



REGULAR MEETING AGENDA – NOTICE OF CONTINUANCE OF PUBLIC HEARING

Date: 4/25/2023
Time: 6:00 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 814 7839 7160 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Notice of continuance of public hearing

Notice is hereby given that the public hearing identified below as agenda item J1., held at the regular City Council meeting on March 14, 2023 was continued to Tuesday, April 25, 2023 and shall resume on: Tuesday April 25, 2023, at 6 p.m. online in a remote format and in-person:

- [Zoom.us/join](https://zoom.us/join) – ID# 814 7839 7160
- In-person, at the City Council Chambers, 751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods. If you have issues viewing the meeting, please email the city clerk at jaherren@menlopark.gov.

How to participate in the meeting

- Submit a written comment online up to one-hour before the meeting start time:
- city.council@menlopark.gov
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 814 7839 7160
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 814 7839 7160
Press *9 to raise hand to speak

Watch meeting:

- Cable television subscriber in Menlo Park, East Palo Alto, Atherton and Palo Alto:
Channel 26
- City Council Chambers

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

A. Call To Order

B. Roll Call

C. Agenda Review

D. Report from Closed Session

E. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

F. Presentations and Proclamations

- F1. Proclamation: Recognizing April 28, 2023 as National Arbor Day ([Attachment](#))
Not a California Environmental Quality Act (CEQA) project.

G. Advisory Body Vacancies and Appointments

- G1. Consider applicants and make appointments to fill vacancies on various advisory bodies ([Staff Report #23-098-CC](#))([Presentation](#))
Not a CEQA project.

H. Study Session

- H1. Provide direction on the Caltrain quiet zone study ([Staff Report #23-097-CC](#)) ([Presentation](#))
Not a CEQA project.

I. Consent Calendar

- I1. Update City Councilmembers subcommittee appointments ([Staff Report #23-099-CC](#))
Not a CEQA project.
- I2. Adopt a resolution certifying compliance with State housing laws to be eligible for One Bay Area Grant funding for the Middle Avenue Caltrain crossing project ([Staff Report #23-096-CC](#))
Not a CEQA project.
- I3. Authorize the city manager to execute an amendment to the Belle Haven School Joint Use Agreement ([Staff Report #23-095-CC](#))
Not a CEQA project.
- I4. Receive and file the Single Audit for the fiscal year ended June 30, 2022 ([Staff Report #23-100-CC](#))
Not a CEQA project.

- I5. Authorize the city manager to execute agreements with Sloan Sakai and Liebert Cassidy Whitmore for legal services related to human resources ([Staff Report #23-101-CC](#))
Not a CEQA project.

J. Continued Public Hearing

- J1. Consider the Planning Commission's recommendation to approve the vesting tentative map extension and adopt a resolution to approve a two-year extension of a vesting tentative map to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and up to three retail spaces on one lot in the SP-ECR/D zoning district, at 201 El Camino Real, and two townhouses on the second lot in the R-3 (Apartment) zoning district, at 612 Cambridge Ave. ([Staff Report #23-102-CC](#)) – **Continued from March 14, 2023**
Determine this action is consistent with the previously adopted Mitigated Negative Declaration for the project on October 27, 2020 per City Council Resolution No. 6595. ([Presentation](#))

K. Regular Business

- K1. Approve fiscal year 2023-24 budget principles, review five-year General Fund forecast ([Staff Report #23-103-CC](#)) ([Presentation](#))
Not a CEQA project.

L. Informational Items

- L1. City Council agenda topics: May 9 – May 23 ([Staff Report #23-104-CC](#))
Not a CEQA project.
- L2. Transmittal of city attorney billing ([Staff Report #23-105-CC](#))
Not a CEQA project.
- L3. Update on City's Housing Element Update project status and next steps ([Staff Report #23-106-CC](#))
Not a CEQA project.

M. City Manager Report's

N. City Councilmember Reports

O. Closed Session

- O1. Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding labor negotiations with the Service Employees International Union Local 521 (SEIU), American Federation of State, County, and Municipal Employees Local 829 (AFSCME), and Confidential employees

Attendees: City Manager Justin I.C. Murphy, Administrative Services Director Brittany Mello, Assistant City Manager Stephen Stolte. Legal Counsel Charles Sakai

P. Adjournment

At every regular meeting of the commission, in addition to the public comment period where the public shall have the right to address the commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the commission on any item listed on the agenda at a time designated by the chair, either before or during the commission's consideration of the item.

At every special meeting of the commission, members of the public have the right to directly address the commission on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

Any writing that is distributed to a majority of the commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with California Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive email notification of agendas by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting the city clerk at 650-330-6620. (Posted: 4/20/2023)

Proclamation

RECOGNIZING APRIL 28, 2023 AS NATIONAL ARBOR DAY

WHEREAS, National Arbor Day is observed on the last Friday of April each year by many states across the country for the community planting of trees; and

WHEREAS, the benefits of trees as part of a stable global environment are well recognized; and

WHEREAS, the special importance of trees in urban areas must be maintained to improve air quality, provide shade, prevent erosion of topsoil and sedimentation in waterways, maintain climatic balance, and decrease wind velocities; and

WHEREAS, the City of Menlo Park was historically forested by stands of oak, bay and other trees; and

WHEREAS, the preservation and planting of trees is necessary for the continued health and welfare of the citizens of this City in order to preserve the scenic beauty and historical value of trees; and

WHEREAS, the City of Menlo Park is well known for its numerous and beautiful trees which truly enhance the desirability of Menlo Park to live, work and play; and

WHEREAS, this is the twenty-fourth anniversary of City of Menlo Park being recognized as a member of the Arbor Day Foundation's "Tree City USA" group; and

WHEREAS, the planting of five trees with Mayor Wolosin, Vice Mayor Taylor, and the Environmental Quality Commission symbolizes the strong relationship, values, and the historical significance of Menlo Park's trees.

NOW, THEREFORE, BE IT RESOLVED, that I, Jen Wolosin, Mayor of the City of Menlo Park, on behalf of the City Council and City, acknowledges the plantings of one 'Sky Climber' Southern live oak (*Quercus virginiana* 'Sky Climber'), one Marina strawberry tree (*Arbutus marina*), and three Chinese pistache (*Pistacia chinensis*) at Karl E Clark at 313 Market Place on April 29 in recognition and celebration of National Arbor Day and affirm the City Council's commitment to safeguard and enhance Menlo Park's urban forest.

Jen Wolosin, Mayor
April 2023



STAFF REPORT

City Council

Meeting Date: 4/25/2023

Staff Report Number: 23-098-CC

Advisory Body Vacancies: Consider applicants and make appointments to fill vacancies on various advisory bodies

Recommendation

Staff recommends the City Council consider applicants for appointment to vacant or expired term seats on the following advisory bodies:

- Complete Streets Commission (CSC)
 - Two (2) vacancies
- Environmental Quality Commission (EQC)
 - Two (2) vacancies
- Finance and Audit Committee (FAC)
 - Five (5) vacancies
- Housing Commission (HC)
 - One (1) vacancy
- Library Commission (LC)
 - Two (2) vacancies
- Parks and Recreation Commission (PRC)
 - Two (2) vacancies
- Planning Commission (PC)
 - Two (2) vacancies

Policy Issues

City Council Policy CC-23-004 (Attachment A) establishes the policies, procedures, roles and responsibilities for the City's appointed advisory bodies, including the manner in which members are selected.

Background

Annually, staff conducts a recruitment to fill advisory body vacancies that exist due to expiring terms, members terming out or unexpected vacancies (e.g., resignations). This recruitment period involved a two-month period of advertisements and announcements from Feb. 6 – April 7, 2023. Incumbent members who were expiring but not terming out were informed of their ability to apply for reappointment. Incumbent members who were expiring and terming out were informed of their ability to apply for a different advisory body. Residents who expressed interest in serving or were not appointed in a previous recruitment were also invited to apply.

Following City Council's appointment, the city clerk's office provides onboarding and orientation for the new members. This includes the oath of office, commissioner handbook, introduction of advisory body liaison staff, Form 700 Statement of Economic Interests filing (if applicable) and Brown Act training. For

appointments made annually in April, the city clerk's office coordinates with the city attorney's office to provide this training jointly in May of each year. Training includes ethics, Brown Act and Public Record Act Request.

The city clerk's office regularly reviews all agendas and minutes, tracks attendance (Attachment B) and serves as the principal staff contact for all advisory body members. The City has designated staff to act as a subject matter expert and serves as a liaison between the advisory body and the City Council

Analysis

Pursuant to City Council Policy CC-23-0004, members must be residents of the City of Menlo Park and serve for designated terms of four years, with the exception of the FAC, or through the completion of an unexpired term or as otherwise designated. On Feb. 14 the City Council directed staff to retain the FAC membership at seven members, but remove the two City Councilmembers as voting members, resulting in a FAC composition of seven residents and appointment of one City Councilmember liaison (not a voting member). Also, initially when there were two City Councilmembers serving as voting members on the FAC, the FAC term was set to two years. Staff intends to prepare a future staff report for City Council consideration to update the Finance and Audit Committee to the Finance and Audit Commission with four year terms for members.

Residency for all applicants has been verified by the city clerk's office. In addition, the City Council's policy states the selection/appointment process by the City Council shall be conducted open to the public. Nominations will be made and a vote will be called for each nomination in the order received. Applicants receiving the highest number of affirmative votes from a majority of the City Council present shall be appointed. The number of votes for each City Councilmember is limited to the number of vacancies.

Appointments will be for 4-year terms expiring April 30, 2027, except for:

- Five FAC appointment (designed to be 2-year terms) expiring April 30, 2025.

Note, all applications will be provided to the City Council under separate cover and are also available for public viewing at the city clerk's office during regular business hours or by request (Attachment C.) The City Council also has the opportunity to ask applicants if they would consider appointments to an alternate commission. Attachment D lists all applicants including their residency District and Attachment E lists currently seated members and their residency District. These appointments can be made by the City Council at this meeting.

The City received the following applications, presented by advisory body and listed in alphabetical order by last name.

Complete Streets Commission – two vacancies:

- Jacqui Cebrian (incumbent)
- Jonathan Coe
- Andrew Ehrich (also applied PRC and PC)
- Wonman Lee (also applied for HC and PRC)
- Ross Silverstein (also applied for PC)

Environmental Quality Commission – two vacancies:

- Jayanta Dey
- Brian Kissel
- Michael Meyer
- Eduardo Pelegri-Llopart
- Susan Prohaska
- Desta Raines
- Paul Studemeister (also applied for PC)
- Brian Westcott (also applied for PRC) (EQC preferred choice)

Finance and Audit Committee – five vacancies:

- Jeff Leroux
- Matthew Normington
- Virginia Portillo (also applied for HC and LC)
- Carol Wong (incumbent)

Given that there are five FAC vacancies and four applicants, the City Council has four options:

1. Appoint FAC applicants and select an applicant from the current pool of applicants that applied to another advisory body.
2. Direct staff to update City Council Policy CC-23-004 changing the FAC composition from seven to five members and appoint three applicants to the FAC.
3. Appoint current applicant(s) to the FAC and extend the FAC recruitment period for two weeks.
4. Refrain from appointing applicant(s) to the FAC, extend the FAC recruitment period for two weeks, and request the expiring members (Matt Normington, Brian Westcott and Carol Wong) to continue serving on the FAC until appointments are made.

Please note that Brian Westcott is terming out of the FAC, having served two consecutive terms, and has applied for the EQC and PRC.

Housing Commission – one vacancy:

- Brooke Frewing
- Wonman Lee (also applied for CSC and PRC)
- Kathleen O'Connell
- Virginia Portillo (also applied for FAC and LC)

Library Commission – two vacancies:

- Wendy Carmody
- Carol Orton
- Virginia Portillo (also applied for FAC and HC)
- Jennifer Wise

Parks and Recreation Commission – two vacancies:

- Andrew Ehrich (also applied CSC and PC)
- Jessica Gilmartin
- Wonman Lee (also applied for CSC and HC)
- Brian Westcott (also applied for EQC) (EQC preferred choice)

Planning Commission – two vacancies:

- Andrew Ehrich (also applied CSC and PRC)
- Katie Ferrick
- Ross Silverstein (also applied CSC)
- Stuart Soffer
- Paul Studemeister (also applied EQC)

Impact on City Resources

Staff support for advisory bodies and funds for recruitment advertising are provided in the annual budget.

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. City Council Policy CC-23-004
- B. Hyperlink – March 28 City Council attendance Staff Report #23-080-CC:
<https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230328-city-council-agenda-packet.pdf#page=96>
- C. Applications
- D. Applications by District
- E. Current advisory body members by District

Report prepared by:

Judi A. Herren, Assistant to the City Manager/ City Clerk

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004
 Adopted January 10, 2023
 Resolution No. 6803



Purpose
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
Authority
Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”
Background
<p>The City of Menlo Park currently has seven active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
Policies and Procedures
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq, 65300-65401). • Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council. • Additional or other staff support may be provided upon a formal request to the City Council. • The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council. • Commission/Committee members will have mandatory training every two years regarding the Brown Act and

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Meetings and officers

1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

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3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

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G. Memberships

Appointments/Oaths

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

Application and selection process

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

Attendance

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

Compensation

- Members shall serve without compensation (unless specifically provided) for their services, provided, however,

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

Qualifications, compositions, number

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

Reappointments, resignations, removals

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

Term of office

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

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Adopted January 10, 2023

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Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities

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Adopted January 10, 2023

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- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Special Advisory Bodies

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

Procedure history

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631
Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803

Advisory body application



Submission date: 22 March 2023, 9:37PM
 Receipt number: 52
 Related form version: 6

Applicant's full name (first and last) **Jacqui Cebrian**
 Desired advisory body (check all that apply) **Complete Streets Commission**

Applicant interest, experience and qualifications

Education
 I have a Masters degree in education, but also 8,000 miles of bike commuting, and a job that takes me from one side of Menlo Park to the other every school day, so I've got some experience in our street infrastructure, plus 4 years of service on the Complete Streets Commission

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees.
 I am currently Vice-Chair of the Complete Streets Commission, formerly spent 8 years on the Library Commission, member of Transportation Management Plan Outreach Committee, current member of small MPCC working group.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities.
 To consider all users of streets in the designing of them, to serve as a conduit of community input in the form of recommendations to council on various things pertaining to streets/sidewalks in Menlo Park. I like being an engaged citizen, and local policies often have the greatest effect on my day to day life. Serving on city commissions makes me a more aware and involved member of this community. In addition, I do the best I can to represent the needs and concerns of District 1.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member.
 I hope to continue the work of making it easier and safer for residents of Menlo Park to be able to get around town using multi-modal transportation. Our streets are a city resource and I'd like to continue to ensure those resources contribute to our community safety and well-being.

Contact and residency information

Email [REDACTED]

Cell phone [REDACTED]

Home phone

Business phone

Address 1 [REDACTED]

Address 2

City **Menlo Park**

State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	15
Current City Council district	District 1
How did you hear about this opportunity (check all that apply)	Other: I serve on a commission
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge. **I agree**

Signature



[Link to signature](#)

Advisory body application



Submission date: 30 March 2023, 2:00PM

Receipt number: 57

Related form versions: 6

Applicant's full name (first and last) Jonathan A Coe

Desired advisory body (check all that apply) Complete Streets Commission

Applicant interest, experience and qualifications

Education BS, MS

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees N/A

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

An avid biker and community organizer for the same I want to give back to our community and participate in a more formal capacity. I've served on corporate boards and steering committees and have a strong history of driving data-based consensus with the needs of all stakeholders in mind.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

Lifelong cyclist and parent of cyclists, I want to see Menlo Park grow into a model community integrating cycling and pedestrian options that encourage less vehicular traffic and further knit our city together.

Contact and residency information

Email [REDACTED]

Cell phone [REDACTED]

Home phone

Business phone

Address 1 [REDACTED]

Address 2

City Menlo Park

State CA

Zip code 94025

Business address

Number of years as a Menlo Park resident 10

Current City Council district District 4

How did you hear about this opportunity (check all that apply) Other: Complete Streets member

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **No**

Business phone: **No**

Home phone: **No**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. **I agree**

Signature

A handwritten signature in black ink, appearing to be 'J. Smith', written over a light gray background.

[Link to signature](#)

Advisory body application



Submission date: 28 March 2023, 8:26PM

Receipt number: 55

Related form version: 6

Applicant's full name (first and last)

Andrew Ehrich

Desired advisory body (check all that apply)

Complete Streets Commission

Parks and Recreation Commission

Planning Commission

Applicant interest, experience and qualifications

Education

Masters - Public Management and Governance - London School of Economics (2012)

Masters - Regional and Urban Planning Studies - London School of Economics (2011)

Bachelors - Mathematics - Stanford University (2009)

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

City Data Lead, City of San Jose

Development Committee, Hillel at Stanford

Intern, San Francisco Bicycle Coalition

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

From November 2019 - January 2021, I was the City Data Lead for the City of San Jose, working in the City Manager's Office. During that time, I also served as the Deputy Director for San Jose's Emergency Operations Center in charge of coordinating the response to COVID-19 for the entire city. This role required not only coordinating with Santa Clara County on the public health response, but also managing the response to all the downstream repercussions of the pandemic: food insecurity, housing insecurity, economic development, homelessness, renters policy, functioning of parks during the pandemic, and more.

As the person at the City entrusted to help use data to address these challenges, my job was to help bring quantitative rigor to decision making, program design, and policy. However, data without clear goals in mind is not all that useful. The job of City staff was to recommend and design the best way to address problems based on the priorities defined by the City Council and the community, and I could best use data to help them if City Council and the community could readily clarify the goals that were most important to the City.

As a former City staff member in a council-manager form of government, I deeply value the expertise that City staff bring to problems. My goal as part of an advisory body in Menlo Park would not be to dictate to City staff what or how to do their jobs. Rather, I see advisory bodies as helping to clarify priorities and ask the right questions so that City staff can best develop solutions in line with what matters to the community. Advisory bodies help to make clear the goals of the community so that the expertise of City staff -- and data of course! -- can be brought to bear on those goals.

In my role in San Jose, I really valued when an advisory body or a commission could help set clear direction and ask really good questions. It helped me to use data in a way that aligned most closely with the goals of the community. I hope to serve that function as part of a commission in the city where I live.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

This is my second time applying to serve on a City commission, and I am even more excited for the opportunity. Through my first application process, I was able to have conversations with City Councilmembers and observe commission meetings, which gave me a glimpse into why it's so critical that commissioners are excited about both thinking big and thinking small. It's lots of small decisions and details that make a city like Menlo Park, but each decision needs to be taken in the context of broader priorities.

Menlo Park is an amazing place. In the heart of Silicon Valley, it is rife with opportunity. It is beautiful. It is community oriented with distinct neighborhoods that each have a unique character. I have now lived in 3 different neighborhoods in my 6 years in Menlo Park – Downtown, Linfield Oaks, and The Willows – and in each one I have found friends and neighbors invested in creating a wonderful community.

I want to help make sure that Menlo Park is preparing for how it will extend what is special about its present into its future. I want to see the City make the right investments in housing, transportation, infrastructure, and public space, such that it can grow in a way that maintains what is special while also expanding the City's ability to serve as a opportunity-rich home for all the communities it houses--as well new residents who want to join.

Planning and adapting for the future requires engaging as much of our community as possible in envisioning and imagining what we want our city to look like in 10 years, 20 years, 30 years. It is not realistic to believe that we can maintain everything as-is, but it is wholly within our grasp to capture what is special about Menlo Park and ensure we build that into plans for the future. I think advisory bodies have an important role to play in engaging the community to help shape that vision. In so doing, they can help City Council and City Staff do their jobs with as much information and community input as possible, which can ultimately lead to tangible outcomes and considered planning that will guide Menlo Park into the future.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA

Zip code	94025
Business address	
Number of years as a Menlo Park resident	7
Current City Council district	District 2
How did you hear about this opportunity (check all that apply)	Email Other: Conversations with Councilmembers Drew Combs, Jen Wolosin
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: Yes Business phone: Yes Home phone: Yes Email: Yes

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge. **I agree**

Signature 
[Link to signature](#)

Advisory body application



Submission date: 30 March 2023, 11:33AM

Receipt number: 56

Related form version: 6

Applicant's full name (first and last)

Wonman Lee

Describe advisory body (check all that apply)

Complete Streets Commission

Housing Commission

Parks and Recreation Commission

Planning Commission

Applicant interest, experience and qualifications

Education

Rutgers University, B.A. Political Science

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

I currently work as a software engineer but I spent nearly 8 years in Washington, D.C. working in the U.S. Senate and am hoping my experiences there can translate to material improvements to quality of life and good governance in Menlo Park.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

My family and I recently moved to Menlo Park and I wanted to get involved with local government in particular to improve the overall quality of life in District 1 which is where we live.

Contact and residency information

Email

[REDACTED]

Cell phone

[REDACTED]

Home phone

Business phone

Address 1

[REDACTED]

Address 2

City

Menlo Park

State

CA

Zip code

94025

Business address

Number of years as a Menlo Park resident

2

Current City Council district

District 1

How did you hear about this opportunity (check all that apply)

City website

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **No**

Business phone: **No**

Home phone: **No**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge.

I agree

Signature



[Link to signature](#)

Advisory body application



Submission date: 5 April 2023, 6:23AM
 Receipt number: 65
 Related form version: 6

Applicant's full name (first and last) **Ross Silverstein**

Desired advisory body (check all that apply) **Complete Streets Commission
 Planning Commission**

Applicant interest, experience and qualifications

Education **Economics degree from UC Berkeley.**

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

I am an active participant in the Menlo Park community: I vote in every election, regularly attend city council meetings, and reach out to city employees about potential issues and improvements when I notice them. I am also currently working with members of the Silicon Valley Bike Coalition to establish a "local team" for Menlo Park.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

Complete Streets Commission:

It is my understanding that the Complete Streets Commission's primary responsibilities are to advise the City Council on Transportation projects and solutions that help advance our stated goals as part of Vision Zero, our Climate Action Plan, and our Transportation Master Plan. The commission also reviews large MP construction projects through the lens of transportation.

I would bring two valuable sets of experiences to the Complete Streets Commission:

First, I rarely drive, and overwhelmingly interact with our transportation systems, routes, lanes and intersections either on my bike or on foot (this includes taking my kids to school every day, to the farmers market, the pool, the library, playgrounds and more). I therefore will bring a non-driver's perspective to the Complete Streets Commission, helping us move MP beyond the car-centric development philosophies that have guided the cityscape in the past.

Second, I have lived in 4 different countries, including Hong Kong, Spain, and the Netherlands in addition to both Northern and Southern California. I have seen how different communities, in urban, rural, and suburban settings can develop transportation priorities that benefit the entire community and incrementally work toward a better transportation system that functions cohesively across different modes of transport.

Planning Commission:

It's my understanding that the Planning Commission of Menlo Park's primary responsibilities are to review development proposals and permits and make decisions regarding the approval or denial of said development. The commission also works closely with the City Council and can recommend changes or improvements to our city's zoning, permits, and overall development process.

I am an amateur urban-planning enthusiast, having read much literature and papers on urban planning. I have lived in 4 different countries, including Hong Kong and the Netherlands, but have lived in California for the last 20 years and the Bay Area for the last 10. I feel that the diverse set of environments in which I've lived gives me a good understanding of the pros & cons of those urban environments.

My economics background gives me a good basis point for which to evaluate various city proposals and try to identify what type of ROI (either monetary or otherwise) we as a community might get out of any given project.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

Complete Streets Commission:

I feel strongly that the social fabric of a community is driven by how people get around. There is a stark difference between a community where people are isolated in their own single-occupancy vehicles, and

one where people are able to get around walking, biking, scootering, and using public transportation. Where people are able to interact with their neighbors while walking to get a morning coffee, instead of idling their cars in the Starbucks drive-through line.

What I would hope to accomplish on the Complete Streets Commission includes changes both to the culture, and to specific transportation options. At a cultural level, I'd love to remind members of our community that so many issues around transportation, traffic, and parking, are purely a result of our over-reliance on cars, and can be solved by improving our other methods of transportation. I'd love to move to a world where the conversation about multi-modal infrastructure isn't "drivers versus everyone else," but rather recognizes that better bus lanes, bike lanes, and improved walkability also benefit drivers by reducing traffic. I'd also love to help the city establish a framework for approving transportation projects that includes the full picture of cost savings (both direct and secondary) resulting from reduced car traffic.

Regarding specific changes I'd hope to accomplish: I'd love to capitalize on the current momentum of establishing proper bike-lanes on Middle Avenue and fully realize a complete Safe Routes to School program where we can actually have safe routes to all the Menlo Park schools that kids would be able to bike on safely without fears of injury from cars. I'd love to establish prioritized bus lanes on certain roads as well as transit signal priority, so buses wouldn't ever need to be stuck in traffic. I'd also want to add much more bike parking (including for cargo bikes) around the city so that nobody would ever be discouraged from biking to their destination, for fear that they wouldn't have anyplace safe to park their bikes.

That said, while I believe that deprioritizing cars in Menlo Park will absolutely help us achieve almost all of our stated goals around climate, equity, and vision zero, I also recognize that this isn't going to happen overnight. I am an incrementalist and understand that anything with government and infrastructure will take time to implement. I would be delighted if my membership on the Complete Streets commission can start to steer the city's priorities and projects in the right direction.

Planning Commission:

I would love to serve on the Planning Commission and be a voice in the growth and development of Menlo Park. I would say that my overall philosophy for City Planning is one of pro- smart-development. I absolutely love the cute neighborhoods of Menlo Park and how friendly everyone is while I'm going for a walk or riding my bike around town.

That being said, I recognize that there's a desperate housing shortage in California and the Bay Area and would want to be part of the solution to allow that housing to be developed in Menlo Park. I'm a strong proponent of blurring the lines (although not entirely) between residential and commercial areas in towns and feel that it's important

for people to be able to shop, work, dine, all within a short walk or bike ride of where they live.

Specifically, as California has recently passed a number of bills (more notably AB 2097, AB 2011, and SB 6), I imagine that the next 5-10 years will be very important in influencing and informing how Menlo Park will grow and develop for decades to come.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	1.5
Current City Council district	District 2
How did you hear about this opportunity (check all that apply)	City website
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge.	I agree
Signature	
	Link to signature

Advisory body application



Submission date: 6 February 2023, 6:44PM

Receipt number: 45

Related form version: 6

Applicant's full name (first and last)

Jayanta Dey

Desired advisory body (check all that apply)

Environmental Quality Commission

Applicant interest, experience and qualifications

Education

PhD, Computer Science

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

Sample Community services
 - organizing committee for summer youth conferences
 - advisory board member of a Women in Tech non profit, and being on the advisory

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

The responsibility of the EQC is to support the city in its sustainability, environmental protection and environmental quality initiatives, and be an advisory body for the city.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

I am concerned about the environmental quality and climate change and the effect on my daughter and others in the next generation

I think it is time for me to bring my engineering background, professional skills and experience and give my time in working to make a difference locally - by supporting the city in it's sustainability and environmental quality goals

I am excited about the federal governments recent IRA program and want to accelerate its impact and benefit to Menlo Park citizens

As a Belle Haven resident, and a 15 year dweller in a solar home with other energy efficiency features, I am a believer and practitioner, and I want to make a higher impact in the Belle Haven community, and the city and county at large

I hope to support and accelerate the zero energy goals of the city of Menlo Park and have it have a strong impact on Belle Haven, which is still lagging other parts of the city in some key metrics - such as tree cover percentage, access to solar power and electrification initiatives, etc.

Contact and residency information

Email



Cell phone



Home phone

Business phone

Address 1



Address 2

City

Menlo Park

State

CA

Zip code

94025

Business address

Number of years as a Menlo Park resident

16 years in May (all in Belle Haven)

Current City Council district

District 1

How did you hear about this opportunity (check all that apply)

Email

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: Yes

Business phone: No

Home phone: No

Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature

[Link to signature](#)

Advisory body application



Submission date: 4 March 2023, 6:27PM

Receipt number: 47

Related form version: 6

Applicant's full name (first and last) **Brian Kissel**

Desired advisory body (check all that apply) **Environmental Quality Commission**

Applicant interest, experience and qualifications

Education **BS Mechanical Engineering, US Naval Academy
MBA, Stanford University Graduate School of Business**

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

- Served on the Menlo Park independent redistricting commission as an alternate
- Board member, ClimateDonor.org, nonprofit crowdfunding platform addressing climate change
- Advisory board, RE-volv.org, nonprofit organization that provides solar power to other nonprofits (schools, community centers, libraries, etc.) under a power purchase agreement
- Advisor, Self-Help.org, nonprofit community development financial institution (CDFI) developing zero interest loan program for EV purchases by low income and disadvantaged families via the Greenhouse Gas Reduction Fund

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal, community or professional experience relate to these responsibilities.

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. I have been an advocate for environmental sustainability for the past several years, starting with co-founding ClimateDonor.org with a Stanford colleague. As noted above I am also helping two other nonprofits on national programs to address climate change, one via subsidized solar programs, the other via subsidized EV purchase programs, both focused on low income and disadvantaged communities. I am also in the process of fully electrifying our home and have served as a reference to others on the process and my experiences via NextDoor and Facebook. As a mechanical engineer I have a working knowledge of the technologies associated with sustainability. As a business executive I have experience with project management, finance and accounting, marketing, product development, market research, stakeholder engagement, and consensus building.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member.

Climate change is one of the biggest challenges facing humanity today. I believe that Menlo Park has been, and can continue to be a nationwide market leader and role model for city programs focused on addressing climate change. I would welcome the opportunity to bring my skills and experience to the EQC to help with the many programs and initiatives the city is pursuing.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	12
Current City Council district	District 5
How did you hear about this opportunity (check all that apply)	Other: Referred by Angela Evans, a current member of the Environmental Quality Commission
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)



COMMISSION/COMMITTEE APPLICATION

OFFICE USE ONLY
RECEIVED

Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 3/26/2014

Commission/Committee of Interest: ████████████████████ Environmental Quality Commission

Name: Michael Meyer

Education: Several years of college/ no degree

Civic affiliations and community activities, including service on other commissions or committees:

Coached Little League and AYSO. I served 4 years on the Transportation Commission several years ago. I recently served on the Bicycle Commission and am currently a Transportation Commissioner.

Describe your understanding of the responsibilities of the commission/committee that you are applying for and how your personal, community or professional experience relate to these responsibilities:

My understanding of the Commission responsibilities is to review use permits and variances as well as help maintain the ever evolving relationship between the General Plan and the cities needs. I believe that my unique view on multi-modal transportation as well as 15 years of residency as a renter and homeowner will bring a balanced and needed point of view to the Commission.

Describe why you want to serve on this commission/committee and what you hope to accomplish as a member:

I would like to bring a little more transportation related point of view to the commission and hope to bring a fair and balanced voice to the commission.

Terms

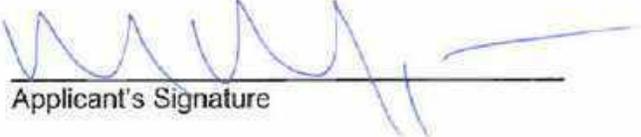
Terms for most commissions/committees are for a period of four years. Members are limited to two consecutive full terms. If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.

Specific Information

Serving on a commission or committee may require one or two night meetings per month, with each meeting averaging three to four hours. You may also be asked to serve on additional subcommittees. Members are expected to attend all meetings. Attendance at less than two-thirds of scheduled meetings may result in removal by the Council. Commissioners are not paid for their volunteer service. General information related to the charge of the commissions and committees and their schedules are shown on the attachment. More specific information may be obtained by viewing the City's website at http://www.menlopark.org/city_commissions.html and by contacting the staff liaison.

Information about the Appointment Process

The application process may take from six weeks to two months. Vacancies are advertised for approximately 30 days with a specific filing deadline. Deadlines may be extended. Please return your application, along with any attachments, to the City Clerk, at the address listed below. Applications are kept on file for one year. The City Council will review all applications, may contact you individually or may decide to hold interviews. All appointments will be made by nomination and vote of the City Council at a Council meeting. Questions about the application process should be directed to Pamela Aguilar, Acting City Clerk, at (650) 330-6620 or by e-mail at PIAguilar@menlopark.org.



Applicant's Signature

Return to the City Clerk, City of Menlo Park,
701 Laurel Street, Menlo Park, CA 94025
(Phone: (650) 330-6620 or e-mail at PIAguilar@menlopark.org)

OFFICE USE ONLY

Application Received: <u>2/6/2023</u>	Address Verified in City Limits: <input checked="" type="checkbox"/> By: <u>JAH</u> Initials
Considered by City Council: _____	Appointed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Considered by City Council: _____	Appointed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Considered by City Council: _____	Appointed: Yes <input type="checkbox"/> No <input type="checkbox"/>
If Appointed Term ends: <u>4/30/2027</u>	

PERSONAL INFORMATION

Name: Michael Meyer

Residence Address: [REDACTED]

(Note: Residency within the City limits is required)

Telephone No: [REDACTED] Number of years as a Menlo Park resident: 15

Occupation: IT Infrastructure

Email address: [REDACTED]@ [REDACTED]

Business Address/Telephone No: [REDACTED]
[REDACTED]

Are you a registered voter?

Yes No

How did you hear about this opportunity?

Newspaper Email City's Website Nextdoor.com
 Patch.com Other _____

Internet Posting

If I am appointed, the City is authorized to post the following information on the City's website:

	YES	NO
Home Address:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home Phone:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mailing Address (if not home address):	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business Address:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business Phone:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E-mail:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Advisory body application



Submission date: 3 April 2023, 4:28PM

Receipt number: 62

Related form version: 6

Applicant's full name (first and last) **Eduardo Pelegri-Llopert**

Desired advisory body (check all that apply) **Environmental Quality Commission**

Applicant interest, experience and qualifications

Education My personal background is in Software with a degree from UC Berkeley. I retired in February 2023 after many years in different companies HiTech and BioTech.

In the last few years we electrified and pretty much all our appliances are electric and so are our cars. We just signed up to install Solar Panels this summer.

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

My community participation until now has been through informal mechanisms. I was active at our local school (Peninsula School, and later at Summit High). Our kids grew up and I spent more time in activities like traffic in The Willows. Most recently I've been focused in electrification, learning and participating in different meetings (City and Peninsula Clean Energy) and in social media trying to educate residents in the areas I have experienced as a homeowner: heat pumps, electric vehicles, and solar panels.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

The current EQC commission lists as priorities:

- * multiple topics related to our city canopy, including heritage trees;
- * Environmental Quality (air/water pollution)
- * Sustainability and Energy conservation and generation.

I talked with Tom about the current priorities and he explained to me that the EQC recently has been focusing mostly in the latter two bullets. I have interest in our native landscaping - our garden is all natives - but my main focus is around sustainability, climate change and electrification. My experience is mostly as an informed user of these technologies but I am a fast learner and I believe I can contribute to the commission.

Also, I speak Spanish, so I can help reach out to the hispanic community.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

Climate change has been my top personal priority for many years. We bought our first EV in 2013 and we have been electrifying our house since before then. I believe the EQC has played a key role in helping Menlo Park, its sister cities, and key stakeholders like Pacific Clean Energy, make progress in our journey towards addressing our climate crisis. I want to help.

I come with a believe in the power of individuals, working together and with our city officials. We have a big challenge ahead of us but together we can tackle it.

We are home owners of a single residence home (in The Willows) but I have friends who are renters, and friends who are owners in a condominium. Many of the climate crisis solutions we have started implementing can be adopted more easily by owners of single residence homes and I'd like to see if we can help create and adopt solutions that apply to all the residents of our City.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	[REDACTED]
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	24
Current City Council district	District 2
How did you hear about this opportunity (check all that apply)	Email Other: Tom Kabat and Betsy Nash mentioned it to me. I've also interacted with other members of the EQC commission over the years.
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge. I agree

Signature

A handwritten signature in black ink, appearing to read "E. P. Reynolds". The signature is written in a cursive style with a large initial "E" and a distinct "P".

[Link to signature](#)

Advisory body application



Submission date: 7 April 2023, 3:26PM

Receipt number: 67

Related form version: 6

Applicant's full name (first and last)	Susan Prohaska
Desired advisory body (check all that apply)	Environmental Quality Commission

Applicant interest, experience and qualifications

Education	<p>PHD, Immunology, Stanford University</p> <p>MS, Biological Sciences, Stanford University</p> <p>BA, Microbiology and Immunology, UC Berkeley</p>
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Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

I have been volunteering with the Menlo Park City Team to support their efforts including the petition to encourage electrification. The petition and Fact Sheet created serve to garner support for electrification by informing residents of the benefits to the environment of moving away from gas and towards renewable sources of energy, as well as the financial and logistical resources available to make voluntary switch to electric home appliances (with induction and heat pump technologies) when they need replacing, a feasible and economically realistic option for everyone. Similarly, I participated in recent 350 Palo Alto canvassing efforts to publicize the Palo Alto's "Switch to Electric" program for heat pump water heaters. I continue to work with the Menlo Park City Team to support Earth Day and other upcoming activities.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

The Environmental Quality Commission provides guidance to the City Council on matters involving environmental protection, improvement, and sustainability. As a scientist in the biomedical field, I have always been interested in nature, health, and our environment. I am personally committed to reducing my impact where I can and believe that everyone doing a little is the best way to start, but collectively we need to do a lot to overcome the challenges to our environment with sustainable practices that significantly reduce the current harmful and unsustainable uses of fossil fuels and single use plastics around the world. My commitment, scientific training, professional experience and skills would allow me to contribute to the researching, identification and communication of potential solutions to the environmental quality issues addressed by the commission.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

I am very concerned about the impact of climate change, as well as the overuse and overproduction of single use plastics, in the world today. Collectively, we need to improve awareness and reduce the financial and logistical barriers to implementing mitigation strategies such as electrification of homes and businesses, creating and improving green spaces with native drought tolerant species, and sustainable alternatives to single use plastic and packaging. It can be overwhelming even for those of us who want to make meaningful changes, to sift through the available information to identify tangible, actionable steps. It can also be challenging to combat the "gloom and doom" of the messaging around climate change crisis. I would hope that being a member of this Environmental Quality Commission would allow me to learn more about solutions and their implementation, and to help Menlo Park continue to lead in equitable climate action by being part of the team that advises the City Council on these important environmental matters.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	2
Current City Council district	District 2
How did you hear about this opportunity (check all that apply)	Other: I have been working with the Menlo Park City Team
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature

A handwritten signature in black ink, appearing to read "James P. White". The signature is written in a cursive style with a long horizontal line extending to the right.

[Link to signature](#)

Advisory body application



Submission date: 27 March 2023, 10:18PM

Receipt number: 54

Related form version: 6

Applicant's full name (first and last)

Desta Raines

Desired advisory body (check all that apply)

Environmental Quality Commission

Applicant interest, experience and qualifications

Education

MBA, Sustainability Management, Sustainability Management School (SUMAS), Gland, Switzerland

Bachelor of Science in Mass Communications, Towson University, Towson, MD

Minor: Business Administration

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees.

- Member, Slavery & Trafficking Risk Template Development Committee: Multi-stakeholder consortium focused on the eradication of human trafficking and modern slavery from supply chains around the world
- Secretary of the Board, Responsible Sourcing Network (RSN): Dedicated to ending human rights abuses and forced labor in raw materials supply chains including cotton and minerals
- Board Member, Children of Vietnam: Supports women and children in the central region of Vietnam
- Advocacy Chair, Pancreatic Cancer Action Network, San Francisco Chapter

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal, community or professional experience relate to these responsibilities.

The Environmental Quality Commission focuses on all aspects of Menlo Park related to environmental protection and making Menlo Park a more sustainable community.

I currently serve as the Director of Sustainability for Sephora and in this role I focus on operational sustainability across our stores, distribution centers and offices. I work on climate, waste reduction, and embedding sustainability practices across all aspects of our business. I design and lead initiatives to ensure Sephora can meet its sustainability goals. This includes employee, supplier and consumer engagement, climate, operations, social and environmental audits, third party risk, circular economy, energy, recycling, repurposing, diversity and inclusion, diverse spend, environmental and social governance, global alignment, and partnerships.

