



Mid-Year Goal Review Workshop Agenda
City Council

Steve Tate - Mayor
Rich Constantine - Mayor Pro Tem
Larry Carr - Council Member
Caitlin Jachimowicz - Council Member
Rene Spring - Council Member

Friday, July 13, 2018 9:00 am

Council Chamber
17555 Peak Avenue, Morgan Hill, CA 95037

MID-YEAR GOAL REVIEW WORKSHOP

A Special Meeting of the City Council is called Friday, July 13, 2018 at 9:00 a.m. for the Mid-Year Goal Review Workshop.

CALL TO ORDER

(Mayor Tate)

ROLL CALL ATTENDANCE

(Minutes Clerk Gonzalez)

DECLARATION OF POSTING OF AGENDA

Per Government Code Section 54954.2
(Minutes Clerk Gonzalez)

PUBLIC COMMENT

Members of the public are entitled to address the City Council concerning any item within the Morgan Hill City Council's subject matter jurisdiction. Public comments are limited to no more than three minutes. Except for certain specific exceptions, the City Council is prohibited from discussing or taking action on any item not appearing on the posted agenda. (See additional noticing at the end of this agenda)

MID-YEAR GOAL REVIEW WORKSHOP

1. MID-YEAR GOAL REVIEW WORKSHOP

Recommendation:

1. Review and discuss the City Council Sustainable Morgan Hill Vision and Priorities;
2. Review and discuss the Strategic Priorities Work Plan, project updates, and City Council follow-up items; and
3. Review Council Policies and Procedures: Placement of Items on the Agenda and Matters to be Reconsidered by the City Council (CP 96-01) and Rules for the Conduct of City Council Meetings (CP 97-01).

ADJOURNMENT

NOTICE

Any documents produced by the City and distributed to the majority of the City Council less than 72 hours prior to an open meeting, will be made available for public inspection at the City Clerk's Counter at City Hall located at 17575 Peak Avenue, Morgan Hill, CA, 95037 and at the Morgan Hill Public Library located at 660 West Main Avenue, Morgan Hill, California, 95037 during normal business hours. (Pursuant to Government Code 54957.5)

PUBLIC COMMENT

Members of the Public are entitled to directly address the City Council concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address the Council on any issue that is on this agenda, please complete a speaker request card located in the foyer of the Council Chambers and deliver it to the Minutes Clerk prior to discussion of the item. You are not required to give your name on the speaker card in order to speak to the Council, but it is very helpful. When you are called, proceed to the podium and the Mayor will recognize you. If you wish to address the City Council on any other item of interest to the public, you may do so during the public comment portion of the meeting following the same procedure described above. Please limit your comments to three (3) minutes or less.

Please submit written correspondence to the Minutes Clerk, who will distribute correspondence to the City Council.

Persons interested in proposing an item for the City Council agenda should contact a member of the City Council who may plan an item on the agenda for a future City Council meeting. Should your comments require Council action, your request may be placed on the next appropriate agenda. Council discussion or action may not be taken until your item appears on an agenda. This procedure is in compliance with the California Public Meeting Law (Brown Act) Government Code §54950.

City Council Policies and Procedures (CP 03-01) outlines the procedure for the conduct of public hearings. Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to the Public Hearing on these matters.

The time within which judicial review must be sought of the action by the City Council, which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.

For a copy of City Council Policies and Procedures CP 97-01, please contact the City Clerk's office (408) 779-7259, (408) 779-3117 (fax) or by email michelle.wilson@morganhill.ca.gov.

AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (408)779-7259, (408)779-3117 (fax) or by email michelle.wilson@morganhill.ca.gov. Requests must be made as early as possible and at least two-full business days before the start of the meeting.



Sustainable Morgan Hill Vision

Morgan Hill is a safe, inclusive, socially responsible, environmentally conscious, and economically sound community.

CITY COUNCIL ONGOING PRIORITIES

Enhancing Public Safety · Protecting the Environment · Maintaining Fiscal Responsibility ·
Supporting Our Youth, Seniors, and Entire Community · Fostering a Positive Organizational Culture ·
Preserving and Cultivating Public Trust · Preserving Our Cultural Heritage ·
Enhancing Diversity and Inclusiveness

2018 STRATEGIC PRIORITIES

Community Engagement and Messaging

Economic Development and Telecommunications

Financial Stewardship

Infrastructure

Regional Initiatives

2018 STRATEGIC PRIORITIES:



Community Engagement and Messaging

The City of Morgan Hill will tell our story through outreach and by working closely with our community in presenting our vision, priorities, and financial needs, and by engaging citizens and business owners to find affordable and sustainable solutions. The City's communications, services, public spaces, and projects will embrace all community members as partners, encouraging public participation.



Economic Development and Telecommunications

The Economic Blueprint will continue to be implemented, with a primary goal of attracting jobs and investment into our community. The City will collaborate with the private sector to explore ways to provide fast, reliable access and wireless connectivity for residents and businesses. The 2016 Telecommunications Infrastructure and Economic Blueprint reports will be the foundation for continuing discussions with broadband providers, public utilities, and other infrastructure service providers in developing an implementation plan for growing our telecommunications infrastructure with private sector partnerships. The plan will be used to signal Morgan Hill's support for business expansion.



Financial Stewardship

We will be financial stewards of the City's assets to ensure long-term fiscal sustainability. New revenue sources, including a possible tax measure, will be considered to fund increasing costs to deliver services and complete infrastructure projects. The City will closely manage its expenditures to maintain its general fund reserve. The labor contracts will be negotiated using the City's adopted Employee Compensation Guiding Principles.



Infrastructure

The City will review its streets, parks, and public facilities infrastructure needs to quantify the funding gap. We will identify potential funding options as ongoing revenue is insufficient to fund our vital community assets at a sustainable level without significantly impacting existing service levels that our community has come to expect. Morgan Hill will actively work with the Valley Transportation Agency, the County, and the State to secure funding for transportation projects and road maintenance. For High Speed Rail, we will strongly advocate for the route with the least impact on Morgan Hill.



Regional Initiatives

City Council and staff will focus on influencing regional decisions that benefit Morgan Hill. A regional approach will be employed to address many priorities, including but not limited to, homelessness, animal services, teen suicide, High Speed Rail, and land use (Catholic High School, Outdoor Sports Center, agricultural preservation, and city limits). This regional involvement will include partnering with the League of California Cities, Valley Transportation Authority, Caltrain, Santa Clara Valley Water District, Cities Association of Santa Clara County, the City of Gilroy, Santa Clara County, Morgan Hill Unified School District, the Local Agency Formation Commission, the Open Space Authority, and Silicon Valley Clean Energy to advance projects that further Sustainable Morgan Hill.



CITY COUNCIL STAFF REPORT

MEETING DATE: July 13, 2018

PREPARED BY: Michelle Bigelow, Deputy City Clerk
APPROVED BY: City Manager

MID-YEAR GOAL REVIEW WORKSHOP

RECOMMENDATION(S)

1. Review and discuss the City Council Sustainable Morgan Hill Vision and Priorities;
2. Review and discuss the Strategic Priorities Work Plan, project updates, and City Council follow-up items; and
3. Review Council Policies and Procedures: Placement of Items on the Agenda and Matters to be Reconsidered by the City Council (CP 96-01) and Rules for the Conduct of City Council Meetings (CP 97-01).

LINKS/ATTACHMENTS:

1. Sustainable Morgan Hill 2018
2. Strategic Priorities Workplan 2018-2020
3. Council Follow-up
4. Memo and Policies



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City of Morgan Hill Strategic Priorities Work Plan 2018-2020

The chart below represents the work plan items in furtherance of City Council's 2018 Strategic Priorities. Please see the City's adopted budget for a comprehensive listing of Activity Goals by Division.

TO BE STARTED ■ ■ ■ ■ → COMPLETE/ONGOING

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Community Engagement and Messaging											
1	Update website for ease of use by the public	Communications & Engagement	The initial steps for refresh of website will begin in July/August which will include forming a new team.								
2	Develop and implement extensive community engagement strategy related to the City’s infrastructure and public safety needs, continuing to explore funding possibilities	Communications & Engagement	Initial steps have been taken to create a draft outreach/communication plan. Next step will be to pull together the project team and create a more detailed plan and assign responsibilities.								
3	Continue to develop our connections to our local Hispanic/Latino community, finding best ways to outreach and share important community information	Communications & Engagement	Ongoing. The new resource of a part-time temp bilingual Community Outreach Coordinator will assist in furthering our efforts to expand our contact lists, networks, and opportunities for engagement with our Spanish speaking community.								
4	Implement “Listos” program – a grass roots disaster preparedness program tailored to meet the individual needs of Spanish speaking communities	Communications & Engagement	First train-the-trainer two day class was held on June 28 & 29. A community training will be held in Fall 2018.								
5	Continue facilitating community engagement opportunities with the Mayor and reporting out meeting notes	Communications & Engagement	Notes and follow-up from the Mayor's "Lunch with the Seniors" and "Coffee with Mayor" are provided to all participants, made available on the City website, and included in the Weekly 411.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Community Engagement and Messaging (continued)											
6	Complete implementation of the City’s brand refresh	Communications & Engagement	Style guide and templates to be rolled out organization wide in late summer.								
7	Police Special Operations will present parent project classes	Police Special Operations	Training new facilitator. Will present one class in FY 18-19 and two in FY 19-20.								
8	Develop a Retailer Managers monthly meeting	Police Special Operations	Retail contact list being developed. Due to high turnover of retail management - meeting may have to be by e-mail share. Large retailers will still meet with face to face.								
9	Implement text to 911	Police Dispatch Services	Work with State 911 for funding of required software.								
10	Investigate 311 services for Morgan Hill	Police Dispatch Services	Survey surrounding agencies currently using 311 services. Meet with City departments to gather information about how it could be used in Morgan Hill.								
11	Develop a partnership with security camera owners for emergency and investigative purposes	Police Dispatch Services	Will have access to MHUSD cameras by September, 2018 and public camera registry and access by Q1 2019. Need MOUs and technological development from service providers.								
12	Conduct communications professional development training	City Manager	Contracted with Communications Facilitator to offer staff reports and presentations workshop to approximately 45 Management & Leadership teammates. Followed-up with focus workshops with 15 teammates.								
13	Explore options for diversity and inclusiveness training	City Manager	Researching training opportunities for City teammates.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Economic Development and Telecommunications											
1	Develop a Retail Concentration strategy	Economic Development	Policy will identify critical retail nodes and identify areas of flexibility.								
2	Develop a Freeway Signage program	Economic Development	Completed community outreach. Draft policy recommendations underway.								
3	Deploy new Economic Development website	Economic Development	Scheduled to launch in August 2018.								
4	Implement Economic Blueprint and new Zoning Code outreach and advertising campaign	Economic Development	Zoning Code update completed. Print and online marketing campaign being developed and will launch in conjunction with website in August 2018.								
5	Implement Downtown News Rack Consolidation program	Economic Development	Policy work near completion. Recommendation for citywide program will be completed by September 2018.								
6	Inventory and create a conduit map of all available City conduit	Economic Development	Civic Foundry has been mapping locations of City owned and some privately owned conduit in the City as part of identifying assets for the development of the Fiber Network RFP.								
7	Issue a Request for Proposals for fiber network infrastructure for City facilities	Economic Development	Draft RFP and NDA completed and being reviewed by consulting group. Expected to be issued in late summer.								
8	Develop a “Dig Once” ordinance	Economic Development	Draft policy completed and being reviewed by consulting group. Expected to be presented to Council after community outreach.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Economic Development and Telecommunications (continued)											
9	Produce a Manufacturing Day Panel and Company Tours Event	Economic Development	Hold a panel of local companies to discuss the changes and opportunities in the manufacturing industry and collaborate with local high schools and community colleges to visit local companies.								
10	Implement Economic Development Speaker Series	Economic Development	Planning community workshop on Telecommunications. Also, developing a series of local and regional conversations with industry experts to understand the changing nature of retail, mixed use, housing and destination-rich cities.								
11	Develop a parklet pilot program	Economic Development	Develop a temporary parklet pilot program in response to the City's SAMP and Complete Streets/Traffic Calming work program and to assist existing businesses expand and remain competitive.								
12	Adopt an Industrial Land Preservation strategy	Long Range Planning	Policy will further strengthen job land preservation and provide clarity on permitted uses.								
Financial Stewardship											
1	Work with hotels to develop TBID	Economic Development	City Council will consider at the July 18th meeting.								
2	Establish next steps on Property Based Improvement District	Economic Development	Provide City Council an update and options in the Fall 2018.								
3	Continue the City tradition of developing a prudent and balanced budget with effective long-term financial planning	Finance	Council adopted the FY18-19 and FY19-20 Operating and CIP Budget on 6/6/18. Staff will begin the budget process again with the Mid Cycle review and the new Biennial Budget.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Financial Stewardship (continued)											
4	Continue to work with various departments and consultant to complete the Development Impact Fee Update	Finance	Staff continues to work with consultant on reviewing and providing comments on the drafts.								
5	Continue to negotiate fiscally responsible labor agreements with all Labor Groups for contracts expiring in December 2018	Human Resources	City Council approved \$50,000 for outside legal negotiations support in the FY18-19 Adopted Budget to assist with negotiations with the City’s three bargaining groups (AFSCME, CSOA, POA). Council approved a contract with Meyers Nave to provide labor negotiations support.								
6	Pursue revenue Ballot Measures	City Manager	City Council will consider potential TOT increase and Cannabis Tax for November 2018 ballot. Additionally consider a Sales Tax increase for the November 2020 ballot.								
Infrastructure											
1	Continue annual program to seal and refresh City owned parking lot facilities	Street Maintenance	Summer project is being prepared to go out to bid.								
2	Continue annual pavement maintenance projects	Engineering CIP	Hill Road and Sutter Ave are scheduled to be rehabbed in late summer/early fall.								
3	Incorporate asphalt walking trails and other asphalt walkways into existing sealing program	Park Maintenance	Summer project is being prepared to go out to bid, will include sealing of all City paved trails.								
4	Seek grant funding for street safety and circulation improvements	Congestion Management	Ongoing review of grant opportunities is under way. Measure B Funds for Hale Avenue are a priority.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Regional Initiatives											
1	Continue representation of Morgan Hill through participation in regional associations by professional division	City Manager	John Lang has been appointed Chair for SVEDA in FY 18-19. Leslie Little participates with RHNA subregion committee of the Cities Association and represents the Peninsula Division of the League of Calif Cities on the State Housing, Community and Economic Development Policy Board.								
2	Participate and advocate for South County in regional transportation planning initiatives with Valley Transportation Agency (VTA), Caltrain, Boards, and Committees	City Manager	Staff and delegated Council Members regularly attend regional transportation meetings, serve on leadership committees, and host South County coordination meetings.								
3	Collaborate with dedicated South County Case Management Worker, Santa Clara County, and the City of Gilroy and continue to build a South County homeless response system that integrates County Safety Net Services	Housing	FY 18-19 Budget approved funding for a portion of the case manager. In collaboration with Santa Clara County, Gilroy Compassion Center, and the local Faith Based community, Safe Park "Focus" Program is providing a safe location and services for 8 families.								
4	Continue to participate in Regional Task Forces for Public Safety	Police Special Operations	Continue to participate in SCCSET and RATTF. Due to staffing in RATTF, we will not be participating in Q1 and Q2 FY18-19.								
5	Lead coordination on regional planning efforts related to bringing recycled water to Morgan Hill	Water Conservation	Program Administrator and Deputy Director of Utilities continue to provide leadership in working with the Water District in this area.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Regional Initiatives (continued)											
6	Participate with SCRWA on Plant Expansion	CIP Engineering	Staff will continue to work with SCRWA to explore scope and funding mechanism for the Plant Expansion.								
7	Continue to participate in Upper Llagas Flood Control project	CIP Engineering	Phase 1 (South of Watsonville Road) plans have been reviewed and Phase 1 is anticipated to go out to bid in the Fall. Phase 2 (North of Watsonville Road) plans are under review by City staff.								
8	Evaluate Urban Service Area Expansion/Annexation opportunities and assist applicants with LAFCO applications	Development Services	Submit the Catholic High School LAFCO application and complete the annexation EIR in order to consider other application requests.								
9	Communicate with Council and the Community regarding High Speed Rail and advocate for measures to mitigate potential impacts	All	Ongoing. Staff regularly meets with representatives from High Speed Rail and coordinates a regional meeting to discuss potential alignments, new development with HSR and potential mitigations for the region. Updates are provided to Council and the Community as new information becomes available.								

