



SPECIAL MEETING OF THE MILPITAS CITY COUNCIL

For assistance in the following languages, you may call:

Para sa Tagalog, tumawag sa 408-586-3051

Para español, llame 408-586-3232

CITY OF MILPITAS – NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that a Special Meeting of the Milpitas City Council will be held at 10:00 a.m. on Friday, February 22, 2019 at Sal Cracolice Building, 791 Garden Street, Milpitas.

AGENDA **CITY COUNCIL RETREAT** **FRIDAY, FEBRUARY 22, 2019** **SAL CRACOLICE BUILDING, 791 GARDEN ST., MILPITAS, CA** **10:00 AM – 3:00 PM**

CALL TO ORDER / ROLL CALL / PLEDGE

PUBLIC FORUM

Those in the audience are invited to address City Council on any subject not on tonight's agenda. Speakers must come to the podium, state their name and city of residence for the Clerk and limit spoken remarks to 3 minutes. As an item not listed on the agenda, no response is required from City staff nor Council and no action can be taken. Council may instruct the City Manager to place the item on a future meeting agenda.

AGENDA ITEMS

- 1. Review of Recent Council-Identified Accomplishments**
- 2. Council Staff Roles and Relations** (Staff Contact: Ashwini Kantak, Assistant City Manager, 408-586-3053)

Recommendation: Provide Council Direction on the Proposed City Council Handbook.

- 3. Review Council Priorities and Projects** (Staff Contact: Julie Edmonds-Mares, City Manager, 408-586-3050)

Recommendations:

- Review programs and initiatives and Council priority areas
- Provide Council direction on Council Priorities and Projects for Fiscal Year 2019-20

ADJOURNMENT

KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review.

For more information on your rights under the Open Government Ordinance or to report a violation, contact the City Attorney's office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas, CA 95035
e-mail: cdiaz@ci.milpitas.ca.gov / Phone: 408-586-3040

The Open Government Ordinance is codified in the Milpitas Municipal Code as Title I Chapter 310 and is available online at the City's website www.ci.milpitas.ca.gov by selecting the Milpitas Municipal Code link.

Materials related to an item on this agenda submitted to the City Council after initial distribution of the agenda packet are available for public inspection at the City Clerk's office at Milpitas City Hall, 3rd floor 455 E. Calaveras Blvd., Milpitas and on the City website. All City Council agendas and related materials can be viewed online here: www.ci.milpitas.ca.gov/government/council/agenda_minutes.asp (select meeting date)

APPLY TO SERVE ON A CITY COMMISSION

Commission application forms are available online at www.ci.milpitas.ca.gov or at Milpitas City Hall. Contact the City Clerk's office at 408-586-3003 for more information.

If you need assistance, per the Americans with Disabilities Act, for any City of Milpitas public meeting, please call the City Clerk at 408-586-3001 or send an e-mail to mlavelle@ci.milpitas.ca.gov prior to the meeting. You may request a larger font agenda or arrange for mobility assistance. For hearing assistance, headsets are available in the City Council Chambers for all meetings.



CITY OF MILPITAS AGENDA REPORT (AR)

Item Title:	Council Staff Roles and Relations
Category:	Leadership and Support Services
Meeting Date:	2/22/2019
Staff Contact:	Ashwini Kantak, Assistant City Manager, 408-586-3053
Recommendation:	Provide Council Direction on the Proposed City Council Handbook

Background:

At the December 18, 2018 City Council meeting, Council deferred taking action on the proposed Council Handbook, as recommended by the Council Handbook Subcommittee, to allow more time for review and the opportunity to discuss at the Council Retreat. For reference, attached to this report is the previously distributed agenda report, which includes a background of the work completed by the Council Handbook Subcommittee over the course of several meetings held last year, as well as a discussion of the proposed changes and edits.

Based on Council direction, the existing Council handbook was sent to Council on January 17, 2019 by the City Attorney. Also, per Council direction, [sample handbooks](#) from eight other cities (Menlo Park, Palo Alto, Redwood City, Hayward, Los Altos, San Leandro, Santa Cruz, and Walnut Creek) were distributed to the Council for reference on February 7, 2019.

Recommendation:

Provide direction on the proposed Council Handbook.

Attachments:

- a) December 18, 2018 Agenda report on Council Handbook
- b) Draft City Council Handbook

11. Accept Recommendations from the Ad Hoc City Council Handbook Subcommittee to Adopt the Updated City Council Handbook (Staff Contact: Ashwini Katak, 408-586-3053)

Background: The City Council Handbook (Handbook) provides guidance to the Council in conducting all City business. The Handbook is designed to be periodically updated in order to reflect either changes in the law or in City Council procedure or policy. On September 18, 2018, staff brought forward proposed changes to the Handbook as well as to the agenda management process.

Council expressed the need for more involvement in the Handbook update and to that end, staff was directed by Council to work on the Handbook with an Ad Hoc Council Handbook Subcommittee. Councilmembers Nuñez and Barbadillo were selected by the Council to serve on this Subcommittee. The first Subcommittee meeting was held on September 26, 2018, with the discussion focused on Chapter V, given its connection to the Agenda Management system and process improvements underway. On October 16, 2018, Chapter V of the Handbook was approved by the City Council.

Analysis

On October 3, 2018, the Subcommittee discussed Chapter I, II, and III of the proposed City Council Handbook. No changes were proposed to Chapter I. The Subcommittee directed staff to further clarify roles of City Council, City Manager and City Attorney in Chapter II. The Subcommittee also provided direction on Chapter III to make edits to better define interactions between City Council, City Manager, and City staff.

Subsequent to the October 3 Subcommittee meeting, staff proposed additional edits to Chapters II and III of the Handbook to reflect the Subcommittee's direction and these were discussed at the December 5, 2018 Subcommittee meeting. At this meeting, the Subcommittee also reviewed Chapters IV, VI, VII and VIII of the Handbook. Key proposed changes recommended by the Subcommittee include:

1. Additional clarification of roles of the City Council, City Manager, and City Attorney in Chapters II and III.
2. Additional clarification about meeting times for Closed Sessions, in Chapter IV, Section D.
3. Addition of further details about signs and disruptive behavior in City Council meetings in Chapter IV, Section I.
4. Inclusion of a reference to the Open Government Ordinance in the Conflict of Interest section in Chapter IV, Section M.
5. Additional clarification about communications subject to the California Public Records Act in Chapter VI, Section A.
6. Additional clarification about two existing Financing Authorities in Chapters VIII, Section B.