I am fortunate to have a job that I'm passionate about and where I'm able to give something back everyday. I would like to use my background and interests to support Menlo Park's efforts too.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

I am interested in getting more involved in supporting my local community and using my skills and knowledge to contribute. The Environmental Quality Commission seems like the best fit with my background and a place where I can add immediate value. As a member, I want to not only serve in the duties as outlined, but also bring new ideas to the committee that can help move Menlo Park's efforts further along. I like to collaborate with others and would enjoy the opportunity to be a part of this group, making Menlo Park as sustainable as possible.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	[REDACTED]
Number of years as a Menlo Park resident	5
Current City Council district	District 3
How did you hear about this opportunity (check all that apply)	City website Email

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: Yes
Business phone: No
Home phone: No
Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submission date: 3 April 2023, 1:55PM

Receipt number: 61

Related form version: 6

Applicant's full name (first and last) **Paul Studemeister**

Desired advisory body (check all that apply) **Environmental Quality Commission
Planning Commission**

Applicant interest, experience and qualifications

Education **Ph.D. from the University of Western Ontario and B. A. from the University of California at Berkeley**

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees. **No past experience with advisory bodies, commissions or committees. However, over ten (10) years experience as President of a Homeowner's Association serving a condominium community of 120 units located in Sharon Heights, Menlo Park, California.**

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities. **Provide review and recommendations with regards to environmental and health-&-safety issues and apply my professional experience of more than twenty (20) years as an environmental consultant for engineering/environmental consulting firms in the San Francisco Bay Area.**

Describe why you want to serve on this advisory body and what you hope to accomplish as a member. **I hope to represent the people of Menlo Park and provide sound guidance with regards to environmental quality.**

Contact and residency information

Email **[REDACTED]**

Cell phone **[REDACTED]**

Home phone

Business phone

Address 1 **[REDACTED]**

Address 2 **[REDACTED]**

City **Menlo Park**

State **CA**

Zip code **94025**

Business address

Number of years as a Menlo Park resident **More than 20**

How did you hear about this opportunity (check all that apply)

Email

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **Yes**

Business phone: **No**

Home phone: **No**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge. **I agree**

Signature



[Link to signature](#)

COMMISSION & COMMITTEE APPLICATION

City Clerk
 701 Laurel Street, Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: April 4, 2019

Commission or Committee of Interest: **Environmental Quality Commission and Parks and Recreation Commission**

Name: [Redacted] **Environmental Quality Commission and Parks and Recreation Commission**

Education: BS. ME / MS ME / PhD Management Science / Post Doc Fellow Business Strategy- Policy (see attached resume)

Civic affiliations and community activities, including service on other commissions or committees:

- Past : Menlo Park Economic Vitality Task Force
- Stanford University : Graduate student housing planning commission
- Sacred Heart Preparatory – Team Parent
- Lehigh University President's Leadership Council
- Menlo Park Economic Vitality Task Force
- Board Member and Youth Coach – Pop Warner Football, AYSO Soccer, Little League Baseball, ASA Softball
- Local Business Owner And CEO

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

The Planning Commission supports decisions and makes recommendations to the City Council on a broad range of issues such as land use, environmental, and the changing needs of the city in relationship to the general plan. As a long time resident and business owner in Menlo Park I feel I have benefited from living in Menlo Park. My recent professional work in developing SMART Cities can be applied to the changing needs of Menlo Park and support preparing it for the future. I am also concerned about the opportunities provided to our citizens in the various neighborhoods in the city and how we can create better support for each neighborhood and continue to develop Menlo Park as a model total SMART city for the future. (see attached resume)

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I have had the privilege to live, work, raise a family and create long lasting friendships in Menlo Park over the last 30 years and feel I both want and should contribute back to this city. As a member of the Planning Commission I would like to support decisions that will allow Menlo Park to continue to be the type of city that people want to live and feel it is a privilege to be a citizen. I believe there is work to be done to prepare Menlo Park for the changes that are happening in society and technology. I hope to contribute to the present and future plans for this development.

Brian J Westcott
 Signature

April 4, 2019
 Date

OFFICE USE ONLY:	
Application Received: [Redacted] 2/8/2023	Address Verified in City Limits: <input checked="" type="checkbox"/> By: <u>IAH</u> (Initials)
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If Appointed Term ends: [Redacted] 4/30/2027	

Personal Information:			
Name: Brian J. Westcott	Number of years as a Menlo Park resident: 31		
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Business Phone: [REDACTED]			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

PROFESSIONAL PROFILE

Executive leader with over twenty five years of global experience in corporate management and governance, business strategy, innovation, marketing, and strategic management of technology, ranging from Board level policy and management for Fortune 500 companies to CEO of venture backed start-ups. Creative ability to develop high performing businesses by increasing innovation, improving productivity and providing better leadership, management and business processes.

EXPERIENCE

- 2016 – Present** **Intelligent Structures, Inc.** **Founder/ CEO/ Board of Directors**
- Founded Intelligent Structures Inc. an Enterprise Infrastructure Performance Asset Management Platform a sensor to enterprise Cloud SAAS implementation based on an IoT or Industrial Internet platform.
- Created business strategy and successfully executed the development of technology and organization of an enterprise software company
 - IntelliStruct – market introduction and commercial sales
- 2011 – 2015** **PFI Acquisition – Purfresh / IntelliFleet DBA.** **President/ CEO/ Board of Directors**
- CEO of Purfresh / IntelliFleet a venture backed company that provided an enterprise information and control solution for perishable supply chain management through a Cloud SAAS implementation based on an IoT or Industrial Internet platform.
- Created business strategy and successfully executed the transition from a chemical company to an enterprise software company
 - IntelliFleet – market introduction and development of first integrated perishable supply chain enterprise and control software system
 - Improved operating margins, increased revenue (4x) and market share Introduced and closed grower customer contracts,
 - Raised \$8 million venture financing Award: 2014 - Top 20 Most Promising Enterprise Software companies by CIO Review
- 2009 – 2011** **Securitas Business Unit / Marsys, Inc.** **President BU / Sr. Vice President**
- President of the Securitas Business Unit - a security software and business service company delivering a SAAS based solution.
- Responsible for P&L. Increased market growth rate while improving EBITDA.
 - Developed and upgraded two product lines and a hosted exchange partnership on a cloud based infrastructure.
 - Introduced WEB marketing and improved business processes.
- 2007 – 2009** **JDS Uniphase, Inc.** **Vice President / Sr. Director**
- Created business and acquisition strategy for growth of the Advanced Optical Technology Group.
- Negotiated and acquired ABNH (public company/ \$140 million) and managed the post merger integration.
 - Planned and formed the Security System Group of JDSU.
- Developed company wide growth initiative for high performance and continuous improvement through a focus on creating greater innovation, higher organic market share growth, and return on invested capital.
- 2005 - 2007** **Inogen, Inc.** **Chief Operating Officer**
- Chief Operating Officer of Inogen, Inc. a venture backed medical equipment technology company that produces portable oxygen concentrators for the home health care market. On the executive management team and managed software engineering, product engineering, supply chain management, manufacturing, distributors, customer care, quality and regulatory and information technology. Developed a new technology and supply chain strategy for the company and implemented a complete design and start-up of a new product. Public offering 2014
- 1992 to 2005** **WESTT, Inc.** **President /CEO / Chairman /Founder**
- A venture backed company that developed and implemented advanced enterprise and industrial information and control software systems. WESTT was a pioneer in the development of custom electro –mechanical automation subsystems serving the industrial equipment industry. Markets included services to customers in the medical products, food processing, flat-panel and semiconductor equipment industries. High rate of sales growth resulted in being awarded the position of #34 in the Inc. 500 (1997) and #68 the Deloitte and Touche Tech 500 (1997)
- 2000 to 2005** **eInnovate – A WESTT business** an integrated cloud based innovation business process site for product development and supply chain management. Cited in Fortune magazine.
- 1990 to 1992** **A.T. Kearney** **Principal**
- International management consultant for Fortune 500 clients in the area of strategic planning for new technology and innovation, managing the new product development process and integrated supply chain management. Completed projects in corporate transformation and change specifically related to use of information systems, product marketing strategy, managing research and

development, and managing product development and manufacturing. Worked on new client development, marketing and sales for A.T. Kearney developing programs in strategic management of technology.

1980 – 1990

General Electric, Inc.

Management and Engineering

Program Manager at General Electric Corporate Management Development and managed the Integrated New Product and Process Development Program. Worked with Jack Welch (CEO) to develop a corporate program for improved productivity of the innovation and technology delivery process. Led adoption of this program into the Appliance, Power Systems, Medical Product, and Electronics Divisions.

Control Systems Engineer in the Research Development Program at General Electric's Corporate Research and Development Center in the Thermo-Fluids Group. Developed jointly with the Electric Power Research Institute a real-time multivariable digital control system for operation and control of an Advanced Integrated Combined Cycle Coal Gasification System. Project resulted in the first digital multivariate control system for power production with an increase in performance and decrease in potential cost.

Obtained a PhD in Management Science and was a Post Doctoral Research Fellow at the Stanford Graduate School of Business. Encouraged by management of GE to pursue this higher education.

Combustion Engineering - Control System Engineer – Critical Function Monitoring and Control System for Nuclear Power Systems
Bechtel Power Corporation- Resident Control Engineer – Control System Integration on Grand Gulf Nuclear Power Plant

EDUCATION

Stanford Graduate School of Business

Post Doctoral Fellow Business Strategy and Policy

Became the first Post Doctoral Fellow in the Business School specializing in technology and new product business strategy focusing on managing technical innovation in manufacturing and product development. Published numerous case studies through Harvard and Stanford and related articles.

Stanford University

PhD in Management Science

Focused on the areas of technology strategy, business transformation, organizational behavior, production systems, decision analysis and economics and finance. Teaching assistant for the course Engineering Economics. Received an EPRI Fellowship for 4 years to research the economics of innovation related to electric power production. Dissertation focused on *Innovation: Organizational and Technical Factors that Influence Success*

Stanford University

Masters of Science -- Mechanical Engineering / Information Control Systems

Specialized in the areas of Control Systems and Thermo-fluid systems

Lehigh University

Bachelors of Science -- Mechanical Engineering

Graduated with Honors – Award Best Senior Project and Union Carbide Award for Outstanding Engineer

OTHER

2014- Present – Industrial Internet Consortium

Marketing Committee and Director Thought Leadership Council –

2005-2011 Global Fresh Foods

Board Director

Involved with formation and strategy for a technology company developing a solution for the preservation of fresh protein using advanced environmental control. Supported raise of a \$5.3 million venture equity investment.

Awards

- CIO Magazine 2018 – Top 10 SMART City Enterprise Software Platforms - IntelliStruct
- CIO Review 2014 - Top 20 Most Promising Enterprise Software companies
- Tech Inc. 500 Award - 28th Fastest Growing U.S. Technical Company in 1996 (WESTT, Inc)
- Inc. 500 Award - #34 (1996) and Tech 500 #68 in 1997 (WESTT, Inc.)
- Tech Inc. 500 Award for Fastest Growing U.S. Technical Company (1997 and 1998)
- Business Times largest private companies in Bay Area 2000 (WESTT, Inc.)
- Selected as Hero of Manufacturing – Fortune Magazine 1997
- Who's Who in America, The World and Industry and Finance (Marquis -- since 1991)
- A.T. Kearney – Global Management Award (1990)
- General Electric Corporate – Selected as a High Potential Leader (1989)
- General Electric Company Award to Inventors – Three U.S. Patents (1983)

Community Service

- Sacred Heart Preparatory – Team Parent
- Lehigh University President's Leadership Council
- Menlo Park Economic Vitality Task Force
- Board Member and Youth Coach – Pop Warner Football, AYSO Soccer, Little League Baseball, ASA Softball

INTELLIGENT STRUCTURES MAKING BRIDGES TALK - DIGITALLY

By Karim Kariappa



Intelligent Structures combines advanced sensor technology with highly customizable edge computing and cloud-based enterprise software to deliver the critical information owners need to optimize the management of bridges.

Brian Westcott
CEO

For years, bridge managers have dreamt of "smart bridges" – bridges that can tell them exactly what is needed to minimize risk, maximize mobility, and stay within budget. The expensive technology and expertise have made smart bridges an elusive dream. Until now.

Intelligent Structures (IS) is changing the game. "We make bridges talk - digitally," explains Brian Westcott, CEO of Intelligent Structures. Taking an enterprise IT approach, IS's innovative platform, IntelliStruct, is designed from the ground up to be both technically advanced and radically economical. With this decision support solution, bridge managers will know the detailed state of their bridges in real time and are able to prescribe precision maintenance, rather than teardown and rebuild. IS's goal is to extend the useful life of bridges from 50 to over 100 years. This is digital disruption for bridge management, essential to keeping smart cities moving.

Our Bridges are in Trouble

In the US, there are over 600,000 bridges, and a quarter of those bridges are in trouble. US bridges are aging, becoming riskier and more costly. About 10 percent are posted for reduced loads, about 10 percent are classified as structurally deficient, and another 10-12 percent are classified as functionally obsolete, according to the Federal Bridge database.

Traditional methods of bridge management are sorely outdated and inefficient. In 1964, in response to the collapse of the Silver Bridge in West Virginia causing 46 deaths, bridge inspection became mandated by federal act. It has been required that all bridges have biennial (every two years) inspection. The majority of inspections use a visual procedure which is highly variable. For example, in a Federal Study of Inspection reliability 2003, visual inspection ratings varied by up to five points, on a total scale of 10 for the same bridge. Our bridges, and thus our mobility, are at risk. With today's technology that has so clearly revolutionized other aspects of business and our personal lives; we can and must do better. This is where Intelligent Structures comes in.

The Solution: IS's Enterprise Bridge Performance Management Platform

A confluence of innovations and events has come to the rescue of aging bridges. IS has developed a bridge performance management platform based on Internet of Things (IoT) technology and enterprise cloud architecture: IntelliStruct™. It gives bridge managers the power to precisely measure bridge performance and manage bridge life cycles to minimize risk and maximize mobility, all within limited budgets. IS expertly leverages technologies such as low-cost sensors, IoT, edge computing, wireless communication, mesh networks, big data analytics, and machine learning to enable "smart bridges".

Smart bridges offer the opportunity to drastically improve the real-time knowledge of the health of a bridge, and precisely manage the bridge for safety, efficiency, and longevity. Managers can prevent bridge restrictions and closures, and direct budgets for maximum impact. This is imperative as our traffic loads increase, while our infrastructure deteriorates.

"Intelligent Structures combines advanced sensor technology with highly customizable edge computing and cloud-based enterprise software to deliver the critical information owners need to optimize the management of bridges," says Doug Thomson, CTO, Intelligent Structures.



Our bridge monitoring systems help with both real time data on structural behavior, as well as identifying trends and changes over time

Fact-Based Decision Support for Bridge Managers

Intelligent Structures is on the forefront of delivering smart bridge solutions. Leveraging advanced information technology, IS's bridge performance monitoring and decision support platform enables bridge managers make highly informed, fact-based decisions.

Here's how it works:

- Sensors are installed on bridges - measuring strain, acceleration, displacement, temperature, cracks, water height, and/or tilt, depending on the bridge.
- Two-Level Edge Computing: Component level sensor data is collected and analyzed in a set of IS's proprietary I-Bridge wireless modules, then sent through a mesh network to IS's I-Bridge controller that performs additional bridge level analytics. This enables economic wireless transmission to the cloud.
- Cloud-based Analysis is performed by IS's expert analysis engine, creating a dashboard of key metrics and trends for bridge managers, as well as real flag alerts and alarms.
- The Management Dashboard is transmitted to bridge

managers in real time. Managers can easily monitor a single bridge, or a fleet, and see where problems are brewing. This enables decisions to prioritize bridge issues, precision maintenance plans, and provide fact-based support for the ever-critical repair/rehabilitate/build decisions. The benefit is enormous - bridge managers can more effectively use their limited budgets to keep their bridges safe and open, for longer.

- Machine Learning and big data analytics update and adapt predictive models to anticipate bridge life cycle performance. Future scenarios are assessed to guide optimal bridge operating strategies, thus maximizing life-cycle performance.

Everyone Benefits

With smart bridges, everyone benefits: safety and mobility for people and users, and economy for budgets.

With IS, bridge owners have the ability to track key data on the performance of their bridges including a periodic digital signature (performance snapshot), component defect monitoring (for critical components), live load testing, and continuous monitoring. This gives owners the data to enable real-time management, as well as critical optimization of fleet planning and management over a 10-20 year horizon. Bridge owners see returns on implementation of IntelliStruct of over 50 percent IRR for individual bridges as well as application to strategic operations management of their entire fleet of bridges.

"Intelligent Structures has developed a new approach to providing decision support for the management of bridge assets. Their monitoring system for bridges collects real-time data that provides us with information on the structural behavior and is also able to detect any changes in the performance of the structure over time," explains Russ Andruschik, Executive Director - Structures, Manitoba Infrastructure.

Architect engineers, responsible for bridge design and engineering, leverage IntelliStruct for key data and analysis to support their assessment of bridge performance, and exactly what management actions are required. Growing databases of bridge performance and issues will influence future designs. Bridge inspectors combine the visual inspection information with a measured indicator of bridge state to provide a significantly more accurate assessment of bridge health. Their expertise allows for better assessment of bridge condition. TransSystems, an architect engineering firm and Intelligent Structures partner with a focus on transportation systems, states that measured performance provided by IntelliStruct is the future of the industry.

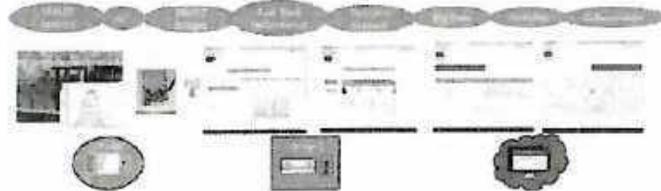
"Historically, acceptance of Bridge Health Monitoring solutions was limited due to challenges related to installation, durability, data transfer, power supply, and data processing. Intelligent Structures' smart bridge approach provides cost-effective solutions for each of these challenges. Owners now

have a cost-effective option to customize a solution that supports their bridge management decisions. They have real-time access to their bridge monitoring installations through the web. The system provides trend analysis, alerts, and other measures of how their bridge inventory is performing.

Going forward, as more owners recognize the value in real-time monitoring of their bridge inventory to their maintenance and rehabilitation decision making, the industry will expand rapidly," says Lawrence Kirchner, P.E., S.E., Vice President and Senior Associate, TransSystems.

Early Success

IS is already seeing success. A province in Canada that manages over 2000 bridges wanted to incorporate measured bridge performance into their operations. IS implemented their solution on a few bridges as proof of concept, resulting in identification of a key issue with a bridge not functioning as anticipated with overweight vehicles. The return from this information is over 50 percent annually. The customer was impressed with the results and has begun scaling the system to monitor their fleet of bridges. The capability applies equally to bridges owned at the city, state, or national level, and to private operators including railroads.



Changing Management Strategies for Changing Times

Recently, the Federal Highway Administration has issued new requirements for highway and bridge asset management that go into full effect in June 2019. These new requirements involve development and implementation of risk-based asset management plans, minimum standards for bridge and pavement management systems, and periodic evaluations to determine if reasonable alternatives exist to roads, highways or bridges that repeatedly require repair and reconstruction activities. IS's smart bridge platform delivers the measured performance and economic analysis to support these DOT requirements and become the global platform for bridge management. This is the path to a new generation of bridge management strategies.

Smart Bridges: Essential for Smart Cities

"Cities are becoming 'smart cities' by leveraging technology for improved infrastructure efficiency. There are many dimensions of the smart city vision, but a key

element is always mobility. And, bridges are the critical bottleneck in traffic mobility," adds Westcott.

As IS creates smart bridges to improve our existing infrastructure, the technology and data are primed to integrate into a consolidated community infrastructure. This will strengthen a smart city data foundation and offer the next level of benefit: from a smart bridge, to a smart fleet of bridges, to an integrated smart city.

In addition to improving the day-to-day operational efficiency of cities, the smart city vision includes strengthening the resilience of a city to recover from catastrophic events such as earthquakes, tsunamis, and hurricanes. Smart bridges will be stronger, thus better able to withstand a major shock, and the measured performance information will provide critical information to evaluate damage and aid in rapid recovery. Smart bridges will help a city quickly regain mobility after an extreme shock.

Governments and infrastructure managers are reviewing the use of information technology to increase the productivity of their assets. In many cases, this will require an increase in IT budgets. In the case of smart bridges, this IT investment will be offset with high returns from improvements in bridge life

cycles and saving 30-50 percent in the bridge annual budget.

Looking to the future, IS is developing advanced analytics using the data collected to build a database of how different bridges perform. They will apply machine learning to this data to help all bridge designers and managers become more efficient. Even more exciting, this technology has the potential to be applied to other structures such as buildings, parking garages, and dams all over the world.

The Imperative for Change

The industry must change. Bridges are failing, and there is not enough budget to keep up with the current bridge management processes. Innovation is required to do more with less. IS delivers the solution with IntelliStruct. With smart bridge technology, the life of bridges can be extended, and the lifetime cost of operating a bridge can be reduced by 30-50 percent.

"If we don't innovate, in 10 years we'll have autonomous vehicles traveling over crumbling bridges inspected by people using hammers and chains," concludes Westcott. ☐

Advisory body application



Submission date: 11 March 2023, 12:48PM

Receipt number: 50

Related form version: 6

Applicant's full name (first and last) **Jeff Leroux**

Desired advisory body (check all that apply) **Finance and Audit Committee**

Applicant interest, experience and qualifications

Education **Bachelor Degree, Business Administration**

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees **St Thomas Aquinas Catholic Church, City Team, Contributing Editor Martech Advisor (formerly).**

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities. **The committee provides review and perspective of budget & financial reporting processes. The committee's role is primarily to provide feedback to city staffers and facilitate transparency to the public.**

I have worked extensively with startups and investors for the past 25 years. While I am not a finance or accounting professional I know how to read and interpret financial statements, understand investment terminology and possess broad business & management skills as an executive.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member. **My interest is to become more involved in local government without necessarily becoming involved in politics. My approach would be one of learning and understanding how these processes work while hoping to contribute in some way to the overall benefit of the community.**

Contact and residency information

Email **[REDACTED]**

Cell phone **[REDACTED]**

Home phone

Business phone

Address 1 **[REDACTED]**

Address 2

City **Menlo Park**

State **CA**

Zip code **94025**

Business address



Number of years as a Menlo Park resident

17 years

Current City Council district

District 2

How did you hear about this opportunity (check all that apply)

Email

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **Yes**

Business phone: **No**

Home phone: **No**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge.

I agree

Signature



[Uploaded signature image: jl signature tiff](#)

Advisory body application



Submission date: 3 April 2023, 12:30PM

Receipt number: 60

Related form version: 6

Applicant's full name (first and last) **Matthew Normington**

Desired advisory body (check all that apply) **Finance and Audit Committee**

Applicant interest, experience and qualifications

Education **BS, Accounting**

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

– 4/2021 - Present: Member of Menlo Park Finance & Audit Committee
 – 11/2019 - Present: President & Treasurer, Marquis Homeowner Association, Menlo Park
 – 01/2016 - Present: Treasurer, Peninsula Youth Theatre, Mountain View
 – 04/2013 - 01/2016: Member of the Board of Directors, Peninsula Youth Theatre, Mountain View

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

As an incumbent on the committee, I am familiar with the roles and responsibilities. The responsibilities of the finance and audit committee is to analyze financial matters and assist city staff in providing up to date financial data points to assist Council in making decisions and provide transparency to the public. This includes reviewing financial statements and budgets, analyzing investment guidelines, pension liabilities, and interacting with the independent auditor to review the City's certified audited financial statements.

My community and professional experience aligns well with these responsibilities. For the past 2 years I have served as a member of the Finance and Audit Committee. For 10 years I have served as a board member for a non-profit organization in Mountain View. Seven of those years I have served as Treasurer. Most recently I have served as President & Treasurer for my neighborhood homeowners association. As a CPA and partner at the accounting firm Deloitte Tax LLP, I lead a national team of accountants, attorneys, and engineers to help large, complex clients resolve complicated financial and tax matters. We ensure their financial positions are properly and accurately documented for key stakeholders. This includes analyzing detailed financial data points and applying complex tax law concepts. In my role I interact daily with C-suite executives, board members, tax and financial personnel at my clients.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

I grew up in Menlo Park and my wife and I recently moved back to Menlo Park so that our son could attend Menlo Park's award winning schools. We are excited to be able to raise our son in this diverse community. As a result, I have a significant interest in maintaining the high quality of life in Menlo Park and, more specifically, the City's long term financial wellbeing.

I would like to serve on this committee to use my accounting background to give back to my community. As a member I want to help provide transparency on key financial matters in a way easy for the general public to understand, provide analytics to assist Council in decision making, and reduce the overall burden on City Staff by assisting staff in financial analysis.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	
Current City Council district	District 3
How did you hear about this opportunity (check all that apply)	Other: Current incumbent
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submission date: 6 March 2023, 10:30AM

Receipt number: 49

Related form version: 6

Applicant's full name (first and last) **G. Virginia Portillo**

Desired advisory body (check all that apply) **Finance and Audit Committee
Housing Commission
Library Commission**

Applicant interest, experience and qualifications

Education **High School diploma and Business Management Certification.**

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees **- Menlo Park Community Police Academy
- Climate Resilience Communities (CRC)
- MPC Ready**

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities **As you can see, I've checked marked three options for my desired body. After reading each advisory description and incorporating what I am passionate about as a Menlo Park, Belle Haven district homeowner. I am passionate about either of these bodies. As a Belle Haven resident, I want to examine issues of my community and make recommendations to the City Council on policies that matter. As an advisory committee, I want to establish a plan that aligns with the City Council's goals, guiding the commissions' activities and projects. Once part of the advisory committee, I can review specific subjects and be an ambassador that carries out essential assignments to my community.**

Describe why you want to serve on this advisory body and what you hope to accomplish as a member **I would love to join the Committee to allow me to gain knowledge and skills. I want to learn from community leaders, hear about different points of view, and expand my knowledge. The most significant benefit is the relationships between the Committee. It's an excellent way to meet like-minded people who share a passion and desire to improve the community, personally and professionally. And who knows, I may make some lifelong friends.**

Contact and residency information

Email [Redacted]

Cell phone [Redacted]

Home phone [Redacted]

Business phone

Address 1 [Redacted]

Address 2

City **Menlo Park**

State **CA**

Zip code **94025**

Business address

Number of years as a Menlo Park resident **13**

Current City Council district **District 1**

How did you hear about this opportunity (check all that apply) **Other: Nicole M. Acker , Sr. Management Analyst**

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **Yes**

Business phone: **No**

Home phone: **No**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge. **I agree**

Signature



[Link to signature](#)

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 03/29/2021

Commission or committee of interest: Finance and Audit Committee

Name: Carol Wong

Education: BBA (International Business) & BA (French) - UT Austin, LLM - London School of Economics

Civic affiliations and community activities, including service on other commissions or committees:

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:
I understand that the Finance and Audit Committee is primarily responsible for supporting the delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. To achieve this objective, the committee reviews several areas including periodic financial reporting to the City Council and the public, the audited financial report and resolution of audit findings. In addition, the Committee oversees the financial audit process and selection of auditors as needed. I am a CPA and have experience both in an audit and advisory role in public accounting. I have experience both auditing and reviewing financial statements through those roles. In addition, my current role within the controllership function of a publicly listed company requires that I assist in the preparation the company's financial statements filed with the SEC. Hence, I am familiar with how financial statements are prepared as well as the responsibilities of an audit committee.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:
I was greatly impressed with all that the City has done during the pandemic. During a time when many needed a sense of community, the city stepped in to provide updates and safety guidance. I'd like to contribute to the city's continued efforts in making the city a safe, secure and healthy community by supporting the Finance. In addition, I hope to add diversity to the committee through my background and professional and personal experiences.

Signature

March 29, 2021

Date

OFFICE USE ONLY:

Application received: 3/6/2023

Considered by City Council: _____

Considered by City Council: _____

Considered by City Council: _____

If appointed, term ends: 4/30/2025

Address verified in City Limits (if necessary): By: JAH
(Initials)

Appointed: Yes No

Appointed: Yes No

Appointed: Yes No

Personal information:			
Name:	Number of years as a Menlo Park resident: 6 years		
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone [REDACTED]	Email:		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity: <input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Advisory body application



Submission date: **7 April 2023, 2:45PM**
 Receipt number: **68**
 Related form version: **6**

Applicant's full name (first and last)	Brooke Frewing
Desired advisory body (check all that apply)	Housing Commission

Applicant interest, experience and qualifications

Education	B.A. Wellesley College J.D. Harvard Law School
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Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

I have lived in Menlo Park for over 20 years and volunteered regularly at the schools when my children attended them. During the pandemic I volunteered at the Boys and Girls club. Now that my children have grown, I have more time to become involved in civic activities. This past election cycle, I was active with the No on Measure V campaign and would like to remain involved in housing issues in Menlo Park.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

The Housing Commission reviews and advises the City Council on housing policies and programs in Menlo Park. As a lawyer for a technology company, I counsel leaders on substantive issues, balancing risk and opportunity. I am skilled at analyzing complex issues and describing them in a clear and concise manner. These skills, together with my inquisitive and empathetic nature, would enable me to review, recommend and contribute to discussions on creative approaches to increasing the housing supply and planning for housing needs in Menlo Park on the Housing Commission.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

Given the status of the City's Housing Element and the housing crisis, this is an important time to focus on housing supply and cost in our community. I would like to help evaluate, analyze and explain Menlo Park housing issues and policy to the City Council, stakeholders and the community at large. It is important to me that Menlo Park provides affordable housing, more shared transport and walkability and innovative housing opportunities that contribute to a commercially vibrant city.

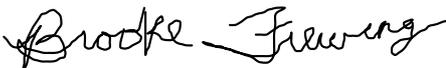
Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	[REDACTED]
Business phone	

Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	20
Current City Council district	District 2
How did you hear about this opportunity (check all that apply)	Other: Friend
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: Yes Email: No

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. **I agree**

Signature 

[Link to signature](#)

Advisory body application



Submission date: 30 March 2023, 11:33AM

Receipt number: 56

Related form version: 6

Applicant's full name (first and last)	Wonman Lee
Desired advisory body (check all that apply)	<input type="checkbox"/> Complete Streets Commission <input type="checkbox"/> Housing Commission <input type="checkbox"/> Parks and Recreation Commission <input type="checkbox"/> Planning Commission

Applicant interest, experience and qualifications

Education	Rutgers University, B.A. Political Science
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Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal, community or professional experience relate to these responsibilities	I currently work as a software engineer but I spent nearly 8 years in Washington, D.C. working in the U.S. Senate and am hoping my experiences there can translate to material improvements to quality of life and good governance in Menlo Park.
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Describe why you want to serve on this advisory body and what you hope to accomplish as a member	My family and I recently moved to Menlo Park and I wanted to get involved with local government in particular to improve the overall quality of life in District 1 which is where we live.
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Contact and residency information

Email	[REDACTED]
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Cell phone	[REDACTED]
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Home phone	
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Business phone	
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Address 1	[REDACTED]
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Address 2	
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City	Menlo Park
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State	CA
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Zip code	94025
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Business address	
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Number of years as a Menlo Park resident	2
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Current City Council district	District 1
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How did you hear about this opportunity (check all that apply)

City website

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **No**

Business phone: **No**

Home phone: **No**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge.

I agree

Signature



[Link to signature](#)

Advisory body application



Submission date: 30 March 2023, 4:52PM

Receipt number: 58

Related form version: 6

Applicant's full name (first and last) Kathleen OConnell
 Desired advisory body (check all that apply) Housing Commission

Applicant interest, experience and qualifications

Education BS, Finance - San Jose State University
 MBA Finance and Marketing - Santa Clara University

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees Parent volunteer at Oak Knoll, Hillview Middle and Menlo Atherton High School 2005 to present. Girl Scout Leader 2008 - 2018.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities Helps provide input regarding Menlo Park's procedures, policies, and recommendations.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member I have been a renter in Menlo Park for 25-plus years and with my experience, I feel I can provide some valuable insight into what current and future renter's needs are / will be.

Contact and residency information

Email [REDACTED]

Cell phone [REDACTED]

Home phone

Business phone

Address 1 [REDACTED]

Address 2 [REDACTED]

City Menlo Park

State CA

Zip code 94025

Business address

Number of years as a Menlo Park resident 25

Current City Council district District 4

How did you hear about this opportunity (check all that apply) Other: Betsy Nash

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **No**

Business phone: **No**

Home phone: **No**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge. **I agree**

Signature

A handwritten signature in black ink, appearing to be 'KOR', followed by a long horizontal line extending to the right.

[Link to signature](#)

Advisory body application



Submission date: 6 March 2023, 10:30AM

Receipt number: 49

Related form version: 6

Applicant's full name (first and last)	G. Virginia Portillo
Desired advisory body (check all that apply)	Finance and Audit Committee Housing Commission Library Commission

Applicant interest, experience and qualifications

Education	High School diploma and Business Management Certification.
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees.	- Menlo Park Community Police Academy - Climate Resilience Communities (CRC) - MPC Ready

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities.	As you can see, I've checked marked three options for my desired body. After reading each advisory description and incorporating what I am passionate about as a Menlo Park, Belle Haven district homeowner. I am passionate about either of these bodies. As a Belle Haven resident, I want to examine issues of my community and make recommendations to the City Council on policies that matter. As an advisory committee, I want to establish a plan that aligns with the City Council's goals, guiding the commissions' activities and projects. Once part of the advisory committee, I can review specific subjects and be an ambassador that carries out essential assignments to my community.
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Describe why you want to serve on this advisory body and what you hope to accomplish as a member.	I would love to join the Committee to allow me to gain knowledge and skills. I want to learn from community leaders, hear about different points of view, and expand my knowledge. The most significant benefit is the relationships between the Committee. It's an excellent way to meet like-minded people who share a passion and desire to improve the community, personally and professionally. And who knows, I may make some lifelong friends.
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Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	[REDACTED]
Business phone	
Address 1	[REDACTED]

Address 2

City **Menlo Park**

State **CA**

Zip code **94025**

Business address

Number of years as a Menlo Park resident **13**

Current City Council district **District 1**

How did you hear about this opportunity (check all that apply) **Other: Nicole M. Acker , Sr. Management Analyst**

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **Yes**

Business phone: **No**

Home phone: **No**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge. **I agree**

Signature



[Link to signature](#)

Advisory body application



Submission date: 5 April 2023, 3:20PM

Receipt number: 66

Related form version: 6

Applicant's full name (first and last) Wendy Carmody

Desired advisory body (check all that apply) Library Commission

Applicant interest, experience and qualifications

Education MBA Haas School of Business
EdM San Jose State University, Counselor Education
BS UC Davis

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees Support Best Buddies and volunteer coach for non-profits (certified International Coaching Federation coach).

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities
As an HR Business Partner for many years I recognize the importance of team and community collaboration in support of the direction and goals of an organization. It is about listening and being service oriented, and representing many voices toward shared goals. I also think it's important to have the ability to add value by remaining curious and asking questions, with the benefit of bringing understanding and clarity. I understand this position to be advisory in nature, since broader representation only contributes to the strength of the organization's ability to serve all community members.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member
I have a strong affinity for our public libraries and the many ways they serve our communities. They were particularly useful during COVID and I appreciated how they did their best to provide their services during those challenging times. Would love to contribute in some way by representing the Menlo Park community in support of our libraries and all that they offer.

Contact and residency information

Email [REDACTED]

Cell phone [REDACTED]

Home phone

Business phone

Address 1 [REDACTED]

Address 2

City Menlo Park

State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	30
Current City Council district	District 5
How did you hear about this opportunity (check all that apply)	<input checked="" type="checkbox"/> City website <input checked="" type="checkbox"/> Local newspaper

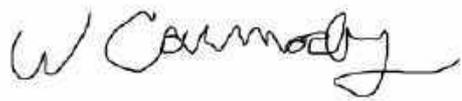
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **No**
Business phone: **No**
Home phone: **No**
Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submission date: 27 March 2023, 7:42AM

Receipt number: 53

Related form version: 6

Applicant's full name (first and last)

Carol Orton

Desired advisory body (check all that apply)

Library Commission

Applicant interest, experience and qualifications

Education

- o J.D. Indiana University Robert H. McKinney School of Law
- o B.A. Political Science, Stanford University

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

- o Library Volunteer, Dec 2022-present; East Palo Alto Charter School (EPACS)
- o Team Member, Nevada Voter Protection Voter Help Line, 2022, 2020, 2018
- o Covid-19 Vaccine Clinic Volunteer, Ravenswood Family Health Center, Feb 2021-Jan 2022
- o President and Board Member, 2008-2012, Menlo-Atherton High School Parent Teacher Association
- o Program Manager, Behavior Change or Climate Change Program, 2009-2011, Menlo-Atherton High School
- o Board Member, 2005-2007, Menlo-Atherton Foundation for the Future
- o President and Trustee, 2002-2006, Menlo Park City School District (MPCSD) Board of Trustees
- o Steering Committee Member, Chair, Editorial Committee, 2003, 1999-2000, Menlo Park City School District Parcel Tax Measures A and B
- o President and Board Member, 1996-2002, Menlo Park-Atherton Education Foundation
- o Menlo-Atherton High School Bronze Bear Award (for 7 years of outstanding service) 2012
- o Menlo Park City School District Golden Oak Award (for 10 years of outstanding service) 2006

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

I understand that as a library commission member it will be my responsibility to attend monthly meetings, prepare for the meetings by reviewing materials provided by library staff and consultants, listen to and/or read input from the community regarding the operation and maintenance of the City libraries, and advise the City Council on matters related to the operation of the City's libraries and systems. I believe that my deep involvement in our community supporting local schools and my 30-year residency in Menlo Park give me knowledge that will assist in understanding the issues. My experience as a trustee in the MPCSD gave me insights into working with staff and collaborating on projects for the public good. Finally, my background as a lawyer has ensured my attention to detail and respect for existing laws and regulations.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

I have three primary reasons for wishing to serve on the City of Menlo Park Library Commission.

First, I wish to continue giving back to and serving my local community. After decades of volunteer service to our local public schools and school district, in recent years I turned my primary focus to full-time work (managing our family law firm from 2004-2009 and operating my own small travel planning business 2010-2020). Since closing my business and retiring from paid work early in the pandemic, I am again determined to find ways to contribute my time and experience to my local community.

Second, I love libraries, reading, and the services offered by the library. I have regularly visited the Menlo Park library both with my children and on my own since moving to Menlo Park in 1993. For many decades I have enjoyed book clubs with local friends. I am a devoted reader and keep up with a variety of book genres. Since the pandemic has eased, I have been volunteering 2-3 afternoons/week at the East Palo Charter School (EPACS, an Aspire School). This experience has inspired the third reason for wishing to serve on the Library Commission.

Third, I have become aware of local history in our area over the last 75-100 years that there is an unfortunate legacy of policies that continue to impact underserved and less affluent populations in our community. I would like to add my voice to others in this community to acknowledge and take steps to address and remedy the ongoing effects of policies and decisions made in the early days of organizing Menlo Park's community services.

As a member, I hope to demonstrate an openness to listening, learning, and advising the City Council on issues relating to the library system. I hope that my experience and knowledge as a long-time resident and community volunteer will be a benefit both to the library system and to the City of Menlo Park.

Contact and residency information

Email

[REDACTED]

Cell phone

[REDACTED]

Home phone

[REDACTED]

Business phone	0
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	0
Number of years as a Menlo Park resident	30
Current City Council district	District 5
How did you hear about this opportunity (check all that apply)	Email Local newspaper
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: Yes Business phone: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submission date: 6 March 2023, 10:30AM

Receipt number: 49

Related form version: 6

Applicant's full name (first and last)	G. Virginia Portillo
Desired advisory body (check all that apply)	<input checked="" type="checkbox"/> Finance and Audit Committee <input checked="" type="checkbox"/> Housing Commission <input checked="" type="checkbox"/> Library Commission

Applicant interest, experience and qualifications

Education	High School diploma and Business Management Certification.
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees.	<ul style="list-style-type: none"> - Menlo Park Community Police Academy - Climate Resilience Communities (CRC) - MPC Ready

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities.	<p>As you can see, I've checked marked three options for my desired body. After reading each advisory description and incorporating what I am passionate about as a Menlo Park, Belle Haven district homeowner. I am passionate about either of these bodies. As a Belle Haven resident, I want to examine issues of my community and make recommendations to the City Council on policies that matter. As an advisory committee, I want to establish a plan that aligns with the City Council's goals, guiding the commissions' activities and projects. Once part of the advisory committee, I can review specific subjects and be an ambassador that carries out essential assignments to my community.</p>
---	--

Describe why you want to serve on this advisory body and what you hope to accomplish as a member.	<p>I would love to join the Committee to allow me to gain knowledge and skills. I want to learn from community leaders, hear about different points of view, and expand my knowledge. The most significant benefit is the relationships between the Committee. It's an excellent way to meet like-minded people who share a passion and desire to improve the community, personally and professionally. And who knows, I may make some lifelong friends.</p>
---	--

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	[REDACTED]
Business phone	
Address 1	[REDACTED]

Address 2

City **Menlo Park**

State **CA**

Zip code **94025**

Business address

Number of years as a Menlo Park resident **13**

Current City Council district **District 1**

How did you hear about this opportunity (check all that apply) **Other: Nicole M. Acker , Sr. Management Analyst**

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **Yes**

Business phone: **No**

Home phone: **No**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge. **I agree**

Signature



[Link to signature](#)

Advisory body application



Submission date: **7 April 2023, 3:37PM**

Receipt number: **69**

Related form version: **6**

Applicant's full name (first and last)

Jennifer Wise

Desired advisory body (check all that apply)

Library Commission

Applicant interest, experience and qualifications

Education

**B.A. Legal Studies, UC Berkeley
J.D. Santa Clara University School of Law**

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

Most recently, I have lead the charitable giving initiatives for my employer. This includes a back-to-school backpack drive where we donated over 300 backpacks with supplies to student in need, and our holiday Adopt-A-Family giving program where we bought gifts for 8 foster families who otherwise would have been without gifts at the holiday season. I also have a background in public service, having worked for the government as well as directing a preschool.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

It is my understanding that the library commission maintains the public library in all facets including acquiring new books and products, scheduling and organizing events, and conducting long term planning. As an estate planning and tax attorney, I conduct a lot of research, and conduct future planning for families. During my time working for the federal government, I organized symposiums for hundreds of people in the education space. As the Director of a preschool, I organized age-appropriate activities for children on a daily basis.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

I am an avid library member and am excited to be applying to serve on the commission again. I have always had a passion for reading and education and would love to continue to support the public library. I would love to have a hand in maintaining our excellent library, and with summer coming up, I am eager at the opportunity to create wonderful programs for children and community members for the season when they can use the library most.