City Council Follow-up/Future Business Items

<u>June 20, 2018</u>		
<u>Future Business Items</u>		<u>Teammate</u>
Tate & Carr - Review of next year's RDCS allotments and process for multi-year projects (including any Council involvement)		Carman 7/18/18
Tate - Cities Association request to review materials regarding RHNA sub-region		Little 9/5/18
Carr - a resolution be brought to Council regarding the families that are being separated		Holeman 7/18/18
Jachimowicz - requested that the Mayor or City Council draft and sign a letter of support for Cecelia Ponzini and SURJ's efforts and that a resolution be brought to Council regarding the families being separated.		Provided 6/29/18
<u>June 6, 2018</u>		
<u>Follow up items</u>		<u>Teammate</u>
21. Budget Adoption	Spring - come back to Council with discussion regarding downtown twinkle lights/PBID	Ramirez
<u>May 16, 2018</u>		
<u>Follow up items</u>		<u>Teammate</u>
13. Gun Violence	Carr- On policy item 4, include private business	Larkin 8/22/18
	Constantine - create a citizen/council committee	Bigelow
<u>May 2, 2018</u>		
<u>Follow up items</u>		<u>Teammate</u>
15. Housing RHNA	Carr - have Planning Commission review the RHNA requirements	Carman 8/22/18
<u>April 18, 2018</u>		
<u>Follow up items</u>		<u>Teammate</u>
Depot Project	Planning Commission to study D/T housing (Planning Commission 7/24/18)	Carman 9/5/18
<u>February 7, 2018</u>		
<u>Follow up items</u>		<u>Teammate</u>
7. Economic Development Update	Spring - would like to get a better understanding of what our message is so that we are aligned across the board, would also like a healthy distance from the developer's message.	Ramirez 9/5/18
<u>January 17, 2018</u>		
<u>Future Business Items</u>		<u>Teammate</u>
Constantine - shared that he passed on a letter to the City Attorney regarding an ordinance for massage regulations and asked for staff to come back with suggestions		Larkin 9/5/18
<u>December 20, 2017</u>		
<u>Follow up items</u>		<u>Teammate</u>
10. cable regulations	Spring - asked that all videos that the City makes be played on channel 17	Tobin In Progress
<u>November 15, 2017</u>		
High Speed Rail	High Speed Rail to provide definition of federal regulation 4F as it relates to Morgan Hill	Larkin
Anderson Dam update	Carr - next report to include the water level on the face of the dam rather than the combined Coyote/Anderson acre feet of water	Ghione 10/3/18
	Carr- would like to know at a future update, more about the emergency plan should something go wrong with the water supply into South County and/or when Anderson is below the Deadpool level	Ghione 10/3/18

Attachment: Council Follow-up (1859 : Mid-Year Goal Review Workshop)

<u>October 4, 2017</u>		
<u>Follow up items</u>		<u>Teammate</u>
	Constantine - look for opportunities to engage the residents of Third Street to come to speak to the Council	Martin/Ghione 9/5/18
<u>September 27, 2017</u>		
<u>Future Business Items</u>		<u>Teammate</u>
	Spring - requested a homeless update	Swing/Garcia 10/3/18
<u>July 26, 2017</u>		
<u>Follow up items</u>		<u>Teammate</u>
10. RDCS Allotment Distribution	Carr - would like to get to a point where we set goals and policies to drive the process and identify the categories that we would like to see development in	Carman 8/22/18
	Spring - set number of allotments for priority categories to help remove the politics	
<u>March 15, 2017</u>		
<u>Follow up items</u>		<u>Teammate</u>
10. Downtown parking	Jachimowicz – look into partnership with private parking owners; work with Downtown Association (DTA); work on education; partnerships with private business; trouble shoot north Downtown separately from the	Ramirez 9/5/18
	Spring – work with residents in Downtown; look into VTA parking lot on Main; work with businesses	Ramirez 9/5/18
	Carr – need to evaluate valet parking; explore with the DTA a unified Valet Parking program; look into opening private lots; explore Uber/Lyft program for Morgan Hill; focus on north Downtown	Ramirez 9/5/18



Memorandum

Date: July 11, 2018

To: Mayor and City Council

From: Christina Turner, City Manager

Subject: Council Policies: CP 96-01 Placement of Items on the Agenda and Matters to be Reconsidered by the City Council and CP 97-01 Rules for the Conduct of City Council Meetings

At the City Council's Annual Goal Setting Workshop in January, City Council Policies CP 96-01 and 97-01 were reviewed. Based on Council's discussion and feedback at the workshop, along with staff review, staff has marked up both policies to include the recommended changes.

Included here within are redlines of both policies for your review and discussion. Staff will bring both policies back to the Council at the July 25, 2018 meeting for approval.

Attachment: Memo and Policies (1859 : Mid-Year Goal Review Workshop)

CITY OF MORGAN HILL CITY COUNCIL POLICIES AND PROCEDURES

CP-96-01

SUBJECT: PLACEMENT OF ITEMS ON THE AGENDA AND
MATTERS TO BE RECONSIDERED BY THE CITY
COUNCIL

EFFECTIVE DATE: July 17, 1996

REVISED DATE: June 27, 2007; July 25, 2018

ORIGINATING DEPT: City Manager

1. Members of the City Council and City Manager may place items on the agenda.
2. Members of the City Council who wish to place items on the agenda agree to submit the item with any background materials by 12:00 noon on Monday during the week preceding the meeting.
3. Reconsideration ~~—~~ Under City Council Policy 97-01, Aa matter may be reconsidered by the City Council if a member on the prevailing side of the vote requests reconsideration. Such a motion may be ~~—~~ made at a meeting where such action is taken or at a subsequent meeting of the Council.
4. Items raised by the public during public comment may be referred to a future City Council agenda for formal action. In accordance with State law, matters not scheduled on the agenda cannot be acted upon by the City Council, but a member of Council may request consideration of the item at a future meeting.
5. Members of the City Council ~~can~~ may identify items to be added to future agendas at the end of each Council meeting under the section titled, "Future Council Initiated Agenda Items." ~~Before beginning substantive work on an item raised under Future Council Initiated Agenda Items, staff will evaluate the staff-time involved and brings a report back to the City Council. A majority of the City Council for it to must decide if it wants to move forward with the item. If the item will require more than two hours of staff time, it requires City Council approval to move forward.~~

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APPROVED:

STEVE TATE, Mayor

Attachment: Memo and Policies (1859 : Mid-Year Goal Review Workshop)

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

APPROVED:

STEVE TATE, MAYOR

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Attachment: Memo and Policies (1859 : Mid-Year Goal Review Workshop)

CITY OF MORGAN HILL

CITY COUNCIL POLICIES AND PROCEDURES

CP-97-01

SUBJECT: RULES FOR THE CONDUCT OF CITY COUNCIL MEETINGS

EFFECTIVE DATE: ~~May 7, 1999~~ July 25, 2018

REVISED DATE(S): January 21, 1998, April 1, 1998, April 26, 2000, November 7, 2001, October 16, 2002, July 25, 2018 ~~(Reviewed June 27, 2007)~~

ORIGINATING DEPARTMENT: CITY MANAGER

SECTION 1 - SCOPE

- 1.1** These rules shall establish the procedures for the conduct of all meetings of the City Council of the City of Morgan Hill. The purpose of these rules is to provide procedures consistent with the Ralph M. Brown Act, establish procedures which will be convenient for the public, be fair to all members of the City Council, and contribute to the orderly conduct of City business.

SECTION 2 - MEETINGS

- 2.1** Open to Public: All meetings of the City Council, whether regular or special, shall be open to the public, unless a closed session is scheduled as authorized by law.
- 2.2** Regular Meetings: The City Council shall conduct its regular meetings at the time and place established by ordinance, if specified in the ordinance or resolution. Regular meetings shall not continue beyond ~~the hour of~~ 11:00 p.m. unless extended by a majority vote of the City Council pursuant to Section 5.3 of this policy.
- 2.3** Special Meetings: A special meeting may be called at any time by the Mayor or Presiding Officer of the City Council or by three members of the City Council. Written notice of any such meeting must specify the purpose of the meeting, ~~and be signed by the Mayor or members making the call.~~ Notice of the meeting must be made in accordance with the law.
- 2.4** Closed Sessions: The City Council may hold closed sessions during a regular or special meeting, or at any time authorized by law, to consider or hear any matter which is authorized by law.
- 2.5** Quorum: Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three Council members appear at a regular meeting, the Mayor, Mayor Pro Tempore in the absence of the Mayor, any member of the City Council, or in the absence of all Council members, the City Clerk or Deputy City

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Attachment: Memo and Policies (1859 : Mid-Year Goal Review Workshop)

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, matters requiring the expenditure of City funds must receive three affirmative votes for approval.~~

- 2.6 Adjourned Meetings: The City Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment and permitted by Law.

Commented [DL1]: I recommend deleting th because may decisions require three affirmative votes. It's probably better address the items individually than sin any one type of action.

SECTION 3 - POSTING NOTICE AND AGENDA

- 3.1 Posting of Notice and Agenda: For every regular or special 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. The notice and agenda may be combined in a single document.
- 3.2 Location of Posting: The notice and agenda shall be posted on the City's website and in a place to which the public has unrestricted access during at least normal business hours and where the notice and agenda are not likely to be removed or obscured by other posted materials.
- 3.3 Posting for Regular Meetings: For any regular meeting of the City Council, the notice and agenda shall be posted no later than seventy-two (72) hours prior to the time set for the meeting.
- 3.4 Posting for Special Meetings: For any special meetings of the City Council, the notice and agenda shall be posted no later than twenty-four (24) hours prior to the time set for the meeting.

SECTION 4 - AGENDA CONTENTS

- 4.1 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 of the item and the proposed action to be considered should be set forth as clearly as practical a description of the item and the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.
- 4.2 Availability of the Agenda to the Public: The agenda for any regular or special meeting shall be made available to the public as soon as it is practical after delivery to the members of the City Council.
- 4.3 Limitation to Act on Only 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:
- Upon a majority determination that an "emergency situation" (as defined by State Law) exists; and
 - Upon a determination by a 4/5 vote of the City Council that there is a need to take immediate action and that the need to take the action came to the attention of City officials subsequent to posting of the agenda.

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SECTION 5. ORDER OF BUSINESS

5.1 The order of business at meetings of the City Council shall be as follows:

- a. CALL TO ORDER
- b. ROLL CALL ATTENDANCE
- c. DECLARATION OF POSTING ~~OF~~ AGENDA
- d. WORKSHOP (5:00-6:00 p.m., or as deemed appropriate)
- e. CLOSED SESSION (6:00-7:00 p.m., or as deemed appropriate)

Closed Sessions of the City Council can only be held for matters specifically authorized by law. At times, Closed Sessions may have to be held in an order different than presented due to the timeliness of the matter, to save the City money when an outside attorney has been retained or due to the need for extra time to discuss and deliberate an important closed session item. Closed session items may be continued to the conclusion of the agenda.

~~Closed sessions, as part of the Redevelopment Agency (RDA) meetings (fourth Wednesdays of the month), will be held at the conclusion of the RDA business meeting.~~

- f. SILENT INVOCATION
- g. PLEDGE OF ALLEGIANCE

~~h. PROCLAMATIONS/RECOGNITIONS~~

~~i-h. CITY COUNCIL REPORTS~~

These are updates on activities of individual members of the Council and are non-action items.

~~j-i. CITY MANAGER'S REPORTS~~

These are updates on current City activities, reports on issues raised at previous Council meetings, or ~~special~~ recognitions. These are non-action items.

~~k-j. CLOSED SESSION ANNOUNCEMENTS/CITY ATTORNEY'S REPORT~~

These are updates on reportable actions of the City Council in Closed Sessions and/or current litigation.

~~l-k. OTHER REPORTS~~

~~l. These are items that may include the Financial Report or Special Report from a City operating department.~~ PROCLAMATIONS

m. RECOGNITIONS

n. PRESENTATIONS

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m.o. PUBLIC COMMENT

This item refers to those matters not scheduled on the agenda where a member of the public wants to address a matter of importance to the City Council. Since the matter is not ~~one~~ on the agenda, no action by Council can be taken. If a member of Council so desires, the matter can be placed on the agenda of a future Council meeting for review and consideration.

p. ADOPTION OF AGENDAn.g. CONSENT CALENDAR

These are items of a routine or generally uncontested nature. Any member of the Council or member of the public may request to have an item pulled from the Consent Calendar and acted on individually by the Council. Items pulled will be discussed after action is taken on the balance of the Consent Calendar and before moving on to public hearings.

o.r. ~~LEGALLY NOTICED~~ PUBLIC HEARINGS

These matters are ones that are duly noticed and published in a newspaper of general circulation and where required by ~~law~~, written notice is given to the affected residents who have the opportunity to speak in favor or against a matter or ask questions about the matter.

p. ~~INTRODUCTION OF ORDINANCES~~

~~These are matters requiring the introduction, or "first reading" of an ordinance of the City Council of the City of Morgan Hill.~~

q.s. OTHER BUSINESS

These are other matters of City business which are not appropriately placed on the consent calendar ~~and do not require published notices and requiring require~~ Council action and direction.

r. ~~ROLL CALL VOTES~~

~~These matters are ordinances previously introduced and require "second reading" and adoption.~~

s.t. CLOSED SESSION

Continued closed session for matters not concluded earlier in the evening.

t.u. FUTURE ~~CITY~~-COUNCIL ~~INITIATED~~ AGENDA ITEMS

These are items which members of the City Council wish to have placed on future agendas.

th.v. ADJOURNMENT

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- 5.2 Change in Order of Business: The Mayor or Presiding Officer may decide to take matters listed on the agenda out of the prescribed order unless a majority of members present object to this variation.
- 5.3 Review Status of Agenda at 11:00 p.m.: If, at ~~the hour of~~ 11:00 p.m., the City Council has not concluded its business, it shall review the status of the agenda and determine by majority vote whether to extend the meeting beyond ~~the hour of~~ 11:00 p.m., continue any remaining items, or adjourn the meeting to another date and time.

SECTION 6. PUBLIC COMMENT

- 6.1 Public Comment: Persons present at meetings of the City Council may comment on individual items on the agenda at the time the items are scheduled to be heard. In addition, comments may be offered on items not on the agenda under that portion of the agenda ~~identified for public comment~~.
- 6.2 Limitations: The public comment period ~~shall~~ may be 3 minutes for items on the agenda or items not listed on the agenda. ~~Speakers are called in the order the speakers cards are submitted. Project applicants or appellants may speak first and may have will be allowed more than the designated 3 minutes in accordance with City Council Policy 03-01.~~ The Mayor or Presiding Officer may allow speakers more time and/or allow speakers to concede a portion of their time to a designated speaker of a group unless a majority of the City Council objects.

6.3 Procedure:

~~a. To address the City Council, each speaker is requested to fill out a Speaker Request Card and turn it into the City Clerk before discussion on the agenda item begins. The speaker is requested to provide their card shall contain the name and city of residence of the speaker contact information, and the subject, or subjects upon which the speaker wishes to address the City Council, and shall be signed by the speaker. Speakers who do not wish to provide their name should provide an alternative designation so that they can be recognized by the City Clerk. The card should be turned in to the City Clerk before the item is heard by the City Council. The City Clerk will provide the card to the Mayor or Presiding Officer.~~

~~b. Upon addressing the City Council, each speaker is required to first state his or her name and city of residence.~~

SECTION 7. PROCEDURES FOR THE CONDUCT OF MEETINGS

7.1 Role of the Mayor/Presiding Officer:

- a. The Presiding Officer of the City Council, who shall be the Mayor or in the Mayor's absence shall be the Mayor Pro Tempore, or in their absence any other designated member of the City Council, shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Presiding Officer to ensure that the rules of operation and decorum contained herein are observed. The Presiding Officer shall maintain control of communication between Council Members and between the Council, staff, and public.

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b. Communication with Council Members

1. Council Members should request the floor from the Presiding Officer before speaking.
2. When one member of the Council has the floor and is speaking, other Council Members shall not interrupt or otherwise disturb the speaker.
3. With the concurrence of the Mayor, a Council Member holding the floor may address a question to another Council Member. The Council Member being questioned may or may not respond while the floor is still held by the Council Member asking the question. The reply shall be limited to the question asked.

c. Communication with Members of the Public Addressing the Council

1. The Mayor or Presiding Officer shall open the floor for public testimony as appropriate.
2. Council Members 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. Such questions should be directed to the person through the Presiding Officer unless the Presiding Officer grants the Council Member permission to directly question the person.
3. Staff members, through the City Manager, shall be a resource to the City Council to answer questions arising during discussions between Council Members and between Council Members and members of the public. Communications in this regard shall be through the Presiding Officer.
4. Members of the public shall direct their questions and comments through the Presiding Officer.

7.2 Rules of Order: The City Council adopts no specific rules of order except those listed herein. The City Council shall refer to The Standard Code of Parliamentary Procedure by Alice Sturgis (McGraw Hill) as a guide for the conduct of meetings. The Sturgis guideline regarding not requiring seconds for governmental bodies' motions, resolutions or ordinances is not adopted as the rule in the City. The Mayor or Presiding Officer 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 Council members present.

7.3 Motions: The Mayor or any member of the City Council may bring a matter of business on the agenda before the Council by making a motion. Before the matter can be considered or debated it must be seconded. Once the motion has been properly made and seconded, the Presiding Officer shall open the matter for full debate offering the first opportunity to debate to the moving party and, thereafter, to any Council Member recognized by the Mayor or Presiding Officer. Debate shall be closed upon consent of a majority of the Council.

7.4 Reconsideration: Immediately after a vote on a matter, any member of the City Council may request to have his/her vote changed on a matter before the Council moves on to the

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next item. Such a request will be granted by the Mayor or Presiding Officer unless a majority of the Council objects.

A matter may be reconsidered by the City Council if a member on the prevailing side of the vote requests reconsideration. Such a motion may be made at a meeting where such action is taken or at a subsequent meeting of the Council, however, nothing in this policy precludes the majority of members of the City Council from requesting reconsideration of any item.

7.5 Debate:

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

Debate is regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

- b. Obtaining the Floor for Debate:

As soon as a debatable motion has been stated to the Council by the Mayor or Presiding Officer, 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 or Presiding Officer. A member who has been recognized is entitled to be heard so long as he/she observes the rules of debate.

- 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 Council member has already spoken and other members wish to speak, the latter members should be recognized in preference to the member who has already spoken. However, if no other members seek recognition, the Mayor or Presiding Officer may recognize the member who has already spoken.

- d. Relevancy of Debate:

All discussion must be relevant to the motion before the City Council. A member is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. The Mayor or Presiding Officer should then direct the speaker to limit discussion to the question before the City Council.

A motion-its nature or consequences-may be attacked vigorously. But, 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 or Presiding Officer instantly to stop any member who engages in personal attacks. It is the motion, not its proposer, that is the subject of debate. Meetings must discuss measures and ideas, not people.

Arguments, for or against a measure, should be stated as concisely as possible.

Debate must be fundamentally impersonal. All discussion is addressed to the Mayor

or Presiding Officer and must never be directed to any individual.

e. Mayor's Duties During Debate:

The Mayor or Presiding Officer has the responsibility of controlling and expediting debate. A Council member 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 or Presiding Officer to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

SECTION 8. ITEMS TO BE PLACED ON THE AGENDA

~~8.1 Council Members: Any member of the City Council may request to have any matter that can be legally agendaized to be placed on the agenda of the City Council by requesting same of the City Manager or his/her designee at least 8 working days before the next City Council meeting. Any background materials or information relating to the matter should be provided to the City Clerk for distribution to the City Council as part of the agenda packets for the meeting. The only limitation on placement of items on the agenda is as noted in Section 7.4.~~

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~~Members of the Council may also place items on the agenda by indicating their desire to do so under that portion of the City Council agenda designated, "Future City Council Agenda Items."~~

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~~8.2 City Manager: The City Manager shall indicate on each agenda of the City Council those items being considered for placement on future meetings of the City Council. The City Council may determine to hold over any matter from a future agenda.~~

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~~The City Manager may hold over an item for a future agenda if he/she determines that the matter is incomplete based upon subsequent information.~~

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Commented [DL2]: This is covered in the policy.

SECTION 98. DECORUM

8.1 Council Members: Members of the City Council value and recognize the importance of the trust invested to them by the public to accomplish the business of the City. Council Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the City Council.

8.2 City Employees: Members of 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 Council Members and members of the public.

8.3 Public: Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council.

8.4 Noise in the Chambers: Noise emanating from the audience within the Council Chambers or lobby area, which disrupts City Council meetings, shall not be permitted.

