party will be through the designated City person(s) representing the City in the handling of the matter. A Councilmember, not so



designated by the Council, will not under any circumstances have any contact or discussion with the other party or its representative concerning the matter which was discussed in the closed session, and will not communicate any discussions conducted in closed session to such party.

12.8 Public Disclosure After Final Action.

- A. The Ralph M. Brown Act requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final. Accordingly, the City Council shall publicly report any final action taken in closed session, and the vote, including abstentions, as directed by the Ralph M. Brown Act.
- B. The report may be oral or written. The report will state only the action taken and the vote. Unless authorized by the majority of the City Council, the report will not state the debate or discussion that occurred. Except for the action taken and the vote, all closed session discussions will remain confidential.

***SECTION 13. DECORUM***

- 13.1 Councilmembers. Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Councilmembers shall accord the utmost courtesy to each other, City employees, and the public appearing before the City Council. When speaking, a Councilmember's tone should remain neutral and non-verbal communication aspects should be considerate and polite. Formal business attire is required only when Council meetings, workshops, or study sessions are held in Community Meeting Chambers and/or televised.
- 13.2 City Employees. Members of the City staff shall observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business and professional manner towards Councilmembers and members of the public.
- 13.3 Public. Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. City Code Chapter 2.05, *Public Meeting Rules for Conduct*, shall apply to all City Council Meetings.
- 13.4 Noise in the Chambers. Noise emanating from the audience, whether expressing opposition or support within the Community Meeting Chambers or lobby area, which disrupts City Council meetings, shall not be permitted. All cellular phones and other consumer electronic devices shall be muted while in the chambers. Refusal is grounds for removal.

***SECTION 14. VIOLATIONS OF PROCEDURES***

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

This document shall remain in effect until modified by the City Council.

AMENDED AND APPROVED: February 14, 2017.

APPENDIX A

*ROSENBERG'S RULES OF ORDER*





# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*



## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

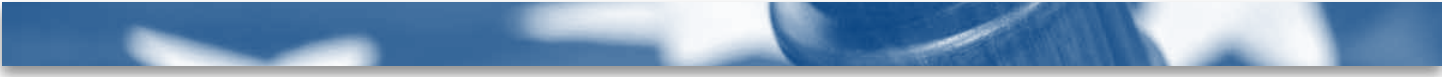
### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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## INTRODUCTION

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The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

**First**, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”



**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be

as follows:

**First**, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

**Second**, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.



**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

## Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

## Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?*

*Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

## The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.



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Los Altos City Council Addendums to Rosenberg's Rules of Order

1. A motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agenda item so that a motion can more easily be made that takes into account what appears to be the majority position.
2. All motions, except nominations, require a second.
3. A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.
4. A motion to amend may still be used

**Table B-34**

Regional Housing Needs Determination (2015–2023)

Income Category	Income Level	# of Units	% of Total
Extremely Low	0-30% of AMI	84	18%
Very Low	30-50% of AMI	85	18%
Low	50-80% of AMI	99	21%
Moderate	80-120% of AMI	112	23%
Above Moderate	120%+ of AMI	97	20%
<b>Total</b>		<b>477</b>	<b>100%</b>

Sources: ABAG 2008 Regional Housing Needs Determination. Adopted May 15, 2008.  
 Note: This table presents regional housing need for the 2014-2022 5<sup>th</sup> Cycle RHNA Projection Period.

Table B-34A lists the residential developments entitled and permitted from January 2014 until August 2014.

**Table B-34A**

Remaining RHNA by Income Category

Permits Issued January 2014–August 2014						
Housing Unit Type	Extremely Low	Very Low	Low	Moderate	Above Moderate	Total
Single Family	0	0	0	0	16	16
Multi-Family	0	0	1	1	18	20
Second Units	0	0	0	0	0	0
Density Bonus	0	0	0	0	0	0
<b>Total Permitted</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>34</b>	<b>36</b>
RHNA						
RHNA	84	85	99	112	97	477
Remaining RHNA	84	85	98	111	63	441
<b>Total (Remaining Lower-Income RHNA)</b>	<b>267</b>		<b>111</b>		<b>63</b>	<b>NA</b>

Source: City of Los Altos, January 2014

Table B-34B displays a summary of all vacant and underutilized land identified for development in the planning period. There is currently a total of 43.10 acres of vacant or underutilized land in Los Altos with the capacity to yield 739 units of new housing across all income categories.