Contact and residency information

Email

[REDACTED]

Cell phone

[REDACTED]

Home phone

Business phone

Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	2
Current City Council district	District 5
How did you hear about this opportunity (check all that apply)	Email
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. **I agree**

Signature



[Link to signature](#)

Advisory body application



Submission date: 28 March 2023, 8:26PM

Receipt number: 55

Related form version: 6

Applicant's full name (first and last)

Andrew Ehrich

Desired advisory body (check all that apply)

Complete Streets Commission

Parks and Recreation Commission

Planning Commission

Applicant interest, experience and qualifications

Education

Masters - Public Management and Governance - London School of Economics (2012)

Masters - Regional and Urban Planning Studies - London School of Economics (2011)

Bachelors - Mathematics - Stanford University (2009)

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

City Data Lead, City of San Jose

Development Committee, Hillel at Stanford

Intern, San Francisco Bicycle Coalition

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

From November 2019 - January 2021, I was the City Data Lead for the City of San Jose, working in the City Manager's Office. During that time, I also served as the Deputy Director for San Jose's Emergency Operations Center in charge of coordinating the response to COVID-19 for the entire city. This role required not only coordinating with Santa Clara County on the public health response, but also managing the response to all the downstream repercussions of the pandemic: food insecurity, housing insecurity, economic development, homelessness, renters policy, functioning of parks during the pandemic, and more.

As the person at the City entrusted to help use data to address these challenges, my job was to help bring quantitative rigor to decision making, program design, and policy. However, data without clear goals in mind is not all that useful. The job of City staff was to recommend and design the best way to address problems based on the priorities defined by the City Council and the community, and I could best use data to help them if City Council and the community could readily clarify the goals that were most important to the City.

As a former City staff member in a council-manager form of government, I deeply value the expertise that City staff bring to problems. My goal as part of an advisory body in Menlo Park would not be to dictate to City staff what or how to do their jobs. Rather, I see advisory bodies as helping to clarify priorities and ask the right questions so that City staff can best develop solutions in line with what matters to the community. Advisory bodies help to make clear the goals of the community so that the expertise of City staff -- and data of course! -- can be brought to bear on those goals.

In my role in San Jose, I really valued when an advisory body or a commission could help set clear direction and ask really good questions. It helped me to use data in a way that aligned most closely with the goals of the community. I hope to serve that function as part of a commission in the city where I live.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

This is my second time applying to serve on a City commission, and I am even more excited for the opportunity. Through my first application process, I was able to have conversations with City Councilmembers and observe commission meetings, which gave me a glimpse into why it's so critical that commissioners are excited about both thinking big and thinking small. It's lots of small decisions and details that make a city like Menlo Park, but each decision needs to be taken in the context of broader priorities.

Menlo Park is an amazing place. In the heart of Silicon Valley, it is rife with opportunity. It is beautiful. It is community oriented with distinct neighborhoods that each have a unique character. I have now lived in 3 different neighborhoods in my 6 years in Menlo Park – Downtown, Linfield Oaks, and The Willows – and in each one I have found friends and neighbors invested in creating a wonderful community.

I want to help make sure that Menlo Park is preparing for how it will extend what is special about its present into its future. I want to see the City make the right investments in housing, transportation, infrastructure, and public space, such that it can grow in a way that maintains what is special while also expanding the City's ability to serve as a opportunity-rich home for all the communities it houses--as well new residents who want to join.

Planning and adapting for the future requires engaging as much of our community as possible in envisioning and imagining what we want our city to look like in 10 years, 20 years, 30 years. It is not realistic to believe that we can maintain everything as-is, but it is wholly within our grasp to capture what is special about Menlo Park and ensure we build that into plans for the future. I think advisory bodies have an important role to play in engaging the community to help shape that vision. In so doing, they can help City Council and City Staff do their jobs with as much information and community input as possible, which can ultimately lead to tangible outcomes and considered planning that will guide Menlo Park into the future.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA

Zip code	94025
Business address	
Number of years as a Menlo Park resident	7
Current City Council district	District 2
How did you hear about this opportunity (check all that apply)	Email Other: Conversations with Councilmembers Drew Combs, Jen Wolosin
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: Yes Business phone: Yes Home phone: Yes Email: Yes

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge. **I agree**

Signature 
[Link to signature](#)

Advisory body application



Submission date: 4 April 2023, 7:44PM

Receipt number: 64

Related form version: 6

Applicant's full name (first and last) **Katie Ferrick (Katherine Graves Ferrick)**

Desired advisory body (check all that apply) **Planning Commission**

Applicant interest, experience and qualifications

Education **Master of Science, Counseling Psychology, San Francisco State University
Bachelor of Arts, Psychology, University of Oregon**

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees.

**Planning Commission, City of Menlo Park, 2008-2016
Citizens Budget Advisory Ad Hoc Committee, "Your City/Your Decision" 2006-2007
Planning Commission Representative for the two back-to-back Housing Element Update cycles between 2012-2015, City of Menlo Park**

**Committee to Support Menlo Park Schools (Co-chaired one bond measure and one parcel tax campaign leadership team member), Yes on W Nov 2013, Yes on X 2017
Encinal Elementary School PTO President 2011-2012, Vice President 2010-2011
Laurel Elementary School PTO Financial Secretary 2006-2007, then Treasurer, 2007-2008**

**Nonprofit and local business advocacy organization boards:
Menlo Spark, founding advisory board member, 2014-2020, then returned to the board 2022-present
Housing Trust Silicon Valley, 2021- present
San Francisco Chamber of Commerce Board of Directors, 2018-present
Joint Venture Silicon Valley Board of Directors, 2021-present
SV@Home founding board of directors, 2015-2020
Sunnyvale Community Services Board of Directors, 2014-2020
Mountain View Chamber of Commerce Board of Directors, 2015-2022**

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

The Planning Commission supports the city's General Plan for the orderly development of the city. As a council-appointed advisory body, we make recommendations and, in some cases, decisions about land use applications before the city and serve as a recommending body to Council for significant land use updates and zoning changes.

In my professional experience, I served on the district staff for US Congresswoman Jackie Speier between 2009-2014 focusing on congressional district resident needs and issue areas related to the federal government that local residents were in need of assistance with. In early 2014, I started my job at LinkedIn Corporation as their local government affairs representative, including working with their Community Development applications for their commercial development developments globally.

I serve on the Board of Directors for Housing Trust Silicon Valley, which provides innovative financing for Affordable Housing developers in the region.

I was a founding board member for SV@Home between 2015-2020, a nonprofit dedicated to Affordable Housing advocacy in the region. All of these experiences have been instrumental in deepening my understanding of the need for and challenges of creating affordable housing. I've also served on two Chamber of Commerce boards, San Francisco and Mountain View, giving me a solid foundation of understanding of the community's small and large business needs. Specifically, understanding how land-use decisions, the pace city decision making, and the policy direction at the local level which impact housing, office, and retail development all have a massive impact on the economic viability and vibrancy of a city.

Being able to leverage community service, including volunteer work for our local schools, as well as my professional experience to help ensure Menlo Park continues to make smart zoning and land use decisions that move our community forward would be an honor. It was a privilege to serve in this capacity between 2008-2016 and doing so again after having learned so much more from other local cities, I believe I could be a strong asset to the council and to city of Menlo Park.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

Since serving on the Planning Commission eight years ago, I've continued to learn more about local public policy, issues including widening economic inequality, local and regional economic development, and the region's housing affordability crisis-- all of which are connected. I hope to bring a broad and deep perspective to Menlo Park to help the city with decisions that are informed by my 20+ years of living in Menlo Park and by my experience in business, about the needs of residents, businesses, and the environment. We all need to work together to solve our largest issues so that everyone has a place and opportunity to thrive.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	20
Current City Council district	District 2
How did you hear about this opportunity (check all that apply)	Other: current planning commissioner who is moving out of state
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: Yes Business phone: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature:



[Link to signature](#)

Advisory body application



Submission date: 5 April 2023, 6:23AM

Receipt number: 65

Related form version: 6

Applicant's full name (first and last)

Ross Silverstein

Desired advisory body (check all that apply)

Complete Streets Commission

Planning Commission

Applicant interest, experience and qualifications

Education

Economics degree from UC Berkeley.

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

I am an active participant in the Menlo Park community: I vote in every election, regularly attend city council meetings, and reach out to city employees about potential issues and improvements when I notice them. I am also currently working with members of the Silicon Valley Bike Coalition to establish a "local team" for Menlo Park.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

Complete Streets Commission:

It is my understanding that the Complete Streets Commission's primary responsibilities are to advise the City Council on Transportation projects and solutions that help advance our stated goals as part of Vision Zero, our Climate Action Plan, and our Transportation Master Plan. The commission also reviews large MP construction projects through the lens of transportation.

I would bring two valuable sets of experiences to the Complete Streets Commission:

First, I rarely drive, and overwhelmingly interact with our transportation systems, routes, lanes and intersections either on my bike or on foot (this includes taking my kids to school every day, to the farmers market, the pool, the library, playgrounds and more). I therefore will bring a non-driver's perspective to the Complete Streets Commission, helping us move MP beyond the car-centric development philosophies that have guided the cityscape in the past.

Second, I have lived in 4 different countries, including Hong Kong, Spain, and the Netherlands in addition to both Northern and Southern California. I have seen how different communities, in urban, rural, and suburban settings can develop transportation priorities that benefit the entire community and incrementally work toward a better transportation system that functions cohesively across different modes of transport.

Planning Commission:

It's my understanding that the Planning Commission of Menlo Park's primary responsibilities are to review development proposals and permits and make decisions regarding the approval or denial of said development. The commission also works closely with the City Council and can recommend changes or improvements to our city's zoning, permits, and overall development process.

I am an amateur urban-planning enthusiast, having read much literature and papers on urban planning. I have lived in 4 different countries, including Hong Kong and the Netherlands, but have lived in California for the last 20 years and the Bay Area for the last 10. I feel that the diverse set of environments in which I've lived gives me a good understanding of the pros & cons of those urban environments.

My economics background gives me a good basis point for which to evaluate various city proposals and try to identify what type of ROI (either monetary or otherwise) we as a community might get out of any given project.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

Complete Streets Commission:

I feel strongly that the social fabric of a community is driven by how people get around. There is a stark difference between a community where people are isolated in their own single-occupancy vehicles, and

one where people are able to get around walking, biking, scootering, and using public transportation. Where people are able to interact with their neighbors while walking to get a morning coffee, instead of idling their cars in the Starbucks drive-through line.

What I would hope to accomplish on the Complete Streets Commission includes changes both to the culture, and to specific transportation options. At a cultural level, I'd love to remind members of our community that so many issues around transportation, traffic, and parking, are purely a result of our over-reliance on cars, and can be solved by improving our other methods of transportation. I'd love to move to a world where the conversation about multi-modal infrastructure isn't "drivers versus everyone else," but rather recognizes that better bus lanes, bike lanes, and improved walkability also benefit drivers by reducing traffic. I'd also love to help the city establish a framework for approving transportation projects that includes the full picture of cost savings (both direct and secondary) resulting from reduced car traffic.

Regarding specific changes I'd hope to accomplish: I'd love to capitalize on the current momentum of establishing proper bike-lanes on Middle Avenue and fully realize a complete Safe Routes to School program where we can actually have safe routes to all the Menlo Park schools that kids would be able to bike on safely without fears of injury from cars. I'd love to establish prioritized bus lanes on certain roads as well as transit signal priority, so buses wouldn't ever need to be stuck in traffic. I'd also want to add much more bike parking (including for cargo bikes) around the city so that nobody would ever be discouraged from biking to their destination, for fear that they wouldn't have anyplace safe to park their bikes.

That said, while I believe that deprioritizing cars in Menlo Park will absolutely help us achieve almost all of our stated goals around climate, equity, and vision zero, I also recognize that this isn't going to happen overnight. I am an incrementalist and understand that anything with government and infrastructure will take time to implement. I would be delighted if my membership on the Complete Streets commission can start to steer the city's priorities and projects in the right direction.

Planning Commission:

I would love to serve on the Planning Commission and be a voice in the growth and development of Menlo Park. I would say that my overall philosophy for City Planning is one of pro- smart-development. I absolutely love the cute neighborhoods of Menlo Park and how friendly everyone is while I'm going for a walk or riding my bike around town.

That being said, I recognize that there's a desperate housing shortage in California and the Bay Area and would want to be part of the solution to allow that housing to be developed in Menlo Park. I'm a strong proponent of blurring the lines (although not entirely) between residential and commercial areas in towns and feel that it's important

for people to be able to shop, work, dine, all within a short walk or bike ride of where they live.

Specifically, as California has recently passed a number of bills (more notably AB 2097, AB 2011, and SB 6), I imagine that the next 5-10 years will be very important in influencing and informing how Menlo Park will grow and develop for decades to come.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	1.5
Current City Council district	District 2
How did you hear about this opportunity (check all that apply)	City website
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge.	I agree
Signature	
	Link to signature

Advisory body application



Submission date: 16 March 2023, 2:59PM

Receipt number: 51

Related form version: 6

Applicant's full name (first and last) **Stuart Soffer**

Desired advisory body (check all that apply) **Planning Commission**

Applicant interest, experience and qualifications

Education **BS Computer Sciences, University of Wisconsin**

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees **Former MP Planning Commission
Former MP Finance Committee
Former MP Chamber of Commerce Board**

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities **The Planning commission receives applications for zoning changes, variances and significant projects; holds public hearings for certain projects, and reviews certain projects for compliance with local and state laws. In my experience I would visit projects before the meetings to exemplifying the immediate context of the project. The PC also holds hearings on local zoning changes.**

Describe why you want to serve on this advisory body and what you hope to accomplish as a member **I'd be an extremely experienced commission member, bringing historic memory and context to discussions.**

It looks like there's an error in this form: (Field If I am appointed, the City is authorized to post the following information on the city website (please select at least one): is required). Do you mean "preceding" instead of "following?"

Contact and residency information

Email **[REDACTED]**

Cell phone **[REDACTED]**

Home phone **[REDACTED]**

Business phone **[REDACTED]**

Address 1 **[REDACTED]**

Address 2

City **Menlo Park**

State **CA**

Zip code **94025**

Business address



Number of years as a Menlo Park resident

27

Current City Council district

District 3

How did you hear about this opportunity (check all that apply)

City website

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **Yes**

Business phone: **Yes**

Home phone: **Yes**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge.

I agree

Signature

[Link to signature](#)

Advisory body application



Submission date: 3 April 2023, 1:55PM

Receipt number: 61

Related form version: 6

Applicant's full name (first and last) **Paul Studemeister**

Desired advisory body (check all that apply) **Environmental Quality Commission
Planning Commission**

Applicant interest, experience and qualifications

Education **Ph.D. from the University of Western Ontario and B. A. from the University of California at Berkeley**

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees. **No past experience with advisory bodies, commissions or committees. However, over ten (10) years experience as President of a Homeowner's Association serving a condominium community of 120 units located in Sharon Heights, Menlo Park, California.**

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities. **Provide review and recommendations with regards to environmental and health-&-safety issues and apply my professional experience of more than twenty (20) years as an environmental consultant for engineering/environmental consulting firms in the San Francisco Bay Area.**

Describe why you want to serve on this advisory body and what you hope to accomplish as a member. **I hope to represent the people of Menlo Park and provide sound guidance with regards to environmental quality.**

Contact and residency information

Email [REDACTED]

Cell phone [REDACTED]

Home phone

Business phone

Address 1 [REDACTED]

Address 2 [REDACTED]

City **Menlo Park**

State **CA**

Zip code **94025**

Business address

Number of years as a Menlo Park resident **More than 20**

How did you hear about this opportunity (check all that apply)

Email

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **Yes**

Business phone: **No**

Home phone: **No**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. **I agree**

Signature



[Link to signature](#)

Advisory body application



Submission date: 28 March 2023, 8:26PM

Receipt number: 55

Related form version: 6

Applicant's full name (first and last)

Andrew Ehrich

Desired advisory body (check all that apply)

Complete Streets Commission

Parks and Recreation Commission

Planning Commission

Applicant interest, experience and qualifications

Education

Masters - Public Management and Governance - London School of Economics (2012)

Masters - Regional and Urban Planning Studies - London School of Economics (2011)

Bachelors - Mathematics - Stanford University (2009)

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

City Data Lead, City of San Jose

Development Committee, Hillel at Stanford

Intern, San Francisco Bicycle Coalition

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

From November 2019 - January 2021, I was the City Data Lead for the City of San Jose, working in the City Manager's Office. During that time, I also served as the Deputy Director for San Jose's Emergency Operations Center in charge of coordinating the response to COVID-19 for the entire city. This role required not only coordinating with Santa Clara County on the public health response, but also managing the response to all the downstream repercussions of the pandemic: food insecurity, housing insecurity, economic development, homelessness, renters policy, functioning of parks during the pandemic, and more.

As the person at the City entrusted to help use data to address these challenges, my job was to help bring quantitative rigor to decision making, program design, and policy. However, data without clear goals in mind is not all that useful. The job of City staff was to recommend and design the best way to address problems based on the priorities defined by the City Council and the community, and I could best use data to help them if City Council and the community could readily clarify the goals that were most important to the City.

As a former City staff member in a council-manager form of government, I deeply value the expertise that City staff bring to problems. My goal as part of an advisory body in Menlo Park would not be to dictate to City staff what or how to do their jobs. Rather, I see advisory bodies as helping to clarify priorities and ask the right questions so that City staff can best develop solutions in line with what matters to the community. Advisory bodies help to make clear the goals of the community so that the expertise of City staff -- and data of course! -- can be brought to bear on those goals.

In my role in San Jose, I really valued when an advisory body or a commission could help set clear direction and ask really good questions. It helped me to use data in a way that aligned most closely with the goals of the community. I hope to serve that function as part of a commission in the city where I live.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

This is my second time applying to serve on a City commission, and I am even more excited for the opportunity. Through my first application process, I was able to have conversations with City Councilmembers and observe commission meetings, which gave me a glimpse into why it's so critical that commissioners are excited about both thinking big and thinking small. It's lots of small decisions and details that make a city like Menlo Park, but each decision needs to be taken in the context of broader priorities.

Menlo Park is an amazing place. In the heart of Silicon Valley, it is rife with opportunity. It is beautiful. It is community oriented with distinct neighborhoods that each have a unique character. I have now lived in 3 different neighborhoods in my 6 years in Menlo Park – Downtown, Linfield Oaks, and The Willows – and in each one I have found friends and neighbors invested in creating a wonderful community.

I want to help make sure that Menlo Park is preparing for how it will extend what is special about its present into its future. I want to see the City make the right investments in housing, transportation, infrastructure, and public space, such that it can grow in a way that maintains what is special while also expanding the City's ability to serve as a opportunity-rich home for all the communities it houses--as well new residents who want to join.

Planning and adapting for the future requires engaging as much of our community as possible in envisioning and imagining what we want our city to look like in 10 years, 20 years, 30 years. It is not realistic to believe that we can maintain everything as-is, but it is wholly within our grasp to capture what is special about Menlo Park and ensure we build that into plans for the future. I think advisory bodies have an important role to play in engaging the community to help shape that vision. In so doing, they can help City Council and City Staff do their jobs with as much information and community input as possible, which can ultimately lead to tangible outcomes and considered planning that will guide Menlo Park into the future.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA

Zip code	94025
Business address	
Number of years as a Menlo Park resident	7
Current City Council district	District 2
How did you hear about this opportunity (check all that apply)	Email Other: Conversations with Councilmembers Drew Combs, Jen Wolosin
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: Yes Business phone: Yes Home phone: Yes Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. **I agree**

Signature 

[Link to signature](#)

Advisory body application



Submission date: 2 April 2023, 4:43PM

Receipt number: 59

Related form version: 6

Applicant's full name (first and last)

Jessica Gilmartin

Desired advisory body (check all that apply)

Parks and Recreation Commission

Applicant interest, experience and qualifications

Education

I received my Bachelors of Science in Industrial and Labor Relations from Cornell University and my Masters of Business Administration from the Wharton School at the University of Pennsylvania

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees.

- I've been on the board of directors for Mutville, a senior dog rescue in San Francisco that is consistently voted one of the top dog rescues in the country, for 4 years.

- I've been an active volunteer and leader within the MPCSD school district where my sons go to school. For four years I ran our large annual fundraising campaign, helping to raise over \$4mm per year for the school district. Most recently I was the One Community Campaign chairman, responsible for organizing the 4 schools and the MPAEF to jointly agree on their charter and fundraising campaign.

- For two years, I was on the board of Santa Clara University's School of Engineering where I advised the directors on modern technology practices.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities.

My understanding is that this board meets to provide the city council with the residents' view and perspective on long and short term improvements and updates to our parks and other recreational services. As both a parent of two children who have used many of Menlo Park's facilities for 13 years, as a business leader with 25 years of experience managing complex issues and stakeholders, and as an active community volunteer who has a deep understanding of the challenges of making hard tradeoffs with government funding, I believe I have a unique understanding of the role of an advisor and guide.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member.

One of the reasons we fell in love with Menlo Park and chose to make this our permanent home is the incredible parks, libraries and other facilities that have created a truly special place for our children to grow up in. I feel so grateful that my sons have gotten to spend most of their lives outside, on the playgrounds of Seminary Oaks, at the Nealon Park soccer fields, at the Burgess Park baseball fields, pools and tennis courts, and too many other places to name.

I want to play a part in understanding the issues and opportunities the city is currently facing and advise in any way I can to preserve our beautiful facilities for future generations.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	13
Current City Council district	District 3
How did you hear about this opportunity (check all that apply)	Email
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submission date: 30 March 2023, 11:33AM
 Receipt number: 56
 Related form version: 6

Applicant's full name (first and last)	Wonman Lee
Describe advisory body (check all that apply)	<input checked="" type="checkbox"/> Complete Streets Commission <input checked="" type="checkbox"/> Housing Commission <input checked="" type="checkbox"/> Parks and Recreation Commission <input checked="" type="checkbox"/> Planning Commission

Applicant interest, experience and qualifications

Education	Rutgers University, B.A. Political Science
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Civic affiliations and community activities, including service on other advisory bodies, commissions or committees

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities	I currently work as a software engineer but I spent nearly 8 years in Washington, D.C. working in the U.S. Senate and am hoping my experiences there can translate to material improvements to quality of life and good governance in Menlo Park.
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Describe why you want to serve on this advisory body and what you hope to accomplish as a member	My family and I recently moved to Menlo Park and I wanted to get involved with local government in particular to improve the overall quality of life in District 1 which is where we live.
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Contact and residency information

Email	[REDACTED]
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Cell phone	[REDACTED]
------------	------------

Home phone	
------------	--

Business phone	
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Address 1	[REDACTED]
-----------	------------

Address 2	
-----------	--

City	Menlo Park
------	------------

State	CA
-------	----

Zip code	94025
----------	-------

Business address	
------------------	--

Number of years as a Menlo Park resident	2
--	---

Current City Council district	District 1
-------------------------------	------------

How did you hear about this opportunity (check all that apply)

City website

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **No**

Business phone: **No**

Home phone: **No**

Email: **Yes**

Application acknowledgement and submittal

I certify that the answers given here are true and complete to the best of my knowledge.

I agree

Signature



[Link to signature](#)

COMMISSION & COMMITTEE APPLICATION

City Clerk
 701 Laurel Street, Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: April 4, 2019

Commission or Committee of Interest: **Environmental Quality Commission and Parks and Recreation Commission**

Name: [Redacted] **Environmental Quality Commission and Parks and Recreation Commission**

Education: BS. ME / MS ME / PhD Management Science / Post Doc Fellow Business Strategy- Policy (see attached resume)

Civic affiliations and community activities, including service on other commissions or committees:

- Past : Menlo Park Economic Vitality Task Force
- Stanford University : Graduate student housing planning commission
- Sacred Heart Preparatory – Team Parent
- Lehigh University President's Leadership Council
- Menlo Park Economic Vitality Task Force
- Board Member and Youth Coach – Pop Warner Football, AYSO Soccer, Little League Baseball, ASA Softball
- Local Business Owner And CEO

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

The Planning Commission supports decisions and makes recommendations to the City Council on a broad range of issues such as land use, environmental, and the changing needs of the city in relationship to the general plan. As a long time resident and business owner in Menlo Park I feel I have benefited from living in Menlo Park. My recent professional work in developing SMART Cities can be applied to the changing needs of Menlo Park and support preparing it for the future. I am also concerned about the opportunities provided to our citizens in the various neighborhoods in the city and how we can create better support for each neighborhood and continue to develop Menlo Park as a model total SMART city for the future. (see attached resume)

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I have had the privilege to live, work, raise a family and create long lasting friendships in Menlo Park over the last 30 years and feel I both want and should contribute back to this city. As a member of the Planning Commission I would like to support decisions that will allow Menlo Park to continue to be the type of city that people want to live and feel it is a privilege to be a citizen. I believe there is work to be done to prepare Menlo Park for the changes that are happening in society and technology. I hope to contribute to the present and future plans for this development.

Brian J Westcott
 Signature

April 4, 2019
 Date

OFFICE USE ONLY:	
Application Received: [Redacted] 2/8/2023	Address Verified in City Limits: <input checked="" type="checkbox"/> By: <u>IAH</u> (Initials)
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If Appointed Term ends: [Redacted] 4/30/2027	

Personal Information:			
Name: Brian J. Westcott	Number of years as a Menlo Park resident: 31		
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Business Phone: [REDACTED]			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

PROFESSIONAL PROFILE

Executive leader with over twenty five years of global experience in corporate management and governance, business strategy, innovation, marketing, and strategic management of technology, ranging from Board level policy and management for Fortune 500 companies to CEO of venture backed start-ups. Creative ability to develop high performing businesses by increasing innovation, improving productivity and providing better leadership, management and business processes.

EXPERIENCE

- 2016 – Present** **Intelligent Structures, Inc.** **Founder/ CEO/ Board of Directors**
- Founded Intelligent Structures Inc. an Enterprise Infrastructure Performance Asset Management Platform a sensor to enterprise Cloud SAAS implementation based on an IoT or Industrial Internet platform.
- Created business strategy and successfully executed the development of technology and organization of an enterprise software company
 - IntelliStruct – market introduction and commercial sales
- 2011 – 2015** **PFI Acquisition – Purfresh / Intellifleet DBA.** **President/ CEO/ Board of Directors**
- CEO of Purfresh / Intellifleet a venture backed company that provided an enterprise information and control solution for perishable supply chain management through a Cloud SAAS implementation based on an IoT or Industrial Internet platform.
- Created business strategy and successfully executed the transition from a chemical company to an enterprise software company
 - Intellifleet – market introduction and development of first integrated perishable supply chain enterprise and control software system
 - Improved operating margins, increased revenue (4x) and market share Introduced and closed grower customer contracts,
 - Raised \$8 million venture financing Award: 2014 - Top 20 Most Promising Enterprise Software companies by CIO Review
- 2009 – 2011** **Securitas Business Unit / Marsys, Inc.** **President BU / Sr. Vice President**
- President of the Securitas Business Unit - a security software and business service company delivering a SAAS based solution.
- Responsible for P&L. Increased market growth rate while improving EBITDA.
 - Developed and upgraded two product lines and a hosted exchange partnership on a cloud based infrastructure.
 - Introduced WEB marketing and improved business processes.
- 2007 – 2009** **JDS Uniphase, Inc.** **Vice President / Sr. Director**
- Created business and acquisition strategy for growth of the Advanced Optical Technology Group.
- Negotiated and acquired ABNH (public company/ \$140 million) and managed the post merger integration.
 - Planned and formed the Security System Group of JDSU.
- Developed company wide growth initiative for high performance and continuous improvement through a focus on creating greater innovation, higher organic market share growth, and return on invested capital.
- 2005 - 2007** **Inogen, Inc.** **Chief Operating Officer**
- Chief Operating Officer of Inogen, Inc. a venture backed medical equipment technology company that produces portable oxygen concentrators for the home health care market. On the executive management team and managed software engineering, product engineering, supply chain management, manufacturing, distributors, customer care, quality and regulatory and information technology. Developed a new technology and supply chain strategy for the company and implemented a complete design and start-up of a new product. Public offering 2014
- 1992 to 2005** **WESTT, Inc.** **President /CEO / Chairman /Founder**
- A venture backed company that developed and implemented advanced enterprise and industrial information and control software systems. WESTT was a pioneer in the development of custom electro –mechanical automation subsystems serving the industrial equipment industry. Markets included services to customers in the medical products, food processing, flat-panel and semiconductor equipment industries. High rate of sales growth resulted in being awarded the position of #34 in the Inc. 500 (1997) and #68 the Deloitte and Touche Tech 500 (1997)
- 2000 to 2005** **eInnovate – A WESTT business** an integrated cloud based innovation business process site for product development and supply chain management. Cited in Fortune magazine.
- 1990 to 1992** **A.T. Kearney** **Principal**
- International management consultant for Fortune 500 clients in the area of strategic planning for new technology and innovation, managing the new product development process and integrated supply chain management. Completed projects in corporate transformation and change specifically related to use of information systems, product marketing strategy, managing research and

development, and managing product development and manufacturing. Worked on new client development, marketing and sales for A.T. Kearney developing programs in strategic management of technology.

1980 – 1990

General Electric, Inc.

Management and Engineering

Program Manager at General Electric Corporate Management Development and managed the Integrated New Product and Process Development Program. Worked with Jack Welch (CEO) to develop a corporate program for improved productivity of the innovation and technology delivery process. Led adoption of this program into the Appliance, Power Systems, Medical Product, and Electronics Divisions.

Control Systems Engineer in the Research Development Program at General Electric's Corporate Research and Development Center in the Thermo-Fluids Group. Developed jointly with the Electric Power Research Institute a real-time multivariable digital control system for operation and control of an Advanced Integrated Combined Cycle Coal Gasification System. Project resulted in the first digital multivariate control system for power production with an increase in performance and decrease in potential cost.

Obtained a PhD in Management Science and was a Post Doctoral Research Fellow at the Stanford Graduate School of Business. Encouraged by management of GE to pursue this higher education.

Combustion Engineering - Control System Engineer – Critical Function Monitoring and Control System for Nuclear Power Systems
Bechtel Power Corporation- Resident Control Engineer – Control System Integration on Grand Gulf Nuclear Power Plant

EDUCATION

Stanford Graduate School of Business

Post Doctoral Fellow Business Strategy and Policy

Became the first Post Doctoral Fellow in the Business School specializing in technology and new product business strategy focusing on managing technical innovation in manufacturing and product development. Published numerous case studies through Harvard and Stanford and related articles.

Stanford University

PhD in Management Science

Focused on the areas of technology strategy, business transformation, organizational behavior, production systems, decision analysis and economics and finance. Teaching assistant for the course Engineering Economics. Received an EPRI Fellowship for 4 years to research the economics of innovation related to electric power production. Dissertation focused on *Innovation: Organizational and Technical Factors that Influence Success*

Stanford University

Masters of Science -- Mechanical Engineering / Information Control Systems

Specialized in the areas of Control Systems and Thermo-fluid systems

Lehigh University

Bachelors of Science -- Mechanical Engineering

Graduated with Honors – Award Best Senior Project and Union Carbide Award for Outstanding Engineer

OTHER

2014- Present – Industrial Internet Consortium

Marketing Committee and Director Thought Leadership Council –

2005-2011 Global Fresh Foods

Board Director

Involved with formation and strategy for a technology company developing a solution for the preservation of fresh protein using advanced environmental control. Supported raise of a \$5.3 million venture equity investment.

Awards

- CIO Magazine 2018 – Top 10 SMART City Enterprise Software Platforms - IntelliStruct
- CIO Review 2014 - Top 20 Most Promising Enterprise Software companies
- Tech Inc. 500 Award - 28th Fastest Growing U.S. Technical Company in 1996 (WESTT, Inc)
- Inc. 500 Award - #34 (1996) and Tech 500 #68 in 1997 (WESTT, Inc.)
- Tech Inc. 500 Award for Fastest Growing U.S. Technical Company (1997 and 1998)
- Business Times largest private companies in Bay Area 2000 (WESTT, Inc.)
- Selected as Hero of Manufacturing – Fortune Magazine 1997
- Who's Who in America, The World and Industry and Finance (Marquis -- since 1991)
- A.T. Kearney – Global Management Award (1990)
- General Electric Corporate – Selected as a High Potential Leader (1989)
- General Electric Company Award to Inventors – Three U.S. Patents (1983)

Community Service

- Sacred Heart Preparatory – Team Parent
- Lehigh University President’s Leadership Council
- Menlo Park Economic Vitality Task Force
- Board Member and Youth Coach – Pop Warner Football, AYSO Soccer, Little League Baseball, ASA Softball

INTELLIGENT STRUCTURES MAKING BRIDGES TALK - DIGITALLY

By Karan Kariappa



Intelligent Structures combines advanced sensor technology with highly customizable edge computing and cloud-based enterprise software to deliver the critical information owners need to optimize the management of bridges.

Brian Westcott CEO

For years, bridge managers have dreamt of "smart bridges" – bridges that can tell them exactly what is needed to minimize risk, maximize mobility, and stay within budget. The expensive technology and expertise have made smart bridges an elusive dream. Until now.

Intelligent Structures (IS) is changing the game. "We make bridges talk - digitally," explains Brian Westcott, CEO of Intelligent Structures. Taking an enterprise IT approach, IS' innovative platform, IntelliStruct, is designed from the ground up to be both technically advanced and radically economical. With this decision support solution, bridge managers will know the detailed state of their bridges in real time and are able to prescribe precision maintenance, rather than teardown and rebuild. IS' goal is to extend the useful life of bridges from 50 to over 100 years. This is digital disruption for bridge management, essential to keeping smart cities moving.

Our Bridges are in Trouble

In the US, there are over 600,000 bridges, and a quarter of those bridges are in trouble. US bridges are aging, becoming riskier and more costly. About 10 percent are posted for reduced loads, about 10 percent are classified as structurally deficient, and another 10-12 percent are classified as functionally obsolete, according to the Federal Bridge database.

Traditional methods of bridge management are sorely outdated and inefficient. In 1964, in response to the collapse of the Silver Bridge in West Virginia causing 46 deaths, bridge inspection became mandated by federal act. It has been required that all bridges have biennial (every two years) inspection. The majority of inspections use a visual procedure which is highly variable. For example, in a Federal Study of Inspection reliability 2003, visual inspection ratings varied by up to five points, on a total scale of 10 for the same bridge. Our bridges, and thus our mobility, are at risk. With today's technology that has so clearly revolutionized other aspects of business and our personal lives; we can and must do better. This is where Intelligent Structures comes in.

The Solution: IS's Enterprise Bridge Performance Management Platform

A confluence of innovations and events has come to the rescue of aging bridges. IS has developed a bridge performance management platform based on Internet of Things (IoT) technology and enterprise cloud architecture: IntelliStruct™. It gives bridge managers the power to precisely measure bridge performance and manage bridge life cycles to minimize risk and maximize mobility, all within limited budgets. IS expertly leverages technologies such as low-cost sensors, IoT, edge computing, wireless communication, mesh networks, big data analytics, and machine learning to enable "smart bridges".

Smart bridges offer the opportunity to drastically improve the real-time knowledge of the health of a bridge, and precisely manage the bridge for safety, efficiency, and longevity. Managers can prevent bridge restrictions and closures, and direct budgets for maximum impact. This is imperative as our traffic loads increase, while our infrastructure deteriorates.

"Intelligent Structures combines advanced sensor technology with highly customizable edge computing and cloud-based enterprise software to deliver the critical information owners need to optimize the management of bridges," says Doug Thomson, CTO, Intelligent Structures.



Our bridge monitoring systems help with both real time data on structural behavior, as well as identifying trends and changes over time

Fact-Based Decision Support for Bridge Managers

Intelligent Structures is on the forefront of delivering smart bridge solutions. Leveraging advanced information technology, IS's bridge performance monitoring and decision support platform enables bridge managers make highly informed, fact-based decisions.

Here's how it works:

- Sensors are installed on bridges - measuring strain, acceleration, displacement, temperature, cracks, water height, and/or tilt, depending on the bridge.
- Two-Level Edge Computing: Component level sensor data is collected and analyzed in a set of IS's proprietary I-Bridge wireless modules, then sent through a mesh network to IS's I-Bridge controller that performs additional bridge level analytics. This enables economic wireless transmission to the cloud.
- Cloud-based Analysis is performed by IS's expert analysis engine, creating a dashboard of key metrics and trends for bridge managers, as well as real flag alerts and alarms.
- The Management Dashboard is transmitted to bridge

managers in real time. Managers can easily monitor a single bridge, or a fleet, and see where problems are brewing. This enables decisions to prioritize bridge issues, precision maintenance plans, and provide fact-based support for the ever-critical repair/rehabilitate/build decisions. The benefit is enormous - bridge managers can more effectively use their limited budgets to keep their bridges safe and open, for longer.

- Machine Learning and big data analytics update and adapt predictive models to anticipate bridge life cycle performance. Future scenarios are assessed to guide optimal bridge operating strategies, thus maximizing life-cycle performance.

Everyone Benefits

With smart bridges, everyone benefits: safety and mobility for people and users, and economy for budgets.

With IS, bridge owners have the ability to track key data on the performance of their bridges including a periodic digital signature (performance snapshot), component defect monitoring (for critical components), live load testing, and continuous monitoring. This gives owners the data to enable real-time management, as well as critical optimization of fleet planning and management over a 10-20 year horizon. Bridge owners see returns on implementation of IntelliStruct of over 50 percent IRR for individual bridges as well as application to strategic operations management of their entire fleet of bridges.

"Intelligent Structures has developed a new approach to providing decision support for the management of bridge assets. Their monitoring system for bridges collects real-time data that provides us with information on the structural behavior and is also able to detect any changes in the performance of the structure over time," explains Russ Andruschik, Executive Director - Structures, Manitoba Infrastructure.

Architect engineers, responsible for bridge design and engineering, leverage IntelliStruct for key data and analysis to support their assessment of bridge performance, and exactly what management actions are required. Growing databases of bridge performance and issues will influence future designs. Bridge inspectors combine the visual inspection information with a measured indicator of bridge state to provide a significantly more accurate assessment of bridge health. Their expertise allows for better assessment of bridge condition. TransSystems, an architect engineering firm and Intelligent Structures partner with a focus on transportation systems, states that measured performance provided by IntelliStruct is the future of the industry.

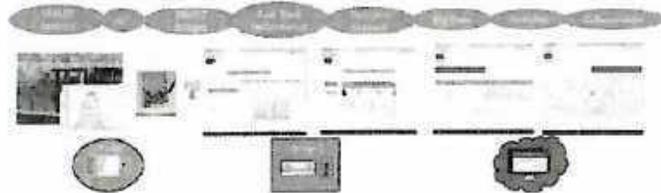
"Historically, acceptance of Bridge Health Monitoring solutions was limited due to challenges related to installation, durability, data transfer, power supply, and data processing. Intelligent Structures' smart bridge approach provides cost-effective solutions for each of these challenges. Owners now

have a cost-effective option to customize a solution that supports their bridge management decisions. They have real-time access to their bridge monitoring installations through the web. The system provides trend analysis, alerts, and other measures of how their bridge inventory is performing.

Going forward, as more owners recognize the value in real-time monitoring of their bridge inventory to their maintenance and rehabilitation decision making, the industry will expand rapidly," says Lawrence Kirchner, P.E., S.E., Vice President and Senior Associate, TransSystems.

Early Success

IS is already seeing success. A province in Canada that manages over 2000 bridges wanted to incorporate measured bridge performance into their operations. IS implemented their solution on a few bridges as proof of concept, resulting in identification of a key issue with a bridge not functioning as anticipated with overweight vehicles. The return from this information is over 50 percent annually. The customer was impressed with the results and has begun scaling the system to monitor their fleet of bridges. The capability applies equally to bridges owned at the city, state, or national level, and to private operators including railroads.



Changing Management Strategies for Changing Times

Recently, the Federal Highway Administration has issued new requirements for highway and bridge asset management that go into full effect in June 2019. These new requirements involve development and implementation of risk-based asset management plans, minimum standards for bridge and pavement management systems, and periodic evaluations to determine if reasonable alternatives exist to roads, highways or bridges that repeatedly require repair and reconstruction activities. IS's smart bridge platform delivers the measured performance and economic analysis to support these DOT requirements and become the global platform for bridge management. This is the path to a new generation of bridge management strategies.

Smart Bridges: Essential for Smart Cities

"Cities are becoming 'smart cities' by leveraging technology for improved infrastructure efficiency. There are many dimensions of the smart city vision, but a key

element is always mobility. And, bridges are the critical bottleneck in traffic mobility," adds Westcott.

As IS creates smart bridges to improve our existing infrastructure, the technology and data are primed to integrate into a consolidated community infrastructure. This will strengthen a smart city data foundation and offer the next level of benefit: from a smart bridge, to a smart fleet of bridges, to an integrated smart city.

In addition to improving the day-to-day operational efficiency of cities, the smart city vision includes strengthening the resilience of a city to recover from catastrophic events such as earthquakes, tsunamis, and hurricanes. Smart bridges will be stronger, thus better able to withstand a major shock, and the measured performance information will provide critical information to evaluate damage and aid in rapid recovery. Smart bridges will help a city quickly regain mobility after an extreme shock.

Governments and infrastructure managers are reviewing the use of information technology to increase the productivity of their assets. In many cases, this will require an increase in IT budgets. In the case of smart bridges, this IT investment will be offset with high returns from improvements in bridge life

cycles and saving 30-50 percent in the bridge annual budget.