8.5 Sergeant-at-Arms: The Chief of Police shall be ex-officio Sergeant-at-Arms of the City Council.

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SECTION 109. VIOLATIONS OF PROCEDURES

- 9.1** Nothing in these policies and procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

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

APPROVED:

STEVE TATE, MAYOR

Attachment: Memo and Policies (1859 : Mid-Year Goal Review Workshop)

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Mid-Year Goal Review Workshop Agenda
City Council

Steve Tate - Mayor
Rich Constantine - Mayor Pro Tem
Larry Carr - Council Member
Caitlin Jachimowicz - Council Member
Rene Spring - Council Member

Friday, July 13, 2018 9:00 am

Council Chamber
17555 Peak Avenue, Morgan Hill, CA 95037

MID-YEAR GOAL REVIEW WORKSHOP

A Special Meeting of the City Council is called Friday, July 13, 2018 at 9:00 a.m. for the Mid-Year Goal Review Workshop.

CALL TO ORDER

(Mayor Tate)

ROLL CALL ATTENDANCE

(Minutes Clerk Gonzalez)

DECLARATION OF POSTING OF AGENDA

Per Government Code Section 54954.2
(Minutes Clerk Gonzalez)

PUBLIC COMMENT

Members of the public are entitled to address the City Council concerning any item within the Morgan Hill City Council's subject matter jurisdiction. Public comments are limited to no more than three minutes. Except for certain specific exceptions, the City Council is prohibited from discussing or taking action on any item not appearing on the posted agenda. (See additional noticing at the end of this agenda)

MID-YEAR GOAL REVIEW WORKSHOP

1. MID-YEAR GOAL REVIEW WORKSHOP

Recommendation:

1. Review and discuss the City Council Sustainable Morgan Hill Vision and Priorities;
2. Review and discuss the Strategic Priorities Work Plan, project updates, and City Council follow-up items; and
3. Review Council Policies and Procedures: Placement of Items on the Agenda and Matters to be Reconsidered by the City Council (CP 96-01) and Rules for the Conduct of City Council Meetings (CP 97-01).

ADJOURNMENT

NOTICE

Any documents produced by the City and distributed to the majority of the City Council less than 72 hours prior to an open meeting, will be made available for public inspection at the City Clerk's Counter at City Hall located at 17575 Peak Avenue, Morgan Hill, CA, 95037 and at the Morgan Hill Public Library located at 660 West Main Avenue, Morgan Hill, California, 95037 during normal business hours. (Pursuant to Government Code 54957.5)

PUBLIC COMMENT

Members of the Public are entitled to directly address the City Council concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address the Council on any issue that is on this agenda, please complete a speaker request card located in the foyer of the Council Chambers and deliver it to the Minutes Clerk prior to discussion of the item. You are not required to give your name on the speaker card in order to speak to the Council, but it is very helpful. When you are called, proceed to the podium and the Mayor will recognize you. If you wish to address the City Council on any other item of interest to the public, you may do so during the public comment portion of the meeting following the same procedure described above. Please limit your comments to three (3) minutes or less.

Please submit written correspondence to the Minutes Clerk, who will distribute correspondence to the City Council.

Persons interested in proposing an item for the City Council agenda should contact a member of the City Council who may plan an item on the agenda for a future City Council meeting. Should your comments require Council action, your request may be placed on the next appropriate agenda. Council discussion or action may not be taken until your item appears on an agenda. This procedure is in compliance with the California Public Meeting Law (Brown Act) Government Code §54950.

City Council Policies and Procedures (CP 03-01) outlines the procedure for the conduct of public hearings. Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to the Public Hearing on these matters.

The time within which judicial review must be sought of the action by the City Council, which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.

For a copy of City Council Policies and Procedures CP 97-01, please contact the City Clerk's office (408) 779-7259, (408) 779-3117 (fax) or by email michelle.wilson@morganhill.ca.gov.

AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (408)779-7259, (408)779-3117 (fax) or by email michelle.wilson@morganhill.ca.gov. Requests must be made as early as possible and at least two-full business days before the start of the meeting.



Sustainable Morgan Hill Vision

Morgan Hill is a safe, inclusive, socially responsible, environmentally conscious, and economically sound community.

CITY COUNCIL ONGOING PRIORITIES

Enhancing Public Safety · Protecting the Environment · Maintaining Fiscal Responsibility ·
Supporting Our Youth, Seniors, and Entire Community · Fostering a Positive Organizational Culture ·
Preserving and Cultivating Public Trust · Preserving Our Cultural Heritage ·
Enhancing Diversity and Inclusiveness

2018 STRATEGIC PRIORITIES

Community Engagement and Messaging

Economic Development and Telecommunications

Financial Stewardship

Infrastructure

Regional Initiatives

2018 STRATEGIC PRIORITIES:



Community Engagement and Messaging

The City of Morgan Hill will tell our story through outreach and by working closely with our community in presenting our vision, priorities, and financial needs, and by engaging citizens and business owners to find affordable and sustainable solutions. The City's communications, services, public spaces, and projects will embrace all community members as partners, encouraging public participation.



Economic Development and Telecommunications

The Economic Blueprint will continue to be implemented, with a primary goal of attracting jobs and investment into our community. The City will collaborate with the private sector to explore ways to provide fast, reliable access and wireless connectivity for residents and businesses. The 2016 Telecommunications Infrastructure and Economic Blueprint reports will be the foundation for continuing discussions with broadband providers, public utilities, and other infrastructure service providers in developing an implementation plan for growing our telecommunications infrastructure with private sector partnerships. The plan will be used to signal Morgan Hill's support for business expansion.



Financial Stewardship

We will be financial stewards of the City's assets to ensure long-term fiscal sustainability. New revenue sources, including a possible tax measure, will be considered to fund increasing costs to deliver services and complete infrastructure projects. The City will closely manage its expenditures to maintain its general fund reserve. The labor contracts will be negotiated using the City's adopted Employee Compensation Guiding Principles.



Infrastructure

The City will review its streets, parks, and public facilities infrastructure needs to quantify the funding gap. We will identify potential funding options as ongoing revenue is insufficient to fund our vital community assets at a sustainable level without significantly impacting existing service levels that our community has come to expect. Morgan Hill will actively work with the Valley Transportation Agency, the County, and the State to secure funding for transportation projects and road maintenance. For High Speed Rail, we will strongly advocate for the route with the least impact on Morgan Hill.



Regional Initiatives

City Council and staff will focus on influencing regional decisions that benefit Morgan Hill. A regional approach will be employed to address many priorities, including but not limited to, homelessness, animal services, teen suicide, High Speed Rail, and land use (Catholic High School, Outdoor Sports Center, agricultural preservation, and city limits). This regional involvement will include partnering with the League of California Cities, Valley Transportation Authority, Caltrain, Santa Clara Valley Water District, Cities Association of Santa Clara County, the City of Gilroy, Santa Clara County, Morgan Hill Unified School District, the Local Agency Formation Commission, the Open Space Authority, and Silicon Valley Clean Energy to advance projects that further Sustainable Morgan Hill.

City Council Follow-up/Future Business Items

<u>June 20, 2018</u>		
<u>Future Business Items</u>		<u>Teammate</u>
Tate & Carr - Review of next year's RDCS allotments and process for multi-year projects (including any Council involvement)		Carman 7/18/18
Tate - Cities Association request to review materials regarding RHNA sub-region		Little 9/5/18
Carr - a resolution be brought to Council regarding the families that are being separated		Holeman 7/18/18
Jachimowicz - requested that the Mayor or City Council draft and sign a letter of support for Cecelia Ponzini and SURJ's efforts and that a resolution be brought to Council regarding the families being separated.		Provided 6/29/18
<u>June 6, 2018</u>		
<u>Follow up items</u>		<u>Teammate</u>
21. Budget Adoption	Spring - come back to Council with discussion regarding downtown twinkle lights/PBID	Ramirez
<u>May 16, 2018</u>		
<u>Follow up items</u>		<u>Teammate</u>
13. Gun Violence	Carr- On policy item 4, include private business	Larkin 8/22/18
	Constantine - create a citizen/council committee	Bigelow
<u>May 2, 2018</u>		
<u>Follow up items</u>		<u>Teammate</u>
15. Housing RHNA	Carr - have Planning Commission review the RHNA requirements	Carman 8/22/18
<u>April 18, 2018</u>		
<u>Follow up items</u>		<u>Teammate</u>
Depot Project	Planning Commission to study D/T housing (Planning Commission 7/24/18)	Carman 9/5/18
<u>February 7, 2018</u>		
<u>Follow up items</u>		<u>Teammate</u>
7. Economic Development Update	Spring - would like to get a better understanding of what our message is so that we are aligned across the board, would also like a healthy distance from the developer's message.	Ramirez 9/5/18
<u>January 17, 2018</u>		
<u>Future Business Items</u>		<u>Teammate</u>
Constantine - shared that he passed on a letter to the City Attorney regarding an ordinance for massage regulations and asked for staff to come back with suggestions		Larkin 9/5/18
<u>December 20, 2017</u>		
<u>Follow up items</u>		<u>Teammate</u>
10. cable regulations	Spring - asked that all videos that the City makes be played on channel 17	Tobin In Progress
<u>November 15, 2017</u>		
High Speed Rail	High Speed Rail to provide definition of federal regulation 4F as it relates to Morgan Hill	Larkin
Anderson Dam update	Carr - next report to include the water level on the face of the dam rather than the combined Coyote/Anderson acre feet of water	Ghione 10/3/18
	Carr- would like to know at a future update, more about the emergency plan should something go wrong with the water supply into South County and/or when Anderson is below the Deadpool level	Ghione 10/3/18

<u>October 4, 2017</u>		
<u>Follow up items</u>		<u>Teammate</u>
Constantine - look for opportunities to engage the residents of Third Street to come to speak to the Council		Martin/Ghione 9/5/18
<u>September 27, 2017</u>		
<u>Future Business Items</u>		<u>Teammate</u>
Spring - requested a homeless update		Swing/Garcia 10/3/18
<u>July 26, 2017</u>		
<u>Follow up items</u>		<u>Teammate</u>
10. RDCS Allotment Distribution	Carr - would like to get to a point where we set goals and policies to drive the process and identify the categories that we would like to see development in	Carman 8/22/18
	Spring - set number of allotments for priority categories to help remove the politics	
<u>March 15, 2017</u>		
<u>Follow up items</u>		<u>Teammate</u>
10. Downtown parking	Jachimowicz – look into partnership with private parking owners; work with Downtown Association (DTA); work on education; partnerships with private business; trouble shoot north Downtown separately from the	Ramirez 9/5/18
	Spring – work with residents in Downtown; look into VTA parking lot on Main; work with businesses	Ramirez 9/5/18
	Carr – need to evaluate valet parking; explore with the DTA a unified Valet Parking program; look into opening private lots; explore Uber/Lyft program for Morgan Hill; focus on north Downtown	Ramirez 9/5/18



City Council Mid-Year Priorities Update 2018



Sustainable Morgan Hill

SUSTAINABLE MORGAN HILL



Sustainable Morgan Hill Vision

Morgan Hill is a safe, inclusive, socially responsible, environmentally conscious, and economically sound community.

CITY COUNCIL ONGOING PRIORITIES

Enhancing Public Safety · Protecting the Environment · Maintaining Fiscal Responsibility ·
Supporting Our Youth, Seniors, and Entire Community · Fostering a Positive Organizational Culture ·
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Community Engagement and Messaging

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Sustainable Morgan Hill



SUSTAINABLE MORGAN HILL



2018 STRATEGIC PRIORITIES:



Community Engagement and Messaging

The City of Morgan Hill will tell our story through outreach and by working closely with our community in presenting our vision, priorities, and financial needs, and by engaging citizens and business owners to find affordable and sustainable solutions. The City's communications, services, public spaces, and projects will embrace all community members as partners, encouraging public participation.



Economic Development and Telecommunications

The Economic Blueprint will continue to be implemented, with a primary goal of attracting jobs and investment into our community. The City will collaborate with the private sector to explore ways to provide fast, reliable access and wireless connectivity for residents and businesses. The 2016 Telecommunications Infrastructure and Economic Blueprint reports will be the foundation for continuing discussions with broadband providers, public utilities, and other infrastructure service providers in developing an implementation plan for growing our telecommunications infrastructure with private sector partnerships. The plan will be used to signal Morgan Hill's support for business expansion.



Financial Stewardship

We will be financial stewards of the City's assets to ensure long-term fiscal sustainability. New revenue sources, including a possible tax measure, will be considered to fund increasing costs to deliver services and complete infrastructure projects. The City will closely manage its expenditures to maintain its general fund reserve. The labor contracts will be negotiated using the City's adopted Employee Compensation Guiding Principles.



Infrastructure

The City will review its streets, parks, and public facilities infrastructure needs to quantify the funding gap. We will identify potential funding options as ongoing revenue is insufficient to fund our vital community assets at a sustainable level without significantly impacting existing service levels that our community has come to expect. Morgan Hill will actively work with the Valley Transportation Agency, the County, and the State to secure funding for transportation projects and road maintenance. For High Speed Rail, we will strongly advocate for the route with the least impact on Morgan Hill.



Regional Initiatives

City Council and staff will focus on influencing regional decisions that benefit Morgan Hill. A regional approach will be employed to address many priorities, including but not limited to, homelessness, animal services, teen suicide, High Speed Rail, and land use (Catholic High School, Outdoor Sports Center, agricultural preservation, and city limits). This regional involvement will include partnering with the League of California Cities, Valley Transportation Authority, Caltrain, Santa Clara Valley Water District, Cities Association of Santa Clara County, the City of Gilroy, Santa Clara County, Morgan Hill Unified School District, the Local Agency Formation Commission, the Open Space Authority, and Silicon Valley Clean Energy to advance projects that further Sustainable Morgan Hill.

Sustainable Morgan Hill



Sustainable Morgan Hill Vision

Morgan Hill is a safe, inclusive, socially responsible, environmentally conscious, and economically sound community.

Significant Project Updates



High Speed Rail 2018 Business Plan

- Proposes providing service from Gilroy to San Francisco by 2027
- Proposes extending the blended, electrified Caltrain corridor to Gilroy
- Would use existing UPRR right-of-way at grade, 110 mph
- Limited impact to private property
- Impacts to Downtown Station area
- Environmental draft document expected in 2019



AMGEN Tour of California



Galvan Handball Courts



Sports Facilities

- Outdoor Sports Center
- Sand Volleyball
- Ballfield Development/
Cricket



Grants



Extension of W. Little Llagas Creek Trail between Watsonville Rd. and Lake Silveira

- California Habitat Conservation Fund - \$226,906
- Santa Clara Valley Water District - \$200,000
- Santa Clara Valley Open Space Authority – \$100,000

Magical Bridge

All abilities. All ages. All welcome!



HELP BRING MAGICAL BRIDGE PLAYGROUND
TO COMMUNITY PARK IN MORGAN HILL, CA
MAGICALBRIDGE.ORG/MORGANHILL

Hale Avenue Extension



- Property Acquisition
- Construction funding/Measure B
- Full update July 25th

Ag Preservation



- City pursuing numerous opportunities for agricultural easements
- Updated the RDCS manual to strengthen points for agricultural preservation activities
- Interface with the County Agriculture Action Plan Task Force

VTA Lot



- City Council authorized acquisition of 41% interest
- VTA received authority to purchase the lot
- Once acquired, VTA will sell the lot to the City

Land Development



Key Silicon Valley
Location



Development Scale
and Access



Diminishing Land
Supply



Freeway
Visibility



Variety of Product
Types



High Job
Growth

Land Development



- Auto Dealers
- Evergreen - Butterfield/Cochrane
- Shoe Palace expansion in Morgan Hill Business Park
- Two hotels and 30,000 square foot spec industrial building in Madrone Village/Business Park

Block Level Master Plans

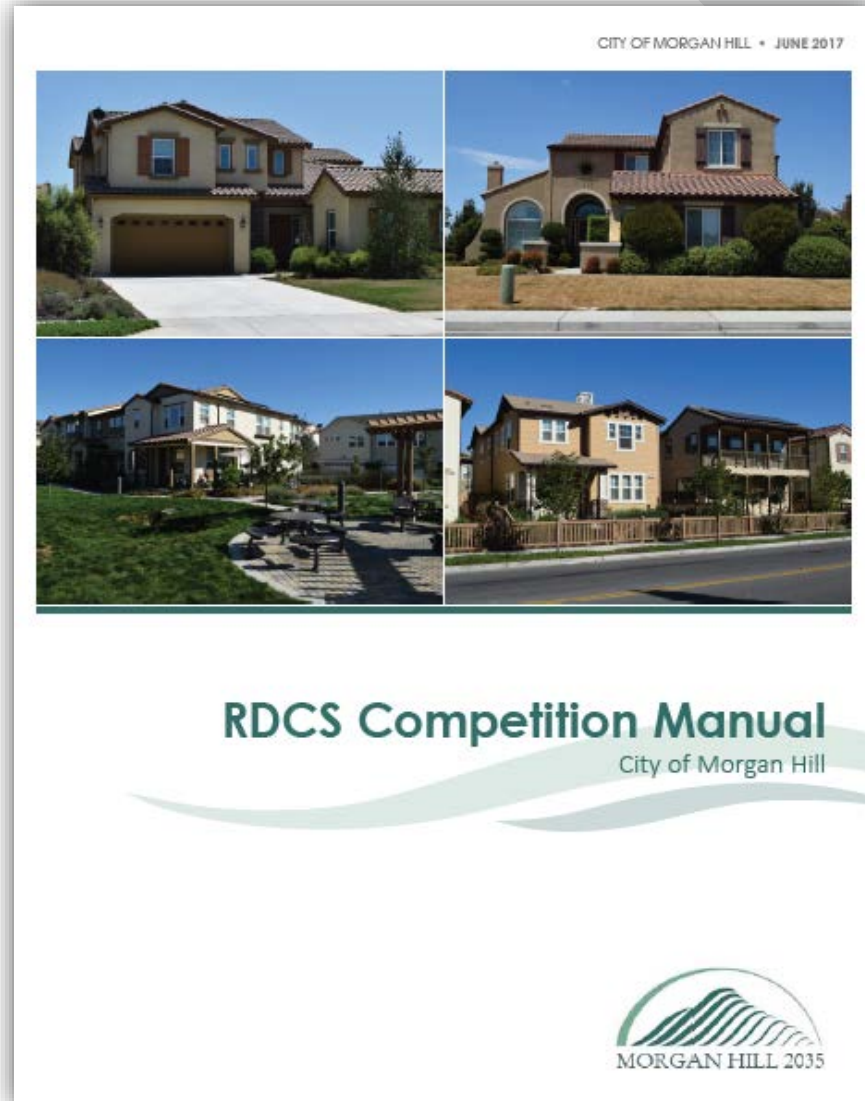


- Similar in concept to City-initiated Planned Development (PD) Zonings
- Establish high-level expectations and guidelines for how each block should develop (balancing residential and commercial uses)
- Establish requirements for integrating public/quasi-public spaces and connecting the corridor to existing areas
- Approved Block-Level Master Plan allows Monterey Corridor projects to compete in RDCS