**Table B-35**

Potential Vacant Sites Inventory

Site ID	Address	APN	Zone	Allowable Density	General Plan	Acres	Existing No. Units	Realistic No. Units	Vacant/ Underutilized	Infra-structure Capacity	On-site Constraints
1	37 View St	167-37-009	R1-10	4 du/ac	Single Family	0.19	0	1	Vacant	Yes	None
2	34 Mt Hamilton	167-37-034	R1-10	4 du/ac	Single Family	0.35	0	1	Vacant	Yes	None
3	374 2 <sup>nd</sup> St	167-41-036	CD	20 du/ac	Downtown Commercial	0.16	0	3	Vacant	Yes	None
5	895 N San Antonio	170-01-022	CN	20 du/ac	Commercial Neighborhood	0.27	0	4	Vacant	Yes	None
6	181 Alvarado Ave	170-12-004	R1-10	4 du/ac	Single Family	0.49	0	1	Vacant	Yes	None
7	379 Hawthorne	170-28-058	R1-10	4 du/ac	Single Family	0.5	0	1	Vacant	Yes	None
8	University Ave	175-14-025	R1-10	4 du/ac	Single Family	0.29	0	1	Vacant	Yes	None
9	Orange Ave	175-15-054	R1-10	4 du/ac	Single Family	0.14	0	1	Vacant	Yes	None
10	University Ave	175-18-040	R1-10	4 du/ac	Single Family	0.24	0	1	Vacant	Yes	None
11	Lorraine Ave	189-15-007	R1-10	4 du/ac	Single Family	0.09	0	1	Vacant	Yes	None
12	Miramonte Ave	189-15-026	CN	20 du/ac	Commercial Neighborhood	0.11	0	2	Vacant	Yes	None
13	718 Ronald Ct	189-19-003	R1-10	4 du/ac	Single Family	0.28	0	1	Vacant	Yes	None
14	719 Filip	189-19-017	R1-10	4 du/ac	Single Family	0.23	0	1	Vacant	Yes	None
15	1289 Eureka	193-34-030	R1-10	4 du/ac	Single Family	0.23	0	1	Vacant	Yes	None
16	1060 Rosemont	193-40-019	R1-10	4 du/ac	Single Family	0.2	0	1	Vacant	Yes	None
17	1491 Miramonte	193-41-039	R1-10	4 du/ac	Single Family	0.35	0	1	Vacant	Yes	None
18	1049 Dartmouth	193-44-023	R1-10	4 du/ac	Single Family	0.23	0	1	Vacant	Yes	None
19	1040 Runnymede	193-44-033	R1-10	4 du/ac	Single Family	0.23	0	1	Vacant	Yes	None





Site ID	Address	APN	Zone	Allowable Density	General Plan	Acres	Existing No. Units	Realistic No. Units	Vacant/Underutilized	Infrastructure Capacity	On-site Constraints
21	Nash Rd	336-02-008	R1-10	4 du/ac	Single Family	0.35	0	1	Vacant	Yes	None
22	Madonna Wy	336-03-030	R1-10	4 du/ac	Single Family	0.31	0	1	Vacant	Yes	None
23	Arboretum Dr	342-04-078	R1-10	4 du/ac	Single Family	1.48	0	5	Vacant	Yes	Part of Under-developed site at 2100 Woods Lane
24	1276 Montclair	342-09-045	R1-10	4 du/ac	Single Family	0.31	0	1	Vacant	Yes	None
25	Longden Cl	342-10-088	R1-10	4 du/ac	Single Family	0.39	0	1	Vacant	Yes	None
<b>Totals</b>						<b>7.42</b>	<b>0</b>	<b>33</b>			