For Council's reference, the Milpitas Public Financing Authority was established in partnership with the Redevelopment Agency in 1997, and after the dissolution of the Redevelopment Agency, the Milpitas Municipal Financing Authority was established in 2016. The former Financing Authority is still in existence, however, the latter Financing Authority will be used for any City financing in the future.

Although the Subcommittee also asked staff to include language that could provide more flexibility for regular City Council meeting start times, this change will need to be made after a corresponding change has first been made in the Municipal Code. The updated Handbook, with all other changes recommended by the Subcommittee is attached for Council's consideration and recommended adoption.

Fiscal Impact: None

Recommendation: Accept recommendations from the Ad Hoc City Council Handbook Subcommittee and adopt the updated City Council Handbook.

Attachment: City Council Handbook



City of Milpitas
City Council Handbook
2018

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CHAPTER I. Purpose and Overview

A. Purpose

This Handbook shall provide guidance to the Milpitas City Council in conducting all City business.

B. Applicability of Handbook

When not in conflict with the Constitution, the laws of the State of California or the Milpitas Municipal Code, this City Council Handbook (“Handbook”) shall govern.

C. Revisions to the Handbook

This Handbook is designed to be periodically updated in order to reflect either changes in the law or in City Council procedure or policy.

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CHAPTER II. Duties of the City Council

A. General Authorities of City Council

Milpitas was incorporated on January 26, 1954. As a general law city, Milpitas derives its authority from and is subject to the California Constitution and the general laws of the State of California.

The City Council is the policy and lawmaking body of the City. State and local laws define the powers and responsibilities of the City Council.

The City has a Council Manager form of government in which the elected City Council sets policy direction and the City Manager implements Council policy, manages day-to-day operations and provides professional recommendations to support the Council on policy decisions. Although the Council and City Manager operate in all four dimensions of the governance process: mission, policy, administration and management, the Council's primary focus is on the mission and policy while the City Manager's focus is on administration and management. Clarity of roles are informed by this handbook and Municipal Code provisions that provide the overall framework for the governance relationship.

B. Duties of Mayor

The Mayor is directly elected by Milpitas voters. The Mayor is the official head of the City of Milpitas for all ceremonial purposes. The Mayor is entitled to vote on all matters but does not possess any veto power. The Mayor signs all ordinances and resolutions for all City Council meetings.

C. Duties of Vice Mayor (Mayor Pro Tempore)

The Vice Mayor is selected from those on the Council during the first meeting at which the Mayor and returning or incoming Councilmembers commence their terms.

In the event that the Mayor cannot attend a ceremonial function, the Vice Mayor shall serve as the official head of the City in his or her stead. In the event that neither the Mayor nor Vice Mayor can preside at a ceremonial function, one of the remaining members of the City Council shall serve as the official head of the City on a rotating basis to be administered by City staff.

D. Duties of Mayor and Councilmembers

1. Arrive on time for all Council meetings.
2. Review all meeting materials published in accordance with the Open Government Ordinance, in preparation for Council meetings. As a body, provide clear direction to staff to aid in the development and consideration of proposed ordinances, policies, and procedures. Pass ordinances, approve new projects and programs, and ratify the budget.

3. Keep in touch with the community and interpret what is heard to Council colleagues and to the staff.
4. Participate in City Council meetings and other public forums.
5. Represent the City Council by fulfilling the liaison assignments to legislators, external agencies and the City's boards and commission.
6. Requests for Staff Resources
 - a. Mayor and Councilmember requests to consider new programs, services, or requests for significant allocations of resources, shall be directed to the budget process to the maximum extent possible.
 - b. Mayor or Councilmember requests for minor (generally less than four hours of staff time) research or other staff work must be directed to the City Manager.
 - c. If more than four hours of staff time will be required to complete the task/project, the item will be placed on the agenda to ask the City Council if time should be spent on the proposed item.
 - d. Mayor and Councilmember requests for more than four hours of staff work for City Council consideration will adhere to all the City of Milpitas Open Government Ordinance (No. 262.6) provisions, including, but not limited to:
 - I-310-2.30 Agenda Requirements. "(b) At least six (6) days before a regular City Council meeting, a preliminary agenda shall be posted containing a meaningful description of each item of business to be transacted."
 - "(c) A description is meaningful if it is sufficiently clear and specific to alert a person of average intelligence and education whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information on the item.
 - To achieve the above requirements, all materials must be submitted to the City Clerk no less than eight (8) days in advance of a Council meeting.
 - e. Staff responses to a Councilmember inquiry, including the original inquiry, shall be distributed to the Mayor and all City Councilmembers.
7. Absences
 - a. Whenever a member knows in advance that he or she will be absent from a City Council meeting, it is the responsibility of that member to notify the City Manager or City Clerk as soon as possible of the impending absence.

- b. If a City Councilmember is absent without permission from all regular City Council meetings for 60 calendar days consecutively from the last regular meeting he or she attended, his or her office becomes vacant pursuant to Government Code 36513.
- c. If at the roll call section of any Council meeting, the City Clerk notes the absence of the Mayor or any City Councilmember, unless objected to by any other Councilmember, it shall be deemed that such absence is with permission of the City Council. After an objection, a Councilmember shall be determined absent without permission upon a majority vote.

E. City Council Vacancies

A vacancy in the office of Councilmember or Mayor may be filled by appointment by the City Council. The appointee shall hold office until the next special municipal election which shall be immediately called to fill the remainder of the vacant term as provided under Milpitas Municipal Code Section I-3-2.00. Any unexpired remainder of the term of such office shall be filled by the voters at such election.

F. Role of City Manager.

1. The City Manager is the chief executive officer and the head of the administrative branch of the City government. The City Manager is appointed by the City Council and reports to the full City Council.
2. The City Manager implements policies and procedures initiated by City Council and manages the day-to-day operations of the City. The City Manager supports the full Council in setting clear goals for the City and optimizes the use of City resources to meet these goals.
3. The City Manager is the appointing authority, responsible for all City personnel. The City Manager or designee serves as a liaison to each commission. The use of City-owned property is handled through the City Manager's Office. The City Manager supports effective policy making and oversight by the City Council by providing information, formulating policy proposals, advising and informing the Council on policy matters while promoting team building and collaboration, and ensuring that the administration's delivery of service is consistent with City Council direction.
4. The City Manager prepares the budget annually, advises the City Council of future financial needs, and is responsible for budget administration after adoption. The City Manager prepares and submits to the City Council a complete report at the end of each fiscal year on the finances and administrative activities of the City during the preceding year. City Manager shall also present fiscal/budgetary updates as needed or requested throughout the year.