Residential Development Control System (RDCS)



- Workshop July 18th
- Inclusionary Housing Ordinance July 18th
- RDCS Manual to come July 25th



Affordable Housing



- Current Regional Housing Needs Allocation (RHNA) Housing Cycle
- Total Units Constructed or Awarded Allocations To Date
- **193** Very Low/Extremely Low Income Units needed by December 31, 2022

Current 5th Cycle (2015 - 2023) Summary with Pledged Affordable Units

Morgan Hill	RHNA	Units Permitted	Units Pledged	Remaining / (Surplus)	% Complete
VLI	273	41	39	193	29.3%
LI	154	144	60	(50)	132.5%
Mod	185	84	357	(256)	238.4%
Above Mod	316	834	0	(518)	263.9%
TOTAL	928	1,103	456	(631)	168.0%

Affordable Housing

EAH Scattered Sites

- 41 total units
- of which 6 are for Transitional Aged Youth



Implementation of Master Plans and Studies



- General Plan
- Downtown Specific Plan
- Economic Blueprint
- Bikeways, Trails, Parks and Recreation
- Public Safety
- Water and Sewer System
- Development Services

Public Safety Master Plan

Fire

- Developing a risk analysis for commercial and wide rise structures in the City
- Improving accuracy for incident reporting
- Addressing potential EMS and Fire dispatch efficiencies



Public Safety Master Plan



Police

Items completed since last update:

- Implemented new IA tracking software for use of force and pursuits
- Average 2017 Priority 1 response time to 3:22, Priority 2 to 7:20

Items still in process:

- Create Professional Standards Unit (additional staffing needed)
- Implement crime dashboard (funded in FY 2018-19)

Department of Choice

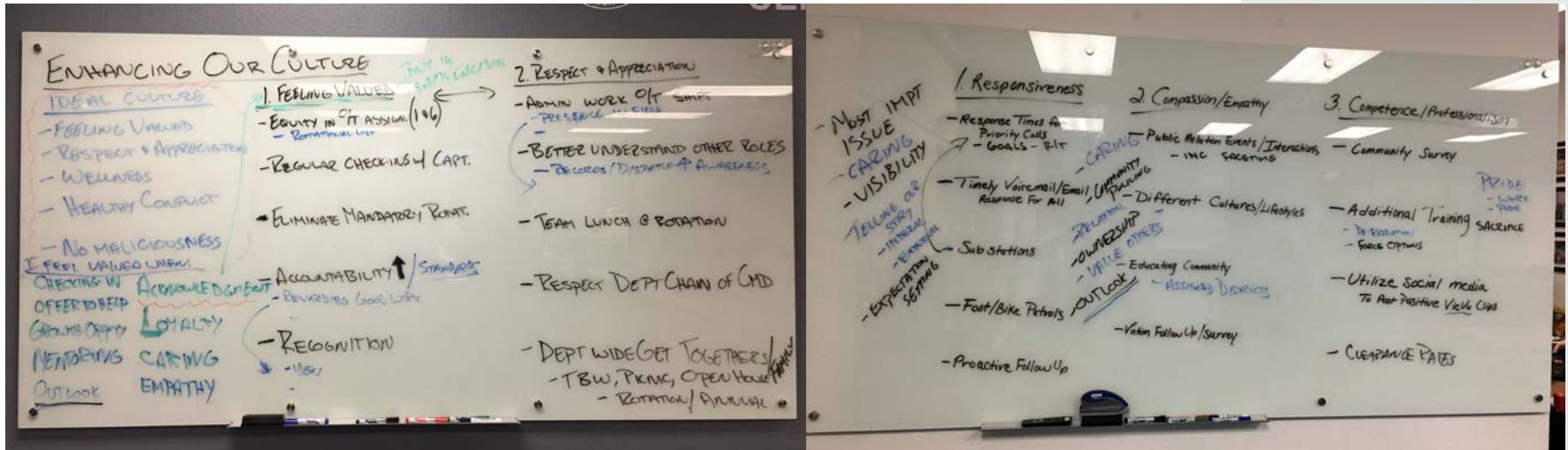
Vision: Each and every member of our team and community to choose us in their time of need

Strategy:

1. Enhancing our Culture
2. Strengthening Trust and Confidence
3. Reducing Crime and Collisions



Department of Choice



- What we have done
- What we will do



Public Safety Enhancements

- Traffic Officer: expected to be in-service in late FY 2018-19 due to other immediate staffing needs in patrol
- School Resource Officer: expected to be in-service by the start of 2019-20



Fire Contract

Council approved 5 year contract with CAL FIRE on June 6th

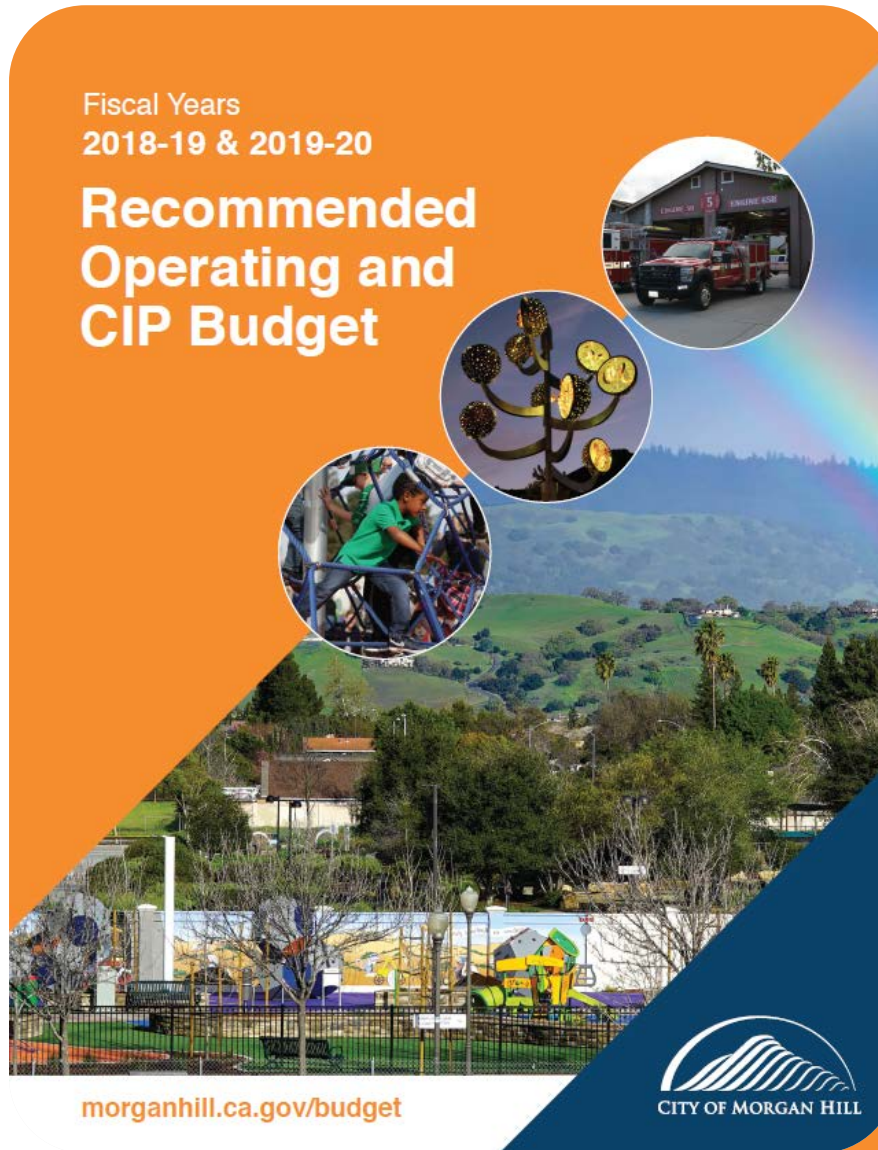


Budget Adoption



Fiscal Years
2018-19 & 2019-20

Recommended Operating and CIP Budget



morganhill.ca.gov/budget



Strategic Priorities Workplan Status Updates





Community Engagement and Messaging



Community Engagement and Messaging

Update website for ease of use by the public

- Refresh of website will begin July/August with new project team

Community engagement strategy related to the City's infrastructure and public safety needs & funding possibilities

- Draft outreach/communication plan
- Create detailed plan and assign responsibilities



Community Engagement and Messaging

Continue to develop our connections to our local Hispanic/Latino community, finding best ways to outreach and share important community information

- New resource of a part-time temp bilingual Community Outreach Coordinator will assist in furthering our efforts

Implement “Listos” program – a grass roots disaster preparedness program tailored to meet the individual needs of Spanish speaking communities

- First train-the-trainer two day class June 28 & 29
- Community training Fall 2018





Community Engagement and Messaging

Continue facilitating community engagement opportunities and reporting out meeting notes

- Notes and follow-up from the Mayor's "Lunch with the Seniors" and "Coffee with Mayor" are provided to all participants, made available on the City website and included in the Weekly 411



Complete implementation of the City's brand refresh

- Style guide and templates to be rolled out late summer



Community Engagement and Messaging

Present two parent project classes

- Training new facilitator
- One class in FY 18-19 and two in FY 19-20

Develop a Retailer Managers monthly meeting

- Contact list developed
- High turnover of management may result in e-mail share
- Still meet large retailers face to face



Community Engagement and Messaging



Implement text to 911

- Working with State 911 on funding for new software

Investigate 311 services for Morgan Hill

- Survey surrounding agencies currently using 311
- Meet with City Departments to gather information on how it could be used in Morgan Hill



Community Engagement and Messaging

Develop a partnership with security camera owners for emergency and investigative purposes

- Access to MHUSD cameras by September, 2018 and public cameras by Q1 2019
- Need MOUs and technological development from service providers



Community Engagement and Messaging

Conduct communications professional development training

- Offered staff reports and presentations workshops to 45 Management & Leadership teammates
- Followed-up with focus workshops for 15 teammates

Explore options for diversity and inclusiveness training

- Researching training opportunities for teammates

Economic Development and Telecommunications





Economic Development and Telecommunications

Develop a Retail Concentration strategy

- Policy will identify critical retail nodes and identify areas of flexibility

Develop a Freeway Signage program

- Completed community outreach
- Draft policy recommendations underway



Economic Development and Telecommunications

Deploy new Economic Development website

- Underway and scheduled to launch in August 2018

Implement Economic Blueprint and new Zoning Code outreach and advertising campaign

- Zoning Code update complete
- Print and online marketing campaign being developed and will launch in conjunction with website



Economic Development and Telecommunications



Implement Downtown News Rack Consolidation program

- Policy work near completion
- Recommendation for citywide program September 2018

Inventory and create a conduit map of all available City conduit

- Civic Foundry mapping locations of City owned and some privately owned conduit in the City as part of identifying assets for the development of the Fiber Network Request for Proposals (RFP)



Economic Development and Telecommunications

Issue a RFP for fiber network infrastructure for City facilities

- Draft RFP and NDA completed and being reviewed by consulting group
- Expected to be issued in late summer

Develop a “Dig Once” ordinance

- Draft policy completed and being reviewed by consultant
- Expect to present to Council after community outreach



Economic Development and Telecommunications



Produce a Manufacturing Day Panel and Company Tours Event

- Panel of local companies to discuss the changes and opportunities in the manufacturing industry
- Collaborate with local high schools and community colleges to visit local companies

Implement Economic Development Speaker Series

- Planning community workshop on Telecommunications
- Conversations with industry experts on changing nature of retail, mixed use, housing, and destination-rich cities



Economic Development and Telecommunications

Develop a parklet pilot program

- Develop a temporary parklet pilot program in response to the City's Station Area Master Plan and Complete Streets/Traffic Calming work program
- Assist existing businesses expand and remain competitive

Adopt an Industrial Land Preservation strategy

- Policy will further strengthen job land preservation and provide clarity on permitted uses

Financial Stewardship





Financial Stewardship

Work with hotels to develop TBID

- Council consideration - July 18th

Establish next steps on Property Based Improvement District

- Council update and options - Fall 2018



Financial Stewardship



Continue the City tradition of developing a prudent and balanced budget with effective long-term financial planning

- Council adopted the FY18-19 and FY19-20 Operating and six year CIP Budget on June 6th
- Staff will begin the budget process again with the Mid Cycle review and the new Biennial Budget



Financial Stewardship



Continue to complete the Development Impact Fee Update

- Staff continues to work with consultant on reviewing and providing comments on drafts

Continue to negotiate labor agreements for contracts expiring in December 2018

- City Council approved \$50,000 for outside legal negotiations support
- City Council approved a contract with Meyers Nave to provide labor negotiations support



Financial Stewardship



Pursue Revenue Ballot Measures

- City Council will consider potential TOT increase and Cannabis Tax for November 2018
- Additionally consider Sales Tax increase for November 2020

Infrastructure



Continue annual program to seal and refresh City owned parking lot facilities

- Summer project being prepared to go out to bid

Continue annual pavement maintenance projects

- Hill Road and Sutter Ave rehab late summer/early fall

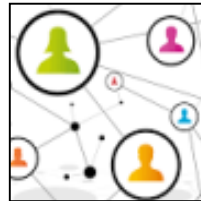
Incorporate asphalt walking trails and other asphalt walkways into existing sealing program

- Summer project being prepared to bid

Seek grant funding for street safety and circulation improvements

- Ongoing review of grant opportunities underway
- Measure B funds for Hale Ave are priority

Regional Initiatives





Regional Initiatives



Continue representation of Morgan Hill through participation in regional associations by professional division

- John Lang Chair for SVEDA in FY 2018-19
- Leslie Little RHNA sub region committee of the Cities Association and represents the Peninsula Division of the League of California Cities on the State Housing, Community and Economic Development Policy Board
- Chief David Swing President of the California Police Chiefs Association



Regional Initiatives

Participate and advocate for South County in regional transportation planning initiatives

- Staff and delegated Council Members attend regional transportation meetings
- Serve on leadership committees
- Host South County coordination meetings



Regional Initiatives

Collaborate with dedicated South County Case Management Worker, Santa Clara County, and the City of Gilroy to build a South County homeless response system that integrates County Safety Net Services

- FY 2018-19 Budget approved portion of the case manager
- Safe Park “Focus” program providing safe location for 8 families



Regional Initiatives

Continue to participate in Regional Task Forces for Public Safety

- Continue to participate in SCCSET and RATTF
- Due to staffing in RATTF, we will not be participating for Q1 and Q2 FY 2018-19

Lead coordination on regional planning efforts related to bringing recycled water to Morgan Hill

- Tony Eulo and Chris Ghione continue to provide leadership with the Water District



Regional Initiatives

Participate with SCRWA on Plant Expansion

- Staff continue to work with SCRWA to explore scope and funding mechanism for the Plant Expansion

Continue to participate in Upper Llagas Flood Control project

- Phase 1 (South of Watsonville Road) out to bid Fall 2018
- Phase 2 (North of Watsonville Road) plans under review



Regional Initiatives

Evaluate Urban Service Area Expansion/Annexation opportunities and assist applicants with LAFCO applications

- Submit Catholic High School app
- Complete annexation EIR

Communicate with Council and the Community regarding High Speed Rail and advocate for measures to mitigate potential impacts

- Regular meetings occur with HSR
- Updates provided to Council and the community as information becomes available

City Council Follow-up Items



City Council Policies and Procedures



City Council Discussion & Questions



CITY OF MORGAN HILL

CITY COUNCIL POLICIES AND PROCEDURES

CP-96-01

**SUBJECT: PLACEMENT OF ITEMS ON THE AGENDA AND
MATTERS TO BE RECONSIDERED BY THE CITY
COUNCIL**

EFFECTIVE DATE: July 17, 1996

REVISED DATE: June 27, 2007; July 25, 2018

ORIGINATING DEPT: City Manager

1. Members of the City Council and City Manager may place items on the agenda.
2. Reconsideration – Under City Council Policy 97-01, a matter may be reconsidered by the City Council if a member on the prevailing side of the vote requests reconsideration. Such a motion may be made at a meeting where such action is taken or at a subsequent meeting of the Council.
3. Items raised by the public during public comment may be referred to a future City Council agenda for formal action. In accordance with State law, matters not scheduled on the agenda cannot be acted upon by the City Council, but a member of Council may request consideration of the item at a future meeting.
4. Members of the City Council may identify items to be added to future agendas at the end of each Council meeting under the section titled, "Future Council Initiated Agenda Items." Before beginning substantive work on an item raised under Future Council Initiated Agenda Items, staff will evaluate the staff-time involved and bring a report back to the City Council. A majority of the City Council must decide to move forward with the item, if the item will require more than two hours of staff time.

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

APPROVED:

STEVE TATE, MAYOR

CITY OF MORGAN HILL

CITY COUNCIL POLICIES AND PROCEDURES

CP-96-01

SUBJECT: PLACEMENT OF ITEMS ON THE AGENDA AND
MATTERS TO BE RECONSIDERED BY THE CITY
COUNCIL

EFFECTIVE DATE: July 17, 1996

REVISED DATE: June 27, 2007; July 25, 2018

ORIGINATING DEPT: City Manager

1. Members of the City Council and City Manager may place items on the agenda.

~~2. Members of the City Council who wish to place items on the agenda agree to submit the item with any background materials by 12:00 noon on Monday during the week preceding the meeting.~~

~~3.2.~~ Reconsideration — Under City Council Policy 97-01, Aa matter may be reconsidered by the City Council if a member on the prevailing side of the vote requests reconsideration. Such a motion may be —made at a meeting where such action is taken or at a subsequent meeting of the Council.

~~4.3.~~ Items raised by the public during public comment may be referred to a future City Council agenda for formal action. In accordance with State law, matters not scheduled on the agenda cannot be acted upon by the City Council, but a member of Council may request consideration of the item at a future meeting.

~~5.4.~~ Members of the City Council ~~can~~ may identify items to be added to future agendas at the end of each Council meeting under the section titled, "Future Council Initiated Agenda Items." Before beginning substantive work on an item raised under Future Council Initiated Agenda Items, will staff will evaluates the staff-time involved and brings a report back to the City Council. A majority of the City Council for it to must decide if it wants to move forward with the item, If the item will require more than two hours of staff time, it requires City Council approval to move forward.