Looking to the future, IS is developing advanced analytics using the data collected to build a database of how different bridges perform. They will apply machine learning to this data to help all bridge designers and managers become more efficient. Even more exciting, this technology has the potential to be applied to other structures such as buildings, parking garages, and dams all over the world.

The Imperative for Change

The industry must change. Bridges are failing, and there is not enough budget to keep up with the current bridge management processes. Innovation is required to do more with less. IS delivers the solution with IntelliStruct. With smart bridge technology, the life of bridges can be extended, and the lifetime cost of operating a bridge can be reduced by 30-50 percent.

"If we don't innovate, in 10 years we'll have autonomous vehicles traveling over crumbling bridges inspected by people using hammers and chains," concludes Westcott. ☐

Table 1: Complete Streets Commission by District		
Advisory body	Applicant	District
Complete Streets Commission	Jacqui Cebrian*	1
Complete Streets Commission	Jonathan Coe	4
Complete Streets Commission	Andrew Ehrich	2
Complete Streets Commission	Wonman Lee	1
Complete Streets Commission	Ross Silverstein	2

Table 2: Environmental Quality Commission by District		
Advisory body	Applicant	District
Environmental Quality Commission	Jayanta Dey	1
Environmental Quality Commission	Brian Kissel	5
Environmental Quality Commission	Michael Meyer	2
Environmental Quality Commission	Eduardo Pelegri-Llopart	2
Environmental Quality Commission	Susan Prohaska	2
Environmental Quality Commission	Desta Raines	3
Environmental Quality Commission	Paul Studemeister	5
Environmental Quality Commission	Brian Westcott	5

Table 3: Finance and Audit Committee by District		
Advisory body	Applicant	District
Finance and Audit Committee	Jeff Leroux	2
Finance and Audit Committee	Matthew Normington	3
Finance and Audit Committee	Virginia Portillo	1
Finance and Audit Committee	Carol Wong*	4

Table 4: Housing Commission by District		
Advisory body	Applicant	District
Housing Commission	Brooke Frewing	2
Housing Commission	Wonman Lee	1
Housing Commission	Kathleen O'Connell	4
Housing Commission	Virginia Portillo	1

Table 5: Library Commission by District		
Advisory body	Applicant	District
Library Commission	Wendy Carmody	5
Library Commission	Carol Orton	5
Library Commission	Virginia Portillo	1
Library Commission	Jennifer Wise	5

Table 6: Parks and Recreation Commission by District		
Advisory body	Applicant	District
Parks and Recreation Commission	Andrew Ehrich	2
Parks and Recreation Commission	Jessica Gilmartin	3
Parks and Recreation Commission	Wonman Lee	1
Parks and Recreation Commission	Brian Westcott	5

Table 7: Planning Commission by District		
Advisory body	Applicant	District
Planning Commission	Andrew Ehrich	2
Planning Commission	Katie Ferrick	2
Planning Commission	Ross Silverstein	2
Planning Commission	Stuart Soffer	3
Planning Commission	Paul Studemeister	5

* Incumbant

Table 1: Complete Streets Commission by District

Applicant	Last appointment date	Expiration date	District
Brian Altman	5/25/2021	4/30/2025	4
Katie Behroozi	6/9/2020	4/30/2024	2
Jacqueline Cebrian	4/16/2019	4/30/2023	1
Sally Cole	4/30/2022	4/30/2026	4
Lizbeth King	5/25/2021	4/30/2025	5
Christopher Kollmann	4/26/2022	4/30/2026	3

Table 2: Environmental Quality Commission by District

Applicant	Last appointment date	Expiration date	District
Leah Elkins	10/13/2020	4/30/2023	2
Angela Evans	5/25/2021	4/30/2025	5
Tom Kabat	4/26/2022	4/30/2023	2
Nancy Larocca Hedley	4/26/2022	4/30/2026	4
Jeffrey Lin	4/26/2022	4/30/2024	1
John McKenna	11/1/2022	4/30/2024	4
Jeff Schmidt	4/26/2022	4/26/2023	3

Table 3: Finance and Audit Committee by District

Applicant	Last appointment date	Expiration date	District
Michael DeMoss	5/10/2022	4/30/2024	5
Susannah Hill	5/10/2022	4/30/2024	3
Matt Normington	5/25/2021	4/30/2023	3
Brian Westcott	5/25/2024	4/30/2023	5
Carol Wong	5/25/2024	4/30/2023	4

Table 4: Housing Commission by District

Applicant	Last appointment date	Expiration date	District
Lauren Bigelow	4/16/2019	4/30/2023	5
Jackelyn Campos	4/26/2022	4/30/2026	1
Heather Leitch	5/25/2021	4/30/2025	2
Nevada Merriman	5/25/2021	4/30/2025	2
Chelsea Nguyen	5/25/2021	4/30/2025	3
John Pimentel	6/9/2020	4/30/2024	3
Adriana Walker	4/26/2022	4/30/2025	1

Table 5: Library Commission by District

Applicant	Last appointment date	Expiration date	District
Ada Chen Rekhi	11/1/2022	4/30/2026	2
Alan Cohen	4/26/2022	4/30/2026	5
David Erhart	4/16/2019	4/30/2023	1
Katie Hadrovic	6/9/2020	4/30/2024	2
Kristen Leep	4/16/2019	4/30/2023	4
Pavneet Singh	9/21/2021	4/30/2024	4
Vamsi Velagapudi	5/25/2021	4/30/2025	4

Table 6: Parks and Recreation Commission by district

Applicant	Last appointment date	Expiration date	District
Jennifer Baskin	6/9/2020	4/30/2024	4
Aurora Brosnan	6/8/2021	4/30/2025	4
Marc Bryman	4/16/2019	4/30/2023	3
Mayrin Bunyagidj	5/10/2022	4/30/2024	1
Peter Diepenbrock	10/15/2019	4/30/2023	4
Peter Joshua	5/25/2021	4/30/2025	2
Kelsey Theriault	4/26/2022	4/30/2026	1

Table 7: Planning Commission by District

Applicant	Last appointment date	Expiration date	District
Andrew Barnes	6/9/2020	4/30/2024	2
Linh Dan Do	4/26/2022	4/30/2026	3
Cynthia Harris	5/25/2021	4/30/2025	3
Henry Riggs	6/9/2020	4/30/2024	2
Jennifer Schindler	11/1/2022	4/30/2026	5
Michele Tate	4/16/2019	4/30/2023	1

Expiring 2023

Expiring 2023 and terming out

The background of the slide is a wide landscape photograph. It shows a river or stream winding through a lush green valley. The sky is filled with large, white and grey clouds, suggesting a bright but slightly overcast day. The foreground shows some reeds and grasses along the water's edge.

CONSIDER APPLICANTS AND MAKE APPOINTMENTS TO FILL VACANCIES ON VARIOUS ADVISORY BODIES

Judi A. Herren, City Clerk



UPDATES

- Complete Streets Commission term length
 - Regular through April 2027
 - Unexpired through April 2024
- Finance and Audit Committee incumbent
 - Mathew Normington
- Applications received after April 7 deadline



STAFF RECOMMENDATION



Advisory body	Vacancies	Term length	No. of applicants
Complete Streets Commission	2	April 30, 2024 (regular) April 30, 2027 (unexpired)	5
Environmental Quality Commission	2	April 30, 2027	8
Finance and Audit Committee	5	April 30, 2025	4
Housing Commission	1	April 30, 2027	4
Library Commission	2	April 30, 2027	4
Parks and Recreation Commission	2	April 30, 2027	4
Planning Commission	2	April 30, 2027	5



FINANCE AND AUDIT COMMITTEE (FAC) OPTIONS



Option	Action	Result
1. Appoint FAC applicants and select an applicant from the current pool of applicants that applied to another advisory body.	-Appoint one or all applicants from FAC and all advisory body pools	Seven member body
2. Direct staff to update City Council Policy CC-23-004 changing the FAC composition from seven to five members and appoint three applicants to the FAC	-Appoint three applicants -Direct update of policy CC-23-004	Five member body
3. Appoint current applicant(s) to the FAC and extend the FAC recruitment period for two weeks.	-Appoint one or all applicants -Extend FAC recruitment 2-weeks	Potential seven member body
4. Refrain from appointing applicant(s) to the FAC, extend the FAC recruitment period for two weeks, and request the expiring members to continue serving on the FAC until appointments are made.	-No appointments tonight -Extend FAC recruitment 2-weeks -Request three expiring members to continue serving	Potential seven member body



THANK YOU



STAFF REPORT

City Council

Meeting Date:

4/25/2023

Staff Report Number:

23-097-CC

Study Session:

Provide direction on the Caltrain quiet zone study

Recommendation

Staff requests direction from the City Council on the next steps of the Caltrain quiet zone study, including:

- Confirmation that staff should actively pursue a service agreement with Caltrain to advance final design of the grade crossing upgrades.
- Feedback on whether the City should pursue four quadrant gates at two crossings (Ravenswood Avenue and Oak Grove Avenue) to implement a quiet zone more quickly or pursue all four crossings at the same time.
- Direction to develop a letter from the Mayor to the California High Speed Rail (CAHSR) Authority to seek a commitment to reimburse the City for the installation of four quadrant gates.
- Direction to pursue additional left-turn restrictions from Oak Grove Avenue to Merrill Street and Garwood Way to reduce stopping on the railroad tracks.

Policy Issues

The City Council identified the Caltrain quiet zone implementation plan (Project) as a high priority project in their 2021 work plan. The quiet zone project is included in the five-year capital improvement program.

Background

The City of Menlo Park currently has four at-grade crossings with Caltrain:

- Ravenswood Avenue
- Oak Grove Avenue
- Glenwood Avenue
- Encinal Avenue

In addition, there is a pedestrian crossing located approximately 250 feet north of the Ravenswood crossing at the Menlo Park Caltrain Station. Attachment A provides a map of at grade crossings in the City, as well as the crossings immediately to the south (Palo Alto Avenue in Palo Alto) and north (Watkins Avenue in Atherton).

The Federal Railroad Administration (FRA) requires all passenger and freight trains to activate their horns four times: two long blasts, one short blast, then one long blast beginning one-quarter mile before each crossing. The purpose of these blasts is to warn people of the train approaching the crossings. FRA has a process to establish a quiet zone that eliminates the horn requirements, but railroad engineers may still blow train horns when they perceive safety concerns. There is currently no existing railroad quiet zone within the City of Menlo Park.

Since only one-fifth of a mile separates each of Menlo Park's rail crossings, the horn blast sequences are repeated continuously, resulting in as many as 16 total blasts per passing train over the short span of 1.12 miles, depending on whether trains are stopping in Menlo Park. In practical terms, this can manifest as nearly continuous horn blasts with the maximum volume level for the train horn up to 110 decibels.

On July 12, 2022, the City Council approved a scope of work with Kimley-Horn and Associates (KHA) to conduct the Caltrain quiet zone study. This study included the crossings in Menlo Park, as well as Palo Alto Avenue, through a partnership with the City of Palo Alto.

Since that time, staff have been working with KHA to:

- Conduct background analysis and provide information about the process to establish a quiet zone
- Develop improvement concepts for the at grade crossings
- Conduct a site visit with representatives of the City, Caltrain, the California Public Utility Commission (CPUC) and the FRA
- Conduct an in person and virtual public outreach meeting

In addition to this work on the quiet zone study, Dec. 7, 2021, the City Council approved left turn restrictions from Garwood Way and Merrill Street onto Oak Grove Avenue to address potential conflicts around the railroad tracks as the new Springline development opens. Since that time, staff has observed occasional vehicle backups onto the railroad tracks from vehicles turning left from Oak Grove Avenue onto Merrill Street and have incorporated that concern in the improvements identified for the quiet zone study.

Analysis

FRA establishes several methods to reduce train horn noise that range from installation of quad gates (railroad gates that protect both sides of each crossing) to installing 'wayside horns' that reduce the number of people impacted, to conducting a risk analysis using an FRA designated approach. For the risk-based approach, a quiet zone can be established if the risk score within a quiet zone falls below a threshold set by FRA.

FRA requires that any crossings within a quarter mile of each other must be included in a single quiet zone. As a result, all of Menlo Park's crossings would need to be included in a single quiet zone, though Palo Alto Avenue to the south and Watkins Avenue to the north do not need to be included. Notably, Caltrain and Atherton are in the process of establishing a quiet zone at Watkins Avenue as an outcome of the closure of the Atherton Caltrain station. This would extend the existing quiet zone at Fair Oaks Avenue, the only current quiet zone on the Caltrain corridor.

Quiet zone implementation options

For Menlo Park, the most straightforward method to implement a quiet zone is to install supplementary safety measures (SSM) at each crossing. SSMs include medians, converting the crossing street to one way, closing the crossing and installing four quadrant gates. Only one SSM is required at each crossing.

For Menlo Park, the only feasible SSM available is to install four quadrant gates. The presence of cross streets adjacent to the tracks (Alma Street, Merrill Street, Garwood Way) mean that medians are not sufficient. Closing or converting streets to one-way also does not appear feasible without further, extensive study and outreach. Four quadrant gates have exit gates in addition to entrance gates, eliminating the ability for wrong-way driving. These gates include sensors to detect vehicles to make sure they are not trapped on the tracks. Installing SSMs at all four crossings would meet the FRA's requirements for a quiet zone. Attachment B identifies the specific upgrades at each of the four at grade crossings in Menlo Park.

A second option for the City is to install four quadrant gates at two crossings – Ravenswood and Oak Grove Avenues. FRA considers the average risk of all crossings in the proposed quiet zone, not the individual risk at each crossing. The City’s crossings with the highest risk scores are at Ravenswood Avenue and Oak Grove Avenue. Installing four quadrant gates at Ravenswood Avenue and Oak Grove Avenue would reduce the average FRA risk score for the four crossings below the level today with the use of horns, allowing the City to qualify for a quiet zone under current regulations.

Staff are seeking feedback from the City Council about whether to pursue four quadrant gates all four crossings or to first pursue them at just Ravenswood Avenue and Oak Grove Avenue as a way to implement a quiet zone more quickly.

Oak Grove Avenue turn restrictions

To address the concerns on Oak Grove Avenue near the Caltrain tracks, staff worked with KHA to include additional left turn restrictions from Oak Grove Avenue onto Merrill Street and Garwood Way. This would be achieved by extending the existing centerline median between the railroad tracks and Merrill Street. The Oak Grove Avenue exhibit in Attachment B includes an image of the existing centerline median near the tracks that would be extended.

Staff are seeking feedback from the City Council on the median extension. If the City Council is supportive of the median extension, staff would conduct additional outreach with the businesses along Merrill Street and at the new Springline development and would return to City Council in the fall to authorize construction of the median extension, which would be constructed in advance of the four quadrant gates.

Palo Alto Avenue

The City partnered with the City of Palo Alto on this study to include the evaluation of Palo Alto Avenue given the proximity to the Menlo Park border. At that location, upgrading the existing median qualifies as an SSM, providing a relatively straightforward path for Palo Alto to pursue a quiet zone at that location. Because that location is more than a quarter mile from Ravenswood Avenue, it does not need to be included in the City’s quiet zone.

Public outreach

On March 18, the City Council held a goals/priority setting workshop. In advance of that meeting, the City Council solicited feedback from residents about priorities. Of the responses provided in advance of the workshop, about 40% noted establishing a quiet zone as a priority.

On March 23, staff worked with KHA and the City of Palo Alto to conduct a hybrid public outreach meeting in person at the Arrillaga Family Recreation Center and virtually. The public outreach meeting included a presentation about the process of establishing a quiet zone and preliminary engineering designs for the investments needed at each crossing. Materials and a recording of the outreach meeting is available on the City’s website (hyperlink provided as Attachment C).

Participants in the public meeting were very supportive of moving as quickly as possible to establish a quiet zone in Menlo Park, including advancing just two crossings at Ravenswood Avenue and Oak Grove Avenue if that enabled the City to establish a quiet zone more quickly. Participants asked a number of questions about the process, funding, other cities’ experience with quiet zones, and related questions.

Cost and funding

The cost to install quad gates is approximately \$2.0 million per crossing (Table 1). This cost includes the installation of exit gates, some curb and sidewalk adjustments, as well as the replacement of the existing combined vehicle and pedestrian entrance gates. The CPUC no longer allows railroads to use combined

vehicle and pedestrian entrance gates due to safety issues with the combined gates. Instead, the vehicle gates and pedestrian gates must each be on separate devices. Except at Ravenswood Avenue, all of the current vehicle gates at the crossings in Menlo Park have both vehicle and pedestrian gates. Caltrain has made a commitment to CPUC to replace these gates over time, but does not have a schedule for their replacement.

If the City pursues four quadrant gates at all four crossings, the construction cost is estimated at \$8.5 million. If the City pursues just Ravenswood Avenue and Oak Grove Avenue, the total cost is estimated at \$4.0 million.

Crossing/scenario	Cost estimate
Ravenswood Avenue	\$1,900,000
Oak Grove Avenue	\$2,100,000
Glenwood Avenue	\$2,100,000
Encinal Avenue	\$2,100,000
<i>Risk method – Ravenswood + Oak Grove</i>	<i>\$4,000,000</i>
<i>SSM method – all four crossings</i>	<i>\$8,500,000</i>

As part of the environmental impact report for the San Francisco to San Jose segment of California High Speed Rail (HSR), the CAHSR Authority is committed to installing four quadrant gates at all at grade crossings along Caltrain. When HSR is implemented on the Caltrain corridor, the maximum train speed will increase to 110 miles per hour, requiring a “sealed corridor,” meaning that every crossing must have one of following: four quadrant gates, grade separation or closure.

Currently, the CAHSR does not have funding allocated to work on the Caltrain corridor beyond the contribution made to electrify the corridor. CAHSR staff have been asked in public forums if cities could be repaid if they install four quadrant gates in advance of HSR project implementation and have expressed a willingness to have further conversations. Staff is seeking direction from the City Council on potentially advancing a letter from the Mayor to the CAHSR requesting a commitment to reimburse the City for the cost to install four quadrant gates.

Other funding sources that might be available to fund construction of the project include the Federal Section 130 program, which funds projects that eliminate hazards at existing at grade railroad crossings. In California, this program provides approximately \$16 million to fund projects statewide. Other Federal and State funding programs could also provide opportunities. Finally, the City could pursue additional local funding, such as an assessment district, to help fund the quiet zone improvements.

Complete streets commission review

On April 17, staff presented an update on the quiet zone study to the Complete Streets Commission (CSC). Staff received the following public input at that meeting:

- Adrian Brandt encouraged the City to pursue implementation of the quiet zone at two crossings and to coordinate with CAHSR to seek funding for the project
- Maria Amundson voiced support for pursuing improvements at two crossings to advance a quiet zone more quickly

- Ezio Alviti spoke about how the train noise makes it difficult for him, as a blind person, to hear other noises in the environment, such as vehicles exiting driveways near the train station

The CSC supported working on an agreement with Caltrain to advance the quiet zone into final design, extending the median on Oak Grove Avenue to limit left turns onto Merrill Street and Garwood Way, and advancing four quadrant gates at Ravenswood Avenue and Oak Grove Avenue first if that meant implementing a quiet zone more quickly.

Next steps/implementation

The next step in establishing a quiet zone is to pursue an agreement with Caltrain to complete final design and environmental review for the crossing upgrades. Staff have begun the process to request a service agreement with Caltrain, which would be brought to City Council for approval when ready. Establishing a service agreement will take several months, followed by approximately a year to complete final design.

For the service agreement, staff is seeking City Council direction on whether to include design at all four crossings or just for Ravenswood Avenue and Oak Grove Avenue. Staff recommends pursuing design at all four crossings, recognizing that the City could implement the four quadrant gates at two crossings first, to the extent resources will be an issue.

Staff will continue to research and pursue potential grant funding opportunities. Long term implementation of the quiet zone is likely to take several years to find funding to implement the needed improvements.

Impact on City Resources

This study does not include an action that has an impact on City resources. Staff anticipate that final design will cost between \$750,000 and \$1,000,000 for all four gates and between \$350,000 and \$500,000 to design gates at just Ravenswood Avenue and Oak Grove Avenue. The Caltrain quiet zone capital improvement plan (CIP) project has approximately \$300,000 remaining in the budget, including the supplemental funding provided by the Springline development in 2022. Staff anticipates including a request for funding for design in the five-year capital improvement program as part of the upcoming annual budget for City Council consideration.

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 will not result in any direct or indirect physical change in the environment. Staff expects that Caltrain would be the lead agency for environmental review as part of the next phase of the project.

Public Notice

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

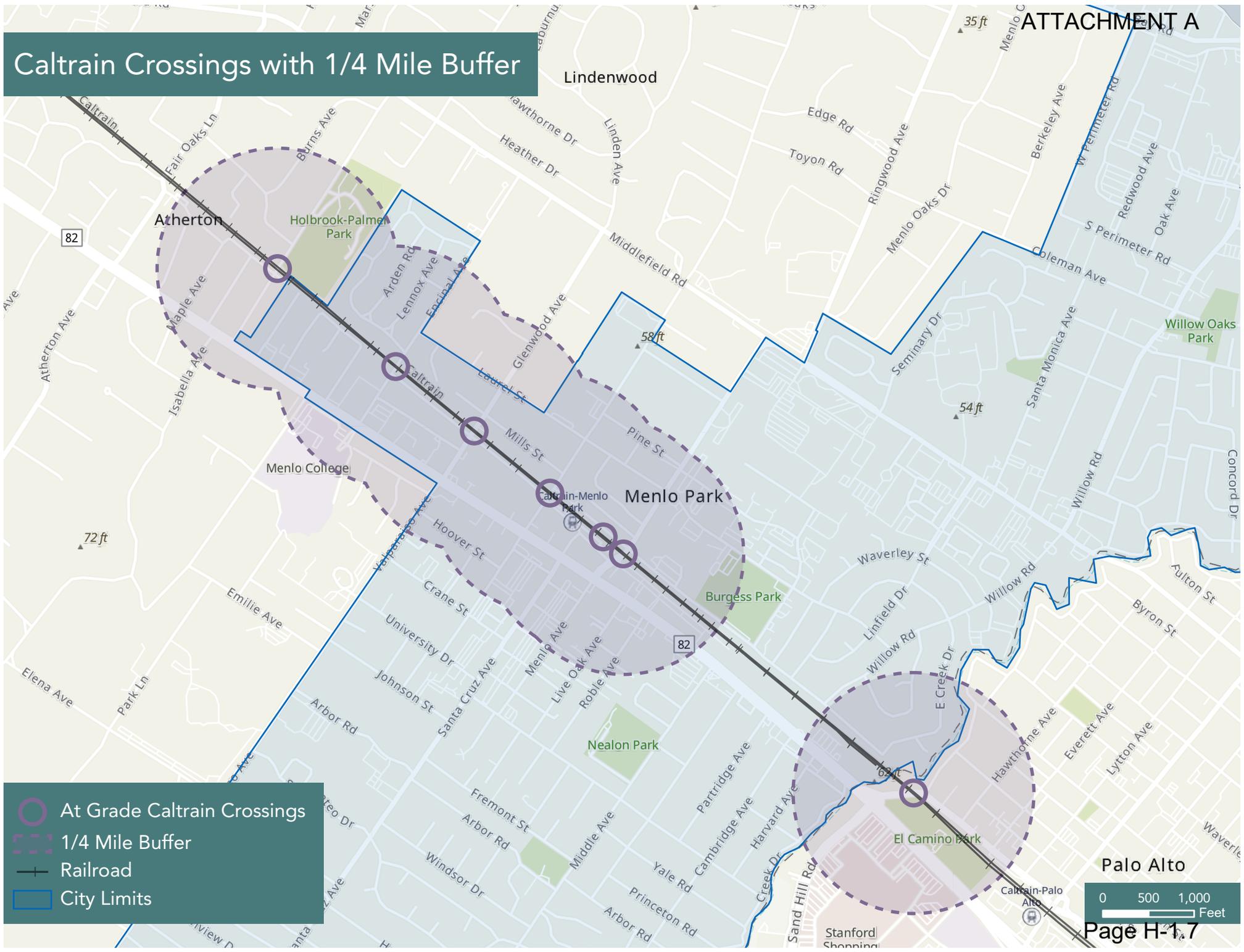
Attachments

- A. Map of at grade rail crossings
- B. Proposed Caltrain gate improvements
- C. Hyperlink - Public meeting materials: menlopark.gov/quietzone

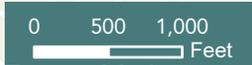
Staff Report #: 23-097-CC

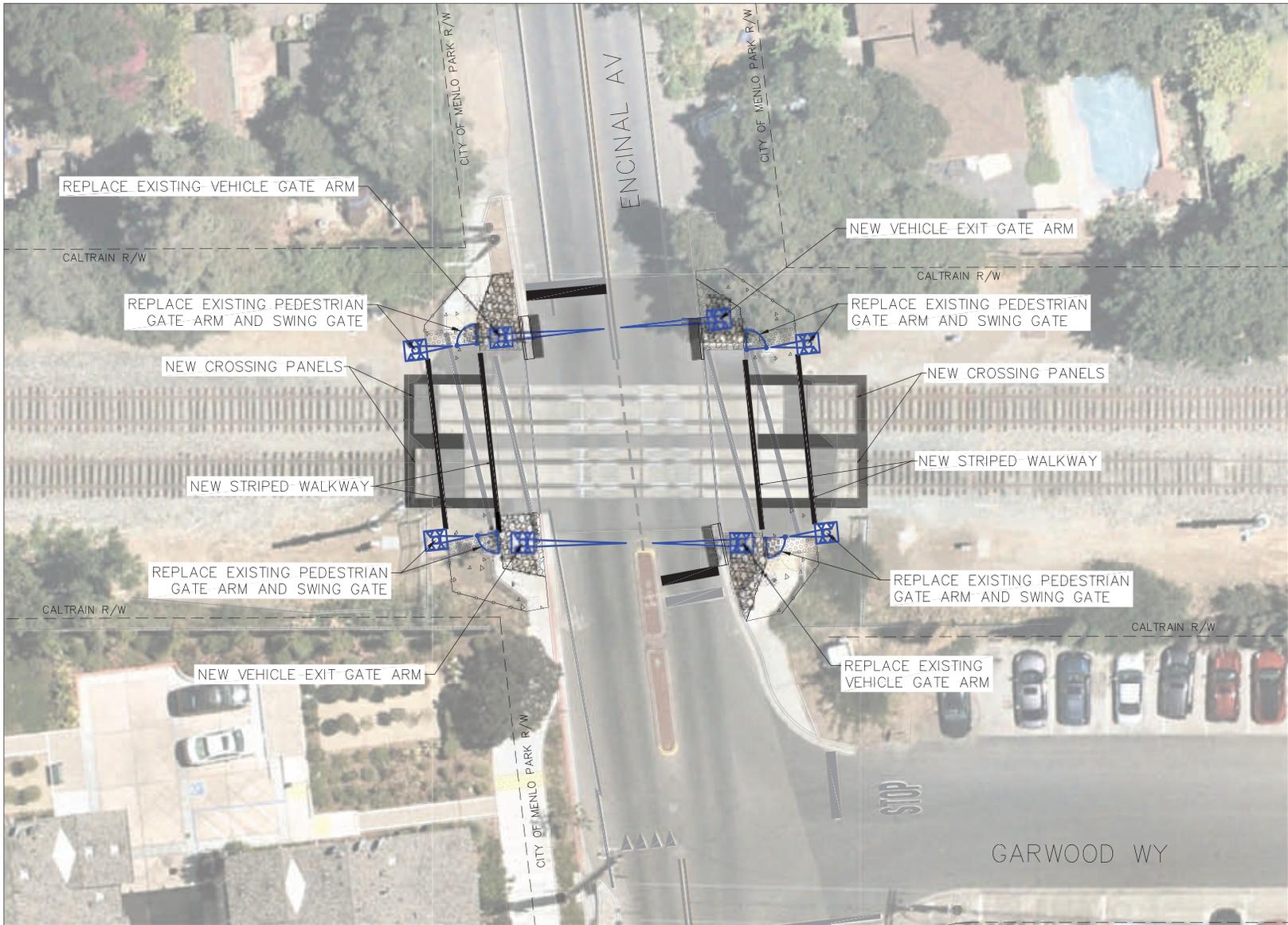
Report prepared by:
Hugh Louch, Assistant Public Works Director – Transportation

Caltrain Crossings with 1/4 Mile Buffer



- At Grade Caltrain Crossings
- ⋯ 1/4 Mile Buffer
- Railroad
- ▭ City Limits





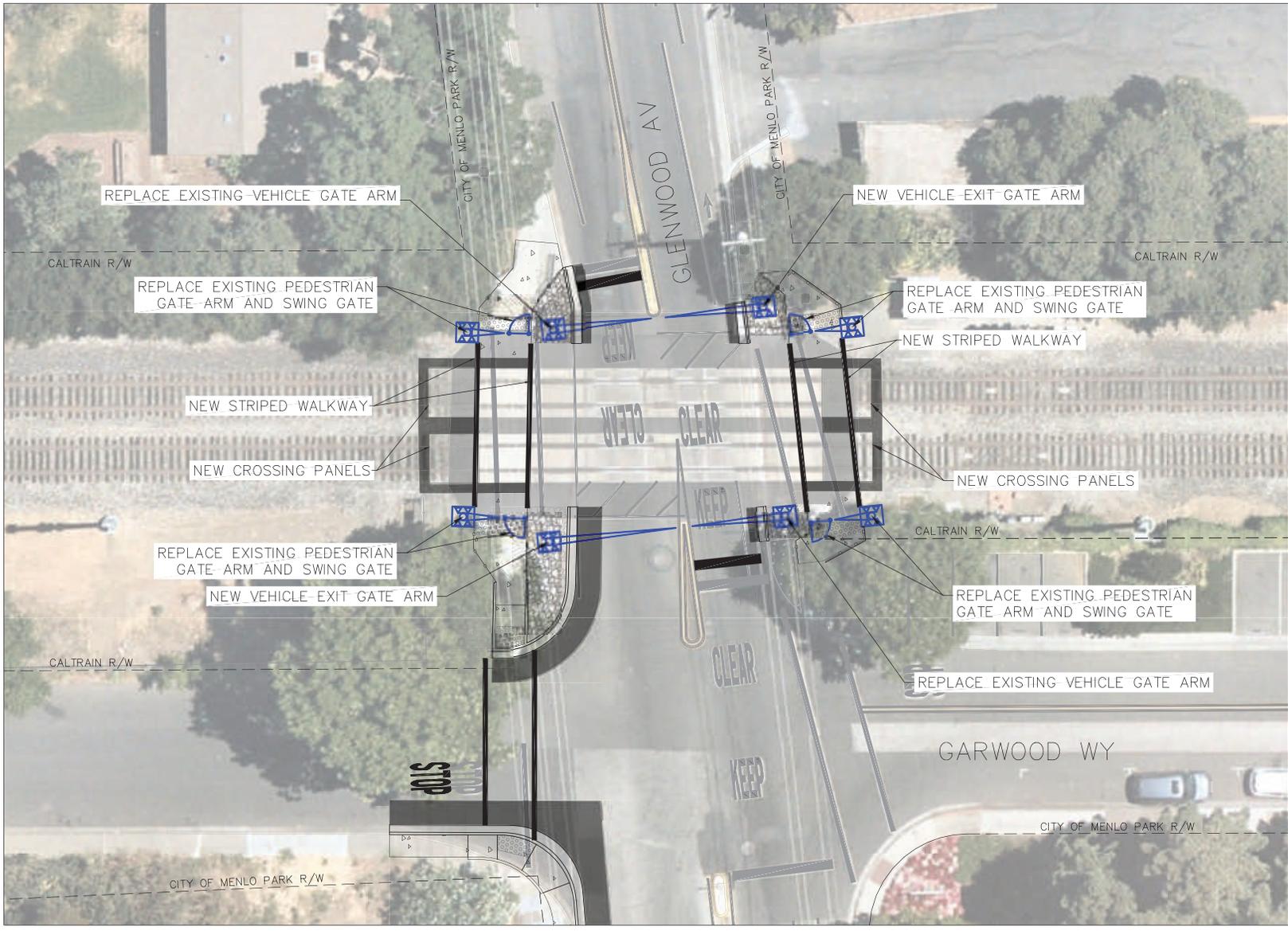
LEGEND

	DETECTABLE WARNING SURFACE
	ASPHALT CONCRETE PAVEMENT
	CONCRETE SIDEWALK
	NON-TRAVERSABLE SURFACE
	HANDRAILING
	PROPERTY LIMITS
	PROPOSED RAIL INFRASTRUCTURE

ENCINAL AVE AT-GRADE CROSSING

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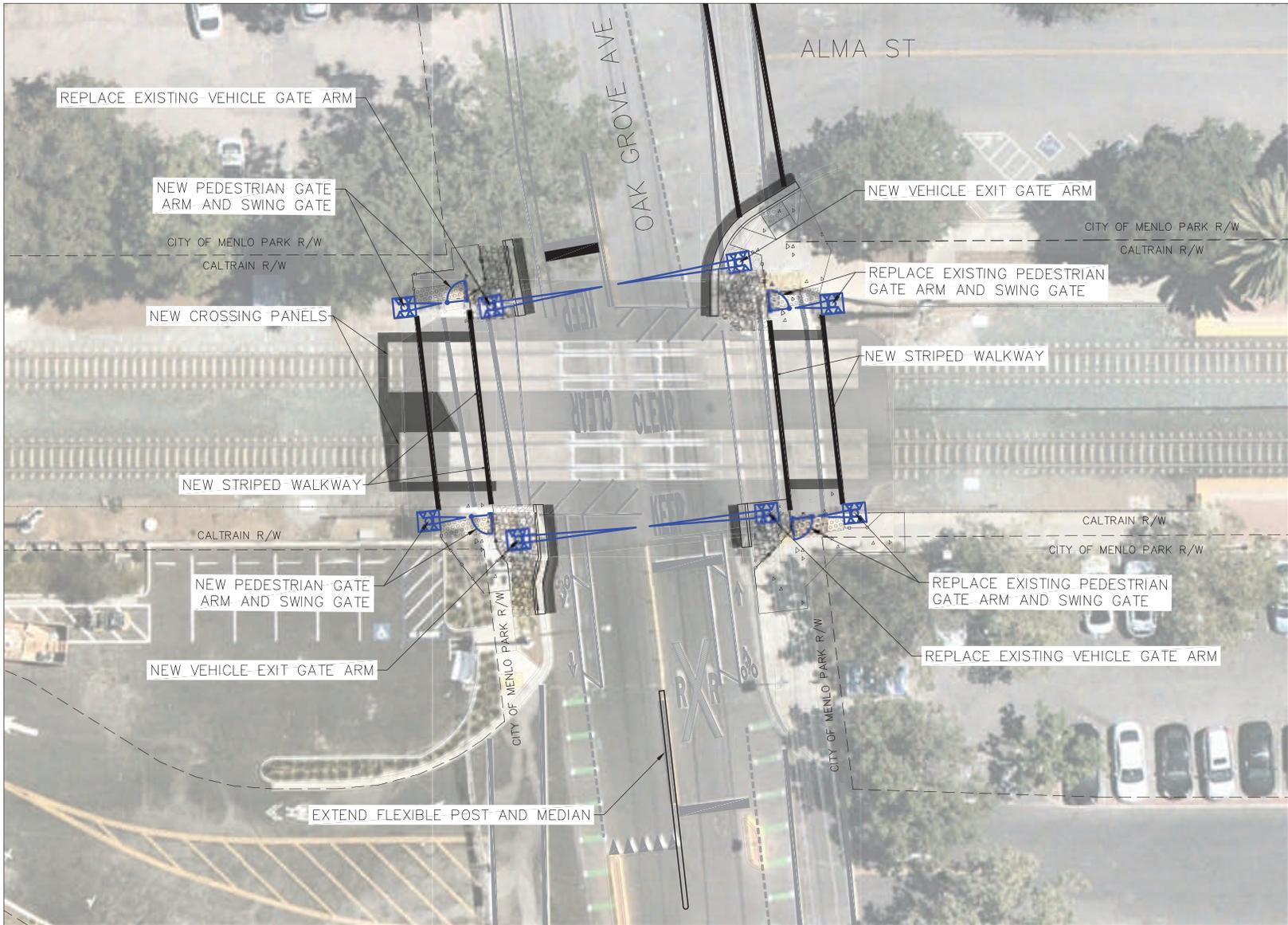
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LEGEND

-  DETECTABLE WARNING SURFACE
-  ASPHALT CONCRETE PAVEMENT
-  CONCRETE SIDEWALK
-  NON-TRAVERSABLE SURFACE
-  HANDRAILING
-  PROPERTY LIMITS
-  PROPOSED RAIL INFRASTRUCTURE

GLENWOOD AVE AT-GRADE CROSSING

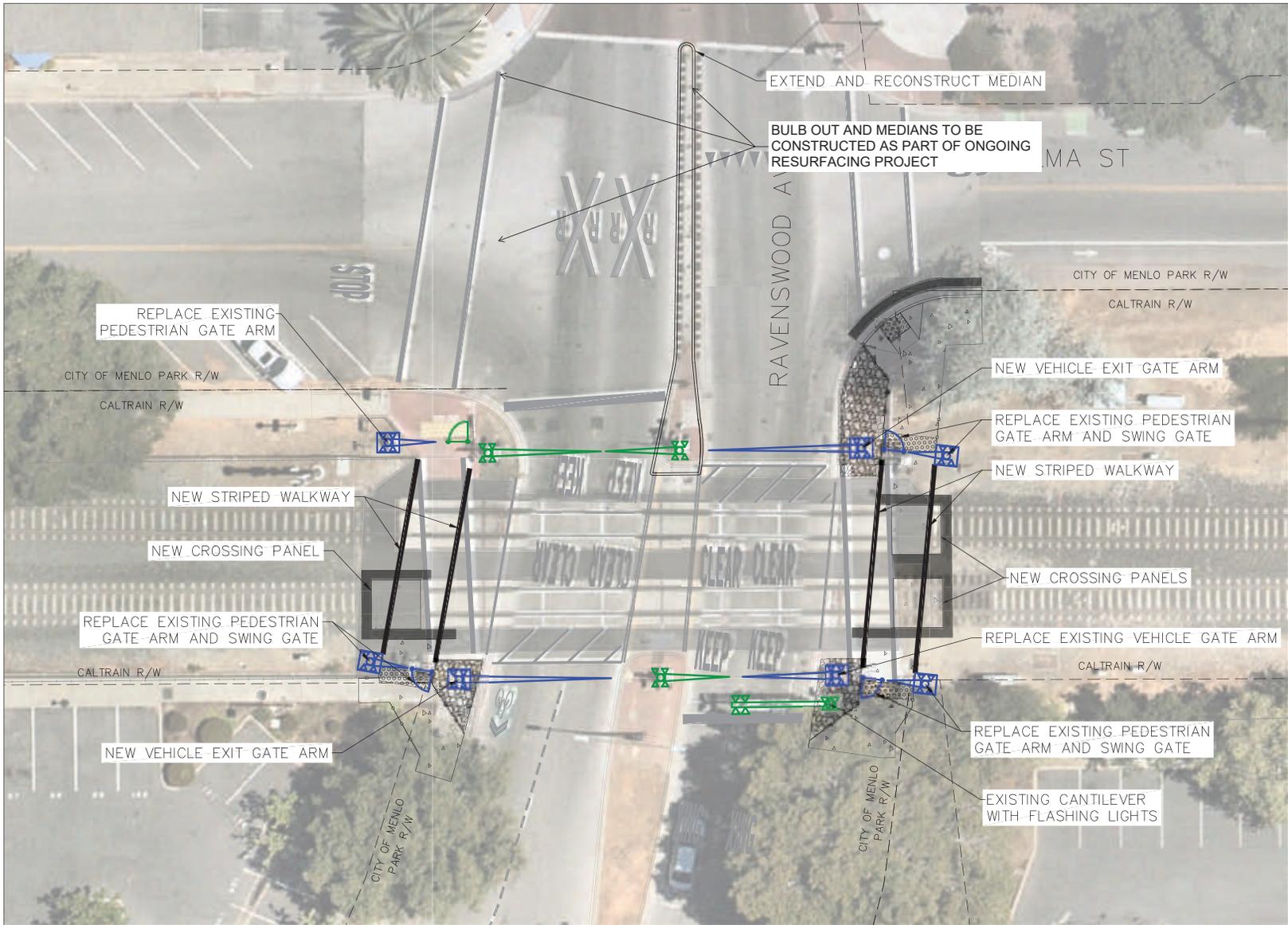


LEGEND

-  DETECTABLE WARNING SURFACE
-  ASPHALT CONCRETE PAVEMENT
-  CONCRETE SIDEWALK
-  NON-TRAVERSABLE SURFACE
-  HANDRAILING
-  PROPERTY LIMITS
-  PROPOSED RAIL INFRASTRUCTURE

OAKGROVE AVE AT-GRADE CROSSING

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LEGEND

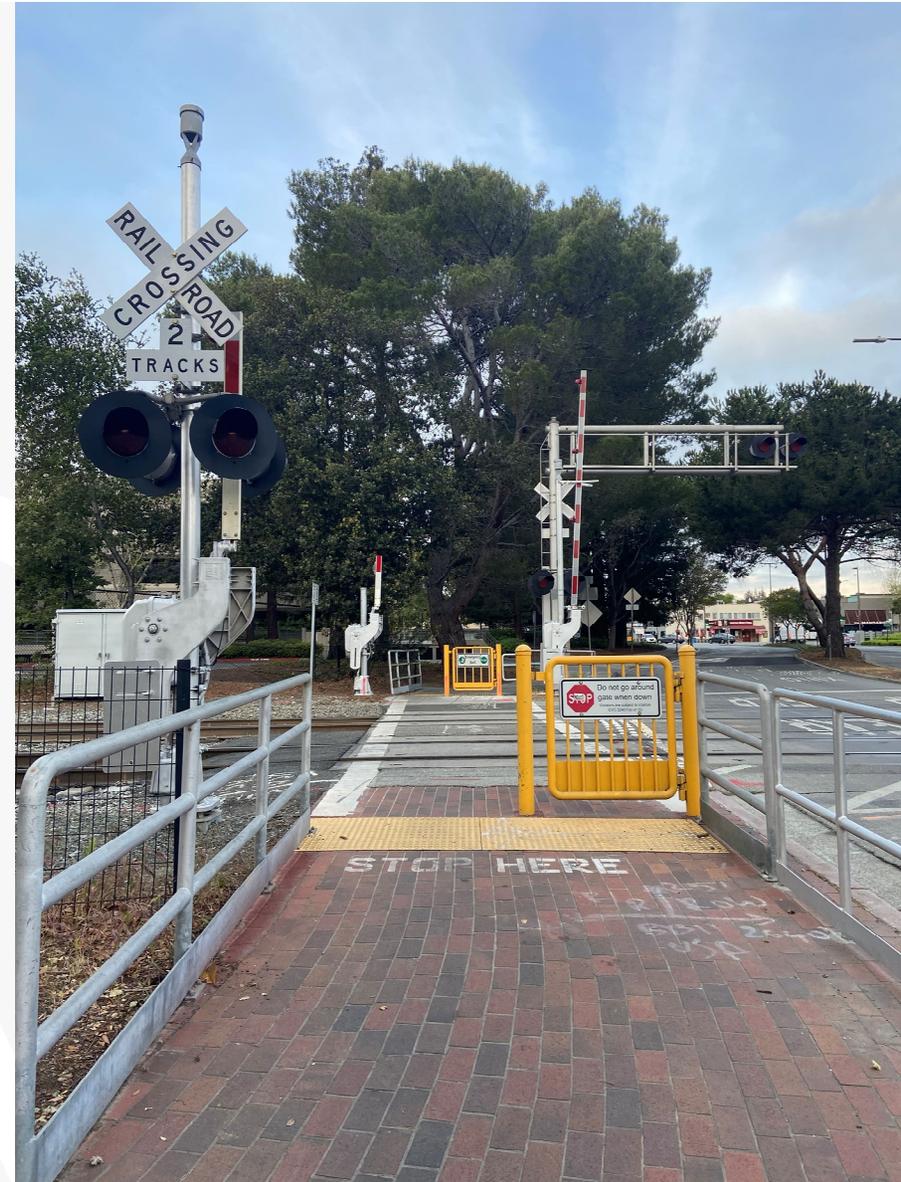
	DETECTABLE WARNING SURFACE
	ASPHALT CONCRETE PAVEMENT
	CONCRETE SIDEWALK
	NON-TRAVERSABLE SURFACE
	HANDRAILING
	PROPERTY LIMITS
	EXISTING TO REMAIN RAIL INFRASTRUCTURE
	PROPOSED RAIL INFRASTRUCTURE

RAVENSWOOD AVE AT-GRADE CROSSING

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City of Menlo Park / City of Palo Alto
Quiet Zone Study

Kimley»»Horn





Overview

1. Quiet zone basics
2. Quiet zone process
3. Study area
4. Proposed safety improvements
5. Next steps

Why do trains sound their horns?