G. Role of City Attorney.

The City Attorney is appointed by the City Council and reports to the full City Council. The City Attorney advises the City Council and City officers in their official capacity on legal matters affecting the City, attends all City Council meetings and some board/commission meetings, and represents the City in legal actions and proceedings. The office of the City Attorney also approves the form of all bonds and contracts made by the City, approves all ordinances, resolutions and amendments for the City, and prosecutes criminal cases for violation of the City ordinances.

The members of the City Attorney's Office (attorneys and staff) maintain an attorney-client relationship with the City, full City Council or individual members thereof, its officers, agents and employees, so their official communications are protected as confidential attorney-client privilege.

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CHAPTER III. Mayor and Councilmember Conduct

A. Mayor and Councilmembers shall:

1. put constituents first at all times;
2. treat each other, staff, and members of the public with dignity, courtesy, and respect;
3. maintain confidentiality of all closed session materials and discussion;
4. be attentive to others, limiting interruptions and distractions;
5. encourage diverse viewpoints in debate while being mindful not to prolong discourse or block consensus;
6. agree to respectfully disagree;
7. keep comments clear, concise, and on topic;
8. start meetings on time, work from the agenda; and
9. present problems in a way that promotes discussion and resolution.

B. Mayor and Councilmember Conduct with City Staff:

1. Always maintain professionalism, treat all staff with respect.
2. Direct staff personnel issues to the City Manager.
3. Comments about staff performance should not be made in public or to the individual employee, and should only be made to the City Manager through private correspondence or conversation. Comments about staff in the office of the City Attorney should be made directly to the City Attorney.
4. In accordance with Milpitas Municipal Code VI-1-2.04, except for purposes of inquiry, the City Council and its members shall deal with the administrative staff solely through the City Manager.
5. The Mayor and Councilmembers must not attempt to influence City staff on the making of employment appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.
6. Routine secretarial support will be provided to the Mayor and all Councilmembers. Requests for additional staff support - even in high priority or emergency situations — should be made to the City Manager.
7. Do not solicit political support from staff. The Mayor and Councilmembers should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political

candidates but all such activities must be done away from the workplace and on personal time.

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CHAPTER IV. Meetings

- A. All Council decisions must occur at City Council meetings pursuant to the requirements of the Ralph M. Brown Act. The City Council shall not use a series of telephone calls, a conference call, mass e-mailing or any other method of communication to discuss or decide matters within the jurisdiction of the Council among a majority of the Councilmembers.
- B. Quorum
1. No business may be transacted by the Council at a regular or special meeting unless a quorum of the membership is present (on a 5 member Council, a quorum is 3 members).
 2. When there is no quorum, the Mayor or Vice Mayor, or any Councilmember may adjourn a meeting, or if no Councilmember is present, the City Clerk may adjourn a meeting.
- C. Council Meeting Dates; Cancellation
1. If at any time any regular meeting of the Council falls on a holiday, the regular meeting shall be held on the next business day or the earliest business day within a week.
 2. Any meeting of the City Council may be canceled in advance by the Mayor. It can also be cancelled by a majority of the Councilmembers at a City Council meeting. The City Manager may also cancel a meeting in cases of need, such as an emergency or when a majority of members have provided notice of their unavailability to attend a meeting.
- D. Types of Meetings
1. Regular meetings are held on the first and third Tuesdays of each month at 7:00 p.m. in the City Hall Council Chambers, 455 E. Calaveras Blvd., Milpitas, California. Pursuant to the requirements of the City's Open Government Ordinance, the agenda is posted by the Wednesday preceding the regular meeting date. The Brown Act requires the posting of an agenda at least 72 hours prior to a regular meeting.
 2. Special Meetings may be called by the Mayor. They can also be called by a majority of the Council at a public meeting. Any special meeting called requires a minimum of 24 hours' notice as required by the Brown Act. Only business described in the notice may be transacted.
 3. Study Sessions may be held as part of a regular meeting or special meeting and are held for the purpose of providing information to the City Council, particularly on issues that are more complex or more time-consuming. Study sessions may be conducted jointly with another City board, commission or committee or another governmental agency. At study sessions Councilmembers may state their individual responses and

questions to the information provided and may collectively provide direction to City staff. No formal action is taken at the study sessions.

4. Closed Sessions can be part of either regular or special meetings, typically in advance of the regular or special meetings. The start time of the Closed Sessions shall be publicly noticed in accordance with the law. The Council conducts its business in public to the greatest extent possible. State law, however, recognizes that in certain limited circumstances authorized by the Brown Act, that the Council will need to meet in private without the public present. These matters may include certain personnel matters, labor negotiations, real property negotiations, matters of public security, and the discussion of litigation, among other topics listed in the Brown Act. These rules provide for strict confidentiality of City Council discussion as required by State law and no Councilmember shall disclose anything discussed in closed session to any individual not present in that closed session. Violating this confidentiality requirement can subject an individual Councilmember to disciplinary action, a referral to the grand jury, and in some limited circumstances, criminal prosecution. In limited instances, if action is taken in closed session, the City Attorney may need to report out any action taken and any vote on that action.
5. Emergency Meetings can occur in limited circumstances when there is a work stoppage, crippling activity, other activity that impairs public health, safety, or dire emergency. Depending on the factual circumstances, 24 hour notice or one hour notice may be required, or no notice at all.

E. Teleconferencing

1. Pursuant to Government Code Section 54953(b), teleconferencing may be used as a method for conducting meetings where Councilmembers may be counted towards a quorum and participate fully in the meeting from remote locations. If a Councilmember participates in a meeting via teleconference, the following requirements must be met:
 - a. The remote locations must be connected to the main meeting location by telephone, video, or both.
 - b. The notice and agenda of the meeting must identify the remote location.
 - c. The remote location must be posted with the agenda and be accessible to the public.
 - d. All votes must be by roll call.
 - e. The meeting must in all respects comply with the Brown Act, including participation by members of the public present in the remote locations.

- f. During the teleconference, at least a quorum of the members of the City Council shall participate from locations within the boundaries of the City.
2. Because there are other legal nuances to making use of the teleconferencing provisions in the Brown Act, please check in with the City Attorney or City Clerk in advance.