City of Los Altos, August 2014

**Table B-36**

Potential Underutilized Sites Inventory

Site ID	Address	APN	Zone	Allowable Density	General Plan	Acres	Existing No. Units	Realistic No. Units	Vacant/ Underutilized	Infrastructure Capacity	On-site Constraints
26	126 Pasa Robles	167-17-006	R1-10	4 du/ac	Single Family	0.27	1	2	Underutilized	Yes	One SFR on two legal lots
28	250 Pasa Robles	167-18-032	R1-10	4 du/ac	Single Family	0.31	1	2	Underutilized	Yes	One SFR on two legal lots
29	479 Los Altos	167-27-070	R1-10	4 du/ac	Single Family	2.31	1	8	Underutilized	Yes	None
30	14 4 <sup>th</sup> st	167-38-061	R3-1	38 du/ac	Medium Density Multi-Family	0.16	1	4	Underutilized	Yes	One SFR
31	110 2 <sup>nd</sup> st	167-39-028	R3-1	38 du/ac	Medium Density Multi-Family	0.16	1	4	Underutilized	Yes	One SFR
33	1 <sup>st</sup> St	167-41-016	CS	20 du/ac	Downtown Commercial	0.1	0	2	Underutilized	Yes	Parking Lot
34	360 2 <sup>nd</sup> st	167-41-034	CD	20 du/ac	Downtown Commercial	0.16	0	3	Underutilized	Yes	Parking Lot
35	366 2 <sup>nd</sup> st	167-41-035	CD	20 du/ac	Downtown Commercial	0.16	1	3	Underutilized	Yes	One SFR
36	382 2 <sup>nd</sup> st	167-41-037	CD	20 du/ac	Downtown Commercial	0.16	0	3	Underutilized	Yes	Parking Lot
37	388 2 <sup>nd</sup> st	167-41-038	CD	20 du/ac	Downtown Commercial	0.16	1	3	Underutilized	Yes	Small Office Building
38	394 2 <sup>nd</sup> st	167-41-054	CD	20 du/ac	Downtown Commercial	0.16	0	3	Underutilized	Yes	Pancake House Parking Lot
39	1005 Acacia	170-01-045	CN/ SPZ	20 du/ac	Commercial Neighborhood	0.05	1	1	Underutilized	Yes	Condemned Structure
42	568 Gabilan	170-38-006	R3-1.8	16 du/ac	Medium Density Multi-Family	0.11	1	2	Underutilized	Yes	One SFR



Site ID	Address	APN	Zone	Allowable Density	General Plan	Acres	Existing No. Units	Realistic No. Units	Vacant/ Underutilized	Infrastructure Capacity	On-site Constraints
43	526 Lassen	170-38-030	R3-1.8	16 du/ac	Medium Density Multi-Family	0.16	1	3	Underutilized	Yes	One SFR
44	517 Tyndall	170-38-047	R3-1.8	16 du/ac	Medium Density Multi-Family	0.16	1	3	Underutilized	Yes	One SFR
46	123 Fremont Av	170-38-060	OAD	16 du/ac	Downtown Commercial	0.15	0	3	Underutilized	Yes	Existing Office - GP Housing Element 4.3 encourages rezoning to MF
47	129 Fremont Ave	170-38-062	OAD	16 du/ac	Downtown Commercial	0.15	0	3	Underutilized	Yes	Existing Office - GP Housing Element 4.3 encourages rezoning to MF
48	105 Fremont	170-38-066	OAD	16 du/ac	Downtown Commercial	0.31	0	7	Underutilized	Yes	Existing Office - GP Housing Element 4.3 encourages rezoning to MF
49	140 Lyell	170-39-043	R3-1.8	16 du/ac	Medium Density Multi-Family	0.24	1	5	Underutilized	Yes	One SFR
50	527 Orange	175-16-017	R1-10	4 du/ac	Single Family	0.3	1	2	Underutilized	Yes	One SFR on two legal lots
51	679 University	175-16-036	R1-10	4 du/ac	Single Family	0.3	1	2	Underutilized	Yes	One SFR on two legal lots
52	Palm Av	175-16-074	R1-10	4 du/ac	Single Family	0.39	1	2	Underutilized	Yes	One SFR on two legal lots
53	636 Palm Av	175-16-084	R1-10	4 du/ac	Single Family	0.34	1	2	Underutilized	Yes	One SFR on two legal lots
54	650 Palm Av	175-17-028	R1-10	4 du/ac	Single Family	0.6	1	3	Underutilized	Yes	One SFR on



Site ID	Address	APN	Zone	Allowable Density	General Plan	Acres	Existing No. Units	Realistic No. Units	Vacant/ Underutilized	Infrastructure Capacity	On-site Constraints
											three legal lots
55	983 Loraine	189-15-095	R1-10	4 du/ac	Single Family	0.18	1	2	Underutilized	Yes	One SFR on two legal lots
56	933 Loraine	189-15-117	R1-10	4 du/ac	Single Family	0.09	1	1	Underutilized	Yes	One SFR on three legal lots (117,118 & 119)
57	937 Loraine	189-15-118	R1-10	4 du/ac	Single Family	0.09	0	1	Underutilized	Yes	One SFR on three legal lots (117,118 & 119)
58	943 Loraine	189-15-119	R1-10	4 du/ac	Single Family	0.09	0	1	Underutilized	Yes	One SFR on three legal lots (117,118 & 119)
59	1485 Fremont	197-16-064	R1-10	4 du/ac	Single Family	1.48	1	5	Underutilized	Yes	Historic Property
60	Richardson Ave	318-07-008	R1-10	4 du/ac	Single Family	0.23	0	1	Underutilized	Yes	Parking Lot
61	Arboretum Dr	342-04-078	R1-10	4 du/ac	Single Family	8.9	1	28	Underutilized	Yes	Church w/ SFR. Part of Under-developed site at 2100 Woods Lane. To achieve max density, a PUD will be required in order to address the site environmental constraints
62	St Joseph Av	342-25-056	R1-10	4 du/ac	Single Family	0.12	0	1	Underutilized	Yes	Odd shaped Driveway for adj. SFR
63	4546 El Camino Real	167-12-047	CT	38du/ac	Thoroughfare Commercial	1.76	0	66	Underutilized	Yes	Commercial building
64	4546 El Camino Real	167-12-042	CT	38 du/ac	Thoroughfare Commercial	2.78	0	105	Underutilized	Yes	Commercial building