APPROVED:

~~STEVE TATE, Mayor~~

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

APPROVED:

STEVE TATE, MAYOR

CITY OF MORGAN HILL

CITY COUNCIL POLICIES AND PROCEDURES

CP-97-01

SUBJECT: RULES FOR THE CONDUCT OF CITY COUNCIL MEETINGS

EFFECTIVE DATE: May 7, 1997

REVISED DATE(S): June 21, 1998, April 1, 1998, April 26, 2000, November 7, 2001, October 16, 2002, June 27, 2007, July 25, 2018

ORIGINATING DEPARTMENT: CITY MANAGER

SECTION 1 - SCOPE

- 1.1** These rules shall establish the procedures for the conduct of all meetings of the City Council of the City of Morgan Hill. The purpose of these rules is to provide procedures consistent with the Ralph M. Brown Act, establish procedures which will be convenient for the public, be fair to all members of the City Council, and contribute to the orderly conduct of City business.

SECTION 2 - MEETINGS

- 2.1** Open to Public: All meetings of the City Council, whether regular or special, shall be open to the public, unless a closed session is scheduled as authorized by law.
- 2.2** Regular Meetings: The City Council shall conduct its regular meetings at the time and place established by ordinance, if specified in the ordinance or resolution. Regular meetings shall not continue beyond 11:00 p.m. unless extended by a majority vote of the City Council pursuant to Section 5.3 of this policy.
- 2.3** Special Meetings/Workshops: A special meeting and/or workshop may be called at any time by the Mayor or Presiding Officer of the City Council or by three members of the City Council. Written notice of any such meeting must specify the purpose of the meeting. Notice of the meeting must be made in accordance with the law.
- 2.4** Closed Sessions: The City Council may hold closed sessions during a regular or special meeting, or at any time authorized by law, to consider or hear any matter which is authorized by law.
- 2.5** Quorum: Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three Council members appear at a regular meeting, the Mayor, Mayor Pro Tempore in the absence of the Mayor, any member of the City Council, or in the absence of all Council members, the City Clerk or Deputy City Clerk shall adjourn the meeting to a stated day and hour.
- 2.6** Adjourned Meetings: The City Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment and permitted by law.

SECTION 3 - POSTING NOTICE AND AGENDA

- 3.1 Posting of Notice and Agenda:** For every regular or special 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. The notice and agenda may be combined in a single document.
- 3.2 Location of Posting:** The notice and agenda shall be posted on the City's website and in a place to which the public has unrestricted access during at least normal business hours and where the notice and agenda are not likely to be removed or obscured by other posted materials.
- 3.3 Posting for Regular Meetings:** For any regular meeting of the City Council, the notice and agenda shall be posted no later than seventy-two (72) hours prior to the time set for the meeting.
- 3.4 Posting for Special Meetings:** For any special meetings of the City Council, the notice and agenda shall be posted no later than twenty-four (24) hours prior to the time set for the meeting.

SECTION 4 - AGENDA CONTENTS

- 4.1 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 of the item and the proposed action to be considered should be set forth as clearly as practical so that members of the public will know the nature of the action under review and consideration.
- 4.2 Availability of the Agenda to the Public:** The agenda for any regular or special meeting shall be made available to the public as soon as is practical after delivery to the members of the City Council.
- 4.3 Limitation to Act on Only 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; and
 - b. Upon a determination by a 4/5 vote of the City Council that there is a need to take immediate action and that the need to take the action came to the attention of City officials subsequent to posting of the agenda.

SECTION 5. ORDER OF BUSINESS

- 5.1** The order of business at meetings of the City Council shall be as follows:
 - a. CALL TO ORDER
 - b. ROLL CALL ATTENDANCE
 - c. DECLARATION OF POSTING AGENDA

- d. WORKSHOP (5:00-6:00 p.m., or as deemed appropriate)**
- e. CLOSED SESSION (6:00-7:00 p.m., or as deemed appropriate)**

Closed Sessions of the City Council can only be held for matters specifically authorized by law. At times, Closed Sessions may have to be held in an order different than presented due to the timeliness of the matter, to save the City money when an outside attorney has been retained or due to the need for extra time to discuss and deliberate an important closed session item. Closed session items may be continued to the conclusion of the agenda.

- f. SILENT INVOCATION**
- g. PLEDGE OF ALLEGIANCE**
- h. CITY COUNCIL REPORTS**

These are updates on activities of individual members of the Council and are non-action items.

- i. CITY MANAGER'S REPORT**

These are updates on current City activities, reports on issues raised at previous Council meetings, or recognitions. These are non-action items.

- j. CITY ATTORNEY'S REPORT**

These are updates on reportable actions of the City Council in Closed Sessions and/or current litigation.

- k. OTHER REPORTS**
- l. PROCLAMATIONS**
- m. RECOGNITIONS**
- n. PRESENTATIONS**
- o. PUBLIC COMMENT**

This item refers to those matters not scheduled on the agenda where a member of the public wants to address a matter of importance to the City Council. Since the matter is not on the agenda, no action by Council can be taken. If a member of Council so desires, the matter can be placed on the agenda of a future Council meeting for review and consideration.

- p. ADOPTION OF AGENDA**

q. CONSENT CALENDAR

These are items of a routine or generally uncontested nature. Any member of the Council or member of the public may request to have an item pulled from the Consent Calendar and acted on individually by the Council. Items pulled will be discussed after action is taken on the balance of the Consent Calendar and before moving on to public hearings.

r. PUBLIC HEARINGS

These are matters that are duly noticed and published in a newspaper of general circulation and where required by law, written notice is given to the affected residents who have the opportunity to speak in favor or against a matter or ask questions about the matter.

s. OTHER BUSINESS

These are other matters of City business which are not appropriately placed on the consent calendar and do not require published notices and require Council action and direction.

t. CLOSED SESSION

Continued closed session for matters not concluded earlier in the evening.

u. FUTURE COUNCIL INITIATED AGENDA ITEMS

These are items which members of the City Council wish to have placed on future agendas.

v. ADJOURNMENT

5.2 Change in Order of Business: The Mayor or Presiding Officer may decide to take matters listed on the agenda out of the prescribed order unless a majority of members present object to this variation.

5.3 Review Status of Agenda at 11:00 p.m.: If, at 11:00 p.m., the City Council has not concluded its business, it shall review the status of the agenda and determine by majority vote whether to extend the meeting beyond 11:00 p.m., continue any remaining items, or adjourn the meeting to another date and time.

SECTION 6. PUBLIC COMMENT

6.1 Public Comment: Persons present at meetings of the City Council may comment on individual items on the agenda at the time the items are scheduled to be heard. In addition, comments may be offered on items not on the agenda under that portion of the agenda.

- 6.2** Limitations: The public comment period may be 3 minutes for items on the agenda or items not listed on the agenda. Speakers are called in the order the speakers cards are submitted. Project applicants or appellants will be allowed more than the designated 3 minutes in accordance with City Council Policy 03-01. Consistent with this policy, the Mayor or Presiding Officer may recall an applicant or appellant to address questions after the public comment is heard. In addition, applicants will be given time at the end of the public hearing to address any questions or comments. The Mayor or Presiding Officer may allow speakers more time and/or allow speakers to concede a portion of their time to a designated speaker of a group unless a majority of the City Council objects. Speakers that wish to designate a group speaker shall notify the City Clerk before discussion on the item begins.
- 6.3** Procedure: To address the City Council, each speaker is requested to fill out a Speaker Card and turn it in to the City Clerk before discussion on the agenda item begins. The speaker is requested to provide their name and contact information and the subject, or subjects upon which the speaker wishes to address the City Council. Speakers who do not wish to provide their name should provide an alternative designation so that they can be recognized by the City Clerk.

SECTION 7. PROCEDURES FOR THE CONDUCT OF MEETINGS

7.1 Role of the Mayor/Presiding Officer:

- a.** The Presiding Officer of the City Council, who shall be the Mayor or in the Mayor's absence shall be the Mayor Pro Tempore, or in their absence any other designated member of the City Council, shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Presiding Officer to ensure that the rules of operation and decorum contained herein are observed. The Presiding Officer shall maintain control of communication between Council Members and between the Council, staff, and public.
- b.** Communication with Council Members
 - 1.** Council Members should request the floor from the Presiding Officer before speaking.
 - 2.** When one member of the Council has the floor and is speaking, other Council Members shall not interrupt or otherwise disturb the speaker.
 - 3.** With the concurrence of the Mayor, a Council Member holding the floor may address a question to another Council Member. The Council Member being questioned may or may not respond while the floor is still held by the Council Member asking the question. The reply shall be limited to the question asked.
- c.** The Mayor or Presiding Officer may declare that an item within the meeting will be conducted in "workshop" format, which means that the procedures described in section 7.1B do not strictly apply. This is to allow for a more open discussion without strict formalities. The Mayor or Presiding Officer may end the workshop format for the item at his/her discretion.

d. Communication with Members of the Public Addressing the Council

1. The Mayor or Presiding Officer shall open the floor for public testimony as appropriate.
2. Council Members 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. Such questions should be directed to the person through the Presiding Officer unless the Presiding Officer grants the Council Member permission to directly question the person.
3. Staff members, through the City Manager, shall be a resource to the City Council to answer questions arising during discussions between Council Members and between Council Members and members of the public. Communications in this regard shall be through the Presiding Officer.
4. Members of the public shall direct their questions and comments through the Presiding Officer.

7.2 Rules of Order: The City Council adopts no specific rules of order except those listed herein. The City Council shall refer to The Standard Code of Parliamentary Procedure by Alice Sturgis (McGraw Hill) as a guide for the conduct of meetings. The Sturgis guideline regarding not requiring seconds for governmental bodies' motions, resolutions or ordinances is not adopted as the rule in the City. The Mayor or Presiding Officer 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 Council members present.

7.3 Motions: The Mayor or any member of the City Council may bring a matter of business on the agenda before the Council by making a motion. Before the matter can be considered or debated it must be seconded. Once the motion has been properly made and seconded, the Presiding Officer shall open the matter for full debate offering the first opportunity to debate to the moving party and, thereafter, to any Council Member recognized by the Mayor or Presiding Officer. Debate shall be closed upon consent of a majority of the Council.

7.4 Reconsideration: Immediately after a vote on a matter, any member of the City Council may request to have his/her vote changed on a matter before the Council moves on to the next item. Such a request will be granted by the Mayor or Presiding Officer unless a majority of the Council objects.

A matter may be reconsidered by the City Council if a member on the prevailing side of the vote requests reconsideration. Such a motion may be made at a meeting where such action is taken or at a subsequent meeting of the Council, however, nothing in this policy precludes the majority of members of the City Council from requesting reconsideration of any item.

7.5 Debate:

- a. The discussions and deliberations at meetings of the City Council are to secure the informed judgement of Council members on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

Debate is regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

- b. Obtaining the Floor for Debate:

As soon as a debatable motion has been stated to the Council by the Mayor or Presiding Officer, 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 or Presiding Officer. A member who has been recognized is entitled to be heard so long as he/she observes the rules of debate.

- 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 Council member has already spoken and other members wish to speak, the latter members should be recognized in preference to the member who has already spoken. However, if no other members seek recognition, the Mayor or Presiding Officer may recognize the member who has already spoken.

- d. Relevancy of Debate:

All discussion must be relevant to the motion before the City Council. A member is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. The Mayor or Presiding Officer should then direct the speaker to limit discussion to the question before the City Council.

A motion-its nature or consequences-may be attacked vigorously. But, 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 or Presiding Officer instantly to stop any member who engages in personal attacks. It is the motion, not its proposer, that is the subject of debate. Meetings must discuss measures and ideas, not people.

Arguments, for or against a measure, should be stated as concisely as possible.

Debate must be fundamentally impersonal. All discussion is addressed to the Mayor or Presiding Officer and must never be directed to any individual.

e. Mayor's Duties During Debate:

The Mayor or Presiding Officer has the responsibility of controlling and expediting debate. A Council member 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 or Presiding Officer to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

SECTION 8. DECORUM

- 8.1 Council Members:** Members of the City Council value and recognize the importance of the trust invested to them by the public to accomplish the business of the City. Council Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the City Council.
- 8.2 City Employees:** Members of 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 Council Members and members of the public.
- 8.3 Public:** Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council.
- 8.4 Noise in the Chambers:** Noise emanating from the audience within the Council Chambers or lobby area, which disrupts City Council meetings, shall not be permitted.
- 8.5 Sergeant-at-Arms:** The Chief of Police, or his/her designated representative shall be ex-officio Sergeant-at-Arms of the City Council.

SECTION 9. VIOLATIONS OF PROCEDURES

- 9.1** Nothing in these policies and procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

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

APPROVED:

STEVE TATE, MAYOR

CITY OF MORGAN HILL

CITY COUNCIL POLICIES AND PROCEDURES

CP-97-01

SUBJECT: RULES FOR THE CONDUCT OF CITY COUNCIL MEETINGS

EFFECTIVE DATE: May 7, 1997

REVISED DATE(S): June 21, 1998, April 1, 1998, April 26, 2000, November 7, 2001, October 16, 2002, June 27, 2007, July 25, 2018 ~~(Reviewed June 27, 2007)~~

ORIGINATING DEPARTMENT: CITY MANAGER

SECTION 1 - SCOPE

- 1.1 These rules shall establish the procedures for the conduct of all meetings of the City Council of the City of Morgan Hill. The purpose of these rules is to provide procedures consistent with the Ralph M. Brown Act, establish procedures which will be convenient for the public, be fair to all members of the City Council, and contribute to the orderly conduct of City business.

SECTION 2 - MEETINGS

- 2.1 Open to Public: All meetings of the City Council, whether regular or special, shall be open to the public, unless a closed session is scheduled as authorized by ILaw.
- 2.2 Regular Meetings: The City Council shall conduct its regular meetings at the time and place established by ordinance, if specified in the ordinance or resolution. Regular meetings shall not continue beyond ~~the hour of~~ 11:00 p.m. unless extended by a majority vote of the City Council pursuant to Section 5.3 of this policy.
- 2.3 Special Meetings/Workshops: A special meeting and/or workshop may be called at any time by the Mayor or Presiding Officer of the City Council or by three members of the City Council. Written notice of any such meeting must specify the purpose of the meeting. ~~and be signed by the Mayor or members making the call.~~ Notice of the meeting must be made in accordance with the ILaw.
- 2.4 Closed Sessions: The City Council may hold closed sessions during a regular or special meeting, or at any time authorized by ILaw, to consider or hear any matter which is authorized by law.
- ~~2.5~~ Quorum: Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three Council members appear at a regular meeting, the Mayor, Mayor Pro Tempore in the absence of the Mayor, any member of the City Council, or in the absence of all Council members, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

2.5 ~~Business of the City Council may be conducted with a minimum of three members being present; however, matters requiring the expenditure of City funds must receive three affirmative votes for approval.~~

2.6 Adjourned Meetings: The City Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment and permitted by ~~L~~law.

SECTION 3 - POSTING NOTICE AND AGENDA

3.1 Posting of Notice and Agenda: For every regular or special 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. ~~The~~is notice and agenda may be combined in a single document.

3.2 Location of Posting: The notice and agenda shall be posted on the City's website and in a place to which the public has unrestricted access during at least normal business hours and where the notice and agenda are not likely to be removed or obscured by other posted materials.

3.3 Posting for Regular Meetings: For any regular meeting of the City Council, the notice and agenda shall be posted no later than seventy-two (72) hours prior to the time set for the meeting.

3.4 Posting for Special Meetings: For any special meetings of the City Council, the notice and agenda shall be posted no later than twenty-four (24) hours prior to the time set for the meeting.

SECTION 4 - AGENDA CONTENTS

4.1 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 of the item and the proposed action to be considered should be set forth as clearly as practical ~~a description of the item and the proposed action to be considered~~ so that members of the public will know the nature of the action under review and consideration.

4.2 Availability of the Agenda to the Public: The agenda for any regular or special meeting shall be made available to the public as soon as ~~it~~ is practical after delivery to the members of the City Council.

4.3 Limitation to Act on Only 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; and
- b. Upon a determination by a 4/5 vote of the City Council that there is a need to take immediate action and that the need to take the action came to the attention of City officials subsequent to posting of the agenda.

SECTION 5. ORDER OF BUSINESS

5.1 The order of business at meetings of the City Council shall be as follows:

- a. CALL TO ORDER
- b. ROLL CALL ATTENDANCE
- c. DECLARATION OF POSTING ~~OF~~ AGENDA
- d. WORKSHOP (5:00-6:00 p.m., or as deemed appropriate)
- e. CLOSED SESSION (6:00-7:00 p.m., or as deemed appropriate)

Closed Sessions of the City Council can only be held for matters specifically authorized by law. At times, Closed Sessions may have to be held in an order different than presented due to the timeliness of the matter, to save the City money when an outside attorney has been retained or due to the need for extra time to discuss and deliberate an important closed session item. Closed session items may be continued to the conclusion of the agenda.

~~Closed sessions, as part of the Redevelopment Agency (RDA) meetings (fourth Wednesdays of the month), will be held at the conclusion of the RDA business meeting.~~

- f. SILENT INVOCATION
- g. PLEDGE OF ALLEGIANCE
- ~~h. PROCLAMATIONS/RECOGNITIONS~~
- i.h. CITY COUNCIL REPORTS

These are updates on activities of individual members of the Council and are non-action items.

j.i. CITY MANAGER'S REPORTS

These are updates on current City activities, reports on issues raised at previous Council meetings, or ~~special~~ recognitions. These are non-action items.

~~k.j.~~ CLOSED SESSION ANNOUNCEMENTS/CITY ATTORNEY'S REPORT

These are updates on reportable actions of the City Council in Closed Sessions and/or current litigation.

l.k. OTHER REPORTS

l. ~~These are items that may include the Financial Report or Special Report from a City operating department.~~ PROCLAMATIONS

m. RECOGNITIONS

n. PRESENTATIONS

m.o. PUBLIC COMMENT

This item refers to those matters not scheduled on the agenda where a member of the public wants to address a matter of importance to the City Council. Since the matter is not ~~one~~ on the agenda, no action by Council can be taken. If a member of Council so desires, the matter can be placed on the agenda of a future Council meeting for review and consideration.

p. ADOPTION OF AGENDA

m.q. CONSENT CALENDAR

These are items of a routine or generally uncontested nature. Any member of the Council or member of the public may request to have an item pulled from the Consent Calendar and acted on individually by the Council. Items pulled will be discussed after action is taken on the balance of the Consent Calendar~~+~~ and before moving on to public hearings.

~~m.r.~~ LEGALLY NOTICED PUBLIC HEARINGS

These ~~matters~~ are matters ~~ones~~ that are duly noticed and published in a newspaper of general circulation and, where required by Law, written notice is given to the affected residents who have the opportunity to speak in favor or against a matter or ask questions about the matter.