F. Presiding Officer

1. The Mayor presides at all City Council meetings. In the absence of the Mayor, the Vice Mayor is the presiding officer. If both the Mayor and Vice Mayor are absent, the remaining Councilmembers should select a presiding officer for that meeting. The presiding officer votes on all questions as do other members of the City Council.
2. The Mayor/presiding officer always sits in the middle seat at all formal council meetings. The Vice Mayor and City Manager are always seated immediately next to the Mayor/presiding officer.
3. The presiding officer conducts the meetings of the City Council to:
 - a. Ensure that consideration of items on the agenda move along without delay.
 - b. Ensure that petitioners, proponents and opponents are heard but not allowed to disrupt the meeting.
 - c. Ensure that decorum is maintained at the meeting.
 - d. In presiding over matters where the public has provided testimony and/or raised questions, the presiding officer should:
 - (i) Restate every question coming before the Council.
 - (ii) Direct questions or comments requiring a response to staff for a response.
 - (iii) Ensure that staff and members of the public direct their comments to the chair.
 - (iv) If necessary, help keep Councilmember questions relevant to the matter being considered by the Council.
 - (v) If necessary, consider calling for a brief recess if orderly conduct of the meeting is being disrupted.
 - (vi) Announce the decision of the Council on all subjects.
4. Ensure that each member of the Council is provided an opportunity to completely express their views on items of business, the Mayor should:

- (i) See that Councilmembers ask to be recognized by the Mayor before speaking.
 - (ii) Ensure that each Councilmember is given the opportunity to fully express their views.
5. The Chief of Police, or his or her representative, is the ex officio sergeant-at-arms of the City Council. The ex officio sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum in the council chamber.

G. Voting; Rules of Procedure

1. A motion, second, and a majority vote of the Council shall be required for any formal action of Council (except where a different vote requirement is set by state law). Votes and abstentions are taken by roll call and recorded in the meeting minutes.
2. Steps in making, discussing and voting on a formal motion:
 - a. The maker of the motion asks for recognition by the presiding officer. After the individual is recognized, he or she will say "I move that we ..."
 - b. The presiding officer will ask if there is a second. Another member of the group must second the motion in order for it to be discussed. A second is made by saying "I second the motion." The Mayor or any Councilmember can suggest one or more modifications in the motion, which the member making the motion can accept or reject. There also may be times where the City Manager or City Attorney may suggest an amendment to the motion for clarity purposes for the public, which the member making the motion can accept or reject.
 - c. The presiding officer then restates the motion "It has been moved and seconded that ..." and opens the floor to discussion and debate.
 - d. The presiding officer will recognize members who wish to comment on the motion. Only one "main motion" may be discussed at a time.
 - e. Once discussion has concluded, the presiding officer will "call for the question" and conduct a roll call vote.
 - f. The presiding officer will announce the result of the vote.
3. Unless state law requires otherwise, a majority vote is needed for the motion to pass. In the event of a tie vote, the motion does not pass.
4. Subject to state law limitations and to the extent this Handbook does not address an issue of parliamentary procedure, Roberts Rules of Order shall apply. For example, even though Roberts Rules of Order permit a legislative body to reconsider or rescind prior actions, under due process

the City Council cannot reconsider or rescind a quasi-judicial decision after the decision is final, in the absence of statutory authority to the contrary.

5. The City Attorney serves as parliamentarian during City Council meetings. The role of the parliamentarian is advisory; the Chair has the power to rule on questions of order.

H. Continued Matters

1. Any matter may be continued to a subsequent meeting.
2. If the Mayor or Councilmember who was not present at a prior meeting has reviewed the relevant documents and minutes from the missed meeting and, if possible, reviewed the recording or webcast from the meeting, then he or she shall disclose those actions on the record at the beginning of the discussion of the item and may vote on the continued matter.
 - a. Exception: Continued Public Hearing. If a hearing is required for an agenda item, then the Mayor or a Councilmember shall not participate in the decision if that member was not present during the entire hearing from the time of its opening to the time of its close. (MMC § I-20-3.14.)

I. Public Participation

1. Members of the public are encouraged and invited to participate in the legislative process by submitting written comments before the meeting or speaking in person at a meeting.

It is the intent of these rules to allow everyone to be heard without fear of jeers or cheers that may discourage public participation. For this reason, these rules are taken seriously. Persons in the audience will refrain from behavior which will disrupt the public meeting. This includes making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts, or impedes the orderly conduct of the meeting. Disruptive or threatening behavior may result in removal from the Council meeting.

2. Only the presiding officer can interrupt a speaker during a presentation. However, a Councilmember can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Councilmember finds disruptive.
3. Time Limits for public comment:
 - a. Individual Speakers - 3 minutes
 - b. Organized group (in lieu of individual speakers) – up to 15 minutes, depending on the number of speakers represented
 - c. The presiding officer may take a poll to determine number of speakers for each item and at his/her discretion, limit the amount of time allotted to the speaker(s) when needed.

4. Individuals who wish to speak should submit a speaker card to the City Clerk to be called up at the appropriate time. Each speaker may only speak once on an item and shall speak at the podium into the microphone and address the City Council.
 5. Written or photographic materials relevant to consideration of a matter may be submitted to the Council. Copies of such materials should be provided for the Mayor, Councilmembers, City Clerk, City Manager and City Attorney. Depending on the quantity and complexity of materials, the materials should be provided to the City Clerk for distribution to the city officials in advance of the meeting/hearing. If insufficient time exists to review the materials provided at the time of the meeting/hearing, the meeting/hearing may be recessed or continued. The City Council retains discretion to accept or to reject new documentation furnished on the night of the City Council meeting/hearing. Accepted materials are retained by the City and become part of the official public record.
 6. Wireless/Cellular telephones or any other telecommunications device should be in the silent mode or turned off during the City Council meeting.
 7. Literature distribution or petition circulation is not permitted when the City Council is in session. Such activity may occur outside the meeting room, provided access is not blocked.
 8. Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers, with the following restrictions:
 - a. Signs or symbolic objects shall not obstruct the view or passage of other attendees, or otherwise disturb the meeting.
 - b. Objects that are deemed a safety threat to persons at the meeting or could damage the facility itself will not be allowed.
- J. Discussion Items on the agenda are to be conducted in the following order:
1. Staff / applicant presentation
 2. Council questions to applicant and/or staff
 3. Open public hearing (or public comment section) for comments
 4. Close public hearing (or public comment section)
 5. Response by staff to public questions/concerns, if warranted
 6. Council discussion and deliberation
 7. Council votes
- K. Quasi-Judicial Matters/Appeals/Revocation Hearings

1. Quasi-judicial matters and appeals will be considered at a noticed public hearing and will follow the order stated in Section I, above, with the following time allocations:
 - a. Applicant/Appellant – 15 minutes
 - b. Individual Speakers – 3 minutes
 - c. Rebuttal – 5 minutes
 - d. In an appeal, if the appellant is not the applicant, the applicant shall also have 15 min and is entitled to make any concluding remarks prior to closure of the public hearing

The time limits may be changed by the presiding officer to permit full and fair consideration of a particular matter depending on the number of items on the agenda and the number of persons desiring to speak on a matter.