- Railroads are regulated by the Federal Railroad Administration (FRA)
- Train horns are required by the FRA
- Decibel level requirements for horns
- Advance notice (20 seconds)



What is a Quiet Zone?

- A Quiet Zone exists where a train horn does *not* need to sound
- The crossings need to be upgraded to be safer without horns than they are in current state with horns.
- Achieved via:
 - Supplemental Safety Measures (SSM) at every crossing; or
 - Proposed design's Quiet Zone Risk Index (QZRI) qualifying for Quiet Zone



Most crossings, as they exist today, would not meet the safety thresholds to implement a Quiet Zone.



Quiet Zone Study The Process

PHASE I Study (CURRENT)

- Agency Coordination
- Conceptual Design / Safety Analysis
- Public Outreach
- Final Report

PHASE II Implementation (FUTURE)

- Permitting (CPUC, Caltrain)
- Final Design
- Funding
- Construction
- FRA Certification

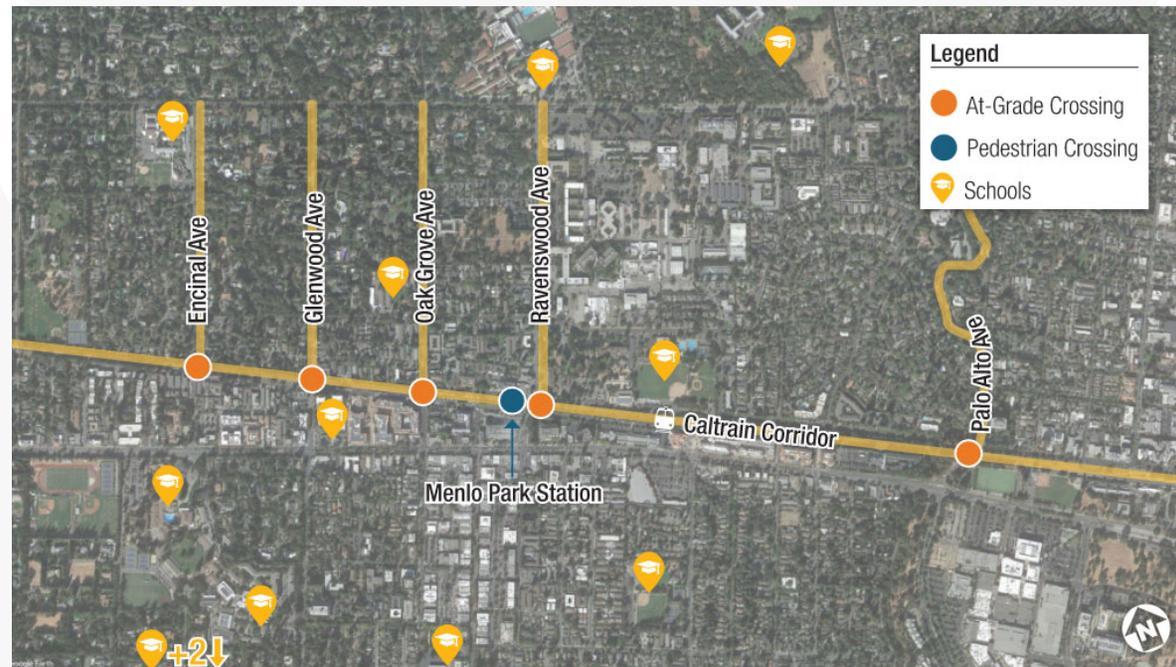
The Menlo Park / Palo Alto Quiet Zone Study Area

Menlo Park Study Area

- Encinal Ave
- Glenwood Ave
- Oak Grove Ave
- Menlo Park Station (pedestrian crossing)
- Ravenswood Ave

Palo Alto Study Area

- Palo Alto Ave



DESIGN FOCUS AREAS
Safety
Improvements

- Four-quadrant gates

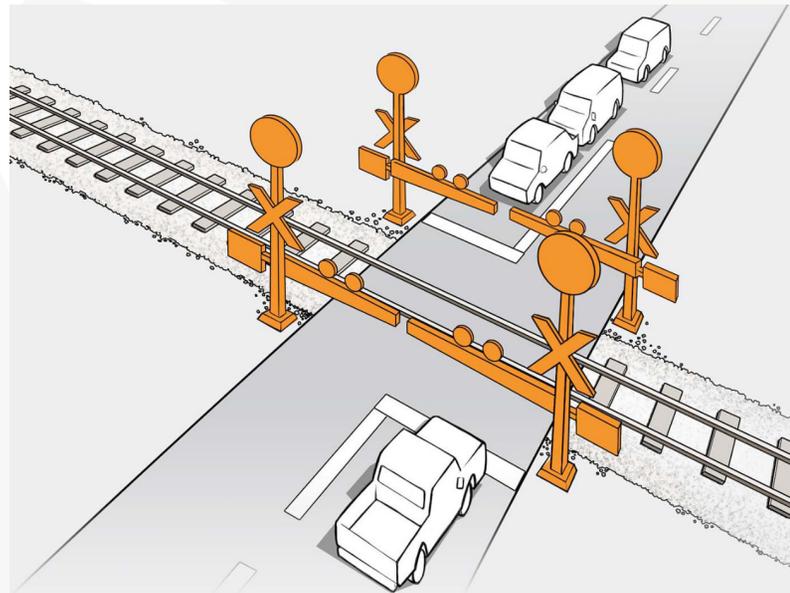
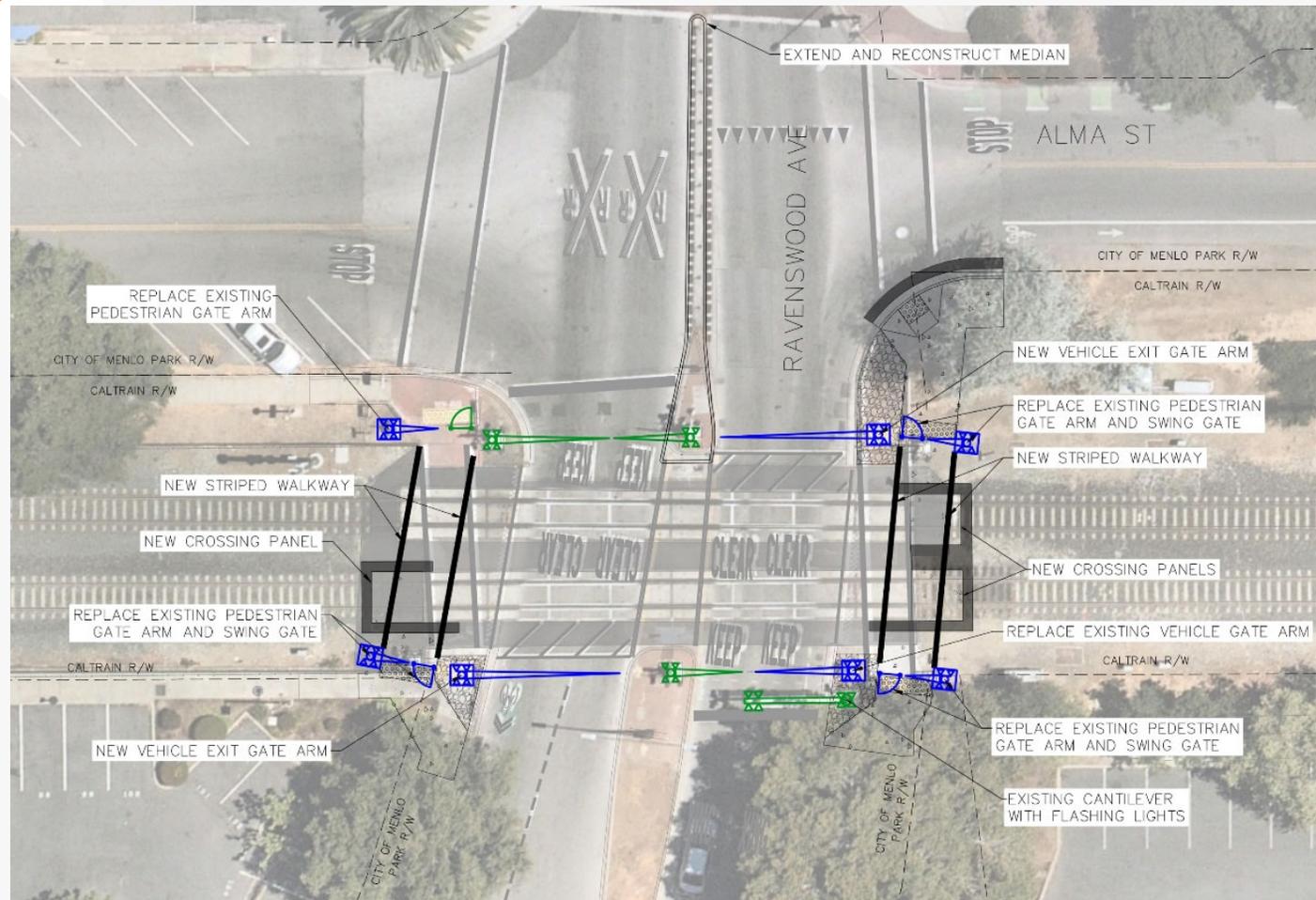


Image: <https://hsr.ca.gov/about/safety/quad-gates/>

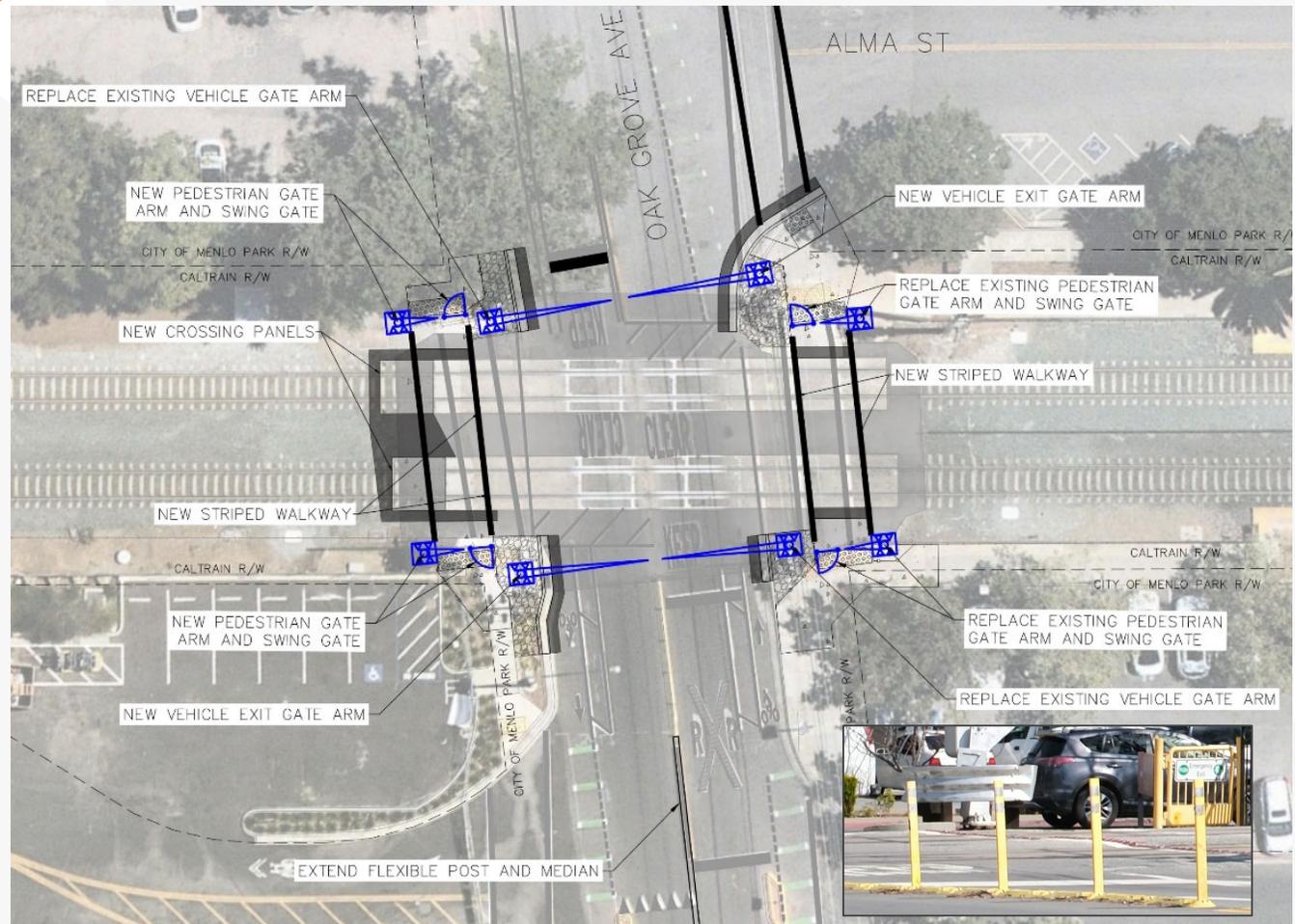
Ravenswood Ave

- Four-quadrant gates
- Sidewalk realignment
- Refreshed striping and signage



Oak Grove Ave

- Four-quadrant gates
- Sidewalk realignment
- Refreshed striping and signage
- Extend median





FUTURE Next Steps

- Permitting (CPUC, Caltrain)
- Final Design
- Funding
- Construction

Crossing/scenario	Cost estimate
Ravenswood Avenue	\$1,900,000
Oak Grove Avenue	\$2,100,000
Glenwood Avenue	\$2,100,000
Encinal Avenue	\$2,100,000
Risk method - Ravenswood + Oak Grove	\$4,000,000
SSM method - all four crossings	\$8,200,000



QUIET ZONE STUDY
DIRECTION
FROM COUNCIL

- Pursue a service agreement with Caltrain to advance final design
- Pursue four quadrant gates at two crossings to implement a quiet zone more quickly
- Letter to the CAHSR to seek a commitment to reimburse
- Pursue left-turn restrictions from Oak Grove Avenue to Merrill Street and Garwood Way

The logo for Kimley»»Horn is displayed in white text on a dark red background. The word 'Kimley' is followed by three right-pointing chevrons (»») and the word 'Horn'. Below the main text is the tagline 'Expect More. Experience Better.' in a smaller font. The background of the slide features abstract, overlapping shapes in orange, light grey, dark red, lime green, and blue.

Expect More. Experience Better.

Questions?



STAFF REPORT

City Council

Meeting Date: 4/25/2023
Staff Report Number: 23-099-CC

Regular Business: Update City Councilmembers subcommittee appointments

Recommendation

Staff recommends that the City Council update the appointments to the Community Grant Funding Subcommittee and the Parkline Negotiation Ad Hoc Subcommittee.

Policy Issues

The City Council establishes subcommittees of less than a quorum of the City Councilmembers in order to expedite review and consideration of matters requiring City Council action. Standing subcommittees that have continuing subject matter jurisdiction or a meeting schedule established by the City Council are subject to the Brown Act (see Government Code §54952(b)). Ad hoc subcommittees that are of limited duration and have a defined task are not subject to the Brown Act.

Background

At the March 28, City Council meeting, the City Council made appointments to City Council standing subcommittees and ad hoc subcommittees. At that meeting, City Councilmember Combs was appointed to the Parkline Negotiation Ad Hoc Subcommittee and City Councilmember Doerr was appointed to the Community Grant Funding Subcommittee (Attachment A).

On April 3, City Councilmembers Combs and Doerr requested that they modify appointments on the Community Grant Funding Subcommittee and the Parkline Negotiation Ad Hoc Subcommittee, appointing City Councilmember Combs to the Community Grant Funding Subcommittee and City Councilmember Doerr to the Parkline Negotiation Ad Hoc Subcommittee.

Analysis

The City Council must approve the modification to the appointed members to the Community Grant Funding Subcommittee and the Parkline Negotiation Ad Hoc Subcommittee before it can take effect.

Impact on City Resources

There is no impact on City resources associated with this action outside of any staff assistance required.

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. List of current 2023 City Council subcommittee assignments

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

CITY COUNCIL STANDING SUBCOMMITTEE	2023 Primary	2023 Alternate	Notes
Community Grant Funding Committee	Taylor	Doerr	Meets annually, typically in Nov. or Dec.
ACTIVE CITY COUNCIL AD HOC SUBCOMMITTEES	2023 Member	2023 Member	Notes
Aquatics Operator Agreement Negotiations Subcommittee (ad hoc committee)	Taylor	Nash	Established on Feb. 28, 2023. Expected to be completed by May 2023
Climate Action Plan Subcommittee Nos. 1-5 Subcommittee (ad hoc committee)	Wolosin	Nash	Established on Dec. 10, 2019 and bifurcated to Nos. 1-5 Dec. 14, 2021
Climate Action Plan Subcommittee No. 6 Subcommittee (ad hoc committee)	Taylor	Doerr	Established on Dec. 14, 2021
ConnectMenlo Community Amenities Subcommittee (ad hoc committee)	Nash	Taylor	Established on Oct. 6, 2020
Menlo Park Community Campus Subcommittee (ad hoc committee)	Nash	Taylor	Established on Dec. 10, 2019
Commonwealth 3 Development Agreement Negotiations Subcommittee (ad hoc committee)	Taylor	Nash	Established on Mar. 28, 2023
Parkline Development Agreement Negotiations Subcommittee (ad hoc committee)	Wolosin	Combs	Established on Mar. 28, 2023



STAFF REPORT

City Council

Meeting Date:

4/25/2023

Staff Report Number:

23-096-CC

Consent Calendar:

Adopt a resolution certifying compliance with State housing laws to be eligible for One Bay Area Grant funding for the Middle Avenue Caltrain crossing project

Recommendation

Staff recommends that the City Council adopt a resolution certifying compliance with State housing laws to be eligible for funding from the third cycle One Bay Area Grant (OBAG-3) program for the Middle Avenue Caltrain crossing project.

Policy Issues

The Middle Avenue pedestrian and bicycle rail crossing project is consistent with policies stated in the 2016 General Plan circulation element, the El Camino Real and Downtown Specific Plan, and is included in the City's capital improvement program (CIP). These policies seek to maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe and active community and quality of life throughout Menlo Park.

Background

On June 28, 2022, the City Council authorized staff to pursue a grant from the OBAG-3 program for the Middle Avenue Caltrain crossing project. This grant program is managed by the Metropolitan Transportation Commission (MTC), the federally certified metropolitan planning organization for the nine county Bay Area.

The OBAG-3 program includes several requirements, such as:

- Location within a priority development area (PDA). Within Menlo Park, the only adopted PDA is the El Camino Real and Downtown Specific Plan area.
- Adoption of a local road safety plan by the end of 2023. The City is currently engaged in this effort, with plan adoption expected by the end of the year.
- Adoption of a resolution certifying compliance with State housing laws.

Staff requested the maximum award of \$5 million from the OBAG-3 program. The City/County Association of Governments (C/CAG) Board identified priority projects for San Mateo County, including the Middle Avenue Caltrain crossing project, September 15, 2022 and MTC allocated the funding January 11.

Analysis

The resolution (Attachment A) certifies that the City is in compliance with relevant State housing laws, including:

- Compliance with the Surplus Land Act, including developing an annual inventory of surplus land

- Compliance with State laws for accessory dwelling units (ADU)
- Compliance with the State Density Bonus Law
- Reporting on any claims, actions, suits, or proceedings against the City related to violations of state housing laws, of which there are currently none to the best knowledge of the City

Impact on City Resources

If the City Council does not adopt the resolution certifying compliance, the City will not be eligible to receive the \$5 million in OBAG-3 funds for the Middle Avenue Caltrain crossing project. Without these funds, the project funding plan and delivery timeline would be in jeopardy.

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 will not result in any direct or indirect physical change in the environment. The undercrossing project has previously received necessary environmental approvals.

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. Resolution

Report prepared by:
Hugh Louch, Assistant Public Works Director – Transportation

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
CERTIFYING COMPLIANCE WITH STATE HOUSING LAWS TO BE ELIGIBLE
FOR ONE BAY AREA GRANT PROGRAM FUNDING FOR MIDDLE AVENUE
PEDESTRIAN AND BICYCLE UNDERCROSSING PROJECT**

WHEREAS, the San Francisco region has the highest housing costs in the United States; and

WHEREAS, the Bay Area produced less than 30 percent of the need for low- and moderate-income housing units from 2007-2014, and is on track to similarly underproduce low-income units during the 2015-2023 time period; and

WHEREAS, Menlo Park has exceeded its lower-income and above moderate regional housing needs allocation (RHNA) for the 2015-2023 period; and

WHEREAS, there are limited funding sources available to secure land for the construction of low- and moderate-income housing; and

WHEREAS, public lands can play a critical role in increasing the supply of land for affordable housing; and

WHEREAS, accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) provide an important option to increase the availability and affordability of housing, especially in existing, lower density neighborhoods; and

WHEREAS, density bonuses are an effective tool to increase the financial feasibility of housing and incentivize the creation of affordable housing; and

WHEREAS, the Metropolitan Transportation Commission adopted Resolution No. 4505, outlining the programming policy and project selection criteria for the One Bay Area Grant Program (OBAG-3), including certain requirements to access these funds;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Menlo Park does hereby make the following findings:

1. That the City of Menlo Park agrees to comply with the terms of Surplus Land Act (California Government Code § 54220 et seq.), as exists now or may be amended in the future, including, but not limited to, AB 1255 (Rivas, 2019), which requires jurisdictions to compile and report annually an inventory of surplus lands to the California Department of Housing and Community Development; and
2. That the City of Menlo Park agrees to comply with state laws related to ADUs and JADUs, as exists now or may be amended in the future, including, but not limited to California Government Code §§ 65852.150, 65852.2, 65852.22, et seq. and California Health & Safety Code §§ 17980.12; and
3. That the City of Menlo Park agrees to comply with state Density Bonus Law (California Government Code § 65915 et seq.), as exists now or may be amended in the future; and
4. That the City of Menlo Park warrants and represents that is in compliance with the aforementioned state housing laws and that there are no claims, actions, suits, or proceedings pending to the best of the City of Menlo Park's knowledge, alleging violations of the state housing laws by the City of Menlo Park.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-fifth day of April, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of April, 2023.

Judi A. Herren, City Clerk

Library and Community Services



STAFF REPORT

City Council Meeting Date: 4/25/2023
Staff Report Number: 23-095-CC

Consent Calendar: Authorize the city manager to execute an amendment to the Belle Haven School Joint Use Agreement

Recommendation

City staff recommends that the City Council authorize the city manager to execute an amendment to the Belle Haven School Joint Use Agreement with the Ravenswood City School District that would suspend the City’s cost-sharing obligations for maintaining and irrigating the school’s soccer field, baseball diamond, and tennis court during construction of school facility improvements (Attachment A).

Policy Issues

City Council sets policy and goals and provides direction to staff regarding municipal projects and services to the Menlo Park community; and authorizes joint-use agreements between the City and external agencies.

Background

Ravenswood City School District (District) and City of Menlo Park (City), are parties to the Belle Haven School Joint Use Agreement dated Dec. 11, 2001, regarding joint use and maintenance of Belle Haven School recreational facilities at 415 Ivy Drive in Menlo Park (Attachment B).

District voters June 7, 2022, approved Measure I, authorizing the District to issue up to \$110 million in bonds to replace aging portables with permanent classrooms; upgrade safety, technology, and energy efficiency in District facilities; and provide the local match for State facilities funds.

City Council April 4, received an informational update about District’s proposed redesign of the Belle Haven School, including a proposed configuration of portable classrooms on the soccer field, baseball diamond, and tennis court area during project construction (Attachment C).

Analysis

The District plans to begin construction on improvements to Belle Haven School (“Project”) in summer 2023, and expects to complete the core classroom construction in approximately 18 months, with the fields following shortly afterward. In order to finish construction quickly and with minimum community impact, the District plans to temporarily place portable classrooms on the soccer field, baseball diamond and tennis court (“Field Area”) starting May 31, and then remove the portable classrooms when Project is completed. Because public access to the Field Area will be infeasible during Project due to the temporary presence of portable classrooms, City staff and District staff recommend amending the joint use agreement to suspend the provisions related to the City’s obligations for maintaining and irrigating those areas.

The proposed amendment (Attachment A) would suspend for the duration of Project the City's obligations to contribute 50% of the costs associated with providing water for irrigation to the Field Area, and to provide regularly scheduled maintenance of the Field Area at the City's sole expense. The proposed amendment would not affect the "Play Area/Tot Lot," which is located at the corner of Ivy Drive and Chilco Street and will remain available for joint use and public access during Project, and for which the City would continue to provide regularly scheduled maintenance at the City's sole expense, per the joint use agreement terms.

District staff is planning to request board of education authorization to execute the proposed joint use agreement amendment at its regularly scheduled meeting April 27.

The joint use agreement's current term is for 25 years, ending the last day of calendar year 2026, then automatically extending from calendar year to calendar year thereafter unless one of the parties gives notice of termination by Dec. 31 of any year, at which point the agreement would terminate at the end of the following calendar year. City staff and District staff anticipate developing a new joint use agreement around the time that Project is expected to be completed, to include any new considerations related to the redesigned Field Area.

The District has created an online survey to gather community feedback related to options for redesigning the Field Area, which is still in the conceptual design phase. The survey is currently accepting responses and the District plans to share the results in May (Attachment D).

Impact on City Resources

The proposed joint use agreement amendment would result in approximately \$27,500 cost savings to the City's general fund in fiscal year 2023-24. The City's 50% contribution toward the irrigation costs are approximately \$2,500 per year. The City's costs to maintain the Field Area are approximately \$25,000 per year, including the costs for maintenance staff to routinely remove litter, test irrigation, mow the field, and manually remove weeds from the baseball diamond without the use of herbicides; and to annually aerate, reseed, fertilize and apply organic top dressing to the field.

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 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. Amendment
- B. Joint use agreement
- C. Hyperlink – April 4, 2023, City Council agenda: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230404-city-council-agenda-packet.pdf#page=163
- D. Hyperlink – Ravenswood City School District community survey: docs.google.com/forms/d/e/1FAIpQLSeI911-

Staff Report #: 23-095-CC

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Report prepared by:
Sean S. Reinhart, Library and Community Services Director



AMENDMENT TO BELLE HAVEN SCHOOL JOINT USE AGREEMENT
BETWEEN RAVENSWOOD CITY SCHOOL DISTRICT
AND CITY OF MENLO PARK

RECITALS

WHEREAS, Ravenswood City School District (“District”) and City of Menlo Park (“City”), referred to herein collectively as “Parties,” desire to amend the existing Belle Haven School Joint Use Agreement (“JUA”) dated December 11, 2001 regarding joint use and maintenance of Belle Haven School recreational facilities at 415 Ivy Drive in Menlo Park, California; and,

WHEREAS, District plans to begin construction on improvements to Belle Haven School (“Project”) in summer 2023 and expects to complete the core classroom construction in approximately 18 months, with the fields following shortly afterwards; and

WHEREAS, to finish construction quickly and with minimum community impact, the District plans to temporarily place classrooms on the soccer field, baseball diamond, and tennis court starting May 31, 2023, and remove the classrooms when Project is completed; and,

WHEREAS, Public access to the soccer field, baseball diamond, and tennis court will be infeasible during Project due to the temporary placement of classrooms; and,

WHEREAS, Parties desire to retain public access to the area known as the Play Area/Tot Lot without interruption during Project;

NOW, THEREFORE, the Parties amend JUA as follows:

1. Section 2 is suspended until Project is completed, excepting those portions related to the area referred to as the “Play Area/Tot Lot,” which shall remain available for joint use by both the District and the City at all times.
2. Section 3 is suspended until Project is completed, excepting those portions related to the area referred to as the Play Area/Tot Lot. The City shall, at its sole expense, continue to provide regularly scheduled maintenance of the Play Area/Tot Lot, and keep the same in good order, condition and repair, reasonable wear and tear excepted.
3. Except to the extent expressly modified by this Amendment, the terms of the JUA shall remain effective without impairment or modification.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands:

CITY OF MENLO PARK

Justin Murphy
City Manager, City of Menlo Park

Date

RAVENSWOOD CITY SCHOOL DISTRICT

Gina Sudaria
Superintendent of Schools

Date

Attachment: Belle Haven School Joint Use Agreement (2001)

**BELLE HAVEN SCHOOL
JOINT USE AGREEMENT**

THIS AGREEMENT made and entered into this 11th day of December , 2001, by and between the Ravenswood School District ("District"), the City of Menlo Park ("City") and the Community Development Agency of the City of Menlo Park ("CDA") upon the following terms and conditions:

RECITALS

WHEREAS, Section 10902 of the California Education Code authorizes public agencies to enter into agreements for the purpose of organizing, promoting and conducting programs of community recreation; and

WHEREAS, Section 10910 of the California Education Code provides that the governing body of any school district may use or grant the use of any of the buildings or grounds of the school district to any other public authority for the organizing, promoting and conducting of community recreation; and

WHEREAS, the governing bodies of the above-named public authorities have jurisdiction over the same territory, which includes the authority to organize, promote and conduct community recreation programs; and

WHEREAS, it is to the advantage of the City for the City to use the District facilities and to the advantage of the District for the City to maintain District facilities; and

WHEREAS, the District and the City promote the joint use of recreation facilities; and

WHEREAS, the District and the City agree to work together to look for other opportunities to partner in the promotion of maximizing recreational programs for the benefit of the community; and

WHEREAS, at the Belle Haven School ("Site") there currently exists improvements, as more particularly shown in Exhibit A, hereto ("Existing Improvements"); and

WHEREAS the parties desire to upgrade the Existing Improvements and other portions of the Site by removing the existing baseball field and building a tennis court in its place, laying new sod, installing a new irrigation system for the new sod, constructing a new baseball field soccer field, a learning garden with outdoor classrooms, a play area, relocating three (3) basketball courts, and doing landscaping improvements throughout the Site, all as more particularly shown in Exhibit B, hereto ("Future Improvements"); and

WHEREAS, CDA has agreed to pay for the Future Improvements, as more particularly set forth below; and

WHEREAS, the City warrants that the CDA has the authority to and the City warrants that the CDA will carry out its obligations under this Agreement; and

WHEREAS, the parties agree and the District therefore determines that this Agreement will not interfere with the educational program or activities of any school or class conducted upon the real property or in any building subject to this Agreement; and

WHEREAS, the parties to this Agreement agree to take all reasonable precautions to prevent disruption to the community and safety risks to children in connection with this Agreement and the District therefore determines that this Agreement will neither unduly disrupt the residents in the surrounding neighborhood nor jeopardize the safety of the children of the school district.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. **FUTURE IMPROVEMENTS.** Contingent upon Board of the CDA approving a contract for construction, the CDA shall construct the Future Improvements at the Site as generally shown on attached Exhibit B, at the cost and expense of the CDA.

1.1 The CDA shall pay up to One Million Five Hundred Thousand Dollars (\$1,500,000.00) toward the construction of the Future Improvements, which shall include all soft costs including, but not limited to costs for project management, professional services, construction permits, etc.

1.2 The City and/or the CDA shall have the sole control of the construction of the Future Improvements, including, but not limited to, the bidding process, the negotiation and award of related contracts, and the supervision of contracted work. The CDA shall indemnify and hold the District harmless from any liability and injury to any person or property that arises during construction of the Future Improvements, including, but not limited to, any and all construction claims associated with the construction of the Future Improvements (e.g., contractor claims, overrun costs, etc.).

1.3 All construction work contemplated in connection with this Agreement shall be completed in compliance with all applicable City, County, State, and Federal laws, rules and regulations, for which compliance the CDA is solely responsible.

1.4 CDA shall use its best efforts to obtain bids, commence construction, and complete the Future Improvements within a reasonable period of time. During construction, the CDA may make changes to the Future Improvements at its sole discretion, subject to consultation with the District, in order to meet budgetary concerns, so long as said changes total an amount less than or equal to the cost of fifteen (15) percent of the cost of the Future Improvements. If any proposed changes are substantial, i.e., if

they total an amount greater than fifteen (15) percent of the cost of the Future Improvements, the CDA may make such changes only if the District agrees to the changes in writing. It is the intent of the District and the CDA to relocate the basketball courts, lay the sod and the new irrigation system for the baseball field and soccer field and construct the tennis court and tot lot prior to the other future improvements in order to meet the budget.

- 1.5 The CDA may construct the Future Improvements while school is in session. If work is constructed while school is in session, the construction shall be phased in order to reduce any inconvenience and avoid any danger to the Site. Upon completion of all the Future Improvements contemplated by this Agreement, such Future Improvements as so constructed shall become and remain the property of the District free of any claim thereon by the City and the CDA, except as hereinafter provided.

2. USE. The City and District shall have joint use of the tennis court, baseball field, soccer field and tot lot which shall be fenced and referred to as the "Use Area", and in connection therewith, the parties agree that the Use Area shall be used as follows:

- 2.1 Use Area: Exclusive Use. The District shall have exclusive control of the Use Area (excluding the tot lot) during "Normal School Hours," which are currently Mondays through Fridays from 8:00 a.m. to 3:30 p.m. The District will notify the City one year in advance of any change in the Normal School Hours during the course of this Agreement. The City shall have exclusive control of the Use Area for scheduled league events during the weekends, holidays and after normal school hours, and any other times during which school is not in session.
- 2.2 Use Area: Joint Use. The City and the District shall have joint use of the Use Area during all weekends, holidays, after normal school

hours, and any other times during which school is not in session throughout the school year and when there are no City scheduled league events. The area shown as the tot lot shall be available for joint use by both the District and the City at all times.

- 2.3 Cooperation and Communication on Scheduling. It is the intent of the District and the City to avoid scheduling conflicts, to promote the widest reasonable range of usage of the Use Area by all the school children and citizens of the community, and to permit each party access to the Use Area when not in use by the other parties. To that end, the parties shall cooperate in good faith in scheduling events for the Use Area and on communicating the various needs and desires of the respective parties for the use of the Use Area.
- 2.4 The parties agree that during the times in which they are making and coordinating their respective schedules during the time they have joint use of the Use Area, the activities for children on District property will be given priority over programs for adults.

3. MAINTAINANCE; COSTS.

- 3.1 The District and the City shall each be responsible for fifty (50) percent of all costs associated with providing water for irrigation to the Use Area, as improved by the Future Improvements. In the event the City declares that water rationing is required, the District shall only be responsible for payment of fifty (50) percent of the water usage for the allocated water amounts as set by the City.
- 3.2 The City shall, at its sole expense, provide regularly scheduled maintenance of the baseball field, soccer field, tennis court and tot lot, as improved by the Future Improvements, and keep the same in as good an order, condition and repair as when constructed, reasonable wear and tear excepted. Both the District and the City shall assume shared clean up responsibilities in connection with their use of the Future Improvements and land subject to this Agreement. Costs for repair over and above normal maintenance

shall be appropriated to the responsible agency at the time the damage occurred.

- 3.3 The City shall, at its sole expense, provide regularly scheduled maintenance of the Play Area/Tot Lot within the fenced area, as improved by the Future Improvements, and keep the same in as good an order, condition and repair as when constructed, reasonable wear and tear excepted.
- 3.4 The District shall, at its sole expense, provide regularly scheduled maintenance of the asphalted areas, learning garden, and landscaping in and around the Site and keep the same in as good an order, condition and repair as when constructed, reasonable wear and tear excepted.

4. MISCELLANEOUS.

- 4.1 The District shall maintain, at its sole expense, fire and property damage insurance on the Future Improvements in an amount not less than the replacement cost value. Said insurance shall be evaluated as per the District's normal schedule to determine if there should be a change in the amount of coverage. The District shall promptly repair, restore and replace all or any portion of the Future Improvements destroyed or damaged by fire or other catastrophe. The proceeds from said insurance shall be used for said purposes, but if the proceeds are insufficient to repair, restore or replace the Future Improvements to a condition substantially the same as when first constructed, then the District and the City (and/or the CDA) shall each bear one-half of the difference between the insurance proceeds and the cost of the necessary repair, restoration or replacement of the Improvements within the Use Area.
- 4.2 (a) The District shall indemnify, defend and hold the City harmless from any injury to any person which occurs as a result of the negligence of the District, its officers, employees or agents in the performance of this Agreement. (b) The City shall indemnify, defend and hold District, its officers, employees and agents,

harmless from any and all loss, damage or injury to any person or property which occurs as a result of the negligence of the City, its officers, employees or agents in the performance of this Agreement. (c) The CDA shall indemnify, defend and hold the District, its officers, employees, and agents harmless from any and all loss, damage, or injury to any person or property which occurs as a result of the negligence of the Agency, its officers, employees or agents in the performance of this Agreement. (d) In the event of concurrent negligence, liability for any claims, suits, or actions arising out of this Agreement shall be apportioned between the Parties under the established California rules of comparative negligence.

- 4.3 City's right to use the Use Area under this Agreement shall extend for a period of twenty five (25) years, beginning on the date the Agreement is executed and ending on the last day of calendar year 2026. This Agreement shall automatically extend from calendar year to calendar year thereafter unless the party(ies) give(s) notice to the other party(ies) of the termination this Agreement by December 31 of any year, at which point the Agreement will be terminated at the end of the following calendar year.
- 4.4 All of the provisions of this Agreement shall extend to, be binding upon, and inure to the benefit of the successors, assigns, and successors-in-interest of the parties hereto.
- 4.5 If any term, covenant, condition, restriction or reservation in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
- 4.6 This Agreement may be amended, modified or terminated at any time only by the mutual consent in writing of the parties hereto.
- 4.7 The aforementioned indemnity provisions shall survive the termination of this Agreement. Each party shall maintain all

insurance coverage necessary to enable it to fulfill the indemnity provisions herein.