~~p.~~ INTRODUCTION OF ORDINANCES

~~These are matters requiring the introduction, or "first reading" of an ordinance of the City Council of the City of Morgan Hill.~~

~~m.s.~~ OTHER BUSINESS

These are other matters of City business which are not appropriately placed on the consent calendar and do not require published notices and requiring require Council action and direction.

~~r.~~ ROLL CALL VOTES

~~These matters are ordinances previously introduced and require "second reading" and adoption.~~

s.t. CLOSED SESSION

Continued closed session for matters not concluded earlier in the evening.

~~t.u.~~ FUTURE ~~CITY~~ COUNCIL INITIATED AGENDA ITEMS

These are items which members of the City Council wish to have placed on future agendas.

~~u.v.~~ ADJOURNMENT

- 5.2 Change in Order of Business: The Mayor or Presiding Officer may decide to take matters listed on the agenda out of the prescribed order unless a majority of members present object to this variation.
- 5.3 Review Status of Agenda at 11:00 p.m.: If, at ~~the hour of~~ 11:00 p.m., the City Council has not concluded its business, it shall review the status of the agenda and determine by majority vote whether to extend the meeting beyond ~~the hour of~~ 11:00 p.m., continue any remaining items, or adjourn the meeting to another date and time.

SECTION 6. PUBLIC COMMENT

- 6.1 Public Comment: Persons present at meetings of the City Council may comment on individual items on the agenda at the time the items are scheduled to be heard. In addition, comments may be offered on items not on the agenda under that portion of the agenda ~~identified for public comment~~

~~6.1~~

- 6.2 Limitations: The public comment period ~~shall~~ may be 3 minutes for items on the agenda or items not listed on the agenda. ~~Speakers are called in the order the speakers cards are submitted. Project applicants or appellants may speak first and may have~~ will be allowed more than the designated 3 minutes in accordance with City Council Policy 03-01. Consistent with this policy, the Mayor or Presiding Officer may recall an applicant or appellant to address questions after the public comment is heard. In addition, applicants will be given time at the end of the public hearing for rebuttal to address any questions or comments. The Mayor or Presiding Officer may allow speakers more time ~~and/or allow speakers to concede a portion of their time to a designated speaker of a group~~ unless a majority of the City Council objects. Speakers that wish to designate a group speaker shall notify the City Clerk before discussion on the item begins.

~~6.3~~ Procedure:

- ~~a.6.3~~ To address the City Council, each speaker is requested to fill out a Speaker ~~Request~~ Card and turn it in to the City Clerk before discussion on the agenda item begins. The speaker is requested to provide their card shall contain the name and city of residence of the speaker contact information, and the subject, or subjects upon which the speaker wishes to address the City Council, and shall be signed by the speaker. Speakers who do not wish to

provide their name should provide an alternative designation so that they can be recognized by the City Clerk. ~~The card should be turned in to the City Clerk before the item is heard by the City Council. The City Clerk will provide the card to the Mayor or Presiding Officer.~~

~~b. Upon addressing the City Council, each speaker is required to first state his or her name and city of residence.~~

-SECTION 7. PROCEDURES FOR THE CONDUCT OF MEETINGS

7.1 Role of the Mayor/Presiding Officer:

a. The Presiding Officer of the City Council, who shall be the Mayor or in the Mayor's absence shall be the Mayor Pro Tempore, or in their absence any other designated member of the City Council, shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Presiding Officer to ensure that the rules of operation and decorum contained herein are observed. The Presiding Officer shall maintain control of communication between Council Members and between the Council, staff, and public.

b. Communication with Council Members

1. Council Members should request the floor from the Presiding Officer before speaking.
2. When one member of the Council has the floor and is speaking, other Council Members shall not interrupt or otherwise disturb the speaker.
3. With the concurrence of the Mayor, a Council Member holding the floor may address a question to another Council Member. The Council Member being questioned may or may not respond while the floor is still held by the Council Member asking the question. The reply shall be limited to the question asked.

c. The Mayor or Presiding Officer may declare that an item within the meeting will be conducted in "workshop" format, which means that the procedures described in section 7.1B do not strictly apply. This is to allow for a more open discussion without strict formalities. The Mayor or Presiding Officer may end the workshop format for the item at his/her discretion.

e.d. Communication with Members of the Public Addressing the Council

1. The Mayor or Presiding Officer shall open the floor for public testimony as appropriate.
2. Council Members 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. Such questions should be directed to the person through the Presiding Officer unless the Presiding Officer grants the Council Member permission to directly question the person.
3. Staff members, through the City Manager, shall be a resource to the City

Council to answer questions arising during discussions between Council Members and between Council Members and members of the public. Communications in this regard shall be through the Presiding Officer.

4. Members of the public shall direct their questions and comments through the Presiding Officer.

7.2 Rules of Order: The City Council adopts no specific rules of order except those listed herein. The City Council shall refer to The Standard Code of Parliamentary Procedure by Alice Sturgis (McGraw Hill) as a guide for the conduct of meetings. The Sturgis guideline regarding not requiring seconds for governmental bodies' motions, resolutions or ordinances is not adopted as the rule in the City. The Mayor or Presiding Officer 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 Council members present.

7.3 Motions: The Mayor or any member of the City Council may bring a matter of business on the agenda before the Council by making a motion. Before the matter can be considered or debated it must be seconded. Once the motion has been properly made and seconded, the Presiding Officer shall open the matter for full debate offering the first opportunity to debate to the moving party and, thereafter, to any Council Member recognized by the Mayor or Presiding Officer. Debate shall be closed upon consent of a majority of the Council.

7.4 Reconsideration: Immediately after a vote on a matter, any member of the City Council may request to have his/her vote changed on a matter before the Council moves on to the next item. Such a request will be granted by the Mayor or Presiding Officer unless a majority of the Council objects.

A matter may be reconsidered by the City Council if a member on the prevailing side of the vote requests reconsideration. Such a motion may be made at a meeting where such action is taken or at a subsequent meeting of the Council, however, nothing in this policy precludes the majority of members of the City Council from requesting reconsideration of any item.

7.5 Debate:

- a. The discussions and deliberations at meetings of the City Council are to secure the ~~mature~~-informed judgement of Council members on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

Debate is regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

- b. Obtaining the Floor for Debate:

As soon as a debatable motion has been stated to the Council by the Mayor or Presiding Officer, 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 or Presiding Officer. A member who has been recognized is entitled to be heard so long as he/she observes the rules of debate.

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 Council member has already spoken and other members wish to speak, the latter members should be recognized in preference to the member who has already spoken. However, if no other members seek recognition, the Mayor or Presiding Officer may recognize the member who has already spoken.

d. Relevancy of Debate:

All discussion must be relevant to the motion before the City Council. A member is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. The Mayor or Presiding Officer should then direct the speaker to limit discussion to the question before the City Council.

A motion-its nature or consequences-may be attacked vigorously. But, 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 or Presiding Officer instantly to stop any member who engages in personal attacks. It is the motion, not its proposer, that is the subject of debate. Meetings must discuss measures and ideas, not people.

Arguments, for or against a measure, should be stated as concisely as possible.

Debate must be fundamentally impersonal. All discussion is addressed to the Mayor or Presiding Officer and must never be directed to any individual.

e. Mayor's Duties During Debate:

The Mayor or Presiding Officer has the responsibility of controlling and expediting debate. A Council member 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 or Presiding Officer to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

SECTION 8. ITEMS TO BE PLACED ON THE AGENDA

~~8.1 — Council Members: Any member of the City Council may request to have any matter that can be legally agendized to be placed on the agenda of the City Council by requesting same of the City Manager or his/her designee at least 8 working days before the next City Council meeting. Any background materials or information relating to the matter should be provided to the City Clerk for distribution to the City Council as part of the agenda packets for the meeting. The only limitation on placement of items on the agenda is as noted in Section 7.4.~~

~~——— Members of the Council may also place items on the agenda by indicating their desire to do so under that portion of the City Council agenda designated, "Future City Council Agenda Items."~~

~~8.2 — City Manager: The City Manager shall indicate on each agenda of the City Council those items being considered for placement on future meetings of the City Council. The City Council may determine to hold over any matter from a future agenda.~~

~~——— The City Manager may hold over an item for a future agenda if he/she determines that the matter is incomplete based upon subsequent information.~~

SECTION 98. DECORUM

- 8.1 Council Members: Members of the City Council value and recognize the importance of the trust invested to them by the public to accomplish the business of the City. Council Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the City Council.
- 8.2 City Employees: Members of 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 Council Members and members of the public.
- 8.3 Public: Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council.
- 8.4 Noise in the Chambers: Noise emanating from the audience within the Council Chambers or lobby area, which disrupts City Council meetings, shall not be permitted.
- 8.5 Sergeant-at-Arms: The Chief of Police, or his/her designated representative shall be ex-officio Sergeant-at-Arms of the City Council.

SECTION 109. VIOLATIONS OF PROCEDURES

- 9.1 Nothing in these policies and procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

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

APPROVED:

STEVE TATE, MAYOR



Memorandum

Date: July 11, 2018

To: Mayor and City Council

From: Christina Turner, City Manager

Subject: Council Policies: CP 96-01 Placement of Items on the Agenda and Matters to be Reconsidered by the City Council and CP 97-01 Rules for the Conduct of City Council Meetings

At the City Council's Annual Goal Setting Workshop in January, City Council Policies CP 96-01 and 97-01 were reviewed. Based on Council's discussion and feedback at the workshop, along with staff review, staff has marked up both policies to include the recommended changes.

Included here within are redlines of both policies for your review and discussion. Staff will bring both policies back to the Council at the July 25, 2018 meeting for approval.

CITY OF MORGAN HILL

CITY COUNCIL POLICIES AND PROCEDURES

CP-96-01

SUBJECT: PLACEMENT OF ITEMS ON THE AGENDA AND
MATTERS TO BE RECONSIDERED BY THE CITY
COUNCIL

EFFECTIVE DATE: July 17, 1996

REVISED DATE: June 27, 2007; July 25, 2018

ORIGINATING DEPT: City Manager

1. Members of the City Council and City Manager may place items on the agenda.
2. Members of the City Council who wish to place items on the agenda agree to submit the item with any background materials by 12:00 noon on Monday during the week preceding the meeting.
3. Reconsideration ~~—~~ Under City Council Policy 97-01, Aa matter may be reconsidered by the City Council if a member on the prevailing side of the vote requests reconsideration. Such a motion may be ~~—~~ made at a meeting where such action is taken or at a subsequent meeting of the Council.
4. Items raised by the public during public comment may be referred to a future City Council agenda for formal action. In accordance with State law, matters not scheduled on the agenda cannot be acted upon by the City Council, but a member of Council may request consideration of the item at a future meeting.
5. Members of the City Council ~~can may~~ identify items to be added to future agendas at the end of each Council meeting under the section titled, "Future Council Initiated Agenda Items." ~~Before beginning substantive work on an item raised under Future Council Initiated Agenda Items, staff will evaluates the staff-time involved and brings a report back to the City Council. A majority of the City Council for it to must decide if it wants to move forward with the item. If the item will require more than two hours of staff time, it requires City Council approval to move forward.~~

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APPROVED:

STEVE TATE, Mayor

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

APPROVED:

STEVE TATE, MAYOR

CITY OF MORGAN HILL

CITY COUNCIL POLICIES AND PROCEDURES

CP-97-01

SUBJECT: RULES FOR THE CONDUCT OF CITY COUNCIL MEETINGS

EFFECTIVE DATE: ~~May 7, 1999~~ July 25, 2018

REVISED DATE(S): January 21, 1998, April 1, 1998, April 26, 2000, November 7, 2001, October 16, 2002, July 25, 2018 ~~(Reviewed June 27, 2007)~~

ORIGINATING DEPARTMENT: CITY MANAGER

SECTION 1 - SCOPE

- 1.1 These rules shall establish the procedures for the conduct of all meetings of the City Council of the City of Morgan Hill. The purpose of these rules is to provide procedures consistent with the Ralph M. Brown Act, establish procedures which will be convenient for the public, be fair to all members of the City Council, and contribute to the orderly conduct of City business.

SECTION 2 - MEETINGS

- 2.1 Open to Public: All meetings of the City Council, whether regular or special, shall be open to the public, unless a closed session is scheduled as authorized by Law.
- 2.2 Regular Meetings: The City Council shall conduct its regular meetings at the time and place established by ordinance, if specified in the ordinance or resolution. Regular meetings shall not continue beyond ~~the hour of~~ 11:00 p.m. unless extended by a majority vote of the City Council pursuant to Section 5.3 of this policy.
- 2.3 Special Meetings: A special meeting may be called at any time by the Mayor or Presiding Officer of the City Council or by three members of the City Council. Written notice of any such meeting must specify the purpose of the meeting, ~~and be signed by the Mayor or members making the call.~~ Notice of the meeting must be made in accordance with the Law.
- 2.4 Closed Sessions: The City Council may hold closed sessions during a regular or special meeting, or at any time authorized by Law, to consider or hear any matter which is authorized by law.
- 2.5 Quorum: Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three Council members appear at a regular meeting, the Mayor, Mayor Pro Tempore in the absence of the Mayor, any member of the City Council, or in the absence of all Council members, 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, matters requiring the expenditure of City funds must receive three affirmative votes for approval.~~

Commented [DL1]: I recommend deleting this because may decisions require three affirmative votes. It's probably better to address the items individually than single out any one type of action.

- 2.6 Adjourned Meetings: The City Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment and permitted by Law.

SECTION 3 - POSTING NOTICE AND AGENDA

- 3.1 Posting of Notice and Agenda: For every regular or special 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. The notice and agenda may be combined in a single document.
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- 3.3 Posting for Regular Meetings: For any regular meeting of the City Council, the notice and agenda shall be posted no later than seventy-two (72) hours prior to the time set for the meeting.
- 3.4 Posting for Special Meetings: For any special meetings of the City Council, the notice and agenda shall be posted no later than twenty-four (24) hours prior to the time set for the meeting.

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- 4.1 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 of the item and the proposed action to be considered should be set forth as clearly as practical a description of the item and the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.
- 4.2 Availability of the Agenda to the Public: The agenda for any regular or special meeting shall be made available to the public as soon as it is practical after delivery to the members of the City Council.
- 4.3 Limitation to Act on Only 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:
- Upon a majority determination that an "emergency situation" (as defined by State Law) exists; and
 - Upon a determination by a 4/5 vote of the City Council that there is a need to take immediate action and that the need to take the action came to the attention of City officials subsequent to posting of the agenda.

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- e. CLOSED SESSION (6:00-7:00 p.m., or as deemed appropriate)

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~~Closed sessions, as part of the Redevelopment Agency (RDA) meetings (fourth Wednesdays of the month), will be held at the conclusion of the RDA business meeting.~~

- f. SILENT INVOCATION
- g. PLEDGE OF ALLEGIANCE

~~h. PROCLAMATIONS/RECOGNITIONS~~

~~i. h. CITY COUNCIL REPORTS~~

These are updates on activities of individual members of the Council and are non-action items.

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These are updates on reportable actions of the City Council in Closed Sessions and/or current litigation.

~~l. k. OTHER REPORTS~~

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p. ADOPTION OF AGENDA

~~n.g.~~ CONSENT CALENDAR

These are items of a routine or generally uncontested nature. Any member of the Council or member of the public may request to have an item pulled from the Consent Calendar and acted on individually by the Council. Items pulled will be discussed after action is taken on the balance of the Consent Calendar and before moving on to public hearings.

~~o.r.~~ LEGALLY NOTICED PUBLIC HEARINGS

These matters are ones that are duly noticed and published in a newspaper of general circulation and, where required by ~~law~~, written notice is given to the affected residents who have the opportunity to speak in favor or against a matter or ask questions about the matter.

~~p.~~ INTRODUCTION OF ORDINANCES

~~These are matters requiring the introduction, or "first reading" of an ordinance of the City Council of the City of Morgan Hill.~~

~~q.s.~~ OTHER BUSINESS

These are other matters of City business which are not appropriately placed on the consent calendar and do not require published notices and requiring require Council action and direction.

~~r.~~ ROLL CALL VOTES

~~These matters are ordinances previously introduced and require "second reading" and adoption.~~

~~s.t.~~ CLOSED SESSION

Continued closed session for matters not concluded earlier in the evening.

~~t.u.~~ FUTURE CITY-COUNCIL INITIATED AGENDA ITEMS

These are items which members of the City Council wish to have placed on future agendas.

~~th.v.~~ ADJOURNMENT

- 5.2 Change in Order of Business: The Mayor or Presiding Officer may decide to take matters listed on the agenda out of the prescribed order unless a majority of members present object to this variation.
- 5.3 Review Status of Agenda at 11:00 p.m.: If, at ~~the hour of~~ 11:00 p.m., the City Council has not concluded its business, it shall review the status of the agenda and determine by majority vote whether to extend the meeting beyond ~~the hour of~~ 11:00 p.m., continue any remaining items, or adjourn the meeting to another date and time.

SECTION 6. PUBLIC COMMENT

- 6.1 Public Comment: Persons present at meetings of the City Council may comment on individual items on the agenda at the time the items are scheduled to be heard. In addition, comments may be offered on items not on the agenda under that portion of the agenda ~~identified for public comment~~
- 6.2 Limitations: The public comment period ~~shall~~ may be 3 minutes for items on the agenda or items not listed on the agenda. ~~Speakers are called in the order the speakers cards are submitted. Project applicants or appellants may speak first and may have will be allowed more than the designated 3 minutes in accordance with City Council Policy 03-01.~~ The Mayor or Presiding Officer may allow speakers more time and/or allow speakers to concede a portion of their time to a designated speaker of a group unless a majority of the City Council objects.

6.3 Procedure:

~~a.~~ To address the City Council, each speaker is requested to fill out a Speaker Request Card and turn it into the City Clerk before discussion on the agenda item begins. The speaker is requested to provide their card shall contain the name and city of residence of the speaker contact information, and the subject, or subjects upon which the speaker wishes to address the City Council, and shall be signed by the speaker. Speakers who do not wish to provide their name should provide an alternative designation so that they can be recognized by the City Clerk. ~~The card should be turned in to the City Clerk before the item is heard by the City Council. The City Clerk will provide the card to the Mayor or Presiding Officer.~~

~~b.~~ Upon addressing the City Council, each speaker is required to first state his or her name and city of residence.