2. If the Mayor or a Councilmember has spoken or met with a proponent or opponent of a quasi-judicial matter or has visited the site of a project which is the subject of a hearing, that contact or visit should be acknowledged and described on the record prior to the opening of the hearing. Any facts that could influence the Mayor or a Councilmember's decision, must be included in the public record.

L. Items Considered after 11:00 p.m.

1. Unless a majority of the Council determines there is a need to act, no items shall continue and no new items shall be heard after 11:00 p.m.

M. Conflict of Interest

1. The Political Reform Act (PRA), enforced by the Fair Political Practices Commission (FPPC), controls financial conflicts of interest.
2. In accordance with the Open Government Ordinance (MMC I-310-2.180), at the beginning of each City Council meeting or upon the arrival of the Mayor or Councilmember, the City Attorney shall ask the Mayor and each member of the City Council to disclose any financial or personal conflict with any item on the City Council's agenda. Pursuant to Government Code section 87105, if the Mayor or a Councilmember discloses that such a personal financial interest is present, he or she shall publicly identify the conflict or potential conflict in detail sufficient to be understood by the public, and shall recuse him or herself from taking action on the item if required to do so by law and leave the meeting room.
3. The other applicable law is Government Code §1090, which applies only to contracts in which a public official has a financial interest.
4. Whenever it appears to a Councilmember that he or she may have a prohibited financial interest in any item that may be presented to the City

Council, the Councilmember should consult with the City Attorney at the earliest opportunity for advice on whether a disqualifying conflict of interest exists.

5. With full consideration of the City Attorney's advice, it is up to each individual Councilmember to decide for him/herself whether there is a conflict of interest. When a Councilmember may be in doubt, the City Attorney can obtain more formal advice from the FPPC.
6. A member shall not vote upon any matter on which s/he has a conflict of interest.
7. A member shall openly state the reason for his/her conflict of interest, or work in consultation with the City Attorney to state something on the record.
8. A member who is disqualified by a conflict of interest shall recuse him/herself from the dais and leave the room unless it is during the Consent Calendar.

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CHAPTER V. Meeting Agendas and Minutes

NOT FOR DISCUSSION – ALREADY APPROVED BY CITY COUNCIL ON 10/02/2018

A. Agenda Order

City Council agendas will be prepared by the City Clerk and presented to the City Council in the order described below. The presiding officer with the approval of a majority of the Council can change the order of hearing the items on the agenda.

1. Opening
 - a. Call to Order by Mayor and Roll Call by City Clerk
 - b. Adjourn to Closed Session
 - c. Closed Session Announcement
 - d. Pledge of Allegiance. If the Mayor and Vice Mayor are both absent, then the City Clerk calls the meeting to order and a temporary presiding officer is elected by a majority of those councilmembers present. Upon the arrival of the Mayor or Vice Mayor, the temporary presiding officer relinquishes the chair at the conclusion of the business then before the City Council.
 - e. Invocation. In accordance with the policy adopted by City Council (SOP 1.2), the Mayor and Councilmembers shall invite a community member to give an invocation at the speaker podium.
2. Ceremonial matters. The presentation and receipt of proclamations and commendations not requiring formal legislative action.
3. Public Forum. Members of the public wishing to comment on any item not appearing on the agenda may address the City Council at this time. State law prevents Council from taking action on any matter not on the agenda. Comments may be referred to staff for follow up. Individuals are limited to 3 minutes. However, the presiding officer has discretion to reduce the speaking time in situations where there are a large number of persons who wish to speak.
4. Announcements and Reports. The Mayor and Councilmembers shall report on any meetings or conferences attended and paid for by the City and may also report on various assignments or other events. The Mayor and Councilmembers shall be limited to the same amount of speaking time as members of the public during open public comment (3 minutes). The City Manager may also make brief announcements. This section will include special reports and any other requests for staff work by the Mayor and Council.

- 5.
6. Announcements of Conflict of Interests and Campaign Contributions. City Attorney shall ask the Mayor and Councilmembers to declare any conflicts of interest or campaign donations related to items on the agenda, in accordance with the Milpitas Open Government Ordinance (Municipal Code I-310)
7. Approval of Agenda
8. Consent Calendar. All matters listed under the Consent Calendar, including minutes, are considered by the Council to be routine and will be enacted by one motion without discussion (except for simple clarifying questions). If discussion is desired, that item may be removed and considered separately.
9. Public Hearing. Duly noticed hearings as mandated by local, state, or federal law, providing an opportunity for public review and comment of a proposed action by the Council.
10. Community Development. This section will cover the Community Development City Service Area and will include items related to Building, Housing, Economic Development, Engineering (Land Development), and Planning.
11. Community Services and Sustainable Infrastructure. This section will cover the Community Services and Sustainable Infrastructure City Service Area and will include items related to Engineering (Capital Projects and Solid Waste), Public Works, and Recreation and Community Services,
12. Public Safety. This section will cover the Public Safety City Service Area and will include items related to Fire/Emergency Preparedness and Police.
13. Leadership and Support Services. This section will cover the Leadership and Support Services City Service Area and will include items related to the City Clerk, City Council, City Manager, Finance, Human Resources, and Information Services,
14. Commission Reports. Reports and work plans from Commissions will be presented in this section.
15. Review of Tentative Agenda for Subsequent Regular City Council Meeting. The City Council shall limit discussion at this stage, but may ask general questions on the order of the proposed tentative agenda. No substantive discussion on any agenda item on the tentative agenda shall occur at this stage due to the risk of a Brown Act violation.
16. Adjournment

B. Agenda Item Submission

1. The City Manager has the primary responsibility for the development of the Council Agenda, ensuring all protocols are followed, and that management of the agenda is closely linked to organizational goals and work plans. Any item that is placed on the agenda shall be in accordance with the City's Open Government ordinance (MMC I-310) so that it can be clearly understood by members of the community.
2. Mayor or Councilmember:
 - a. The Mayor or a Councilmember may request the City Manager to add an item to a Council agenda. No staff report or other staff work will occur until the item is discussed before the full City Council.
 - b. Councilmembers may make this request verbally during a meeting or may submit a written request to the City Manager at other times.
 - c. See Section 2.C.4 "Request for Staff Resources" for further details on any associated staff work related an agenda item request.
3. Members of the Public. A member of the public may request Council action in the following ways:
 - a. Write a letter to the City Council
 - b. Speak during the Public Comment period at a City Council meeting
 - c. Attend annual Council goal setting meeting and provide inputUpon agreement of a majority of the City Council, Council will determine whether to place on a future agenda an item requested by the public.