- 4.8 Waiver. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver of that provision unless such party acknowledges, in writing, that it is waiving that provision.
- 4.9 Prohibited activities on District property. (a) Prohibitions. No alcohol, smoking, drugs, or dogs or other animals (other than seeing eye dogs), shall be permitted upon or within any of the District property covered by this Agreement while the property is being used by the City, or during the course of any activities or programs sponsored by the City. The City shall also make reasonable efforts to have these prohibitions observed by members of the general public, and will, at the request of the District or at its own initiation, adopt suitable ordinances if such action is deemed necessary and appropriate for enforcement purposes. (b) Excessive use. The City will limit or restrict the activities under its own control to avoid undue stress or damage to the District property covered by this Agreement.
- 4.10 Notices. Any notices given to the other party under this Agreement shall be in writing and shall be either personally delivered to the other party or sent by certified mail, return receipt requested, addressed to the other party as follows:

To the City: City of Menlo Park
 Attention: City Manager
 701 Laurel Street,
 Menlo Park , CA. 94025

To the District: Ravenswood City School District
 Attention: Superintendent
 2160 Euclid Avenue
 East Palo Alto, CA 94303

IN WITNESS WHEREOF District, City and CDA have caused this Agreement to be executed by their duly authorized officials as of the day and year first above written.

District: Ravenswood School District

Date: 12/7/01

By: *Mark McElhannon*

Its: Chief Business Officer

Attest: *[Signature]*

City: City of Menlo Park

Date: 12-17-01

By: *[Signature]*

Its: City Manager

Attest: *Susan G. Ramms*

**CDA: Community Development Agency
of the City of Menlo Park**

Date: 12-17-01

By: *[Signature]*

Its: Executive Director

Attest: *Susan G. Ramms*

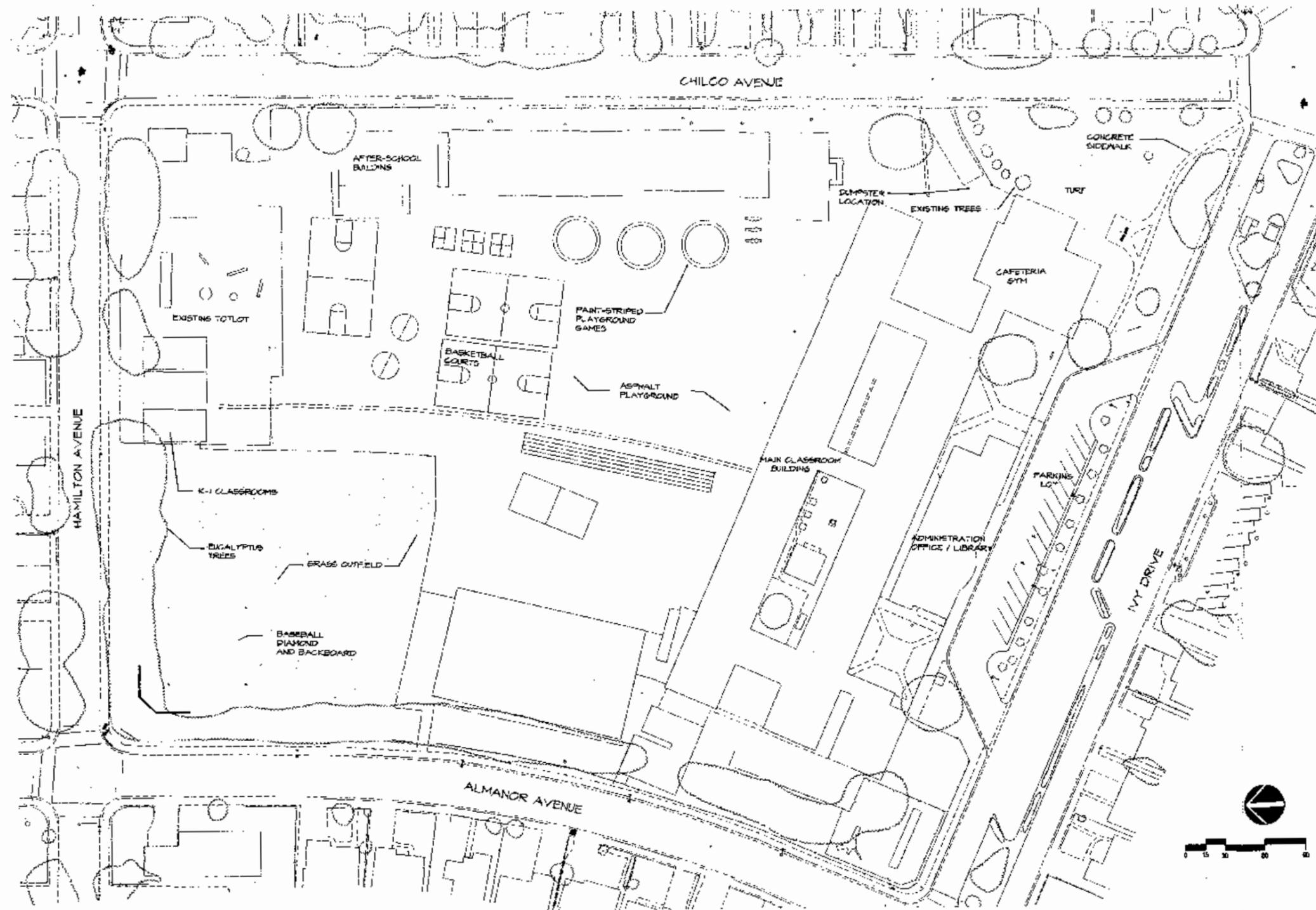


EXHIBIT A: EXISTING IMPROVEMENTS

DATE: _____
 SCALE: _____
 DRAWN BY: BLW
 DRAWING NAME: _____
 DESIGNED BY: _____
 CHECKED BY: _____
 SURVEYED BY: _____

APPROVED: _____
 RICHARD R. HINGO, DIRECTOR OF ENGINEERING SERVICES
 CITY OF MENLO PARK
 DATE: 4/21/00
 SCALE: N.C.E. K
 EXPIRES: _____

NO. 57 DATE: MCH/00/00



CITY OF MENLO PARK SUB-CONSULTANT
ENGINEERING DIVISION
 701 LAUREL STREET, MENLO PARK, CA 94025-2485
 PHONE (650) 558-3420 FAX (650) 558-3478

CONSULTANT

MELVIN LEE ASSOCIATES, AIA
 LANDSCAPE ARCHITECTS - PLANNERS
 1850 PACIFIC AVE. SAN FRANCISCO
 CALIFORNIA 94115-2544-0508

BELLE HAVEN SCHOOL

SHEET 1

OF SHEETS
 PROJ. NAME
 BELLEHAVEN SCHOOL

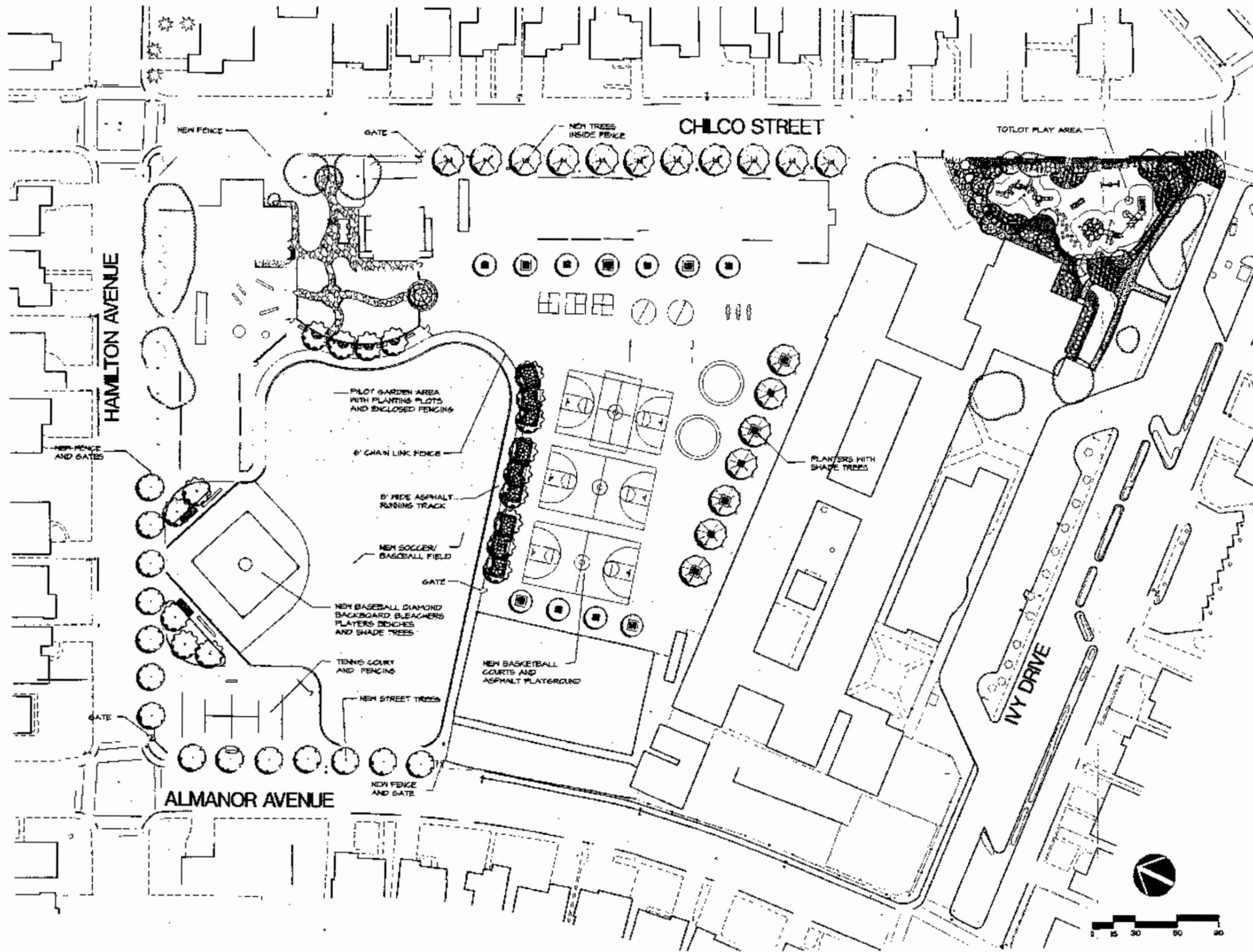


EXHIBIT B: FUTURE IMPROVEMENTS
BELLE HAVEN SCHOOL

City of Menlo Park
 701 Laurel Street
 Menlo Park, CA 94025

MELVIN LEE ASSOCIATES, ASLA
 LANDSCAPE ARCHITECTS, PLANNERS
 1850 PACIFIC AVE. SAN FRANCISCO
 CALIFORNIA 94109-2569 (415)441-9988

Date: 11-06-01



STAFF REPORT

City Council

Meeting Date:

4/25/2023

Staff Report Number:

23-100-CC

Consent Calendar:

Receive and file the Single Audit for the fiscal year ended June 30, 2022

Recommendation

The Finance and Audit Committee and staff recommends that the City Council receive and file the Single Audit for the fiscal year ended June 30, 2022.

Policy Issues

Pursuant to 2 CFR (Code of Federal Regulations) 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, a non-federal agency that expends \$750,000 or more during the fiscal year in federal awards is required to have a single audit. The City expended approximately \$1.37 million during the fiscal year ending June 30, 2022; therefore, is required to receive a single audit.

The Single Audit tests the Schedule of Expenditures of Federal Awards (SEFA) to ensure that an agency has used federal funds correctly in compliance with Office of Budget Management (OMB) standards. Additional testing is required to ensure compliance with the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) under the American Rescue Plan Act (ARPA). Based on the alternative reporting guidelines when receiving ARPA funds, auditors are not required to issue a report, only a letter attesting to internal controls.

Background

The City contracted with the firm Lance, Soll & Lungard (LSL), LLP (Certified Public Accountants) in 2019 to perform an audit of its financial records, complete the SAR, and render an opinion in accordance with generally accepted auditing standards. This contract covers a three-year engagement with June 30, 2022, being the final year.

Analysis

The single audit determines the City's compliance with the requirements described in the OMB Compliance Supplement. The supplement outlines compliance requirements that have a direct and material effect on the City's major federal programs for the year ended June 30, 2022.

Based on this independent audit, the auditor rendered an unmodified "clean" opinion, indicating the City complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022. This report is included as Attachment A.

The Finance and Audit Committee reviewed this report at their April 20, meeting and voted to recommend receipt by the City Council.

Impact on City Resources

Independent auditing services is a covered expense within the City's fiscal year 2022-23 approved budget.

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 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. City of Menlo Park SEFA schedule, independent accountant's report

Report prepared by:
Adrian Patino, Management Analyst II

Reviewed by:
Marvin Davis, Interim Finance Director
Brittany Mello, Administrative Services Director



INDEPENDENT ACCOUNTANT'S REPORT

To the Honorable Mayor and Members of the City Council
City of Menlo Park

We have examined the City's compliance with the compliance requirements "activities allowed or unallowed" and "allowable cost/cost principles" (the specified requirements) as described in Part IV "Requirements for an Alternative Compliance Examination Engagement for Recipients That Would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving Coronavirus State and Local Fiscal Recovery Funds" of the CSLFRF section of the 2022 OMB Compliance Supplement (referred to herein as "Requirements for an Alternative CSLFRF Compliance Examination Engagement") during the year ended June 30, 2022. Management of the City is responsible for the City's compliance with the specified requirements. Our responsibility is to express an opinion on the City's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the AICPA; the standards applicable to attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States; and in the "Requirements for an Alternative CSLFRF Compliance Examination Engagement." Those standards and requirements require that we plan and perform the examination to obtain reasonable assurance about whether the City complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the City complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, the City complied, in all material respects, with the specified requirements referenced above during the year ended June 30, 2022.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud, and noncompliance with provisions of laws, regulations, contracts or grant agreements that have a material effect on the City's compliance with the specified requirements and any other instances that warrant the attention of those charged with governance. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on the City's compliance with the specified requirements and not for the purpose of expressing an opinion on the internal control over the specified requirements or on compliance and other matters; accordingly, we express no such opinions. The results of our tests disclosed no matters that are required to be reported under *Government Auditing Standards*.



To the Honorable Mayor and Members of the City Council
City of Menlo Park, California

Intended Purpose

The purpose of this examination report is solely to express an opinion on whether the City complied, in all material respects with the specified requirements referenced above during the year ended June 30, 2022. Accordingly, this report is not suitable for any other purpose.

Lance, Solt & Loughard, LLP

Sacramento, California
March 23, 2023

City of Menlo Park

Schedule of Expenditures of Federal Awards: June 30, 2022

Fund	Program & Project #	Grant	CFDA #	Amount
State of CA - Dept. of Education				
253	530 OP4006	Child Development Program		
253	530 OP4005	Child Development Program		
254	530 OP4007	AB-82 CRRSA	93.575	9,694
U.S. Department of Agriculture				
Passed through the California Department of Education:				
252	530 OP4004	Child Care Meals Program	10.558	67,919
			10.558	-
U.S. Department of Health & Human Services				
Passed through San Mateo County Area Agency on Aging				
255	510 OP4008/OP4009 or nor Title III Part B - Transportation		93.042	31,766
U.S. Department of Homeland Security - FEMA				
Passed through California Office of Emergency Services				
501	310 CPR002	Chrysler Pump Station (HMGP # 4344-60-97R)	97.039	139,345
U.S. Department of Homeland Security - FEMA				
Passed through State of California Department of Finance				
100	910 OP8001	Care Act (Covid 19)	21.019	36,130
National Highway & Traffic Safety Agency				
Passed through California Department of Transportation				
362	310 CPS012	Santa Cruz/Middle Ave Rehab	20.205	38,195
Passed thru State of CA - Office of Traffic Safety				
329	210 OP5001	Selective Traffic Enforcement Program	20.608	
329	210 OP5001	Selective Traffic Enforcement Program		24,763
329	210 OP5001	Selective Traffic Enforcement Program		
LSTA				
Passed thru State of CA				
305	560 OP4012	Bringing Diverse Literature Home	45.310	12,037
U.S. Department of Treasury				
Passed through State of California Department of Finance				
397	910 OPCV19 or none	ARPA		847,000
California State Water Resources Control Board				
Passed through State of California				
396	dept 370	CA Arrearage Water Federal	21.027	160,155
Supplemental Law Enforcement Services				
327		210 Supplemental Law Enforcement Services		
ABC Grant				
331	210 OP5003 or none	ABC Grant		
				1,367,002



STAFF REPORT

City Council
Meeting Date: 4/25/2023
Staff Report Number: 23-101-CC

Consent Calendar: **Authorize the city manager to execute agreements with Sloan Sakai and Liebert Cassidy Whitmore for legal services related to human resources**

Recommendation

Staff recommends that the City Council authorize the city manager to execute an agreement with Sloan Sakai Yeung and Wong, LLP (Sloan Sakai) in the amount not to exceed \$175,000 and with Liebert Cassidy Whitmore (LCW) in an amount not to exceed \$100,000 for legal services related to human resources, including labor relations, employee relations, staff trainings, and workplace investigations over a three-year, two-month period to align with the end of the fiscal year.

Policy Issues

This commitment exceeds the city manager’s signing authority of \$86,000 in fiscal year 2022-23 and requires City Council approval. Additionally, City Council Procedure #CC-19-010 (Attachment A) designates the City Council as the appointing authority for the city attorney to serve as the legal advisor for the City Council, city manager and departments. The city attorney then oversees legal services rendered by other law firms obtained due their specific areas of expertise to assist in the course of doing the City’s business.

Background

At their Feb. 23, 2021, meeting, the City Council approved an agreement with Burke Williams Sorenson, LLP, for city attorney services, with Nira F. Doherty serving as the designated city attorney (Attachment B). The agreement provides for a variety of routine legal services, but excludes representation in labor negotiations and assistance in complex personnel matters. The City retained its outside labor counsel at Sloan Sakai for these matters. Previously, human resources have entered into agreements with both Sloan Sakai and LCW for ongoing assistance on legal matters pertaining to personnel.

Analysis

Human resources requires legal services as a necessary and routine part of employee relations and labor relations functions within the organization. Due to the ever-changing nature of laws and regulations governing human resources, expert legal advice is needed to interpret and guide compliance efforts. These services may be consultative in nature as a resource for city staff, or taking the lead role on a project with a defined scope, such as to conduct a workplace investigation, host a staff training, draft a policy, or to act as the City’s designated labor negotiator.

The City has a long-standing relationship with Sloan Sakai for legal assistance in negotiations and on various personnel matters. Sloan Sakai was formed in 2004 to provide a broad array of legal and consulting services to public agencies and nonprofit corporations focusing on labor law, employment law, government

law, labor/personnel relations, and public agency consulting. Charles Sakai has served as the chief negotiator for multiple rounds of negotiations with the City's bargaining units, and is serving as such in the ongoing negotiations with Service Employees International Union Local 521 (SEIU) and American Federation of State, County, and Municipal Employees Local 829 (AFSCME) on successor memoranda of understanding. Mr. Sakai prepares all proposals, counter-proposals and tentative agreements; consults with the city manager and departments on workplace impacts of proposals; and is authorized to execute tentative agreements consistent with negotiating authority granted by City Council.

Additionally, the City works with LCW on a variety of personnel matters on an as-needed basis, as well as participates in LCW-led staff trainings on human resources and related matters. Founded in 1980, LCW is one of California's premier labor, education and employment law firms, representing hundreds of public agencies across the state of California.

Retaining multiple qualified legal firms allows City staff to receive expert and timely assistance when human resources matters arise, improving compliance and reducing the risk of litigation, grievances and other conflicts. These agreements allow city staff to take a flexible approach to best meet the City's service needs.

Impact on City Resources

These agreements follow the model for legal services based on hourly rates highlighted in each firm's fee schedule, which are included in the proposed agreements (Attachments C and D). These rates are reviewed and may be adjusted on an annual basis. The rates are competitive with other firms practicing in this area and the agreements include not-to-exceed amounts of \$175,000 for Sloan Sakai and \$100,000 for LCW over a three-year, two-month period (April 25, through June 30, 2026).

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 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. City Council Procedure #CC-19-010 – City Council Powers and Responsibilities
- B. Feb. 23, 2021, City Council meeting – staff report: menlopark.org/DocumentCenter/View/27435/K3-20210223-CC-City-attorney-services-agree-BWS?bidId
- C. Sloan Sakai agreement
- D. Liebert Cassidy Whitmore agreement

Report prepared by:
Brittany Mello, Administrative Services Director

Staff Report #: 23-101-CC

Report reviewed by:
Nira Doherty, City Attorney

City Council Powers and Responsibilities

City Council Procedure #CC-19-010

Adopted November 12, 2019

ATTACHMENT A



Purpose

The powers of the City Council to establish policy are quite broad. Essentially, the City Council may undertake any action related to city affairs other than those forbidden or preempted by state or federal law. Specifically, the City Council has the power, in the name of the city, to do and perform all acts and things appropriate to a municipal corporation and for the general welfare of its inhabitants which are not specifically forbidden by the Constitution and laws of the State of California.

It is important to note that the City Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Vice Mayor have some additional ceremonial and administrative responsibilities as described below, in the establishment execution of policies and procedures, all city councilmembers are equal.

It is also important to note that policy is established by at least a majority vote of the City Council. While individual city councilmembers may disagree with decisions of the majority, a decision of the majority does bind the City Council to a course of action. In turn, it is staff's responsibility to ensure the policy of the City Council is upheld. Actions of staff to pursue the policy direction established by a majority of the City Council do not reflect any bias against city councilmembers who held a minority opinion on an issue.

Appointment of City Council officers and City Council subcommittees

Selection of Mayor and Vice Mayor

The City Council shall meet in December of each year to choose one of its members as Mayor and one as Mayor Pro Tempore.¹ The City Council has determined that for the purpose of this policy, the "Mayor Pro Tempore" title shall be replaced with "Vice Mayor" beginning with the annual rotation in December 2019.

Mayor

The Mayor presides at all meetings of the City Council and performs such other duties consistent with the office as may be imposed by the City Council or by vote of the people. The Mayor does not possess any power of veto. As presiding officer of the City Council, the Mayor is to faithfully communicate the will of the City Council majority in matters of policy. The Mayor is also recognized as the official head of the city for all ceremonial purposes.

The Mayor, unless unavailable, shall sign all ordinances, and other documents that have been adopted by the City Council and require an official signature; except when the city manager has been authorized by City Council action to sign documents. In the event the Mayor is unavailable, the Vice Mayor's signature may be used.

The Mayor also consults and coordinates with the city manager and Vice Mayor in the development of agendas for meetings of the City Council. The Mayor shall appoint members of the Planning Commission, with the approval of the City Council², and the Mayor has additional roles and responsibilities in the event of a declared disaster including serving as chairperson of the Disaster Council³.

Vice Mayor

The Vice Mayor shall perform the duties of the Mayor during the Mayor's absence, at the pleasure of the City Council.

Appointment of City Council subcommittees

City Council subcommittees, when used, are to help the City Council do its job. Subcommittees ordinarily will assist the City Council by preparing policy alternatives and implications for City Council deliberation. City Council subcommittees may not speak or act for the City Council. Subcommittees will be used sparingly and ordinarily in an ad hoc capacity. This policy applies to any group that is formed by City Council action, whether or not it is called a subcommittee. Unless otherwise stated, a subcommittee is deemed to be ad hoc and ceases to exist as soon as its task is complete. Standing subcommittees are City Council subcommittees with regular responsibilities as assigned by the City Council generally spanning more than a single year or project. Standing subcommittees are subject to the Open Meetings Act (Brown Act.) Ad hoc subcommittees are not listed below considering their limited nature.

¹ MPMC Section [2.04.120](#)

² MPMC Section [2.12.020](#)

³ MPMC Section [2.44.040](#)

City Council Powers and Responsibilities

City Council Procedure #CC-19-010

Adopted November 12, 2019

Standing City Council subcommittees
Community grant funding
Rail

Appointment of City Councilmembers to outside boards and organizations

Typically, appointments to outside boards and organizations are made at the beginning of a City Council term in December. The Mayor will ask city councilmembers which appointments they desire and will submit recommendations to the full City Council regarding the various outside appointments. Certain appointments are reserved for the incumbent Mayor and Vice Mayor as primary and alternate members, respectively. Alternates shall also be appointed to ensure participation in the decision making processes of outside boards and organizations. In the instance where more than one city councilmember wishes to be appointed to an outside board or organization, a vote of the City Council will be taken to confirm appointment of the primary and alternate appointees. Outside boards and organization appointments are as follows:

Outside boards	Notes
Association of Bay Area Government (ABAG)	Incumbent Mayor and Vice Mayor
Bay Area Water Conservation Agency (BAWSCA)	4-year appointment
City/County Association of Governments (C/CAG)	
Emergency Services Council	
Peninsula Clean Energy Authority (PCE)	
San Francisquito Creek Joint Powers Authority	
South Bayside Waste Management Authority	

Outside organizations	Notes
Airport Community Roundtable	
Caltrain Modernization Local Policy Maker Group	Same members as the Rail Subcommittee
County of Santa Clara Community Resources Group for Stanford University	Same members as subcommittees pertaining to Stanford University
Facebook Local Community Fund	
Grand Boulevard Initiative Taskforce	
League of California Cities (League/LCC), including LCC Peninsula Division	Incumbent Mayor and Vice Mayor
Menlo Park Chamber of Commerce	Incumbent Mayor and Vice Mayor
San Mateo County Council of Cities City Selection Committee	Incumbent Mayor and Vice Mayor

As a City Council appointee to an outside board or organization, the appointee shall represent the policy set by the majority of the City Council at a public meeting. If the appointee is unclear as to the position of the City Council on a particular business item scheduled for vote at the outside board or organization, the appointee shall consult the full City Council under “City Councilmember Reports” section of the public meeting agenda or, if sufficient time is not available, consult the city manager.

Appointees to an outside board or organization shall report to the City Council under “City Councilmember Reports” following each meeting.

As a member of an outside board or organization, appointees must attend all regular scheduled meetings of the outside board or organization to ensure that Menlo Park has a voice on matters of significance to the community. If an appointee is not available, s/he shall coordinate with the alternate to ensure Menlo Park representation.

Appointment of advisory bodies and advisory body liaisons

Advisory bodies
 The City Council has formed several commissions, committees, and taskforces, collectively referred to as “advisory bodies”. The City Council shall adopt a City Council procedure to provide guidelines on the appointment, roles, and responsibilities⁴ of the various advisory bodies excluding the Planning Commission which is established by Municipal Code⁵ and is vested with statutory duties.

⁴ MPMC Section [2.04.200](#)

⁵ MPMC Section [2.12.040](#)

City Council Powers and Responsibilities

City Council Procedure #CC-19-010

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Adopted November 12, 2019

2019 Commissions	2019 Committees/Taskforces ⁶
Complete Streets Commission	Belle Haven Neighborhood Library Advisory Committee
Environmental Quality Commission	Finance and Audit Committee
Housing Commission	Sister City Committee
Library Commission	Transportation Master Plan Oversight and Outreach Committee
Parks & Recreation Commission	
Planning Commission	

Liaisons to City Council advisory bodies

City councilmembers are assigned to serve in a liaison capacity with one or more City Council advisory bodies. The purpose of the liaison assignments is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs, and issues of the advisory body. In fulfilling their liaison assignment, city councilmembers may elect to attend advisory body meetings periodically to observe the activities of the advisory body or simply maintain communication with the advisory body Chair on a regular basis.

Assignment of liaisons

Typically, advisory body liaison assignments are made at the beginning of a City Council term in December. The Mayor will ask city councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the assignments. In the instance where more than one city councilmembers wish to be the appointed liaison to a City Council advisory body, a vote of the City Council will be taken to confirm assignments.

City Councilmembers should be sensitive to the fact that they are not participating members of the advisory body but are there rather to create a linkage between the City Council and advisory body. In interacting with advisory bodies, city councilmembers are to reflect the views of the City Council as a body. Being an advisory body liaison bestows no special right with respect to advisory body business.

City Council relationship with advisory bodies

The City Council has determined that city councilmembers should not lobby advisory body members for particular votes. However, city councilmembers may attend meetings as residents and request that advisory body members consider certain issues during their deliberations or in unusual instances as city councilmembers to reflect the views of the City Council as a body.

City Councilmembers choosing to attend advisory body meetings should be sensitive to the fact that they are not participating members of the body. City Councilmembers have the rights, and only the rights, of ordinary citizens with respect to advisory bodies – including the right to write to and speak to the advisory body during public comment periods.

Appointment of city attorney and city manager

The City Council appoints two positions within the city organization: the city manager and city attorney. Both positions serve at the will of the City Council and have employment agreements that specify certain terms of employment including an annual evaluation by the City Council.

Appointment of city attorney

The city attorney is the legal adviser for the City Council, city manager and departments. The general legal responsibilities of the city attorney are to: 1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the city's interest, as determined by the City Council, in litigation, administrative hearings, negotiations and similar proceedings; 3) prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) keep the City Council and staff apprised of court rulings and legislation affecting the legal interest of the City. It is important to note that the city attorney does not represent individual city councilmembers, but the City Council as a whole.

Appointment of city manager

The city manager shall be appointed by the City Council solely on the basis of his or her executive and administrative qualifications and ability. He or she shall hold office at and during the pleasure of the City Council⁷. The city manager shall receive such compensation as the City Council from time to time determines and fixes by resolution and such compensation shall be a proper charge against such funds of the city that the City Council designates⁸.

⁶ 2019 Committees and taskforces all have City Councilmembers serving as voting members and no liaison is required.

⁷ MPMC Section [2.08.010](#)

⁸ MPMC Section [2.08.060](#)

City Council Powers and Responsibilities

City Council Procedure #CC-19-010

Adopted November 12, 2019

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The city manager shall be the administrative head of the city government under the direction and control of the city council, except as otherwise provided in the Municipal Code. He or she shall be responsible for the efficient administration of all the affairs of the city, which are under his or her control. In addition to his or her general powers as administrative head, and not as a limitation thereon, it shall be his or her duty and he or she shall have the power⁹:

1. Enforcement of laws. To see that all laws and ordinances of the city are duly enforced, and that all franchises, permits and privileges granted by the city are faithfully observed;
2. To direct, etc., officers and employees. To control, order and give directions to all heads of departments, subordinate officers, and employees of the city, except the city attorney; and to transfer employees from one (1) department to another, and to consolidate or combine offices, positions, departments or units under his or her direction;
3. Appointment and removal of officers and employees. To appoint and remove any officers and employees of the city except the city attorney, subject to the rules relating to personnel management;
4. Control of departments and officers and employees. To exercise control over all departments of the city government and over all appointive officers and employees thereof, except the city attorney;
5. Attendance at City Council meetings. To attend all meetings of the city council unless excused therefrom by the city council, except when his or her removal is under consideration by the city council;
6. Recommendation of ordinances. To recommend to the city council for adoption such measures and ordinances as he or she deems necessary or expedient;
7. Fiscal advice. To keep the City Council at all times fully advised as to the financial conditions and needs of the city;
8. Preparation of budget. To prepare and submit to the City Council the annual budget;
9. Purchases and expenditures. To purchase all supplies for all of the departments or divisions of the city. No expenditure shall be submitted or recommended to the City Council, except on report or approval of the city manager;
10. Investigation of city affairs. To make investigations into the affairs of the city, and any department or division thereof, and any contract, or the proper performance of any obligations running to the city;
11. Investigation of complaints. To investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city, and to see that all franchises, permits and privileges granted by the city are faithfully performed and observed;
12. Supervision of public buildings. To exercise general supervision over all public buildings, public parks and other public property which are under the control and jurisdiction of the City Council and not specifically delegated to a particular board or officer;
13. Approval of plans and designs. To exercise directly or through his or her designee discretionary approval of plans, designs and any design amendments or addenda for public improvement projects for which the city council has delegated authority to the city manager or which are within the city manager's discretionary authority. The city manager or his or her designee shall sign the plans and designs indicating approval;
14. Devotion of entire time to duties. To devote his or her entire time to the duties of his or her office and the interests of the city;
15. Leadership in civic movements. To provide leadership for civic movements designed to benefit the residents of the city when so authorized by the City Council;
16. Additional duties. To perform such other duties and exercise such other powers as may be delegated to him or her from time to time by ordinance or resolution of the City Council.

⁹ MPMC Section [2.08.080](#)

City Council Powers and Responsibilities

City Council Procedure #CC-19-010

Adopted November 12, 2019

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The City Council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the City Council nor any members thereof shall give orders to any subordinates of the city manager¹⁰.

City manager code of ethics

The city manager is subject to the International City/County Management Association (ICMA) professional code of ethics that binds the city manager to certain practices that are designed to ensure his or her actions are in support of the city's best interests. Violations of such standards can result in censure.

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by ICMA Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Serve the best interests of the people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

¹⁰ MPMC Section [2.08.100](#)

City Council Powers and Responsibilities

City Council Procedure #CC-19-010

Adopted November 12, 2019

Appointment to vacancies on the City Council

If a vacancy occurs in the office of a member of the City Council, an election shall be held to fill the vacancy. The person elected shall hold office for the unexpired term of the former incumbent. The election shall be held at the next regularly scheduled election held at least eighty-nine days after the vacancy is created.¹¹

The city councilmember elected to represent a district must reside in that district and be a registered voter in that district. Termination of residency in a district by a city councilmember shall create an immediate vacancy for that City Council district unless a substitute residence within the district is established within thirty (30) days after the termination of residency.¹²

Procedure history

Action	Date	Notes
Draft procedure presented	October 1, 2019	City Council directed edits
Procedure adoption	November 19, 2019	

¹¹ MPMC Section [2.04.190](#)

¹² MPMC Section [2.04.220](#)

PROFESSIONAL SERVICES AGREEMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



Agreement #:
AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND SLOAN SAKAI YEUNG AND WONG, LLP
THIS AGREEMENT made and entered into at Menlo Park, California, this _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and SLOAN SAKAI YEUNG AND WONG, LLP, hereinafter referred to as "FIRST PARTY."
<p>WITNESSETH:</p> <p>WHEREAS, CITY desires to retain FIRST PARTY to provide certain professional services for CITY in connection with that certain project called: Legal services</p> <p>WHEREAS, FIRST PARTY is licensed to perform said services and desires to and does hereby undertake to perform said services.</p> <p>NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND CONDITIONS of each of the parties hereto, it is hereby agreed as follows:</p>
1. SCOPE OF WORK
In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services as set forth in Exhibit "A," Scope of Services.
2. SCHEDULE FOR WORK
<p>FIRST PARTY's proposed schedule for the various services required pursuant to this agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other, or the other's employees and agents.</p> <p>FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this agreement.</p>
3. PROSECUTION OF WORK
FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services).

4. COMPENSATION AND PAYMENT

- A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$175,000 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable.
- B. FIRST PARTY's fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and services incurred by FIRST PARTY and used in carrying out or completing the work.
- C. Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY.
- D. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges.

5. EQUAL EMPLOYMENT OPPORTUNITY

- A. FIRST PARTY, with regard to the work performed by it under this agreement shall not discriminate on the grounds of race, religion, color, national origin, sex, handicap, marital status or age in the retention of sub-consultants, including procurement of materials and leases of equipment.
- B. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, marital status or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.
- C. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- D. FIRST PARTY shall state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, marital status or handicap.
- E. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.
- F. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY's agreement with all sub-consultants.

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

- A. FIRST PARTY shall not assign this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however, that claims for money due or to become due to the FIRST PARTY from the CITY under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.
- B. In the event there is a change of more than 30 percent of the stock ownership or ownership in FIRST PARTY from the date of this agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this agreement upon notice to FIRST PARTY. In the event CITY is not notified of any such change in stock ownership or interest, then upon knowledge of same, it shall be deemed that CITY has terminated this agreement.

7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the services and full control over the employment, direction, compensation and discharge of all persons assisting FIRST PARTY in the performance of FIRST PARTY's services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

8. CONSULTANT QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a skillful manner usual to the profession. The acceptance of FIRST PARTY's work by CITY does not operate as a release of FIRST PARTY from said understanding.

9. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Brittany Mello
 Administrative Services Director
 City of Menlo Park
 701 Laurel St.
 Menlo Park, CA 94025
 650-330-6675
 bkmello@menlopark.gov

Notices required to be given to FIRST PARTY shall be addressed as follows:

Charles Sakai
 Sloan Sakai Yeung and Wong, LLP
 555 Capitol Mall, Suite 600
 Sacramento, CA 95814
 (916) 258-8800
 info@sloansakai.com

Provided that any party may change such address by notice, in writing, to the other party and thereafter notices shall be addressed and transmitted to the new address.

10. HOLD HARMLESS

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.

11. INSURANCE

- A. FIRST PARTY shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.
- B. There shall be a contractual liability endorsement extending the FIRST PARTY's coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates shall be filed with the City.
1. Workers' compensation and employer's liability insurance:
The FIRST PARTY shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement" (not required if the FIRST PARTY is a Sole Proprietor).
 2. Liability insurance:
The FIRST PARTY shall take out and maintain during the life of this agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in aggregate, or one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.
 3. Professional liability insurance:
FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars (\$1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.
- C. CITY and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies, and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.
- D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.
- E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.

12. PAYMENT OF PERMITS/LICENSES

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

13. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

14. OWNERSHIP OF WORK PRODUCT

Work products of FIRST PARTY for this project, which are delivered under this agreement or which are developed, produced and paid for under this agreement, shall become the property of CITY. The reuse of FIRST PARTY's work products by City for purposes other than intended by this agreement shall be at no risk to FIRST PARTY.

15. REPRESENTATION OF WORK

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

16. TERMINATION OF AGREEMENT

- A. CITY may give thirty (30) days written notice to FIRST PARTY, terminating this agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:
1. Immediately discontinue all services affected (unless the notice directs otherwise); and
 2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this agreement, whether completed or in process.
- B. If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.
- C. If the termination is due to the failure of FIRST PARTY to fulfill its agreement, CITY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.
- D. If, after notice of termination for failure to fulfill agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Section.
- E. The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this agreement.
- F. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for services performed and expenses incurred through the termination date.

17. INSPECTION OF WORK

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

18. COMPLIANCE WITH LAWS

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and services provided pursuant to this agreement, including but not limited to compliance with prevailing wage laws, if applicable.

19. BREACH OF AGREEMENT

- A. This agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this agreement, shall constitute a breach of this agreement and may be cause for termination at the election of the CITY.
- B. The CITY reserves the right to waive any and all breaches of this agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of agreement.

20. SEVERABILITY

The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

21. CAPTIONS

The captions of this agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction, or meaning of any provisions of this agreement.

22. LITIGATION OR ARBITRATION

In the event that suit or arbitration is brought to enforce the terms of this agreement, the prevailing party shall be entitled to litigation costs and reasonable attorneys' fees. The Dispute Resolution provisions are set forth on Exhibit "B," 'Dispute Resolution' attached hereto and by this reference incorporated herein.

23. RETENTION OF RECORDS

Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency, and the state of California.

24. TERM OF AGREEMENT

This agreement shall remain in effect for the period of April 25, 2023 through June 30, 2026 unless extended, amended, or terminated in writing by CITY.

25. ENTIRE AGREEMENT

This document constitutes the sole agreement of the parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between parties not expressly stated in this document are not binding. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties to this agreement.

26. STATEMENT OF ECONOMIC INTEREST

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests with 30 days of approval of a contract services agreement with the City of its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

Based upon review of the Consultant's Scope of Work and determination by the City Manager, it is determined that Consultant IS NOT required to file a Statement of Economic Interest. A statement of Economic Interest shall be filed with the City Clerk's office no later than 30 days after the execution of the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

FOR FIRST PARTY:

Signature

Date

Printed name

Title

Tax ID#

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney

Date

FOR CITY OF MENLO PARK:

Justin I. C. Murphy, City Manager

Date

ATTEST:

Judi A. Herren, City Clerk

Date

EXHIBIT "A" – SCOPE OF SERVICES

A1. SCOPE OF WORK

FIRST PARTY agrees to provide consultant services for CITY's Administrative Services Department. In the event of any discrepancy between any of the terms of the FIRST PARTY's proposal and those of this agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following services:

Provide general consultant services for projects as determined by the CITY. The detailed scope of work for each task the CITY assigns the consultant shall be referred to as Exhibit A -1, which will become part of this agreement. A notice to proceed will be issued separately for each separate scope of work agreed to between the CITY and FIRST PARTY.

FIRST PARTY agrees to perform these services as directed by the CITY in accordance with the standards of its profession and CITY's satisfaction.

A2. COMPENSATION

CITY hereby agrees to pay FIRST PARTY at the rates to be negotiated between FIRST PARTY and CITY as detailed in Exhibit A-1. The actual charges shall be based upon (a) FIRST PARTY's standard hourly rate for various classifications of personnel; (b) all fees, salaries and expenses to be paid to engineers, consultants, independent contractors, or agents employed by FIRST PARTY; and shall (c) include reimbursement for mileage, courier and plan reproduction. The total fee for each separate Scope of Work agreed to between the CITY and FIRST PARTY shall not exceed the amount shown in Exhibit A-1.

FIRST PARTY shall be paid within thirty (30) days after approval of billing for work completed and approved by the CITY. Invoices shall be submitted containing all information contained in Section A5 below. In no event shall FIRST PARTY be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by CITY before the commencement of the work.

A3. SCHEDULE OF WORK

FIRST PARTY'S proposed schedule for the various services required will be set forth in Exhibit A-1.

A4. CHANGES IN WORK -- EXTRA WORK

In addition to services described in Section A1, the parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional services including but not limited to:

- Change in the services because of changes in scope of the work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY's services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to the FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and the FIRST PARTY. Such supplemental agreement shall be executed by the FIRST PARTY and may be approved by the City Manager upon recommendation of the Administrative Services Director.