SECTION 7. PROCEDURES FOR THE CONDUCT OF MEETINGS

7.1 Role of the Mayor/Presiding Officer:

- a. The Presiding Officer of the City Council, who shall be the Mayor or in the Mayor's absence shall be the Mayor Pro Tempore, or in their absence any other designated member of the City Council, shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Presiding Officer to ensure that the rules of operation and decorum contained herein are observed. The Presiding Officer shall maintain control of communication between Council Members and between the Council, staff, and public.

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b. Communication with Council Members

1. Council Members should request the floor from the Presiding Officer before speaking.
2. When one member of the Council has the floor and is speaking, other Council Members shall not interrupt or otherwise disturb the speaker.
3. With the concurrence of the Mayor, a Council Member holding the floor may address a question to another Council Member. The Council Member being questioned may or may not respond while the floor is still held by the Council Member asking the question. The reply shall be limited to the question asked.

c. Communication with Members of the Public Addressing the Council

1. The Mayor or Presiding Officer shall open the floor for public testimony as appropriate.
2. Council Members 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. Such questions should be directed to the person through the Presiding Officer unless the Presiding Officer grants the Council Member permission to directly question the person.
3. Staff members, through the City Manager, shall be a resource to the City Council to answer questions arising during discussions between Council Members and between Council Members and members of the public. Communications in this regard shall be through the Presiding Officer.
4. Members of the public shall direct their questions and comments through the Presiding Officer.

7.2 Rules of Order: The City Council adopts no specific rules of order except those listed herein. The City Council shall refer to The Standard Code of Parliamentary Procedure by Alice Sturgis (McGraw Hill) as a guide for the conduct of meetings. The Sturgis guideline regarding not requiring seconds for governmental bodies' motions, resolutions or ordinances is not adopted as the rule in the City. The Mayor or Presiding Officer 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 Council members present.

7.3 Motions: The Mayor or any member of the City Council may bring a matter of business on the agenda before the Council by making a motion. Before the matter can be considered or debated it must be seconded. Once the motion has been properly made and seconded, the Presiding Officer shall open the matter for full debate offering the first opportunity to debate to the moving party and, thereafter, to any Council Member recognized by the Mayor or Presiding Officer. Debate shall be closed upon consent of a majority of the Council.

7.4 Reconsideration: Immediately after a vote on a matter, any member of the City Council may request to have his/her vote changed on a matter before the Council moves on to the

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next item. Such a request will be granted by the Mayor or Presiding Officer unless a majority of the Council objects.

A matter may be reconsidered by the City Council if a member on the prevailing side of the vote requests reconsideration. Such a motion may be made at a meeting where such action is taken or at a subsequent meeting of the Council, however, nothing in this policy precludes the majority of members of the City Council from requesting reconsideration of any item.

7.5 Debate:

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

Debate is regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

- b. Obtaining the Floor for Debate:

As soon as a debatable motion has been stated to the Council by the Mayor or Presiding Officer, 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 or Presiding Officer. A member who has been recognized is entitled to be heard so long as he/she observes the rules of debate.

- 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 Council member has already spoken and other members wish to speak, the latter members should be recognized in preference to the member who has already spoken. However, if no other members seek recognition, the Mayor or Presiding Officer may recognize the member who has already spoken.

- d. Relevancy of Debate:

All discussion must be relevant to the motion before the City Council. A member is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. The Mayor or Presiding Officer should then direct the speaker to limit discussion to the question before the City Council.

A motion-its nature or consequences-may be attacked vigorously. But, 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 or Presiding Officer instantly to stop any member who engages in personal attacks. It is the motion, not its proposer, that is the subject of debate. Meetings must discuss measures and ideas, not people.

Arguments, for or against a measure, should be stated as concisely as possible.

Debate must be fundamentally impersonal. All discussion is addressed to the Mayor

or Presiding Officer and must never be directed to any individual.

e. Mayor's Duties During Debate:

The Mayor or Presiding Officer has the responsibility of controlling and expediting debate. A Council member 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 or Presiding Officer to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

SECTION 8. ITEMS TO BE PLACED ON THE AGENDA

~~8.1 Council Members: Any member of the City Council may request to have any matter that can be legally agendized to be placed on the agenda of the City Council by requesting same of the City Manager or his/her designee at least 8 working days before the next City Council meeting. Any background materials or information relating to the matter should be provided to the City Clerk for distribution to the City Council as part of the agenda packets for the meeting. The only limitation on placement of items on the agenda is as noted in Section 7.4.~~

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~~Members of the Council may also place items on the agenda by indicating their desire to do so under that portion of the City Council agenda designated, "Future City Council Agenda Items."~~

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~~8.2 City Manager: The City Manager shall indicate on each agenda of the City Council those items being considered for placement on future meetings of the City Council. The City Council may determine to hold over any matter from a future agenda.~~

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~~The City Manager may hold over an item for a future agenda if he/she determines that the matter is incomplete based upon subsequent information.~~

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Commented [DL2]: This is covered in the other policy.

SECTION 98. DECORUM

8.1 Council Members: Members of the City Council value and recognize the importance of the trust invested to them by the public to accomplish the business of the City. Council Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the City Council.

8.2 City Employees: Members of 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 Council Members and members of the public.

8.3 Public: Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council.

8.4 Noise in the Chambers: Noise emanating from the audience within the Council Chambers or lobby area, which disrupts City Council meetings, shall not be permitted.

8.5 Sergeant-at-Arms: The Chief of Police shall be ex-officio Sergeant-at-Arms of the City Council.

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SECTION 109. VIOLATIONS OF PROCEDURES

- 9.1 Nothing in these policies and procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

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

APPROVED:

STEVE TATE, MAYOR

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City of Morgan Hill Strategic Priorities Work Plan 2018-2020

The chart below represents the work plan items in furtherance of City Council's 2018 Strategic Priorities. Please see the City's adopted budget for a comprehensive listing of Activity Goals by Division.

TO BE STARTED COMPLETE/ONGOING

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Community Engagement and Messaging											
1	Update website for ease of use by the public	Communications & Engagement	The initial steps for refresh of website will begin in July/August which will include forming a new team.								
2	Develop and implement extensive community engagement strategy related to the City’s infrastructure and public safety needs, continuing to explore funding possibilities	Communications & Engagement	Initial steps have been taken to create a draft outreach/communication plan. Next step will be to pull together the project team and create a more detailed plan and assign responsibilities.								
3	Continue to develop our connections to our local Hispanic/Latino community, finding best ways to outreach and share important community information	Communications & Engagement	Ongoing. The new resource of a part-time temp bilingual Community Outreach Coordinator will assist in furthering our efforts to expand our contact lists, networks, and opportunities for engagement with our Spanish speaking community.								
4	Implement “Listos” program – a grass roots disaster preparedness program tailored to meet the individual needs of Spanish speaking communities	Communications & Engagement	First train-the-trainer two day class was held on June 28 & 29. A community training will be held in Fall 2018.								
5	Continue facilitating community engagement opportunities with the Mayor and reporting out meeting notes	Communications & Engagement	Notes and follow-up from the Mayor's "Lunch with the Seniors" and "Coffee with Mayor" are provided to all participants, made available on the City website, and included in the Weekly 411.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Community Engagement and Messaging (continued)											
6	Complete implementation of the City’s brand refresh	Communications & Engagement	Style guide and templates to be rolled out organization wide in late summer.								
7	Police Special Operations will present parent project classes	Police Special Operations	Training new facilitator. Will present one class in FY 18-19 and two in FY 19-20.								
8	Develop a Retailer Managers monthly meeting	Police Special Operations	Retail contact list being developed. Due to high turnover of retail management - meeting may have to be by e-mail share. Large retailers will still meet with face to face.								
9	Implement text to 911	Police Dispatch Services	Work with State 911 for funding of required software.								
10	Investigate 311 services for Morgan Hill	Police Dispatch Services	Survey surrounding agencies currently using 311 services. Meet with City departments to gather information about how it could be used in Morgan Hill.								
11	Develop a partnership with security camera owners for emergency and investigative purposes	Police Dispatch Services	Will have access to MHUSD cameras by September, 2018 and public camera registry and access by Q1 2019. Need MOUs and technological development from service providers.								
12	Conduct communications professional development training	City Manager	Contracted with Communications Facilitator to offer staff reports and presentations workshop to approximately 45 Management & Leadership teammates. Followed-up with focus workshops with 15 teammates.								
13	Explore options for diversity and inclusiveness training	City Manager	Researching training opportunities for City teammates.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Economic Development and Telecommunications											
1	Develop a Retail Concentration strategy	Economic Development	Policy will identify critical retail nodes and identify areas of flexibility.								
2	Develop a Freeway Signage program	Economic Development	Completed community outreach. Draft policy recommendations underway.								
3	Deploy new Economic Development website	Economic Development	Scheduled to launch in August 2018.								
4	Implement Economic Blueprint and new Zoning Code outreach and advertising campaign	Economic Development	Zoning Code update completed. Print and online marketing campaign being developed and will launch in conjunction with website in August 2018.								
5	Implement Downtown News Rack Consolidation program	Economic Development	Policy work near completion. Recommendation for citywide program will be completed by September 2018.								
6	Inventory and create a conduit map of all available City conduit	Economic Development	Civic Foundry has been mapping locations of City owned and some privately owned conduit in the City as part of identifying assets for the development of the Fiber Network RFP.								
7	Issue a Request for Proposals for fiber network infrastructure for City facilities	Economic Development	Draft RFP and NDA completed and being reviewed by consulting group. Expected to be issued in late summer.								
8	Develop a “Dig Once” ordinance	Economic Development	Draft policy completed and being reviewed by consulting group. Expected to be presented to Council after community outreach.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Economic Development and Telecommunications (continued)											
9	Produce a Manufacturing Day Panel and Company Tours Event	Economic Development	Hold a panel of local companies to discuss the changes and opportunities in the manufacturing industry and collaborate with local high schools and community colleges to visit local companies.								
10	Implement Economic Development Speaker Series	Economic Development	Planning community workshop on Telecommunications. Also, developing a series of local and regional conversations with industry experts to understand the changing nature of retail, mixed use, housing and destination-rich cities.								
11	Develop a parklet pilot program	Economic Development	Develop a temporary parklet pilot program in response to the City's SAMP and Complete Streets/Traffic Calming work program and to assist existing businesses expand and remain competitive.								
12	Adopt an Industrial Land Preservation strategy	Long Range Planning	Policy will further strengthen job land preservation and provide clarity on permitted uses.								
Financial Stewardship											
1	Work with hotels to develop TBID	Economic Development	City Council will consider at the July 18th meeting.								
2	Establish next steps on Property Based Improvement District	Economic Development	Provide City Council an update and options in the Fall 2018.								
3	Continue the City tradition of developing a prudent and balanced budget with effective long-term financial planning	Finance	Council adopted the FY18-19 and FY19-20 Operating and CIP Budget on 6/6/18. Staff will begin the budget process again with the Mid Cycle review and the new Biennial Budget.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Financial Stewardship (continued)											
4	Continue to work with various departments and consultant to complete the Development Impact Fee Update	Finance	Staff continues to work with consultant on reviewing and providing comments on the drafts.								
5	Continue to negotiate fiscally responsible labor agreements with all Labor Groups for contracts expiring in December 2018	Human Resources	City Council approved \$50,000 for outside legal negotiations support in the FY18-19 Adopted Budget to assist with negotiations with the City’s three bargaining groups (AFSCME, CSOA, POA). Council approved a contract with Meyers Nave to provide labor negotiations support.								
6	Pursue revenue Ballot Measures	City Manager	City Council will consider potential TOT increase and Cannabis Tax for November 2018 ballot. Additionally consider a Sales Tax increase for the November 2020 ballot.								
Infrastructure											
1	Continue annual program to seal and refresh City owned parking lot facilities	Street Maintenance	Summer project is being prepared to go out to bid.								
2	Continue annual pavement maintenance projects	Engineering CIP	Hill Road and Sutter Ave are scheduled to be rehabbed in late summer/early fall.								
3	Incorporate asphalt walking trails and other asphalt walkways into existing sealing program	Park Maintenance	Summer project is being prepared to go out to bid, will include sealing of all City paved trails.								
4	Seek grant funding for street safety and circulation improvements	Congestion Management	Ongoing review of grant opportunities is under way. Measure B Funds for Hale Avenue are a priority.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Regional Initiatives											
1	Continue representation of Morgan Hill through participation in regional associations by professional division	City Manager	John Lang has been appointed Chair for SVEDA in FY 18-19. Leslie Little participates with RHNA subregion committee of the Cities Association and represents the Peninsula Division of the League of Calif Cities on the State Housing, Community and Economic Development Policy Board.								
2	Participate and advocate for South County in regional transportation planning initiatives with Valley Transportation Agency (VTA), Caltrain, Boards, and Committees	City Manager	Staff and delegated Council Members regularly attend regional transportation meetings, serve on leadership committees, and host South County coordination meetings.								
3	Collaborate with dedicated South County Case Management Worker, Santa Clara County, and the City of Gilroy and continue to build a South County homeless response system that integrates County Safety Net Services	Housing	FY 18-19 Budget approved funding for a portion of the case manager. In collaboration with Santa Clara County, Gilroy Compassion Center, and the local Faith Based community, Safe Park "Focus" Program is providing a safe location and services for 8 families.								
4	Continue to participate in Regional Task Forces for Public Safety	Police Special Operations	Continue to participate in SCCSET and RATTF. Due to staffing in RATTF, we will not be participating in Q1 and Q2 FY18-19.								
5	Lead coordination on regional planning efforts related to bringing recycled water to Morgan Hill	Water Conservation	Program Administrator and Deputy Director of Utilities continue to provide leadership in working with the Water District in this area.								

	Activity Goals	Department/ Division	Status Update	FY 2018-2019				FY 2019-2020			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Regional Initiatives (continued)											
6	Participate with SCRWA on Plant Expansion	CIP Engineering	Staff will continue to work with SCRWA to explore scope and funding mechanism for the Plant Expansion.								
7	Continue to participate in Upper Llagas Flood Control project	CIP Engineering	Phase 1 (South of Watsonville Road) plans have been reviewed and Phase 1 is anticipated to go out to bid in the Fall. Phase 2 (North of Watsonville Road) plans are under review by City staff.								
8	Evaluate Urban Service Area Expansion/Annexation opportunities and assist applicants with LAFCO applications	Development Services	Submit the Catholic High School LAFCO application and complete the annexation EIR in order to consider other application requests.								
9	Communicate with Council and the Community regarding High Speed Rail and advocate for measures to mitigate potential impacts	All	Ongoing. Staff regularly meets with representatives from High Speed Rail and coordinates a regional meeting to discuss potential alignments, new development with HSR and potential mitigations for the region. Updates are provided to Council and the Community as new information becomes available.								

Fiscal Years
2018-19 and 2019-20

Budget in Brief

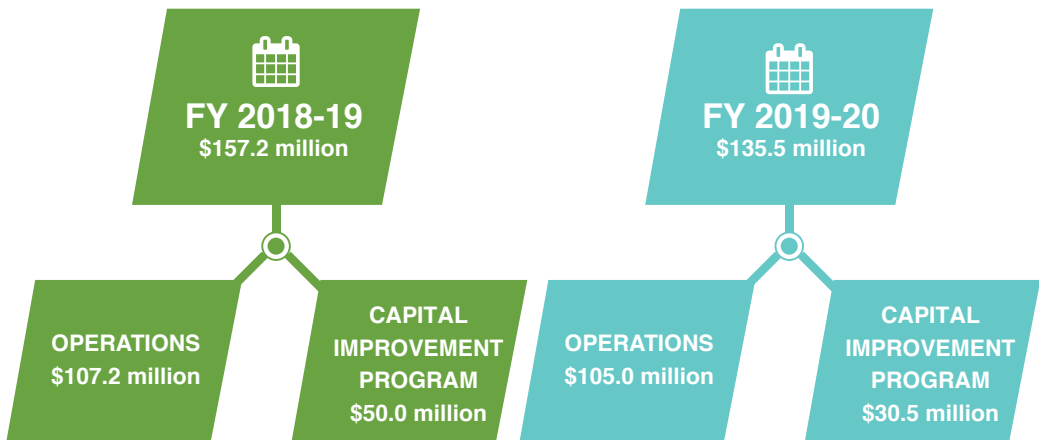


morganhill.ca.gov/budget



Adopted FY 2018-19 & FY 2019-20 Operating and Capital Budget

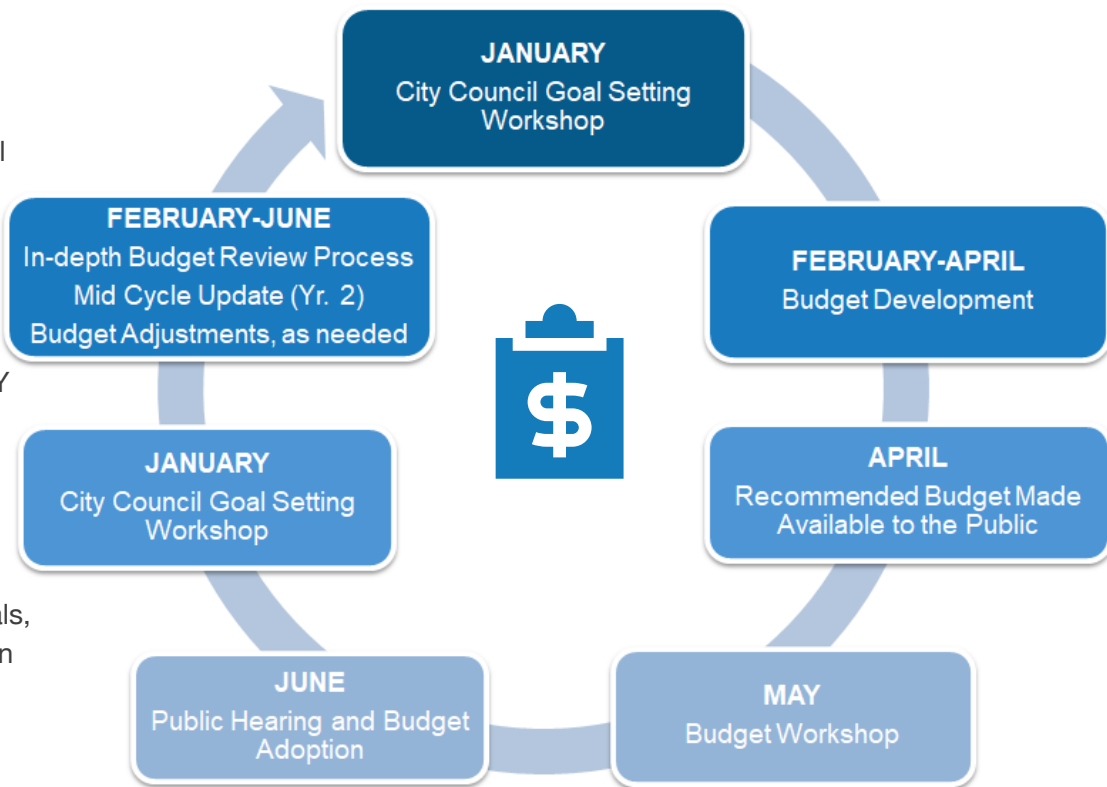
The City of Morgan Hill’s Budget in Brief is intended to provide you with information about your City’s Budget. The City’s biennial budget is prepared much like a household spending plan. While a family might plan for such expenses as housing, food, clothing, transportation, or medical bills, the City’s focus is for police and fire protection, parks, recreation, water and sewer systems, housing, economic development, roads, building maintenance, and much more. City teammates work hard to recommend a budget that aligns resources and proposes quality of life enhancements that are consistent with the City Council’s and community’s priorities, while maintaining fiscal responsibility. In total, the adopted Fiscal Year (FY) 2018-19 (July 1-June 30) budget is **\$157.2 million** and the FY 2019-20 budget is **\$135.5 million**.