C. Meeting Minutes

1. The preparation of accurate minutes is the responsibility of the City Clerk
 - a) In general, summary minutes are used to record proceedings. The record focuses on who spoke and the motions and votes. Video recordings are used in order to serve a number of administrative, legal and historical functions and to provide verbatim record of meetings. Failure to record does not affect the validity of any proceedings or action taken by the City Council.
 - b) The City Clerk may be directed by the presiding officer, with the consent of the City Council, to enter in the minutes a synopsis of the discussion of any matter coming before the City Council. The synopsis should be in complete sentences.

- c) The Mayor or a Councilmember may request, through the presiding officer, the privilege of having a previously prepared written abstract summarizing the major points of his or her statement on any subject under consideration entered into the minutes. If the City Council consents, such an abstract is entered into the minutes.
- d) Items such as letters which individuals request “to have entered into the record” are referred to in, but do not become a part of, the minutes.
- e) Changes in substantive matters may be made only at the direction of a majority of the City Council. Clerical corrections are to be made when discovered in order to maintain accuracy

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CHAPTER VI. City Council Actions

Several different types of action may be taken by the Mayor and/or City Council.

A. Proclamations.

Proclamations are issued by the Mayor without formal action by the City Council. Proclamations are public announcements directing attention to a person, organization or event, such as Citizen of the Year, Girl Scout Week, or International Year of the Child. Proclamations may be requested by the Mayor or any Councilmember and may be issued on behalf of the entire City Council.

B. Commendations.

Commendations are acknowledgments of the activities of a person or organization, issued by the Mayor or by all Councilmembers without formal action being taken. Commendations typically acknowledge exceptional endeavors or are given to retiring employees and departing board and commission members and are presented at an appropriate function or council meeting. Commendations may be requested by the Mayor or any Councilmember and may be issued on behalf of the entire City Council.

C. Ordinances.

Legislative acts of the City Council are known as ordinances. Subject to certain state law exceptions, most ordinances are introduced at one meeting and are adopted by majority vote at a subsequent meeting, and go into effect 30 days after adoption.

An ordinance is necessary (1) when state law requires a regulation to be adopted by ordinance, (2) to amend or repeal provisions of the Municipal Code or any uncodified ordinances, and (3) to impose regulations on persons or property in the City.

Ordinances shall be prepared by the City Attorney. Ordinances are prepared for presentation to the City Council when ordered by a majority vote of the City Council, or when requested by the Mayor or the City Manager, or when prepared on the City Attorney's own initiative.

D. Resolutions.

Resolutions are City Council actions which become effective upon adoption and encompass the business not addressed through ordinances. They are typically used to handle routine business and administrative matters requiring some type of formal memorialization. Resolutions are used for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another agency, or where the frequency of future reference back

to its contents warrants a separate documents to facilitate reference and research.

E. Motions.

The least formal of City Council actions, motions typically are used for procedural matters (such as to continue items) or for administrative matters (such as to accept reports). An adopted motion is as legally effective and binding as an adopted resolution but generally is recorded simply as an item entry in the minutes.

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CHAPTER VII. Communication

A. California Public Records Act.

All letters, memoranda, and email and other electronic communications involving City Councilmembers and members of boards, commissions, committees and task forces, the subject of which relate to the conduct of government or the performance of any governmental function, with a few exceptions as outlined in the Public Records Act, are public records. Emails and texts with content that concerns City business with other City employees or officials or interested members of the public are likely public records even if they are sent to/from a personal account or device.

B. Ralph M. Brown Act

Each Councilmember should be mindful of all of the requirements of the Brown Act in communicating with each other. A majority of the Council shall not use a series of telephone calls, a conference call, mass e-mailing or any other informal session to discuss or decide substantive matters.

C. Mail Processing

1. Members of the City Council may receive mail and other materials through City Hall.
2. All mail received and specifically addressed to the Mayor or a Councilmember shall be placed in the mail drawer for that person without first being opened.
3. General correspondence addressed to Councilmembers as a whole may be opened and delivered to all Councilmembers if appropriate.

D. Correspondence

1. The City Manager or designee is authorized to receive and take administrative action on all correspondence directed to the City Council. The City Manager or designee may also respond to correspondence submitted to the full City Council on non-agenda items or authorize a staff member to respond. A courtesy copy is provided to each Councilmember.
2. Generally, correspondence relating to a specific City Council agenda item shall be distributed with the agenda report; correspondence received after the publication of agenda packets is to be compiled and distributed to the City Council prior to the City Council meeting.
3. After the City Council has taken a position on an issue, official correspondence should reflect this position. While Councilmembers who may disagree with a position are free to prepare correspondence on such

issues as private citizens, City letterhead, official City Council title, and staff support should not be utilized. In addition, City letterhead and staff support cannot be utilized for personal or political purposes.

E. City letterhead, logo, insignia and brand, as well as, staff support cannot be utilized for personal or political purposes.

F. Council Communication to Planning Commission

1. The Mayor and Councilmembers should be mindful not to unduly influence the decision at the Planning Commission meeting so as not to get ahead of the process.
2. It is not appropriate for the Mayor or a Councilmember to make public comments at the Planning Commission meeting unless he/she is acting in his or her personal capacity. If/when the matter comes before the City Council, such member should recuse him or herself from the matter.

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CHAPTER VIII. Council Liaison Roles

The Mayor and Councilmembers serve on behalf of Milpitas as members of other governmental entities, committees and agencies.

A. City Council Liaison

1. All City Councilmembers shall serve as liaisons to other City Commissions which shall be approved by the full City Council. In serving as a liaison, a City Councilmember shall endeavor to attend all Commission meetings of the Commission to which he or she is assigned.
2. Statements made by the City Council liaison about the City's official position should reflect the majority opinion of the City Council, which is defined by current or past official City Council action via City Council vote or consensus.
3. If the Mayor or a Councilmember wishes to attend the meeting of a Board, Agency, Committee or Task Force to which he/she has not been appointed to serve on by the City Council, the Mayor or Councilmember, as a courtesy, should advise the City representative(s), if any, as well as the respective chair, and should be mindful of the influence of his/her presence. If the presence of the Mayor or Councilmember shall constitute a quorum of the City Council, the meeting should be noticed as that of the City Council and all Councilmembers invited. An exception to this rule is when the Mayor or Councilmember observes only and does not speak at the meeting.

B. Successor Agency to the Milpitas Redevelopment Agency, Milpitas Public Financing Authority, Milpitas Municipal Financing Authority, and Housing Authority Commission.