A5. BILLINGS

FIRST PARTY's bills shall include the following information: A brief description of services performed, project title and the agreement number; the date the services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount; Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY's discretion. Such expenses shall be FIRST PARTY's sole financial responsibility.

EXHIBIT "B" - DISPUTE RESOLUTION

- B1.0** All claims, disputes and other matters in question between the FIRST PARTY and CITY arising out of, or relating to, the contract documents or the breach thereof, shall be resolved as follows:
- B2.0 Mediation**
- B2.1** The parties shall attempt in good faith first to mediate such dispute and use their best efforts to reach agreement on the matters in dispute. After a written demand for non-binding mediation, which shall specify in detail the facts of the dispute, and within ten (10) days from the date of delivery of the demand, the matter shall be submitted to a mutually agreeable mediator. The Mediator shall hear the matter and provide an informal opinion and advice, none of which shall be binding upon the parties, but is expected by the parties to help resolve the dispute. Said informal opinion and advice shall be submitted to the parties within twenty (20) days following written demand for mediation. The Mediator's fee shall be shared equally by the parties. If the dispute has not been resolved, the matter shall be submitted to arbitration in accordance with Paragraph B3.1.
- B3.0 Arbitration**
- B3.1** Any dispute between the parties that is to be resolved by arbitration as provided in Paragraph B2.1 shall be settled and decided by arbitration conducted by the American Arbitration Association in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, as then in effect, except as provided below. Any such arbitration shall be held before three arbitrators who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of the arbitrators within fifteen (15) days, then such arbitrator(s) shall be appointed by the presiding Judge of the court of jurisdiction of the agreement.
- B3.2** The provisions of the Construction Industry Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration, subject, however to the following:
- B3.3** Any demand for arbitration shall be writing and must be made within a reasonable time after the claim, dispute or other matter in question as arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such claim, dispute or other matter would be barred by the applicable statute of limitations.
- B3.4** The arbitrator or arbitrators appointed must be former or retired judges, or attorneys at law with last ten (10) years' experience in construction litigation.
- B3.5** All proceedings involving the parties shall be reported by a certified shorthand court reporter, and written transcripts of the proceedings shall be prepared and made available to the parties.
- B3.6** The arbitrator or arbitrators must be made within and provide to the parties factual findings and the reasons on which the decisions of the arbitrator or arbitrators is based.
- B3.7** Final decision by the arbitrator or arbitrators must be made within ninety (90) days from the date of the arbitration proceedings are initiated.
- B3.8** The prevailing party shall be awarded reasonable attorneys' fees, expert and non-expert witness costs and expenses, and other costs and expenses incurred in connection with the arbitration, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.9** Costs and fees of the arbitrator or arbitrators shall be borne by the non-prevailing party, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.10** The award or decision of the arbitrator or arbitrators, which may include equitable relief, shall be final, and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.



Public Sector and Non-Profit Fee Schedule
Effective January 1, 2022 to December 31, 2022

Partners:	\$300 - \$450
Of Counsel:	\$275 - \$385
Senior Counsel:	\$275 - \$385
Associates:	\$245 - \$295
Law Clerks:	\$185
Paralegals:	\$105 - \$175
Analysts:	\$75 - \$170
Consultants:	\$175 - \$295

Expense Reimbursements:

The Firm charges separately for certain costs in the representation, as well as for any disbursements to third parties made on a client's behalf. Such costs and disbursements include, for example, the following: travel (at the IRS rate in effect at the time the travel occurs), computer-assisted research, transcription, overnight delivery and messenger services. For major disbursements to third parties, invoice, may be sent directly to the client for payment. The Firm also bills for time spent traveling on a client's behalf at our normal rates.



Public Sector and Non-Profit Fee Schedule*
Effective January 1, 2023 to December 31, 2023

Partners:	\$325 - \$495
Of Counsel:	\$295 - \$395
Senior Counsel:	\$295 - \$395
Associates:	\$260 - \$325
Law Clerks:	\$205
Paralegals:	\$125 - \$195
Analysts:	\$90 - \$190
Consultants:	\$195 - \$325

*These rates are reviewed and may be adjusted annually, generally in January of each year.

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PROFESSIONAL SERVICES AGREEMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



Agreement #:
<p>AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND LIEBERT CASSIDY WHITMORE</p>
<p>THIS AGREEMENT made and entered into at Menlo Park, California, this _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and LIEBERT CASSIDY WHITMORE, hereinafter referred to as "FIRST PARTY."</p>
<p>WITNESSETH:</p> <p>WHEREAS, CITY desires to retain FIRST PARTY to provide certain professional services for CITY in connection with that certain project called: Legal services.</p> <p>WHEREAS, FIRST PARTY is licensed to perform said services and desires to and does hereby undertake to perform said services.</p> <p>NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND CONDITIONS of each of the parties hereto, it is hereby agreed as follows:</p>
<p>1. SCOPE OF WORK</p>
<p>In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services as set forth in Exhibit "A," Scope of Services.</p>
<p>2. SCHEDULE FOR WORK</p>
<p>FIRST PARTY's proposed schedule for the various services required pursuant to this agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other, or the other's employees and agents.</p> <p>FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this agreement.</p>
<p>3. PROSECUTION OF WORK</p>
<p>FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services).</p>

4. COMPENSATION AND PAYMENT

- A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$100,000 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable.
- B. FIRST PARTY's fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and services incurred by FIRST PARTY and used in carrying out or completing the work.
- C. Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY.
- D. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges.

5. EQUAL EMPLOYMENT OPPORTUNITY

- A. FIRST PARTY, with regard to the work performed by it under this agreement shall not discriminate on the grounds of race, religion, color, national origin, sex, handicap, marital status or age in the retention of sub-consultants, including procurement of materials and leases of equipment.
- B. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, marital status or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.
- C. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- D. FIRST PARTY shall state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, marital status or handicap.
- E. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.
- F. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY's agreement with all sub-consultants.

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

- A. FIRST PARTY shall not assign this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however, that claims for money due or to become due to the FIRST PARTY from the CITY under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.
- B. In the event there is a change of more than 30 percent of the stock ownership or ownership in FIRST PARTY from the date of this agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this agreement upon notice to FIRST PARTY. In the event CITY is not notified of any such change in stock ownership or interest, then upon knowledge of same, it shall be deemed that CITY has terminated this agreement.

7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the services and full control over the employment, direction, compensation and discharge of all persons assisting FIRST PARTY in the performance of FIRST PARTY's services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

8. CONSULTANT QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a skillful manner usual to the profession. The acceptance of FIRST PARTY's work by CITY does not operate as a release of FIRST PARTY from said understanding.

9. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Brittany Mello
 Administrative Services
 City of Menlo Park
 701 Laurel St.
 Menlo Park, CA 94025
 650-330-6675
 bkmello@menlopark.gov

Notices required to be given to FIRST PARTY shall be addressed as follows:

Marc Zavala
 Liebert Cassidy Whitmore
 6033 W. Century Blvd., 5th Floor
 Los Angeles, CA 90045
 310-981-2074
 mzavala@lcwlegal.com

Provided that any party may change such address by notice, in writing, to the other party and thereafter notices shall be addressed and transmitted to the new address.

10. HOLD HARMLESS

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.

11. INSURANCE

- A. FIRST PARTY shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.
- B. There shall be a contractual liability endorsement extending the FIRST PARTY's coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates shall be filed with the City.
1. Workers' compensation and employer's liability insurance:
The FIRST PARTY shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement" (not required if the FIRST PARTY is a Sole Proprietor).
 2. Liability insurance:
The FIRST PARTY shall take out and maintain during the life of this agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in aggregate, or one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.
 3. Professional liability insurance:
FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars (\$1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.
- C. CITY and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies, and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.
- D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.
- E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.

12. PAYMENT OF PERMITS/LICENSES

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

13. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

14. OWNERSHIP OF WORK PRODUCT

Work products of FIRST PARTY for this project, which are delivered under this agreement or which are developed, produced and paid for under this agreement, shall become the property of CITY. The reuse of FIRST PARTY's work products by City for purposes other than intended by this agreement shall be at no risk to FIRST PARTY.

15. REPRESENTATION OF WORK

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

16. TERMINATION OF AGREEMENT

- A. CITY may give thirty (30) days written notice to FIRST PARTY, terminating this agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:
1. Immediately discontinue all services affected (unless the notice directs otherwise); and
 2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this agreement, whether completed or in process.
- B. If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.
- C. If the termination is due to the failure of FIRST PARTY to fulfill its agreement, CITY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.
- D. If, after notice of termination for failure to fulfill agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Section.
- E. The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this agreement.
- F. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for services performed and expenses incurred through the termination date.

17. INSPECTION OF WORK

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

18. COMPLIANCE WITH LAWS

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and services provided pursuant to this agreement, including but not limited to compliance with prevailing wage laws, if applicable.

19. BREACH OF AGREEMENT

- A. This agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this agreement, shall constitute a breach of this agreement and may be cause for termination at the election of the CITY.
- B. The CITY reserves the right to waive any and all breaches of this agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of agreement.

20. SEVERABILITY

The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

21. CAPTIONS

The captions of this agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction, or meaning of any provisions of this agreement.

22. LITIGATION OR ARBITRATION

In the event that suit or arbitration is brought to enforce the terms of this agreement, the prevailing party shall be entitled to litigation costs and reasonable attorneys' fees. The Dispute Resolution provisions are set forth on Exhibit "B," 'Dispute Resolution' attached hereto and by this reference incorporated herein.

23. RETENTION OF RECORDS

Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency, and the state of California.

24. TERM OF AGREEMENT

This agreement shall remain in effect for the period of April 25, 2023 through June 30, 2026 unless extended, amended, or terminated in writing by CITY.

25. ENTIRE AGREEMENT

This document constitutes the sole agreement of the parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between parties not expressly stated in this document are not binding. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties to this agreement.

26. STATEMENT OF ECONOMIC INTEREST

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests with 30 days of approval of a contract services agreement with the City of its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

Based upon review of the Consultant's Scope of Work and determination by the City Manager, it is determined that Consultant IS NOT required to file a Statement of Economic Interest. A statement of Economic Interest shall be filed with the City Clerk's office no later than 30 days after the execution of the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

FOR FIRST PARTY:

Signature

Date

Printed name

Title

Tax ID#

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney

Date

FOR CITY OF MENLO PARK:

Justin I. C. Murphy, City Manager

Date

ATTEST:

Judi A. Herren, City Clerk

Date

EXHIBIT "A" – SCOPE OF SERVICES

A1. SCOPE OF WORK

FIRST PARTY agrees to provide consultant services for CITY's Administrative Services Department. In the event of any discrepancy between any of the terms of the FIRST PARTY's proposal and those of this agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following services:

Provide general consultant services for projects as determined by the CITY. The detailed scope of work for each task the CITY assigns the consultant shall be referred to as Exhibit A -1, which will become part of this agreement. A notice to proceed will be issued separately for each separate scope of work agreed to between the CITY and FIRST PARTY.

FIRST PARTY agrees to perform these services as directed by the CITY in accordance with the standards of its profession and CITY's satisfaction.

A2. COMPENSATION

CITY hereby agrees to pay FIRST PARTY at the rates to be negotiated between FIRST PARTY and CITY as detailed in Exhibit A-1. The actual charges shall be based upon (a) FIRST PARTY's standard hourly rate for various classifications of personnel; (b) all fees, salaries and expenses to be paid to engineers, consultants, independent contractors, or agents employed by FIRST PARTY; and shall (c) include reimbursement for mileage, courier and plan reproduction. The total fee for each separate Scope of Work agreed to between the CITY and FIRST PARTY shall not exceed the amount shown in Exhibit A-1.

FIRST PARTY shall be paid within thirty (30) days after approval of billing for work completed and approved by the CITY. Invoices shall be submitted containing all information contained in Section A5 below. In no event shall FIRST PARTY be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by CITY before the commencement of the work.

A3. SCHEDULE OF WORK

FIRST PARTY'S proposed schedule for the various services required will be set forth in Exhibit A-1.

A4. CHANGES IN WORK -- EXTRA WORK

In addition to services described in Section A1, the parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional services including but not limited to:

- Change in the services because of changes in scope of the work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY's services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to the FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and the FIRST PARTY. Such supplemental agreement shall be executed by the FIRST PARTY and may be approved by the City Manager upon recommendation of the Administrative Services Director.

A5. BILLINGS

FIRST PARTY's bills shall include the following information: A brief description of services performed, project title and the agreement number; the date the services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount; Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY's discretion. Such expenses shall be FIRST PARTY's sole financial responsibility.

EXHIBIT “B” - DISPUTE RESOLUTION

- B1.0** All claims, disputes and other matters in question between the FIRST PARTY and CITY arising out of, or relating to, the contract documents or the breach thereof, shall be resolved as follows:
- B2.0 Mediation**
- B2.1** The parties shall attempt in good faith first to mediate such dispute and use their best efforts to reach agreement on the matters in dispute. After a written demand for non-binding mediation, which shall specify in detail the facts of the dispute, and within ten (10) days from the date of delivery of the demand, the matter shall be submitted to a mutually agreeable mediator. The Mediator shall hear the matter and provide an informal opinion and advice, none of which shall be binding upon the parties, but is expected by the parties to help resolve the dispute. Said informal opinion and advice shall be submitted to the parties within twenty (20) days following written demand for mediation. The Mediator’s fee shall be shared equally by the parties. If the dispute has not been resolved, the matter shall be submitted to arbitration in accordance with Paragraph B3.1.
- B3.0 Arbitration**
- B3.1** Any dispute between the parties that is to be resolved by arbitration as provided in Paragraph B2.1 shall be settled and decided by arbitration conducted by the American Arbitration Association in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, as then in effect, except as provided below. Any such arbitration shall be held before three arbitrators who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of the arbitrators within fifteen (15) days, then such arbitrator(s) shall be appointed by the presiding Judge of the court of jurisdiction of the agreement.
- B3.2** The provisions of the Construction Industry Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration, subject, however to the following:
- B3.3** Any demand for arbitration shall be writing and must be made within a reasonable time after the claim, dispute or other matter in question as arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such claim, dispute or other matter would be barred by the applicable statute of limitations.
- B3.4** The arbitrator or arbitrators appointed must be former or retired judges, or attorneys at law with last ten (10) years’ experience in construction litigation.
- B3.5** All proceedings involving the parties shall be reported by a certified shorthand court reporter, and written transcripts of the proceedings shall be prepared and made available to the parties.
- B3.6** The arbitrator or arbitrators must be made within and provide to the parties factual findings and the reasons on which the decisions of the arbitrator or arbitrators is based.
- B3.7** Final decision by the arbitrator or arbitrators must be made within ninety (90) days from the date of the arbitration proceedings are initiated.
- B3.8** The prevailing party shall be awarded reasonable attorneys’ fees, expert and non-expert witness costs and expenses, and other costs and expenses incurred in connection with the arbitration, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.9** Costs and fees of the arbitrator or arbitrators shall be borne by the non-prevailing party, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.10** The award or decision of the arbitrator or arbitrators, which may include equitable relief, shall be final, and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.

LIEBERT CASSIDY WHITMORE

FEE SCHEDULE - effective through 06/30/2023

Partners	\$390.00
Senior Counsel	\$335.00
Associates	\$220.00 - \$315.00
Labor Relations/Human Resources Consultant	\$250.00
Paralegals	\$135.00
E-Discovery Specialists	\$135.00
Law Clerks	\$135.00 - \$175.00

LIEBERT CASSIDY WHITMORE

FEE SCHEDULE - effective as of 07/01/2023

Partners	\$425.00
Senior Counsel	\$355.00
Associates	\$240.00 - \$335.00
Labor Relations/Human Resources Consultant	\$270.00
Paralegals	\$145.00
E-Discovery Specialists	\$145.00
Law Clerks	\$145.00 - \$185.00



STAFF REPORT

City Council

Meeting Date:

4/25/2023

Staff Report Number:

23-102-CC

Public Hearing:

Consider the Planning Commission's recommendation to approve the vesting tentative map extension and adopt a resolution to approve a two-year extension of a vesting tentative map to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and up to three retail spaces on one lot in the SP-ECR/D zoning district, at 201 El Camino Real, and two townhouses on the second lot in the R-3 (Apartment) zoning district, at 612 Cambridge Ave.

Recommendation

Staff recommends that the City Council consider the Planning Commission's recommendation to approve a tentative map extension request and adopt a resolution to approve a two-year extension of a vesting tentative map associated with a major subdivision to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and up to three retail spaces on one lot in the SP-ECR/D zoning district, and two townhouses on the second lot in the R-3 (Apartment) zoning district (Attachment A).

Policy Issues

The proposed project requires the City Council to consider whether the previously approved vesting tentative map should be extended for two years.

Background

Project description

On Oct. 27, 2020, the City Council approved the construction of a new three-story, mixed-use building with below-grade parking and two detached two-story townhouses. The mixed-use building would consist of retail and restaurant uses on the first floor and 12 residential units on the second and third floors and be located on the parcel addressed 201-211 El Camino Real. Two detached townhouses would be located on the parcel adjacent to the mixed-use building, at 612 Cambridge Ave.

The mixed-use building would have a J-shaped footprint with a landscaped courtyard along the rear of the mixed-use building, near the townhouses. The proposed site layout is designed with Cambridge Avenue as the primary access, with one driveway leading to the mixed-use building's main entrance and to the underground parking levels. A public paseo would be located between the mixed-use building and the townhomes, providing public access through the project site in a similar capacity as the existing Alto Lane (to be abandoned through the vesting tentative map.) For more details about the project, including a location map, select plan sheets and project background, see the March 14, City Council staff report (Attachment B).

The applicant applied for building permits for the project, allowing the use permit to remain valid. The focus of the item before the City Council is the proposed two-year extension for the vesting tentative map, which would allow parcel management (e.g., lot line adjustments, lot merger), right-of-way abandonment, and the creation of condominiums through a major subdivision.

Analysis

The City Council reviewed the request at its March 14, regular meeting. Four members of the public made comments expressing concerns with the proposal, citing concerns about trash and debris on-site, occupation of the site by unhoused individuals, safety, tree health, and lack of progress on development. City Council members expressed concerns that the applicant had not effectively made progress on the project, requesting more clarification on the limited progress made and the state of the site. The City Council continued the project to a date certain, and directed staff to work with the applicant to meet and coordinate with nearby residents as needed, install perimeter fencing, clear the site of trash and debris, and make progress on the demolition permitting for the project. The meeting minutes from the March 14, 2023, meeting are included as a hyperlink in Attachment C.

The applicant has also provided an updated letter summarizing their progress with the project following the March 14, City Council in Attachment D. In particular, the applicant has taken the following steps in response to the City Council's direction:

- Removed trash from the site and installed perimeter fencing March 16;
- Reinstated the demolition permits for the site;
- Working on providing the necessary materials for demolition permit issuance, which include but are not limited to a nesting bird survey, an acoustic study, and a noise and vibration analysis, among other documents. These items are required prior to demolition permit issuance based on the conditions of approval and the Mitigation, Monitoring and Reporting Program (MMRP) for the project.
- Scheduled a community meeting for Saturday, April 22, at 9:30 a.m.;
- Scheduled a tree trimming service for the week of April 24; and
- Daily site monitoring.

Staff is continuing to work with the applicant to remedy the current issues and maintain orderliness of the site until future redevelopment occurs.

Conclusion

Staff believes the request to modify the expiration date of the vesting tentative map by two years is appropriate, as the applicant has been responsive to improving the condition of the site since March 14,

and has also demonstrated their commitment to the project by reinstating their demolition permits and working with staff to begin providing the necessary materials for demolition permit issuance. These actions are necessary to obtaining future building permit issuance and construction of the site. The approval of the revision to the vesting tentative map would allow comprehensive implementation of the approved project, which includes 14 residential units, one restaurant unit, and up to three retail units, with rights reserved to convert all residential units from rental to for-sale. Staff and the Planning Commission recommend that the City Council adopt a resolution approving the extension of the vesting tentative map by two years.

Impact on City Resources

The project sponsor is required to pay planning, building and public works permit fees, based on the City's master fee schedule, to fully cover the cost of staff time spent on the review of the project.

Environmental Review

An initial study and MND, collectively referred to as the MND, was prepared for the project and adopted Oct. 27, 2020, by the City Council. The extension of time for a tentative map does not involve any physical changes in the environment and hence does not have the potential for causing a significant effect on the environment. No potential new impacts related to the project have been identified that would necessitate further environmental review beyond the impacts and issues already disclosed and analyzed in the MND. No other special circumstances exist that would create a reasonable possibility that the Project will have a significant adverse effect on the environment. Therefore, no further environmental review is required.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. The City Council continued the item to a date-certain meeting date (April 25) at its March 14 meeting.

Attachments

- A. Draft resolution to extend the expiration date of an approved vesting tentative map
- B. Hyperlink – March 14 staff report: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230314-city-council-agenda-packet.pdf#page=241
- C. Hyperlink – March 14 meeting minutes: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/minutes/20230314-city-council-minutes.pdf
- D. Project description letter

Report prepared by:
Matt Pruter, Associate Planner

Report reviewed by:
Deanna Chow, Assistant Community Development Director

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO APPROVE A TWO-YEAR EXTENSION OF A VESTING TENTATIVE MAP ASSOCIATED WITH A MAJOR SUBDIVISION TO MERGE THE EXISTING SP-ECR/D (EL CAMINO REAL/DOWNTOWN SPECIFIC PLAN) LOTS, ABANDON A PORTION OF ALTO LANE, AND CREATE A TWO-LOT SUBDIVISION FOR CONDOMINIUM PURPOSES, WITH 12 RESIDENTIAL UNITS, ONE RESTAURANT SPACE AND UP TO THREE RETAIL SPACES ON ONE LOT IN THE SP-ECR/D ZONING DISTRICT, AND TWO TOWNHOUSES ON THE SECOND LOT IN THE R-3 (APARTMENT) ZONING DISTRICT**

WHEREAS, on October 27, 2020, the City approved a vesting tentative map associated with a major subdivision to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and no more than three retail spaces on one lot in the SP-ECR/D zoning district, and two townhouses on the second lot in the R-3 (Apartment) zoning district (collectively, the “Project”) from Ray Parkinson (“Applicant”), on behalf of the property owner Hu-Hantwo, LLC (“Owner”), located at 201-211 El Camino Real (APN 071-431-200), the unaddressed property with an APN of 071-413-370, a portion of Alto Lane, and 612 Cambridge Avenue (APN 071-413-380) (“Property”). The vesting tentative map is attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the Property is located in the El Camino Real/Downtown Specific Plan (SP-ECR/D) zoning district and the El Camino Real South West (ECR SW) sub-district, which supports a variety of uses including restaurant, retail, and residential uses; and

WHEREAS, on October 19, 2022, the City received an application requesting a two-year extension of the above referenced vesting tentative map which is depicted in Exhibit A; and

WHEREAS, the proposed vesting tentative map extension complies with all objective standards of the SP-ECR/D district and ECR SW sub-district and furthers the original purposes of the project approvals by allowing the applicant to secure agency permitting and project contracting for the project and allow the approved project to be implemented; and

WHEREAS, the proposed vesting tentative map extension and the approved project are consistent with the current General Plan and the recently adopted Housing Element, specifically Policies H4.4 (Mixed-Use Housing), H4.7 (Infill Housing Adjacent to Downtown), and H7.1 (Housing Design), by enabling a mixed-use development and creating future home ownership opportunities in the El Camino Real/Downtown Specific Plan and adjacent areas; and

WHEREAS, the findings and conditions for the vesting tentative map extension would ensure that all City requirements are applied consistently and correctly as part of the project’s implementation; and

WHEREAS, the proposed Project was reviewed by the Engineering Division and found to be in compliance with City standards; and

WHEREAS, the approval of the vesting tentative map extension is consistent with the City Council's approval of the project and allows the project to be implemented comprehensively; and

WHEREAS, the Project requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the City had previously prepared and adopted an Initial Study and Mitigated Negative Declaration, collectively referred to as the MND, for the project; and

WHEREAS, State CEQA Guidelines Section 15162 (Subsequent environmental impact reports and Negative Declarations) provides that when an environmental impact report (EIR) has been certified or negative declaration adopted for a project, no subsequent EIR or Negative Declaration shall be prepared for that project unless the lead agency determines, on the basis of substantial evidence in light of the whole record, that there are new significant environmental effects due to a change in the project or circumstances, or there is new information of substantial importance as identified in State California Environmental Quality Act (CEQA) Guidelines Section 15162(a)(3.); and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, after public notice having been lawfully given, a public hearing was scheduled and held before the Planning Commission of the City of Menlo Park on December 5, 2022, whereat all persons interested therein might appear and be heard. After closing the public hearing, the Planning Commission considered all pertinent information, documents, exhibits, and all other evidence in the public record on the request; and adopted Planning Commission Resolution No. 2022-38 to recommend approval of extension of the vesting tentative map to the City Council; and

WHEREAS, the City Council reviewed the project at the March 14, 2023 meeting and considered public comment expressing concerns with the Project and continued the item to a date certain with the direction to address concerns regarding trash and debris on site, occupation of the site by unhoused individuals, safety, tree health, and lack of progress on development; and

WHEREAS, the Applicant completed efforts, including securing and cleaning the site, and making progress on the existing demolition permits for the site; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the City Council of the City of Menlo Park on April 25, 2023 whereat all persons interested therein might appear and be heard; and

WHEREAS, the City Council of the City of Menlo Park having fully reviewed, considered, and evaluated all the testimony and evidence submitted in this matter voted affirmatively to approve the findings and conditions for the extension of the vesting tentative map; and

WHEREAS, the City Council has considered the extension of the vesting tentative map to be in compliance with the Initial Study and Mitigated Negative Declaration, collectively referred to as the MND, that was prepared for the project and adopted on October 27, 2020 by the City Council. The extension of time for a tentative map does not involve any physical changes in the environment and hence does not have the potential for causing a significant effect on the environment. No potential new impacts related to the Project have been identified that would necessitate further environmental review beyond the impacts and issues already disclosed and analyzed in the MND. No other special circumstances exist that would create a reasonable possibility that the Project will have a significant adverse effect on the environment. Therefore, no further environmental review is required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park, independently, after reviewing all of the evidence before it, holding a public hearing, and considering the Planning Commission's recommendation, hereby approves a two year extension of the vesting tentative map, which vesting tentative map is attached hereto as Exhibit A, and associated conditions, which are attached hereto as Exhibit B, and incorporated herein by this reference, based upon the following findings.

1. The proposed vesting tentative map extension does not modify any of the original Vesting Tentative Map's design, and therefore, all of the findings made on the original Vesting Tentative Map (City Council Resolution No. 6595) are still valid and apply to this extension; and
2. All conditions of approval in City Council Resolution No. 6595, not otherwise modified by this resolution, are still in effect.
3. The extension of vesting tentative map expiration by two years would allow the applicant to secure financing for the project and allow the approved project to be implemented, is appropriate.
4. State CEQA Guidelines Section 15162 (Subsequent EIRs and Negative Declarations) provides that when an EIR has been certified or negative declaration adopted for a project, no subsequent EIR shall be prepared for that project unless the lead agency determines, on the basis of substantial evidence in light of the whole record, that there are new significant environmental effects due to a change in the project or circumstances, or there is new information of substantial importance as identified in State CEQA Guidelines Section 15162(a)(3). A MND was adopted for the project by City Council on October 27, 2020. The extension of time for a tentative map does not involve any physical changes in the environment and hence does not have the potential for causing a significant effect on the environment. No potential new impacts related to the Project have been identified that would necessitate further environmental review. No other special circumstances exist that would create a reasonable possibility that the Project will have a significant adverse effect on the environment. Therefore, no further environmental review is required.

SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-fifth day of April, 2023, by the following votes:

AYES:

NOES:

ABSENT:

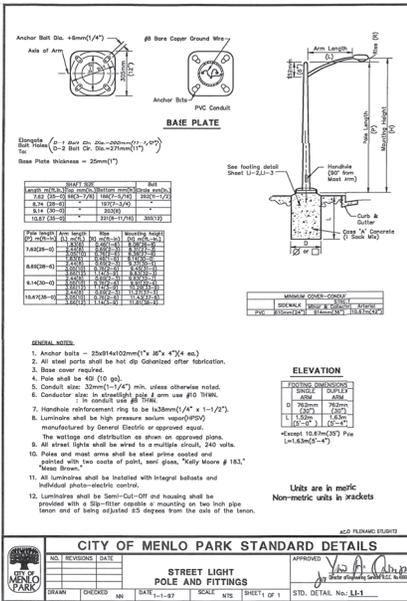
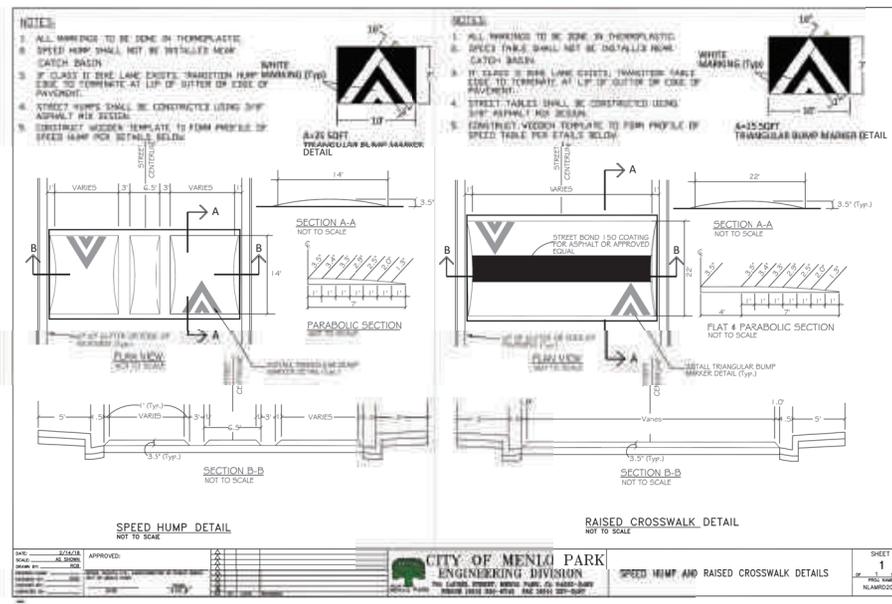
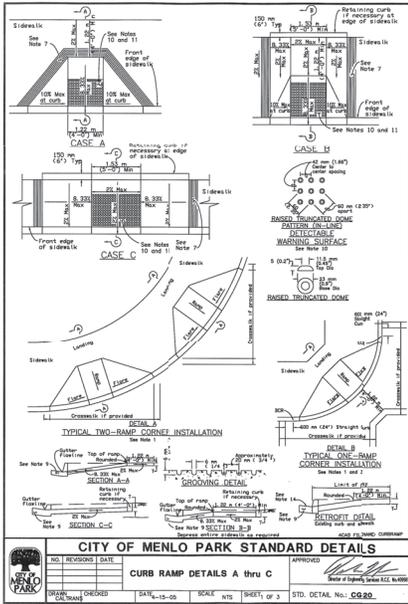
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ of April, 2023.

Judi A. Herren, City Clerk

Exhibits

- A. Vesting tentative map
- B. Conditions of approval



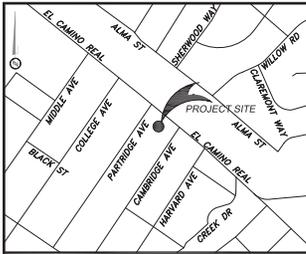
NOT FOR CONSTRUCTION



201 EL CAMINO REAL
 at CAMBRIDGE AVE
 MENLO PARK, CALIFORNIA 94025

CITY DETAILS

CHECKED: CB
 PLOT DATE: JULY 24, 2020
 PLOT NO.: 17214
 REV. NO.: 07242020
 DWG. SCALE: NTS
 DRAWN BY: AK
 SHEET NO.: C8.0



VICINITY MAP
NOT TO SCALE

SERVICE PROVIDERS

PARKS & RECREATION DISTRICT
CITY OF MENLO PARK (650) 330-2267

SCHOOL DISTRICT
LAS LOMITAS ELEMENTARY SCHOOL DISTRICT (650) 854-6311
MENLO PARK CITY SCHOOL DISTRICT (650) 321-7140
REDWOOD CITY SCHOOL DISTRICT (650) 482-2200
SEQUOIA UNION HIGH SCHOOL DISTRICT (650) 369-1411
MENLO SCHOOL (650) 330-2001
MENLO COLLEGE (800) 556-3656

WATER
CAL WATER (650) 561-9709

SANITARY SEWER
WEST BAY SANITARY DISTRICT (650) 321-0384

STORM DRAIN
SFPUC WATER (650) 872-5900

UTILITY
STANFORD UNIVERSITY UTILITY (650) 444-9203

SOLID WASTE
RECYCLOGY SAN MATEO COUNTY (650) 595-3900

GAS
PG&E (800) 743-5000

ELECTRIC
PG&E (800) 743-5000

MENLO PARK POLICE (650) 330-6300

FIRE DEPARTMENT
MENLO PARK FIRE DISTRICT-STATION 3 (650) 688-8400

COMMUNICATIONS
AT&T (800) 241-3624
COMCAST (888) 824-8399
LEVEL3COMM (677) 366-8344 EX-3
NCS WORLDWOM (800) 624-9675
SPRINT (800) 521-0579
QUEST COMM (800) 283-4237
TELEPORT COMM (800) 241-3624
TPX COMMUNICATIONS (925) 726-5974
WAVE BROADBAND (888) 317-0488
ZAYO GROUP (988) 267-1063

201 EL CAMINO REAL

ASSessor'S PARCEL NUMBER
APN: 071-413-380
APN: 071-413-370
APN: 071-413-200

PROPERTY OWNER/DEVELOPER
HU-HANTWO LLC
86 MICHAELS WAY
ATHERTON, CA 94027

QUIV. ENGINEER
SHERWOOD DESIGN ENGINEERS
58 MAIDEN LANE, 3RD FLOOR
SAN FRANCISCO, CA 94108
415-677-7300

SURVEYOR
MARK THOMAS
3000 OAK ROAD, SUITE 650
WALNUT CREEK, CA 94597
ATTN: TRAVIS BOHAN
TBOHAN@MARKTHOMAS.COM

LOT AREA
TOTAL(GROSS): 0.59± AC
3 EXISTING PARCELS

NUMBER OF PARCELS
3 EXISTING PARCELS

EXISTING ZONING
R3, SP-ECR-D

FLOOD ZONING
FLOOD DEPARTMENT
ZONE X (AREA OF MINIMAL FLOOD HAZARD)
PER FEMA MAP NO. 080810308E
EFFECTIVE DATE 10/16/2012

EXISTING LAND USE
GENERAL PLAN
DESIGNATION
CC, PR

PROPERTY DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF MENLO PARK, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

LOTS 69, 70, 71 AND 72, BLOCK 7, AS DELINEATED UPON THAT CERTAIN MAP ENTITLED "MAP NO. 2 STANFORD PARK MENLO PARK, SAN MATEO COUNTY, CALIFORNIA" FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON APRIL 2, 1913 IN BOOK 8 OF MAPS, AT PAGE 46.

EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE STATE OF CALIFORNIA FOR HIGHWAY PURPOSES BY DEED RECORDED FEBRUARY 4, 1930 IN BOOK 452, PAGE 399, OFFICIAL RECORDS.

ALSO THAT PORTION OF ALTO LANE (20 FOOT WIDE) WITHIN ABOVE SAID BLOCK 7, LYING ADJOINING AND BETWEEN LOT 70 AND LOTS 71-74 INCLUSIVE, (TO BE VACATED PER SEPARATE DOCUMENT)

SHEET INDEX

- C0.0 TENTATIVE MAP COVER SHEET
- C0.1 PARCEL PLAN
- C0.2 PROPOSED LOT LINE ADJUSTMENT
- C0.3 TOPOGRAPHICAL BOUNDARY SURVEY
- C1.0 PROPOSED SITE PLAN
- C1.1 AREA PLAN - UNDERGROUND
- C1.2 AREA PLAN - 1ST FLOOR
- C1.3 AREA PLAN - 2ND FLOOR
- C1.4 AREA PLAN - 3RD FLOOR
- C1.5 AREA PLAN - TOWNHOUSE
- C1.6 FIRST FLOOR PLAN - MIXED-USE
- C1.7 SECOND FLOOR PLAN - MIXED-USE
- C1.8 THIRD FLOOR PLAN - MIXED-USE
- C1.9 GARAGE LEVEL 1
- C1.10 GARAGE LEVEL 2
- C1.11 TOWNHOUSE #1 FLOOR PLANS
- C1.12 TOWNHOUSE #2 FLOOR PLANS
- C1.13 BUILDING SECTIONS
- C1.14 BUILDING SECTIONS
- C1.15 BUILDING SECTIONS
- C1.16 BUILDING SECTIONS
- C1.17 BUILDING SECTIONS
- C2.0 CIRCULATION PLAN
- C2.1 GARAGE VEHICLE TURNING
- C2.2 FIRE ACCESS PLAN
- C3.0 SITE AND GRADING PLAN - PRIVATE AND ONSITE
- C3.1 UTILITY AND RELOCATION - PRIVATE AND ONSITE
- C4.0 SITE AND GRADING PLAN - PUBLIC AND OFFSITE
- C4.1 UTILITY AND RELOCATION - PUBLIC AND OFFSITE
- C5.0 STORMWATER MANAGEMENT PLAN
- C6.0 EROSION CONTROL PLAN
- J11 JOINT TRENCH CONCEPTUAL COMPOSITE
- L1.0 LANDSCAPE PLAN
- L2.0 PLANT LIST AND IMAGES
- L3.0 WATER USE CALCULATIONS

BASIS OF BEARINGS

THE BEARINGS SHOWN ARE BASED ON NAD83 GRID BEARINGS AS ESTABLISHED FOR THE CENTERLINE OF CAMBRIDGE ROAD, TO MATCH THE RECORD BEARINGS OF N32°52' PER STANFORD PARK MAP NO. 2, FILED IN BOOK 8 OF MAPS, PAGE 46, SAN MATEO COUNTY RECORDS, ROTATE THE BEARINGS 1°20'53" COUNTER-CLOCKWISE.

NOTES

1. MARK THOMAS RELIED UPON CHICAGO TITLE COMPANY PRELIMINARY TITLE REPORT, ORDER NO. FW10-4071400065-AJ, DATED MARCH 14, 2014, AS TITLE REFERENCE. EASEMENTS REFERENCED WITHIN SAID REPORT MAY AFFECT PROPERTY.
2. UTILITIES SHOWN HEREON TAKEN FROM VISUAL SURFACE EVIDENCE AND SHOULD BE CONSIDERED AS APPROXIMATE ONLY. ACTUAL LOCATIONS OF UTILITIES MAY VARY. TRUE LOCATION OF UTILITIES CAN ONLY BE OBTAINED BY EXPOSED UTILITY.
3. TREE LOCATIONS SHOWN HEREON ARE SHOWN SYMBOLICALLY WITH SYMBOLS SIZES BASED UPON TRUNK DIAMETER AT CHEST HEIGHT, AT THE LOCATION WHERE THE TREE ENTERS THE GROUND SURFACE. LOCATIONS AND SIZE OF TREE TRUNKS CAN ONLY BE CONSIDERED AS APPROXIMATE UNLESS OTHERWISE STATED ON THE MAP. TREES WITH TRUNK DIAMETER SIZES OF 6 INCHES OR GREATER WERE LOCATED BY THE FIELD CREW.
4. THIS TENTATIVE PARCEL MAP MERGES & RESUBDIVIDES EXISTING PARCELS OWNED BY HU-HANTWO LLC.
5. PARCEL DIMENSIONS AND ACREAGES ARE APPROXIMATE.
6. PARCEL LINES AND AREAS MAY BE ADJUSTED AT THE TIME OF THE FINAL PARCEL MAP PROVIDED NO NEW ADDITIONAL PARCELS ARE CREATED, SUBJECT TO THE APPROVAL OF THE CITY OF MENLO PARK.
7. PURSUANT TO GOVERNMENT CODE SECTION 66456.1, THE SUBDIVIDER MAY FILE MULTIPLE FINAL MAPS BASED UPON THIS TENTATIVE PARCEL MAP. THE FILING OF A FINAL MAP ON A PORTION OF THIS TENTATIVE MAP SHALL NOT INVALIDATE ANY PART OF THIS TENTATIVE PARCEL MAP.
8. EASEMENTS TO ACCOMMODATE NEW PUBLIC UTILITY IMPROVEMENTS, ACCESS REQUIRED FOR PARCEL DEVELOPMENT, OR OTHER SIMILAR MAPPING REQUIREMENTS NEEDED TO ACCOMPLISH THE FINAL DESIGN MAY BE ADDED PRIOR TO EACH FINAL MAP BASED ON THIS TENTATIVE PARCEL MAP.
9. ALL EXISTING RIGHT OF WAYS WITHIN THE PROJECT LIMIT BOUNDARY ARE TO BE VACATED PER GOVERNMENT SECTION 66499.20, UNLESS OTHERWISE NOTED.
10. ALL STREET SIGNAGE AND STRIPING TO BE REPLACED TO THE SATISFACTION OF THE TRANSPORTATION MANAGER OF CITY OF MENLO PARK.
11. PER INSTRUMENT NUMBER 84083442 (TITLE REPORT EXCEPTION NUMBER 4), LOT 70 IS SUBJECT TO A PARKING EASEMENT TO BENEFIT LOT 69. EASEMENT WILL TERMINATE IF BUILDING ON LOT 69 IS REMOVED.

