

**STAFF REPORT****City Council****Meeting Date:****5/11/2021****Staff Report Number:****21-097-CC****Regular Business:**

Adopt purpose statements for City Council subcommittees, formally appoint Wolosin to the Climate Action Plan subcommittee and Combs and Wolosin to the Housing Element subcommittee

Recommendation

Adopt purpose statements for City Council subcommittees, as detailed in Attachment A, formally appoint Wolosin to the Climate Action Plan subcommittee, replacing Mueller, and appoint Combs and Wolosin to the Housing Element subcommittee.

Policy Issues

City Council establishes subcommittees to advise the City Council on policy matters for City Council consideration.

Background

City Council last reviewed their subcommittees in December 2019. Several committees have disbanded while others continue. As part of the City Council's April 27 consideration of the housing element outreach process, City staff recommended the formation of a Housing Element subcommittee.

Analysis

Attachment A captures all City Council subcommittees as currently published on the City Councilmembers' webpages plus the addition of the newly recommended housing element committee. City staff has assembled the purpose of each subcommittee primarily through City Council action or City Council meeting minutes with new or inactive subcommittees without previous City Council approved purposes shown in italics. Subcommittees that are not currently convening have been noted as inactive. Subcommittees reported as active are meeting, and their current work may differ from City Council's adopted purpose. Subcommittees indicated with the status "as needed" reflect those standing committees that convene properly noticed public meetings as needed.

The number and scope of City Council subcommittees have measurably increased over the past few years. While subcommittee input is very valuable, it does impact available resources for other work priorities.

Impact on City Resources

There is no impact on City resources.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. 2021 City Council subcommittees

Report prepared by:
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Table 1: 2021 City Council subcommittees

Name	2021 Members	Purpose	Type	Status
Bayfront homeless encampment emergency response subcommittee	Mueller, Taylor	Interagency coordination on homeless encampment along Bayfront expressway.	Ad hoc	Inactive
Business	Mueller, Taylor	Ad hoc subcommittee to 1) explore options for improving the appearance of downtown, in particular refreshing the streetscape along Santa Cruz Avenue, 2) monitor the impacts of the pandemic on businesses downtown, and 3) support businesses citywide through grant opportunities such as the outdoor dining grant program.	Ad hoc	Active
Climate action plan	Nash, Wolosin	To advise on shortening the project timeline including wider community engagement on the CAP.	Ad hoc	Active
Community grant funding	Combs, Taylor	Evaluate annual requests for human service needs grant funds. The Community Grant Funding subcommittee meets to review and make recommendations to the City Council on how best to allocate the funding.	Standing	As needed
ConnectMenlo community amenities	Nash, Taylor	Advise on 1) update the adopted community amenities list to more appropriately serve existing and future residents, 2) to inventory existing, proposed and potential citywide development (amount and type) and 3) to maintain the amenities list data.	Ad hoc	Active
Facebook/Willow Village development agreement negotiations	Nash, Taylor	Advise the City's negotiators on elements of a negotiated development agreement between the City and Facebook, Inc. for the Willow Village project. Negotiations are not expected to commence until after the release of the Draft Environmental Impact Report, which is currently anticipated in Fall 2020 . The ad hoc subcommittee will disband upon City Council action on a development agreement.	Ad hoc	Inactive
Housing element	Combs, Wolosin	Advise on key topics areas: 1) project objectives, 2) site selection, and 3) goals, policies and programs for the three different General Plan elements, 4) liaising with other agencies/districts, and other topics as necessary where City Council feedback would be beneficial for maintaining the project schedule. The ad hoc subcommittee will disband upon City Council approval of the State of California's Housing and Community Development department.	Ad hoc	New
Menlo Park Community Campus project	Nash, Taylor	Receive staff analysis and preliminary recommendations on actions required of the City Council for construction of the new facility. The subcommittee will have the option to conduct business at regularly scheduled and noticed public meetings to maximize opportunities for public input given the expected compressed timeline. This ad hoc subcommittee is expected to automatically disband September 30, 2020.	Ad hoc	Active
Quality of life ordinance	Combs, Taylor	To explore creation of an ordinance that protects the quality of life for all Menlo Park residents regardless of race, color, ancestry, national origin, religion, creed, age, disability (mental and physical,) sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions,) sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military or veteran status.	Ad hoc	Inactive
Rail	Mueller, Wolosin	Review and provide feedback on staff recommendations regarding rail policy in Menlo Park. The subcommittee conducts business in meetings open to the public to maximize public input and transparency. This standing subcommittee will continue until disbanded by the City Council.	Standing	As needed
Willow Road/Highway 101 interchange improvements	Combs, Taylor	Liaison with Caltrans on landscape improvements at the new Willow Road/Highway 101 interchange and review the status of temporary turn restrictions from the Willows neighborhood on to Willow Road during the evening commute hours. This subcommittee will disband upon issuance of landscape improvement contracts.	Ad hoc	Inactive