The Mayor and Councilmembers serve as the members of the Successor Agency to the Milpitas Redevelopment Agency, Milpitas Public Financing Authority, Milpitas Municipal Financing Authority, and Housing Authority Commission.

C. Regional Boards and Outside Agency Representatives.

1. The role of a Member on regional Boards will vary depending on the nature of the appointment.
2. Reporting. Council representatives to Regional Boards shall keep the Mayor and Councilmembers informed of ongoing business through short written reports to the Mayor and Councilmembers or update reports to the City Council during the "Announcements and Reports" opportunity on the City Council meeting agenda.
3. In the event the primary assigned liaison is unable to attend a particular meeting, he or she should notify the chair of the board/agency, and the

appointed alternate Council representative, or Mayor, should attend in the place of the primary.

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CITY OF MILPITAS AGENDA REPORT (AR)

Item Title:	Review Council Priorities and Projects
Category:	Agenda Item
Meeting Date:	2/22/2019
Staff Contact:	Julie Edmonds-Mares, City Manager
Recommendation:	Provide Council direction on Council Priorities and Projects for Fiscal Year 2019-2020

Background:

As an extension of the Council direction and discussion from the Budget Study Session held January 29, 2019, attached to this report is a matrix complete with Council directed key initiatives/programs currently underway, assigned by Council priority area. The listing represents a compilation of items previously directed or approved by the City Council in either the budget or other public forums, as well as items initiated to support current Council goals. It should be noted that many of the items cross multiple priority areas; however, are categorized within the most practical area simply for ease of reviewing. It should also be noted that this listing is not exhaustive and, in some cases, additional resources and/or funding will need to be identified, following further Council direction.

At the Council Retreat, the facilitator will engage the Council in a discussion with the objective of establishing consensus on the Council Priorities and general initiatives and projects for Fiscal Year 2019-2020. This will allow the administration to prepare budget recommendations in support of the Council direction, as well as align workload and resources in a manner that will feasibly support the Council priorities.

Recommendation:

Provide direction to staff on Council Priorities and Projects for Fiscal Year 2019-2020.

Attachments:

City Council Priorities Matrix

**City Council Priorities
Key Initiatives/Programs Underway**

Public Safety	Economic Development and Growth	Organizational & Fiscal Responsibility
Key Initiatives/Programs Underway		
<ol style="list-style-type: none"> 1. Continue research on CAD to CAD with BART Police to enhance interoperability 2. Continue with regional partners to strengthen protocols for interagency operations of the new BART station 3. Update Police Records Management System (RMS) 4. Conduct a Fire Department Standards of Coverage (SOC), or deployment study, to determine fire station locations and crew/apparatus staffing needs 5. Complete Police staffing analysis 6. Complete assessment of Fire Station 1 with the goal of identifying long-term needs for potential expansion and maintenance of training facility; complete architectural design for Fire Station 2 7. Develop a comprehensive crisis communication plan for the Emergency Operations Center (EOC) 8. Ensure that emergency communications can get to all sectors of the community in a timely manner 9. Present draft Massage Ordinance to City Council 10. Identify a location for a Police substation 11. Implement training plan for sworn personnel and dispatchers to receive crisis intervention and principle policing training 12. Initiate an employee medical evaluation program in the Fire Department that will support compliance with industry best practices and enhance employee wellness 13. Enhance CERT training program to provide two annual citizen academies 14. Secure resources for implementation of automated License Plate Reader technology at major points of ingress and strategic crime fighting locations in the city 	<ol style="list-style-type: none"> 1. Complete 2040 General Plan Update 2. Update Mid-town Specific Plan/EIR 3. Initiate TASP/EIR Update 4. Initiate Economic Development Strategy 5. Develop a Community Development "dashboard" 6. Complete Economic Development Strategic Plan 7. Develop a Strategic Property Acquisition Revenue (SPAR) Fund for Economic Sustainability 8. Implement relevant findings of service delivery and organizational review conducted by Matrix Consultants 9. Market Milpitas via real estate professionals 10. Promote and enhance Milpitas hospitality venues 11. Continue Community Development Roundtable 12. Continue small business surveys 13. Continue corporate visitation programs 14. Market new hotel development and advocate for added rooms 15. Advance digital billboard RFP per Council direction 16. Initiate workforce development partnerships with MUSD, Evergreen Valley College and NextFlex 	<ol style="list-style-type: none"> 1. Evaluate and implement best practices to meet OPEB and pension obligations 2. Ensure enterprise funds are cost recovery 3. Strengthen forecasting tools and process to better ensure actuals are within 5% of projections 4. Ensure financially prudent funding for water, sewer and other infrastructure projects 5. Continue to evaluate opportunities to reduce solid waste program rates 6. Ensure all costs associated with delivery of a capital project are captured and tracked 7. Partner with City's Financial Advisor on various debt funding mechanisms 8. Implement CAFR audit recommendations 9. Establish procedures to ensure reimbursement from federal and state agencies for eligible City expenditures 10. Update internal policy and increase training to ensure compliance with new law outlined in SB 1343, increasing the education requirements to prevent sexual harassment in the workplace

**City Council Priorities
Key Initiatives/Programs Underway**

Transportation and Transit	Infrastructure and Comm. Facilities Maint.	Neighborhoods and Housing
Key Initiatives/Programs Underway		
<ol style="list-style-type: none"> 1. Implement Council direction on Pines Parking 2. Initiate Parking & Shuttles Studies, BART Circulation Plan, Bike/Pedestrian Master Plan 3. Develop Level of Services traffic standards to Vehicle Miles Traveled by 2020 4. Develop cost of free parking education program on TOD parking trends/standard 5. Design and construct South Milpitas extension vehicular/pedestrian bridge 6. Conduct a citywide survey to locate and quantify the number of junk and/or abandoned vehicles in the City and implement vehicle removal 7. Acquire TASP properties programmed for streets, bridges, trails, and pedestrian overcrossings 	<ol style="list-style-type: none"> 1. Implement 26 Council approved CIP Engineering projects, totaling over \$47 million for FY 18-19 2. Achieve 50% rate of on-time completion of preventative maintenance 3. Complete condition assessments for playgrounds and facilities 4. Develop asset registry for water, sewer, and storm infrastructure assets; manage water losses in the system 5. Conduct CCTV inspections and condition assessment of sanitary sewer lines 6. Protect the City's storm drain system and waterways 7. Develop a plan to ensure continued operations in the event of a natural or man-made disaster/emergency 8. Ensure City's interests are met through BAWSCA negotiations with SFPUC 9. Complete Urban Forest Management plan with tree inventory and condition assessment 10. Acquire new TASP Parkland 11. Initiate Water and Sewer master plans 12. Explore options to develop a post disaster debris management plan 	<ol style="list-style-type: none"> 1. Implement Council direction on ADU and Short-Term Rental Ordinances 2. Partner with Santa Clara County on S. Main Street affordable housing project 3. Evaluate potential tenant protection policies 4. Update the TASP/EIR for the programmed maximum housing buildout 5. Partner with local and regional affordable housing providers and jurisdictions (RHNA sub region) 6. Seek opportunities for affordable housing projects 7. Develop solution(s) for existing Sunnyhills affordability 8. Develop and monitor policies and programs promoting preservation and development of affordable housing