Site ID	Address	APN	Zone	Allowable Density	General Plan	Acres	Existing No. Units	Realistic No. Units	Vacant/ Underutilized	Infrastructure Capacity	On-site Constraints
65	4844 El Camino Real	170-02-023	CT	38 du/ac	Thoroughfare Commercial	0.54	0	20	Underutilized	Yes	Commercial building
66	4856 El Camino Real	170-02-029	CT	38 du/ac	Thoroughfare Commercial	0.56	0	21	Underutilized	Yes	Commercial building
67	4896 El Camino Real	170-02-026	CT	38 du/ac	Thoroughfare Commercial	0.84	1	31	Underutilized	Yes	One SFR, commercial building
68	El Camino Real	170-03-084	CT	38 du/ac	Thoroughfare Commercial	0.54	0	20	Underutilized	Yes	Parking
69	5000 El Camino Real	170-04-050	CT	38 du/ac	Thoroughfare Commercial	0.86	0	32	Underutilized	Yes	Commercial building
70	730 Distel Drive	170-04-055	CT	38 du/ac	Thoroughfare Commercial	2.58	0	98	Underutilized	Yes	Office building
71	5150 El Camino Real	170-04-066	CT	38 du/ac	Thoroughfare Commercial	3.8	0	144	Underutilized	Yes	Office building
72	962 Acacia Avenue	170-01-048	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.11	1	2	Underutilized	Yes	SFR
73	952 Acacia Avenue	170-01-049	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.11	0	2	Underutilized	Yes	Parking
74	952 Acacia Avenue	170-01-050	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.11	0	2	Underutilized	Yes	Parking
75	942 Acacia Avenue	170-01-051	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.22	1	4	Underutilized	Yes	SFR
76	928 Acacia Avenue	170-01-052	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.11	1	2	Underutilized	Yes	SFR
77	916 Sherwood Avenue	170-01-053	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.18	1	3	Underutilized	Yes	SFR
78	994 Acacia Avenue	170-01-047	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.29	1	8	Underutilized	Yes	SFR
79	994 Sherwood Avenue	170-01-086	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.22	0	4	Underutilized	Yes	Parking



Site ID	Address	APN	Zone	Allowable Density	General Plan	Acres	Existing No. Units	Realistic No. Units	Vacant/ Underutilized	Infrastructure Capacity	On-site Constraints
80	988 Sherwood Avenue	170-01-042	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.11	0	2	Underutilized	Yes	Parking
82	987 Acacia Avenue	170-01-043	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.17	1	3	Underutilized	Yes	SFR
83	966 Sherwood Avenue	170-01-044	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.19	1	3	Underutilized	Yes	SFR
84	961 Sherwood Avenue	170-01-065	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.11	1	2	Underutilized	Yes	SFR
85	941 Sherwood Avenue	170-01-062	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.11	1	2	Underutilized	Yes	SFR
86	933 Sherwood Avenue	170-01-061	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.11	1	2	Underutilized	Yes	SFR
87	929 Sherwood Avenue	170-01-060	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.12	1	2	Underutilized	Yes	SFR
88	921 Sherwood Avenue	170-01-059	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.14	1	2	Underutilized	Yes	SFR
89	899 Sherwood Avenue	170-01-056	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.14	1	2	Underutilized	Yes	SFR
90	905 Sherwood Avenue	170-01-057	CN/ SPZ	20 du/ac	Neighborhood Commercial	0.13	1	2	Underutilized	Yes	SFR
92	4546 El Camino Real	167-16-018	CT	38 du/ac	Thoroughfare Commercial	0.19	0	5	Underutilized	Yes	Public Parking
<b>Total Underutilized</b>						<b>35.68</b>	<b>36</b>	<b>706</b>			

Source: City of Los Altos, August 2014