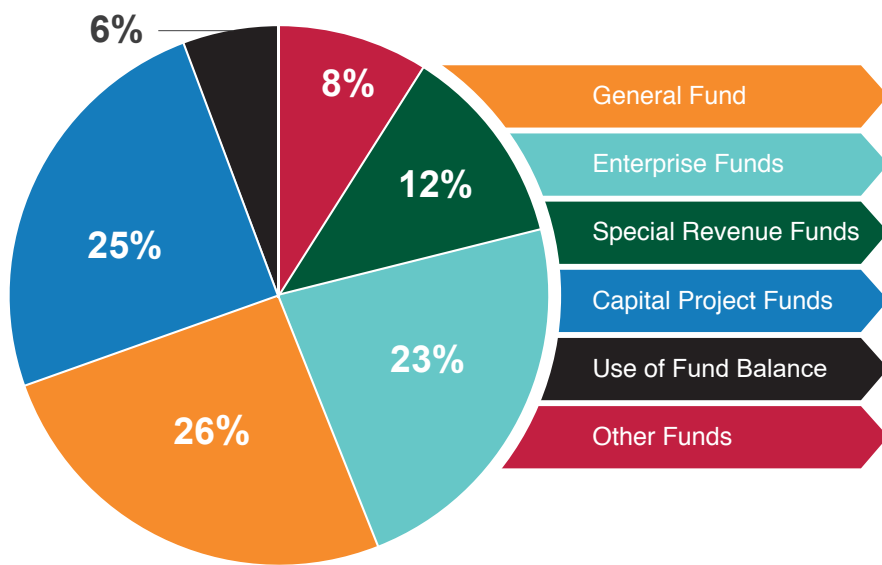
2 Year Budget Cycle

On June 6, 2018, the City Council adopted the City’s two-year operating budget and six-year Capital Improvement Program (CIP). The adopted operating budget consists of two separate budget years, FY 2018-19 and FY 2019-20.

The budget process begins in January each year when the City Council conducts a two-day workshop to set its priorities, goals, and strategies for the organization and community. City teammates then prepare the budget to advance these priorities.



Where Does Your City's Money Come From?



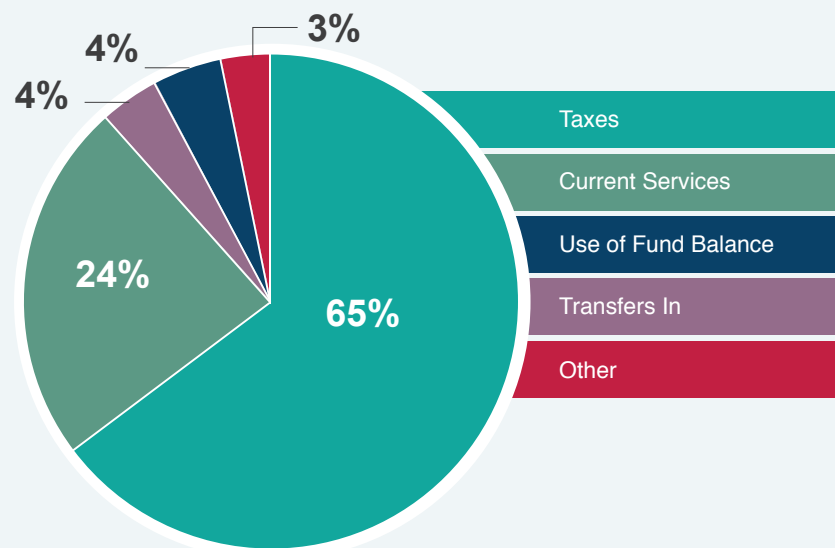
TOTAL FY 2018-19 = **\$157.2 MILLION**

Income for the City is generated from taxes, building permit fees, business licenses, recreation memberships, sewer and water sales, and more. The revenue is deposited into different funds, similar to bank accounts. Unlike personal bank accounts where funds can be transferred from one account to another, the City must comply with strict laws that require money be maintained in separate funds and spent for specific purposes. For example, the City may not raise water rates to pay for police services. Revenue that is not reserved for a specific purpose, like taxes, is directed into the General Fund, which pays for the general operations of the City.

GENERAL FUND

Most of the general fund money comes from the following primary sources: property tax, sales tax, and hotel taxes. Current services is made up of recreation fees for service and other service fees. Since many of these revenues are sensitive to economic conditions, the City will be exploring additional funding sources through potential revenue measures in 2018 and 2020.

General Fund Revenue Sources \$42.0 million

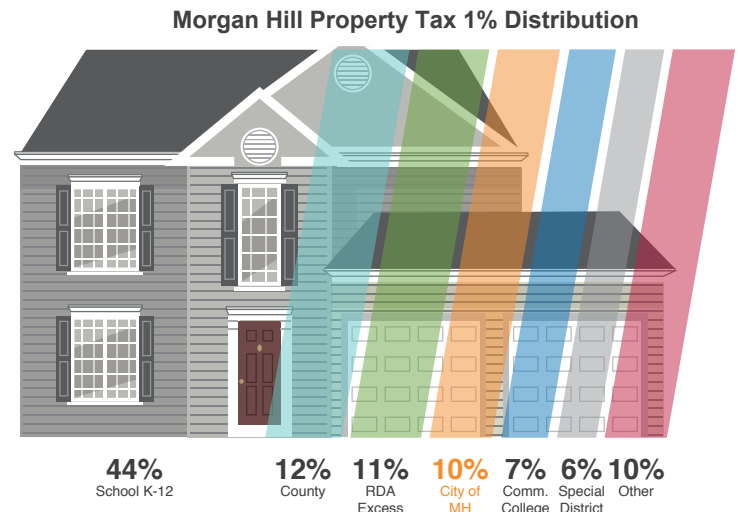


Where Does Your City's Money Come From?

GENERAL FUND (cont'd.)

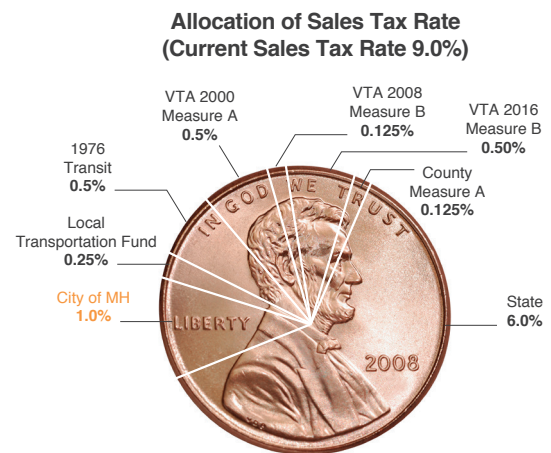
Property Tax

Property tax is a tax on real property and tangible personal property based on the property value. The State Constitution limits the real property tax rate to 1% of the property's assessed value plus rates imposed to fund indebtedness approved by the voters. The largest portion of property taxes support local schools. Morgan Hill's share of the 1% is equivalent to 10 cents for every \$1.00 collected from property taxes. In FY 2018-19, property tax is projected at **\$11.9 million** or 30% of the total General Fund revenues.



Sales Tax

Sales tax is imposed on retailers for selling tangible personal property in California. The sales and use tax rate for Santa Clara County is 9%, of which Morgan Hill's share is 1%. Revenues from sales tax are expected to reach **\$9.9 million** in the coming fiscal year, or 25% of the total General Fund revenue projected. It is the second largest revenue source for the City's general fund.



Transient Occupancy Tax (Hotel Tax)

Transient Occupancy Tax (TOT) is a tax imposed on persons staying 30 days or less in a hotel, inn, motel, tourist home, non-membership campground or other lodging facility. TOT revenue for FY 2018-19 and FY 2019-20 is estimated at **\$2.8 million** and **\$3.1 million**, respectively. Over the past several years, the City has experienced a historic high level of revenue from TOT due to a strong economy, the regional use of the City's Outdoor Sports Center and Aquatics Center, and a burgeoning tourism economy. This revenue category is projected to increase with the anticipated opening of the 60-room boutique hotel in Downtown in FY 2019-20. The City is pursuing a TOT increase in 2018.

Special Revenue Funds

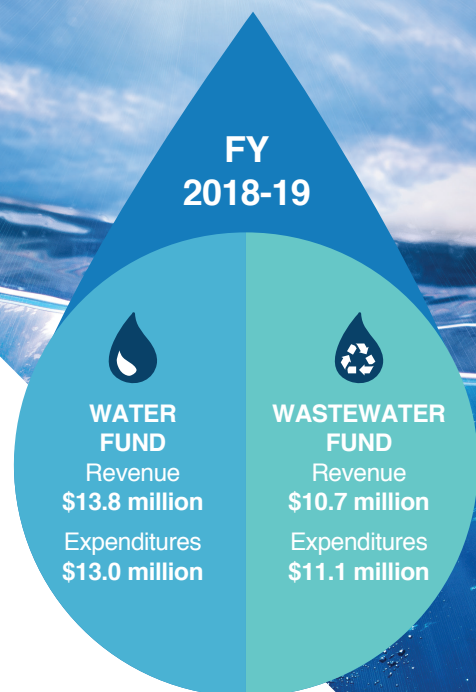
The City also receives money from a variety of other sources, which can only be used for specific purposes or projects. These sources include the collection of developer fees, gasoline taxes, housing in lieu, and more. Money collected from development fees is restricted to costs associated with processing building, engineering, planning, and land development applications. Gasoline taxes must be used to pay for road improvements and repairs, and cannot be used on general City services. In FY 18-19 special revenue funds are projected at **\$19.1 million**.

Where Does Your City's Money Come From? (cont.)

ENTERPRISE FUNDS

Water and Wastewater Funds

Water and Wastewater are both Enterprise Funds and account for operations that are financed and function like a private business. Separate funds are established for specific purposes, and the cost to provide the service to the public is paid with revenues generated from water sales and sewer use. For instance, money collected from customers for their water consumption goes to operate and maintain the City's water system that delivers water to your home and pays the fees to the Water District for ground water replenishment.



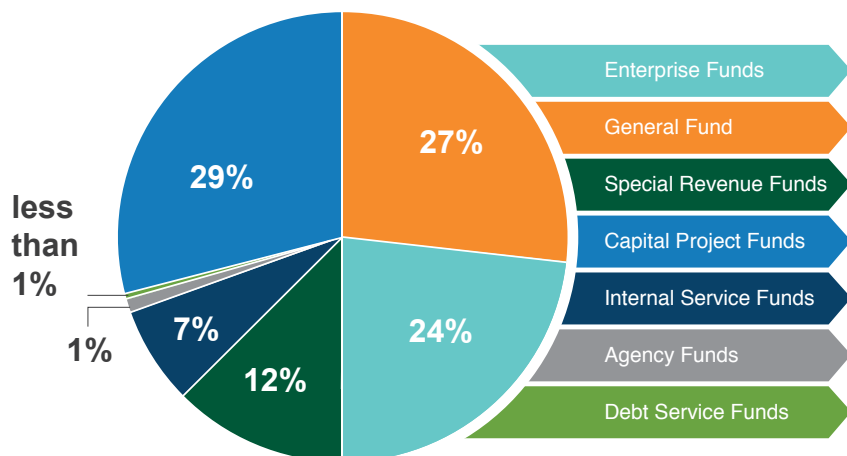
CAPITAL PROJECT FUNDS

CIP for 2018-19 through 2023-24 is \$151.5 million

A Capital Project is a project that helps build or improve City assets often called infrastructure. Morgan Hill has a wide variety of funding sources for Capital Improvement Projects (CIP). Some of these sources are steady and predictable, while others are dependent on outside agencies. New development in Morgan Hill, be it residential or commercial, is required to pay impact fees to the City, which go towards infrastructure that will be needed as the City grows. Impact fees pay for the impact the new development's presence will have on the City. New development pays the following impact fees: traffic, water, sewer, drainage, police, fire, parks, library, community/recreation center, and public facilities. These impact fees can only be used to build infrastructure and facilities and cannot be used for ongoing maintenance or operations. Other CIP funding sources include grant monies and bond proceeds.



Where Does the Money Go?



The FY 2018-19 citywide expenditure budget amount is **\$157.2 million**. As depicted in the pie chart on the left, the **largest portion** of expenditures support Capital Projects, which maintain or improve the City's infrastructure.

The **second largest expense** is attributable to the General Fund (**\$42.0 million**), which primarily funds police, fire, parks and street maintenance, economic development, recreation and community services, all of which contribute to the quality of life of our community as well as internal support functions such as Finance, Human Resources, City Clerk, and Legal Services. The **third largest expense** is for enterprise funds which support City Utilities that deliver water to residents and businesses and treat the wastewater.

GENERAL FUND DISCRETIONARY EXPENSES \$29.2 million



*Other includes: Downtown Maintenance, Park Maintenance, OPEB, Environmental Programs

Looking toward the future

Steady revenue growth coupled with conservative spending, has put the City in a stable financial position. This is due primarily to the fiscally responsible actions taken in prior years by the City Council including continuing to adhere to the sustainable budget strategy, prudently investing in service level enhancements as resources allow, and addressing areas of financial concern. This results in the ability to include additional near-term funding for maintaining street and public facility infrastructure, enhance public safety services, provide quality youth and senior services, continue to address unfunded Other Post-Employment Benefits (OPEB) and pension obligations, and undertake many exciting and needed capital improvement projects.

However, there are other significant needs in a variety of areas such as funding additional public safety resources, maintaining adequate levels of park maintenance funding, and addressing aging infrastructure, which will require additional revenue sources. Using the April 2018 Infrastructure Update Report and Master Plans as guides for policy discussions, City staff will continue to engage the City Council and the community to both educate and strategize the best way to move forward with a sustainable funding source for the General Fund. Looking ahead, the City is pursuing an increase in Transient Occupancy Tax and establishing a local Cannabis Tax in 2018, as well as the possibility of a ballot measure in 2020. This community focused effort will allow us to meet our community's needs and maintain our high quality of life, so that Morgan Hill remains a highly desirable place to live, work, play, and do business.

Sustainable Morgan Hill



Sustainable Morgan Hill Vision

Morgan Hill is a safe, inclusive, socially responsible, environmentally conscious, and economically sound community.

CITY COUNCIL ONGOING PRIORITIES

- Enhancing Public Safety
- Protecting the Environment
- Maintaining Fiscal Responsibility
- Supporting Our Youth, Seniors, and Entire Community
- Fostering a Positive Organizational Culture
- Preserving and Cultivating Public Trust
- Preserving Our Cultural Heritage
- Enhancing Diversity and Inclusiveness

2018 STRATEGIC PRIORITIES

- Community Engagement and Messaging
- Economic Development and Telecommunications
- Financial Stewardship
- Infrastructure
- Regional Initiatives



For More Information:

The City of Morgan Hill's Adopted Operating and Capital Improvement Program Budget document can be found on the City's website at www.morgan-hill.ca.gov/budget

The entire document is also available at City Hall and the Morgan Hill Public Library. For more information about the City of Morgan Hill Budget, please contact the Budget Manager, Monica Delgado at monica.delgado@morganhill.ca.gov





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2018 STRATEGIC PRIORITIES

Community Engagement and Messaging

Economic Development and Telecommunications

Financial Stewardship

Infrastructure

Regional Initiatives

2018 STRATEGIC PRIORITIES:



Community Engagement and Messaging

The City of Morgan Hill will tell our story through outreach and by working closely with our community in presenting our vision, priorities, and financial needs, and by engaging citizens and business owners to find affordable and sustainable solutions. The City's communications, services, public spaces, and projects will embrace all community members as partners, encouraging public participation.



Economic Development and Telecommunications

The Economic Blueprint will continue to be implemented, with a primary goal of attracting jobs and investment into our community. The City will collaborate with the private sector to explore ways to provide fast, reliable access and wireless connectivity for residents and businesses. The 2016 Telecommunications Infrastructure and Economic Blueprint reports will be the foundation for continuing discussions with broadband providers, public utilities, and other infrastructure service providers in developing an implementation plan for growing our telecommunications infrastructure with private sector partnerships. The plan will be used to signal Morgan Hill's support for business expansion.



Financial Stewardship

We will be financial stewards of the City's assets to ensure long-term fiscal sustainability. New revenue sources, including a possible tax measure, will be considered to fund increasing costs to deliver services and complete infrastructure projects. The City will closely manage its expenditures to maintain its general fund reserve. The labor contracts will be negotiated using the City's adopted Employee Compensation Guiding Principles.



Infrastructure

The City will review its streets, parks, and public facilities infrastructure needs to quantify the funding gap. We will identify potential funding options as ongoing revenue is insufficient to fund our vital community assets at a sustainable level without significantly impacting existing service levels that our community has come to expect. Morgan Hill will actively work with the Valley Transportation Agency, the County, and the State to secure funding for transportation projects and road maintenance. For High Speed Rail, we will strongly advocate for the route with the least impact on Morgan Hill.



Regional Initiatives

City Council and staff will focus on influencing regional decisions that benefit Morgan Hill. A regional approach will be employed to address many priorities, including but not limited to, homelessness, animal services, teen suicide, High Speed Rail, and land use (Catholic High School, Outdoor Sports Center, agricultural preservation, and city limits). This regional involvement will include partnering with the League of California Cities, Valley Transportation Authority, Caltrain, Santa Clara Valley Water District, Cities Association of Santa Clara County, the City of Gilroy, Santa Clara County, Morgan Hill Unified School District, the Local Agency Formation Commission, the Open Space Authority, and Silicon Valley Clean Energy to advance projects that further Sustainable Morgan Hill.