**City Council Priorities
Key Initiatives/Programs Underway**

Recreation, Senior and Youth Programs	Technology and Telecommunications	Environment
Key Initiatives/Programs Underway		
<ol style="list-style-type: none"> 1. Conduct outreach to high schools, community colleges, and universities to discuss career pathways 2. Continue programming and services for the Teen Center 3. Develop a Recreation and Community Services Program Master Plan 4. Partner with MUSD on McCandless Park Inclusive Playground and Joint Use areas 5. Partner with County to establish a MOU for cost sharing agreements for the Library 6. Operationalize new summer youth job corps (MEET) program funded in current budget 7. Continue to support the relaunch of the Senior Center Shuttle Service program 	<ol style="list-style-type: none"> 1. Upgrade key Enterprise Resource Systems, transition to Office 365 2. Establish a centralized contracts management database 3. Continue to improve Agenda Management process 4. Continue implementation of smart water meters 5. Upgrade Finance and Human Resources modules; assess needs for procuring a new Enterprise Resource Planning System 6. Implement a new Computerized Maintenance Management System (CMMS) for asset management 7. Operationalize Tri-Tech Software Systems to replace outdated records management system used in the Police Department 8. Complete transition to a countywide radio system to improve interoperability, managed by the Silicon Valley Regional Interoperability Authority (SVRIA) 9. Continue to communicate the implementation of Text to 9-1-1 as an additional method to report an emergency 10. Digitize all permit records for ease of public and staff property records research 11. Network Equipment Replacement 12. VoIP Phone System Hardware Replacement 	<ol style="list-style-type: none"> 1. Update the City's Climate Action Plan 2. Continue to enhance annual recycling and source reduction programs to comply with state mandated diversion goals 3. Pursue a comprehensive plan to address odor issues within the community 4. Partner with Bay Area Air Quality Management District (BAAQMD) and Local Enforcement Agency (LEA) to ensure enforcement on odor issues 5. Continue compliance with environmental regulations 6. Implement projects to reduce City usage of water and electricity, including exploring a contract with an ESCO (Energy Services Company) 7. Meet periodically with Silicon Valley Clean Energy to ensure the City is receiving fair share of funding for local programs 8. Continue to convert standard City street lights to LED 9. Engage the community on a robust water conservation program 10. Continue with annual recycling and source reduction programs to achieve mandated reduction goals 11. Evaluate a zero waste policy as part of the City's Climate Action Plan 12. Review benefits of increased enforcement to implement waste prevention and urban runoff pollution prevention initiatives 13. Streamline Electric Vehicle charging station permitting

**City Council Priorities
Key Initiatives/Programs Underway**

Customer Service and Community Connections	Arts and Culture	Community Wellness and Open Space
Key Initiatives/Programs Underway		
<ol style="list-style-type: none"> 1. Develop a modernized brand for Milpitas to reflect growing community and critical location in Silicon Valley 2. Modernize the City's website 3. More robustly utilize social media platforms and text messaging options 4. Develop a Strategic Communications Plan, recognizing the depth of cultural diversity within the community 5. Ensure MSI is providing quality service to the community; enhance outreach to the community on the solid waste program 6. Engage the community on the benefits of the Silicon Valley Clean Energy programs 7. Continue efforts to reduce the dangers of flood hazard through participation in the Community Rating Service (CRS) program to help reduce the cost of mandatory flood insurance for Milpitas residents living with SFHA 8. Initiate the establishment of a CIP database to allow community access to see status of projects 9. Standardize customer satisfaction surveys amongst CSA departments 10. Identify innovative apps to allow communication via text messaging 11. Assemble and conduct focus groups on specific areas of interest 12. Engage the community and Council in the development of the annual budget 13. Continue to utilize OpenGov or similar tools for financial reporting and Open Town Hall for community engagement 14. Partner with County on Census 2020 outreach 15. Develop "dashboard" for key performance metrics 	<ol style="list-style-type: none"> 1. Align sister cities mission and exchanges to address business, education, trade and community development issues at the local level 2. Implement 4 City-led public art projects, including maintenance of current pieces and exploring public art opportunities with the Montague Piper Pedestrian Bridge 	<ol style="list-style-type: none"> 1. Create a place-making policy/guidance document for creating delightful publicly accessible open spaces 2. Update Parks Master Plan 3. Continue efforts with the Task Force for Suicide Prevention Policy

**City Council Priorities
Key Initiatives/Programs Underway**

Governance and Administration		Miscellaneous
Key Initiatives/Programs Underway		
<ol style="list-style-type: none"> 1. Develop strategies for succession planning, encourage managers to work with their staff on individual development plans 2. Actively engage staff with regular town hall and manager meetings 3. Ensure 100% of annual performance appraisals are completed in a timely manner 4. Enhance onboarding process and establish a City-wide training program 5. Leverage external training opportunities for technical skills 6. Continue Safety Program and year round training for staff with 90% participation rate 7. Ensure timely completion of Form 700 by all filers 8. Meet Brown Act requirements for all public meetings 9. Target a vacancy rate of 7% or less 10. Initiate a City-wide mentoring program 11. Update all SOPs to reflect current policies and best practices 12. Create a separate Council policy handbook and an Administrative policy handbook 13. Update the City Council Handbook 14. Update Bylaws for all Commissions and manage Commissioner terms and appointments 	<ol style="list-style-type: none"> 15. Develop legislative guiding principles and priorities for Council consideration 16. Periodically meet with state and federal representatives to discuss and advocate for Milpitas priorities 17. Leverage industry groups for tracking legislation and regulations (e.g., BAWSCA, CASA) 18. Continue to advocate for representation by Milpitas elected officials on key boards (e.g. BAAQMD, VTA, SVRIA) 19. Decentralize permit approval process via Zoning Administrator/Director Hearing process 20. Explore alternate staffing models to increase number of capital projects delivered 	