LEGEND

- AREA DRAIN
- BACKFLOW ASSEMBLY
- BOLLARD
- COMMUNICATIONS BOX
- COMMUNICATIONS MANHOLE
- DIMENSION POINT, NOTHING FOUND OR SET
- ELECTRICAL BOX
- ELECTRICAL METER
- ELECTROVALVE
- FIRE DEPARTMENT CONNECTION
- FIRE HYDRANT
- GAS METER
- GLY ANCHOR
- HANDICAP PARKING SIGN
- JOINT POLE
- NO PARKING SIGN
- POWER POLE
- SEWER CLEANOUT
- SEWER MANHOLE
- SPEED LIMIT SIGN
- STORM DRAIN INLET
- STORM DRAIN MANHOLE
- TRAFFIC SIGNAL
- TRAFFIC SIGNAL BOX
- TRAFFIC SIGNAL AND ELECTROVALVE
- TREE
- TREE TO BE REMOVED
- WATER METER
- WATER VALVE
- STANFORD PARK, 8 MAPS, PAGE 46

LEGEND

- BUILDING FOOT PRINT (EXISTING)
- COMMUNICATIONS LINE UNDERGROUND
- TOP FACE OF CURB
- TOP BACK OF CURB
- ELECTRIC LINE OVER HEAD
- ELECTRIC LINE UNDERGROUND
- FENCE
- GAS LINE
- SANITARY SEWER LINE
- STORM DRAIN LINE
- STRIPING
- WATER LINE
- PROJECT LIMITS
- RIGHT OF WAY
- PROPERTY LINE
- CENTERLINE
- CONCRETE EDGE
- EDGE OF PAVEMENT
- WALL
- LIP OF GUTTER

ABBREVIATIONS

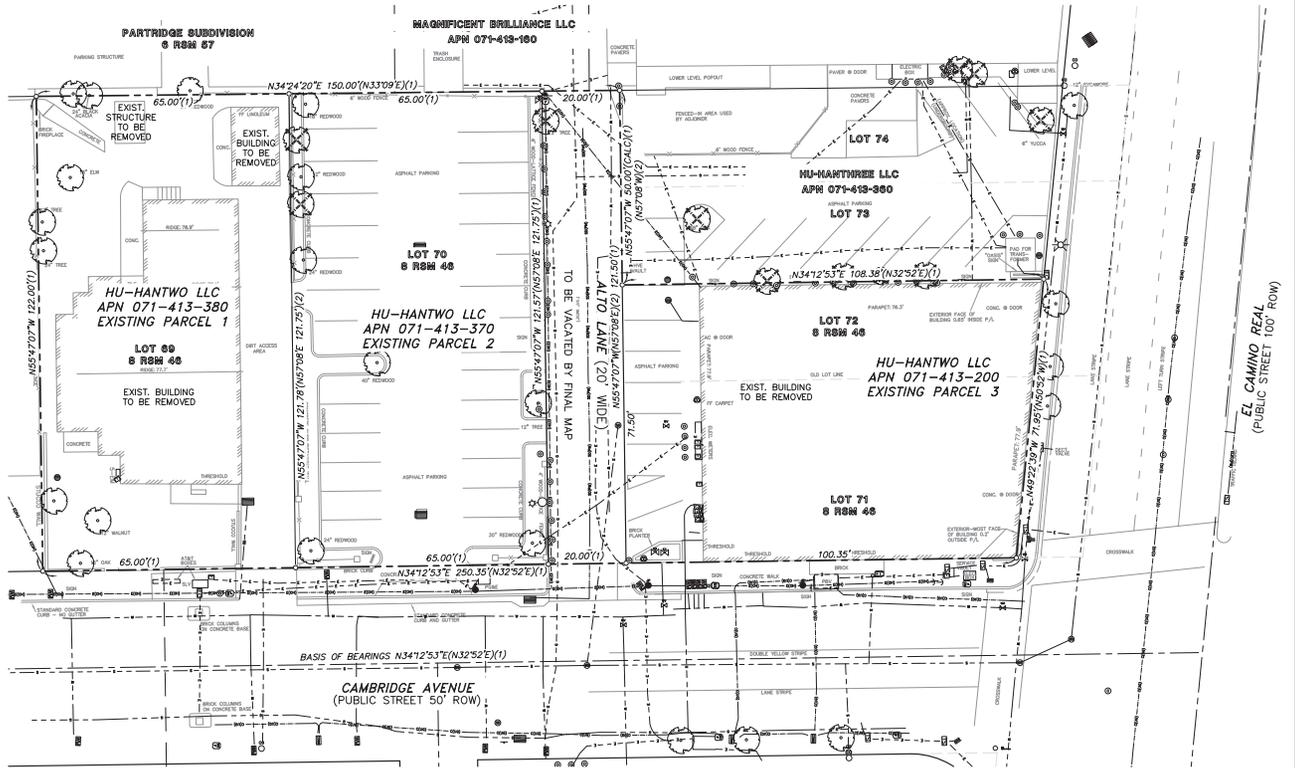
- AC ASPHALTIC CONCRETE
- CONC CONCRETE
- FF FINISHED FLOOR
- OH OVERHEAD ELECTRICAL
- PBV PACIFIC BELL VAULT
- ROW RIGHT OF WAY
- SLV SIGNAL VAULT

SURVEYOR'S STATEMENT

THIS SURVEY WAS MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYORS ACT IN NOVEMBER, 2018

MARK THOMAS
3000 OAK ROAD, SUITE 650
WALNUT CREEK, CA 94597

TRAVIS TIMOTHY BOHAN
No. 8965
11/12/19
DATE



MARK THOMAS

SHERWOOD
2548 Mission Street
San Francisco, CA 94110
www.sherwoodgroup.com

VESTING TENTATIVE MAP COVER SHEET

VESTING TENTATIVE MAP
201 EL CAMINO REAL at
CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

DRAWN BY: CMD
CHKD BY: BB
DATE: Mar. 2020
SCALE: 1"=15'

APPROVED ON: 02/04/2020
BY: TRAVIS BOHAN
L.S. NO. 8965

SHEET
C0.0
JOB NO.
SJ-18106

201 El Camino Real and 612 Cambridge Avenue

LOCATION: 201 El Camino Real and 612 Cambridge Avenue	APPLICATION: SUB2022-00008	APPLICANT: Ray Parkinson	OWNER: HuHan Two, LLC
PROJECT CONDITIONS – VESTING TENTATIVE MAP EXTENSION:			
1. The vesting tentative map extension shall be subject to all conditions that were included in the City's Council's October 27, 2020 approval of the vesting tentative map and associated entitlements, except that the expiration date of the vesting tentative map is extended to October 27, 2024.			



Ferrando Diversified Capital LLC

April 19, 2023

Matthew A. Pruter

Associate Planner-City of Menlo Park
City Hall - 1st Floor
701 Laurel St.

Subject: 201 El Camino/612 Cambridge Project

Dear Mr. Pruter,

I am providing you an update on the progress of this project as of to date.

- The perimeter fencing that has been installed (March 16).
- The site trash clean-up that was done (March 16).
- Boarding of all Broken points of entry
- The Demolition permits have been reinstated.
- Community Outreach is scheduled for April 22nd at 9:30 am
- A Tree trimming service has been scheduled for next week.
- The site is now being monitored daily.

The following actions are either in progress or are planned for near future.

- **AIR-3a, AIR-3b, and AIR-5 (Health Risk Analysis):** We are working on this and we will be reporting on this shortly.
- **BIO-1a (Nesting Bird Survey):** We have contacted a specialist and hoping to get this done by end of April
- **BIO-5a (Pre-construction Bat Survey):** We are looking for a Bat Biologist. We have asked the City for Recommendations.
- **HAZ-1: (Phase II Environmental Site Assessment [ESA]):** This has been completed.
- **NOI-1a (Acoustic Study):** This work will be conducted once we have our demolition permit.
- **Noise-2a (Noise and Vibration Analysis):** We are working to find the right source to conduct this Analysis.

Please let me know if you have any questions!

Sincerely,
Nariman Teymourian
Ferrando Diversified Capital



201 EL CAMINO REAL AND 612 CAMBRIDGE AVENUE PROJECT

April 25, 2023 Staff Presentation





PROPOSED PROJECT



- Original project approval on October 27, 2020
 - Mixed use building with 12 housing units, one restaurant unit, and up to three retail units, two detached townhouses, and underground parking
- Extension request continued on March 14, 2023
- Extension request to receive City Council action today, April 25, 2023



MARCH 14, 2023 CITY COUNCIL MEETING

- Two-year vesting tentative map request continued by City Council on March 14, 2023 based on the following concerns:
 - Progress of project development
 - Trash and debris on site
 - Occupation of the site by unhoused individuals
 - Safety
 - Tree health



APPLICANT RESPONSE

- Applicant progress since March 14, 2023
 - Removed trash and installed fencing
 - Covered damaged points of entry
 - Reinstated demolition permit applications
 - Preparing additional reports and documentation for issuance of demolition permit
 - This includes a nesting bird survey, a bat survey, and noise and vibration analysis, among others
 - Held community meeting on April 22
 - Scheduling tree trimming
 - Daily site monitoring



THANK YOU



STAFF REPORT

City Council

Meeting Date:

4/25/2023

Staff Report Number:

23-103-CC

Regular Business:

Approve fiscal year 2023-24 budget principles,
review five-year General Fund forecast

Recommendation

Staff recommends City Council approve budget principles for fiscal year 2023-24 and review the five-year General Fund forecast.

Policy Issues

Menlo Park Municipal Code Section 2.08.080 (8) provides that the city manager must “prepare and submit to the City Council the annual budget.” The city manager’s proposed budget is built on foundational budget principles set by the City Council.

Background

The City Council held a priority and goal setting workshop March 18 to help set the stage for budget development. Approval of the budget principles continues the City’s public process for the fiscal year 2023-24 budget development. The five-year forecast provides a financial outlook of revenue and expenditures to help the city maintain a sustainable General Fund.

Analysis

Proposed budget principles

To ensure the city manager’s proposed budget reflects the City Council’s foundational budget values, staff presents these proposed budget principles for fiscal year 2023-24. The proposed principles are essentially the same as last fiscal year with minor adjustments.

1. Promote the City’s long-term fiscal sustainability
 - A. Implement the annual payment necessary in the budget to achieve amortization of the CalPERS Net Pension Liability in accordance with the actuarial 15-year amortization schedule. This is consistent with the City Council’s previously adopted budget principle to plan for an accelerated reduction of the unfunded accrued liability (UAL).
 - B. Invest in technologies that minimize low value-add processes, increase transparency in communications and most efficiently utilize our talented staff.
 - C. Strive to achieve City Council cost recovery goals for all fee-based services.
 - D. Continue to evaluate the most cost-effective method to provide services at a specified level that provides the City with flexibility in all economic conditions, including the use of contracted services, shared services, and regular and limited-term employees.
 - E. Proactively manage the loss of institutional knowledge by documenting procedures, practices and processes and succession planning efforts including the ability to provide for overlap in critical positions at the discretion of the city manager.

- F. Incorporate programs and initiatives that strengthen Menlo Park’s standing as an employer of choice to retain highly qualified personnel.
- 2. Provide city services and infrastructure that contribute to quality of life in Menlo Park
 - A. Implement ordinances and City Council adopted initiatives and strategies to contribute to the quality of life in Menlo Park.
 - B. Proactively maintain and improve existing infrastructure to minimize maintenance costs and decrease the City’s greenhouse gas emissions.
 - C. Strive to balance the resources and requirements of each area of the city in an equitable manner through the use of equitable tools.
 - D. Evaluate one-time revenues for highest and best investment recognizing the benefit of leveraging near term investments for long-term gains in financial sustainability and/or quality of life.
 - E. Commit to continuous improvement in the communication of City financial information through a variety of media acknowledging that the City’s professional staff and consultants are obligated to conform to accounting and reporting standards in order to provide balanced financial information that informs policymakers.
- 3. Revenue sources and grant accounting
 - A. State the funds surplus/(deficit) balance to show annual results and use of fund balance.
 - B. Identify revenue sources for the initial year of all capital projects.
 - ~~C. Document and enter "Due-to" amounts in the General Fund 100 for all expenses awaiting grant fund reimbursement by increasing the assigned reserve balance.*~~
 - D. Ensure a fund's fiscal year-end balance estimate is positive.

*The City Council approved this budget principle in the last fiscal year. This principle is no longer necessary due to a change in grant administration. Staff now place grants into unique revenue funds to improve accounting and track individual grants more visibly over time.

Planned budget development calendar

The following budget calendar outlines the actions and dates planned for adoption of the City Council’s fiscal year 2023-24 budget. Due by dates are approximate provided that the budget workshop, public hearing, and adoption take place in June. The City is required to adopt its budget before July 1 of each year.

Fiscal Year 2023-24 Budget Development Calendar	
Due date	Description
April 25	City Council reviews and approves budget principles
May 9	Draft capital improvement program (CIP) review
May 23	City Council workshop final report review
May 30	Budget portal open to public
June 1	Public budget workshop
June 13	Budget public hearing
June 27	Budget adoption
Aug. 15	Master fee schedule update

The City’s migration to an online budget portal through OpenGov substantially changed the budget development process and continues to provide more streamlined budget development and greater

transparency.

General Fund five-year forecast

The General Fund five-year forecast (Attachment A) reflects adopted budgeting principles and assists the City Council with long-term strategic decisions for the City's largest operating fund. The goal of the five-year forecast is to present the City Council with an outlook for a sustainable General Fund over the next five years. Revenue and expenditure assumptions in the forecast are based on current financial projections. The model received input from a variety of sources, including the executive team and expert consultants. For example, tax revenue projections are provided by HdL Companies, MuniServices, and the County of San Mateo.

The five-year forecast projects that total reserve balance trends downward from \$32.5 million to \$24.2 million over the five-year period. The City Council's Emergency Contingency Reserve is maintained at the minimum policy level of 15% of the adopted budget. The Economic Stabilization Reserve falls below the minimum policy level of 20% of the adopted budget after fiscal year 2024-25. In addition, the unassigned reserve balance decreases to \$0.25 million for the last three years of the forecast to maintain the necessary liquidity for cash flow to cover operating expenses. Note: The current forecast uses reserves to cover projected deficits. Alternatively, the City Council could strategically reduce personnel or operating expenses to structurally balance the budget over time. Additionally, final determination of use of American Rescue Plan Act (ARPA) funding is pending City Council direction.

Impact on City Resources

Preparation of the fiscal year 2023-24 annual budget is part of the City's baseline services.

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 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. General Fund five-year forecast

Report prepared by:
Marvin Davis, Interim Finance Director
Brittany Mello, Administrative Services Director

City of Menlo Park

5 Year Financial Forecast: Attachment A
Fiscal Year 2022-23 through 2027-28



Attachment A: City of Menlo Park

General Fund 5 Year Forecast (FY 2022-23 thru 2028): Assumptions

The objectives of the forecast are to demonstrate reserve levels after covering operating and capital project transfers. The forecast is developed as closely as possible to a cash flow projection rather than a full accrual estimate, thus excluding receivables, payables, depreciation, amortization, and certain unrealized gains & losses. The details in this tool are used by management in forecasting receipts (revenues), disbursements (expenses) and cash reserves. The City maintains the accounting system in accordance with Generally Accepted Accounting Principles (GAAP) adopted by the Governmental Accounting Standards Board (GASB). The forecast period (2022-23 thru 2028) uses the forecasted year 2022-23 as the base.

Revenues:

Property Taxes	5.8%	HdL projection for 5 year secured, unsecured, VLF in lieu property tax
Sales Taxes	4.0%	MuniServices 5 year projection
TOT	5.0%	HdL provides TOT audit and reviews forecast, includes citizenM
Utility User Tax	0.0%	Removed from forecast
Excess ERAF	0.0%	Same level from forecasted fiscal year 2022-23 level, no growth
RPPTF	0.0%	Using recent update from County of San Mateo, same level from forecasted fiscal year 2022-23 level, no growth
Licenses & Permits	4.0%	Same level from forecasted fiscal year 2022-23 level, projected 4% annual growth
Other revenues	3.0%	\$1 million increase from forecasted fiscal year 2022-23 forecast, projected 3% annual growth
Charges for Services	2.0%	Projected increase in demand for services
Interest Income	-	Based on maintaining portfolio balance
Transfers (total over five year period)	\$14,629,830	2024 - ARPA: \$3.7 million (pending City Council direction on spending), 2025: Community Amenities Fund: \$2 million, One-time Developer In-Lieu Fund: \$2 million, California Employer's Retiree Benefit Trust (CERBT) \$1 million and ongoing annually thereafter; Other: landscape, tree, park, solid waste support

Expenditures:

Salaries and Wages	4.0%	Subject to labor negotiations
Benefits - Non PERS	3.0%	CPI inflation adjustment
Benefits - PERS (over five year period)	-	Based on most recent CalPERS actuarial report; Misc at -7.2%, Safety at -4%
Vacancy factor	-7.5%	Equates to 19 FTEs
Services, Repairs, etc	3.0%	CPI inflation adjustment
Operating	3.0%	CPI inflation adjustment
Transfers (total over five year period)	\$19,350,150	CIP support increases with Engineering Construction Cost Index, estimated at 3% annual growth; Other: landscape, tree, park, solid waste support

Staffing: FTEs

	2024	2025	2026	2027	2028
General Administration	18.37	18.37	18.37	18.37	18.37
Administrative Services	19.48	19.48	19.48	19.48	19.48
Police	69.50	69.50	69.50	69.50	69.50
Public Works	55.99	55.99	55.99	55.99	55.99
Library Services	52.50	52.50	52.50	52.50	52.50
Community Development	34.50	34.50	34.50	34.50	34.50
Total	250.34	250.34	250.34	250.34	250.34

Attachment A: City of Menlo Park

General Fund 5 Year Forecast (FY 2022-23 thru 2028): Revenue & Expense Statement

	Illustrative						
	2022 Act	2023 Fcst	2024 Bud	2025	2026	2027	2028
Revenue							
Property taxes: Secured	\$ 19,572,790	\$ 20,681,996	\$ 21,871,211	\$ 23,128,805	\$ 24,458,712	\$ 25,865,088	\$ 27,352,330
Property taxes: VLF	5,265,733	4,546,957	4,808,407	5,084,890	5,377,272	5,686,465	6,013,436
Excess ERAF	4,410,741	4,178,538	4,178,538	4,178,538	4,178,538	4,178,538	4,178,538
RPTTF	1,816,169	2,510,372	2,510,372	2,510,372	2,510,372	2,510,372	2,510,372
Property taxes: Other	1,664,790	1,753,738	1,854,578	1,961,217	2,073,987	2,193,241	2,319,352
Sales Taxes	6,534,862	6,621,444	6,886,302	7,161,754	7,448,224	7,746,153	8,055,999
TOT	9,404,440	10,000,000	10,500,000	11,025,000	11,576,250	12,155,063	12,762,816
Utility User Tax	1,562,407	1,647,858	-	-	-	-	-
Licenses & Permits	5,987,374	5,190,231	5,397,840	5,613,754	5,838,304	6,071,836	6,314,710
Fines, Rental, Govt, Other	3,799,563	4,309,327	5,468,607	5,632,665	5,801,645	5,975,694	6,154,965
Charges for Services	4,911,158	6,017,167	6,137,511	6,260,261	6,385,466	6,513,175	6,643,439
Interest Income	1,430,530	1,244,640	1,244,640	1,244,640	1,244,640	1,244,640	1,244,640
Transfers	875,508	7,727,531	4,300,230	5,582,400	1,582,400	1,582,400	1,582,400
Total revenue	67,236,066	76,429,799	75,158,235	79,384,296	78,475,808	81,722,664	85,132,997
Expense							
Salaries and Wages	22,187,749	26,475,697	30,818,039	32,041,161	33,313,207	34,636,136	36,011,981
Salaries Temporary	1,304,040	1,733,320	1,733,320	1,733,320	1,733,320	1,733,320	1,733,320
Salaries Overtime	1,508,502	1,778,882	1,778,882	1,778,882	1,778,882	1,778,882	1,778,882
Benefits - PERS	7,007,864	6,018,601	10,244,326	10,227,078	9,720,391	9,599,252	9,362,730
Benefits - Additional UAL	962,291	962,328	962,328	962,328	962,328	962,328	962,328
Benefits - Non PERS	6,683,806	6,168,277	6,353,325	6,543,925	6,740,243	6,942,450	7,150,723
Vacancy factor	-	(3,372,208)	(3,891,767)	(3,996,502)	(4,068,628)	(4,173,928)	(4,274,997)
Operating Expenses	7,039,721	11,181,411	11,516,853	11,862,359	12,218,230	12,584,777	12,962,320
Services	8,277,178	10,931,178	11,259,113	11,596,887	11,944,793	12,303,137	12,672,231
Repairs & Maintenance	1,060,987	1,042,796	1,074,080	1,106,302	1,139,491	1,173,676	1,208,886
Utilities, Rentals	1,758,532	1,877,373	1,933,694	1,991,705	2,051,456	2,113,000	2,176,390
Fixed Assets, Special Project	606,442	1,576,981	594,291	612,120	630,483	649,398	668,880
Transfers	12,265,074	8,831,190	3,675,800	3,770,045	3,867,117	3,967,102	4,070,086
Total expense	70,662,186	75,205,826	78,052,286	80,229,609	82,031,315	84,269,529	86,483,761
Surplus/(Deficit)	\$ (3,426,121)	\$ 1,223,973	\$ (2,894,051)	\$ (845,314)	\$ (3,555,506)	\$ (2,546,865)	\$ (1,350,764)
	Audited	Forecast					
Fund Balance	<u>34,232,360</u>	<u>35,456,333</u>	<u>32,562,282</u>	<u>31,716,968</u>	<u>28,161,462</u>	<u>25,614,596</u>	<u>24,263,832</u>
Reserves Breakdown:							
Non-spendable prepaids	446,047	446,047	446,047	446,047	446,047	446,047	446,047
Project related, encumb	1,540,643	540,643	540,643	540,643	540,643	540,643	540,643
Strategic pension funding	3,250,860	2,288,492	1,326,164	363,836	-	-	-
Utility User Tax Refund	-	3,741,445	-	-	-	-	-
Emergency (Policy: 15-20%)	12,064,534	12,064,534	11,707,843	12,034,441	12,304,697	12,640,429	12,972,564
Economic (Policy: 20-25%)	16,000,000	16,166,617	15,610,457	16,045,922	14,620,075	11,737,477	10,054,578
Unassigned	930,276	208,555	2,931,128	2,286,079	250,000	250,000	250,000

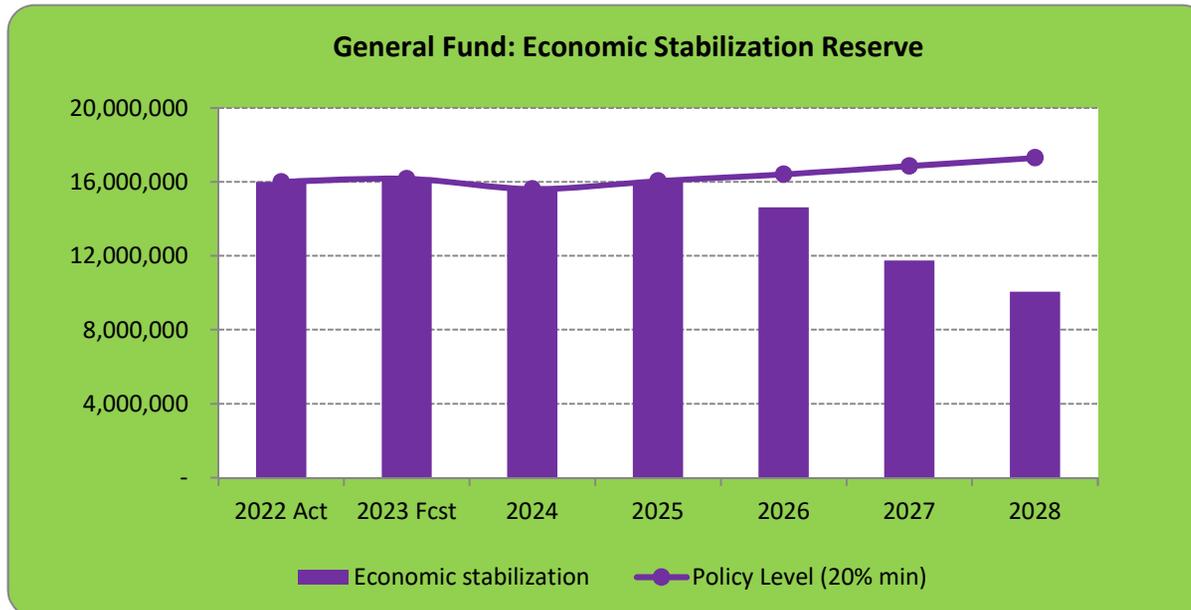
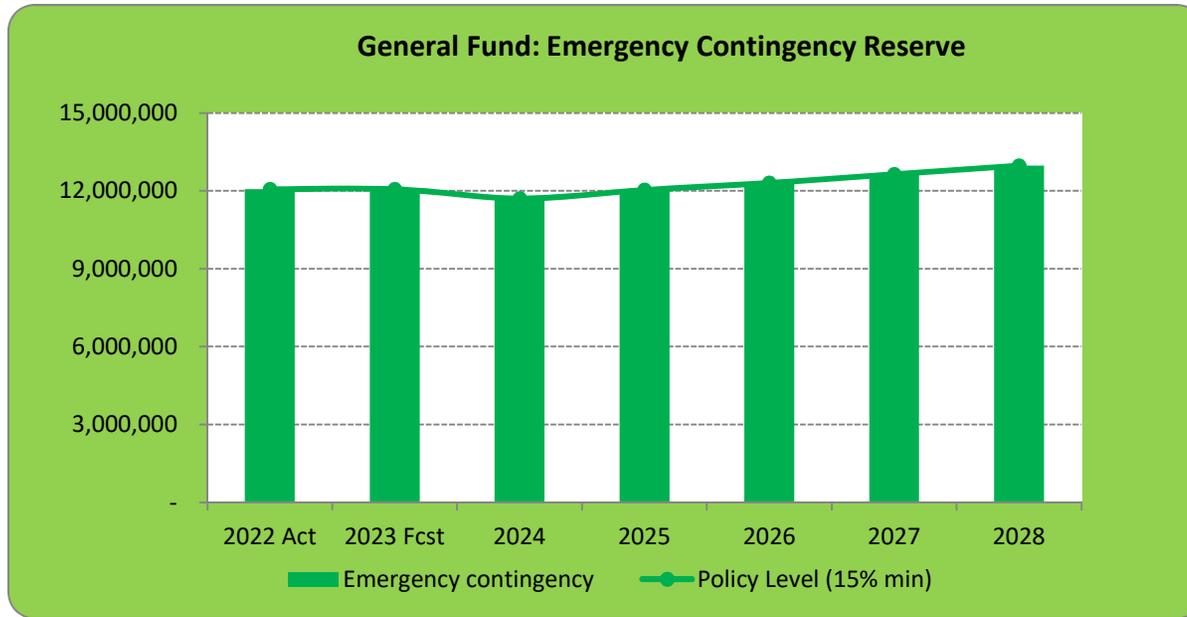
2028

15%

12%

Attachment A: City of Menlo Park

General Fund 5 Year Forecast (FY 2022-23 thru 2028): Emergency & Economic Reserves





FISCAL YEAR 2023-24 BUDGET PRINCIPLES & GENERAL FUND 5-YEAR FORECAST

April 25, 2023





AGENDA

- Budget Principles
- 5-Year Forecast Purpose
- Key Economic Issues
- General Fund 5-Year Forecast
 - Revenue assumptions
 - Expense assumptions
 - General Fund projects
 - Reserve impacts
- City Council approval and direction





BUDGET PRINCIPLES

1. Promote the City's long-term fiscal sustainability
2. Provide city services and infrastructure that contribute to quality of life in Menlo Park
3. Revenue sources and grant accounting



PURPOSE OF THE 5-YEAR GENERAL FUND FORECAST

- Reflects adopted budgeting principles and assists the City Council with long-term strategic decisions for the City's largest operating fund.
- Provides outlook for a sustainable General Fund over the next five years.
- Revenue and expenditure assumptions in the forecast are based on current financial projections.
- The model received input from a variety of sources, including the executive team and expert consultants.





KEY ECONOMIC ISSUES

- General Fund revenues have started to recover from pandemic impacts
 - Forecast is based upon current financial projections
 - Most revenues have recovered to pre-pandemic levels, except for Sales Tax
 - Utility Users Tax (UUT) removed from forecast

- Economic uncertainty

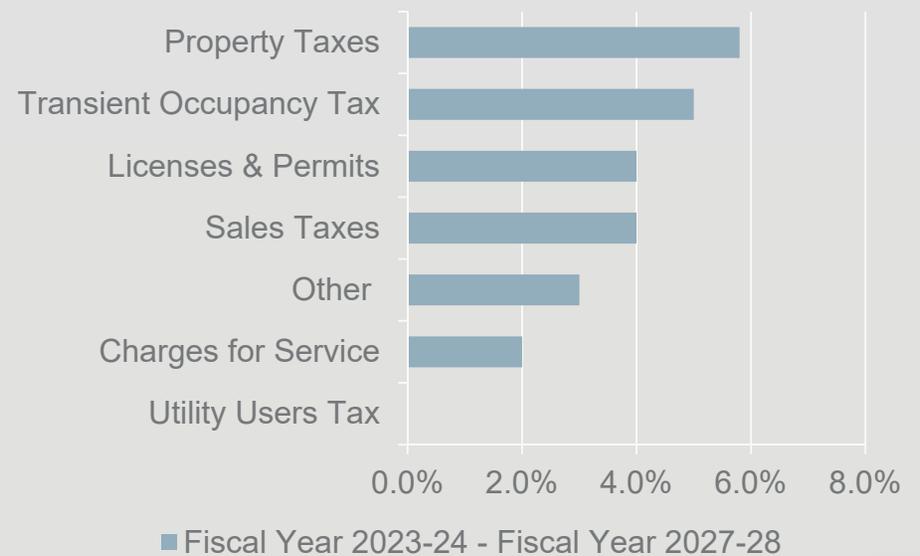


REVENUE ASSUMPTIONS



- Revenue assumptions:
 - Property Taxes: 5.8% growth (HdL)
 - Transient Occupancy Tax: 5% growth
 - Sales Tax: 4% growth (MuniServices)
 - Licenses & Permits: 4% growth
 - Other revenues: 3%
 - UUT removed from forecast
- Additional information:
 - Transfers in include:
 - Approximately \$1M OPEB Trust disbursement
 - \$3.7 million in ARPA funds **final determination of uses pending City Council direction*

Annual Projections for General Fund Revenue
(percent change)



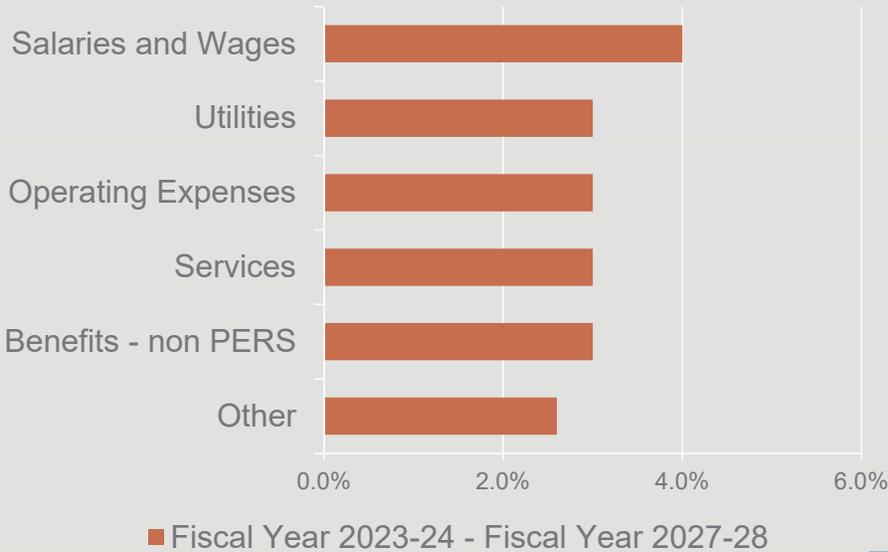


EXPENDITURE ASSUMPTIONS



- Expenditure assumptions:
 - 250 total full-time equivalents (FTEs)
 - Placeholder wage adjustments
**subject to labor negotiations*
 - 7.5% vacancy factor (equal to 19 FTEs) included in forecast
 - 3% CPI inflation adjustment to benefits, capital improvements, and operating expenses
 - Note: Pension costs trend downward in outer years. Approximately \$1 million payment annually to reduce unfunded accrued liability (UAL)

Annual Projections for General Fund Expenditures
(percent change)

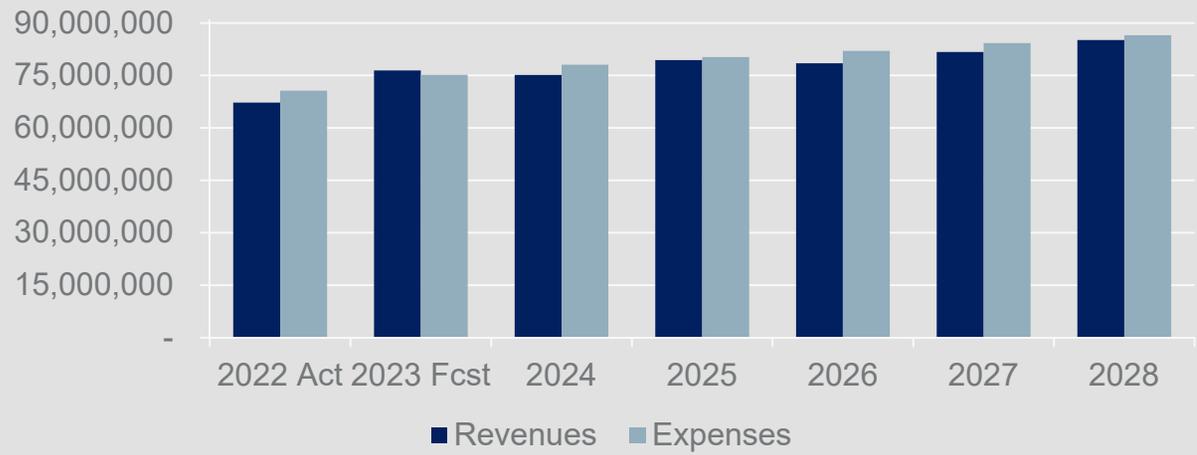




GENERAL FUND 5-YEAR FORECAST



General Fund: Revenue vs Expense



- The forecast projects General Fund revenues to be lower than expenses over the five-year period.



GENERAL FUND 5-YEAR RESERVES



- Reserve Impacts

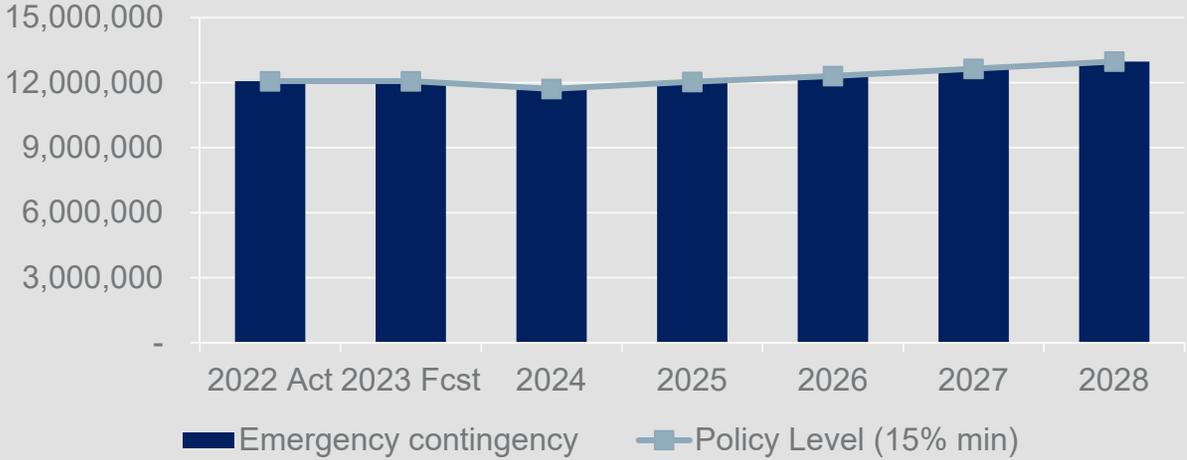
- Total reserve balance trends downward from \$32.5 million to \$24.2 million over the five-year period
- Emergency Contingency Reserve: Maintained at minimum policy level of 15% of the adopted budget
- Economic Stabilization Reserve: Falls below minimum policy level of 20% of the adopted budget after fiscal year 2024-25
- Unassigned Fund Balance: Decreases to \$0.25 million for the last three years of the forecast to maintain necessary liquidity for cash flow



GENERAL FUND: EMERGENCY CONTINGENCY RESERVE



General Fund: Emergency Contingency Reserve



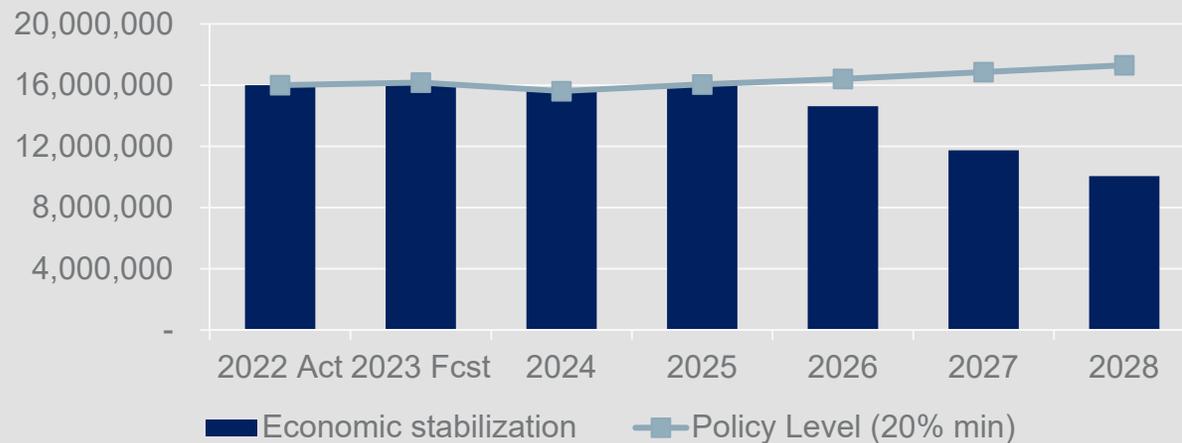
- The Emergency Contingency Reserve was established by resolution in 2011 and updated in 2014 with a policy goal of maintain 15-20% of the General Fund’s annual operating budget.
- Use of the reserve is limited to declared emergencies.
- The forecast maintains this reserve at the minimum policy level.



GENERAL FUND: ECONOMIC STABILIZATION RESERVE



General Fund: Economic Stabilization Reserve



- The Economic Stabilization Reserve was established by resolution in 2011 and updated in 2014 with a policy goal of maintain 20-25% of the General Fund’s annual operating budget.
- The reserve can be used for severe operational budget deficits or to mitigate effects from unforeseen changes in revenues and/or expenditures.
- The forecast uses reserves to cover projected deficits and falls below the minimum policy level after Fiscal Year 2024-25. Council may consider alternative strategies to structurally balance the budget over time.



CITY COUNCIL APPROVAL AND DIRECTION



- Approve the fiscal year 2023-24 budget principles
- Review the General Fund 5-Year forecast assumptions



THANK YOU



STAFF REPORT

City Council

Meeting Date: 4/25/2023

Staff Report Number: 23-104-CC

Informational Item: City Council agenda topics: May 9 – May 23

Recommendation

The purpose of this informational item is to provide the City Council and members of the public access to the anticipated agenda items that will be presented to the City Council. The mayor and city manager set the City Council agenda so there is no action required of the City Council as a result of this informational item.

Policy Issues

In accordance with the City Council procedures manual, the mayor and city manager set the agenda for City Council meetings.

Analysis

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items, Attachment A, through May 23. The topics are arranged by department to help identify the work group most impacted by the agenda item.

Specific dates are not provided in the attachment due to a number of factors that influence the City Council agenda preparation process. In their agenda management, the mayor and city manager strive to compile an agenda that is most responsive to the City Council's adopted priorities and work plan while also balancing the business needs of the organization. Certain agenda items, such as appeals or State mandated reporting, must be scheduled by a certain date to ensure compliance. In addition, the meeting agendas are managed to allow the greatest opportunity for public input while also allowing the meeting to conclude around 11 p.m. Every effort is made to avoid scheduling two matters that may be contentious to allow the City Council sufficient time to fully discuss the matter before the City Council.

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. City Council agenda topics: May 9 – May 23

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

Tentative City Council Agenda

#	Title	Department	Item type	City Council action
1	Award investment advisor contract	ASD	Consent	Contract award or amend
2	Quarterly investment report	ASD	Consent	Receive and file
3	Quarterly Personnel Activity Report	ASD	Informational	Receive and file
4	Closed session: Labor	ASD, CA	Closed Session	No action
5	Consider the Planning Commission's recommendation to amend the planned development permit at 700-800 El Camino Real	CDD	Public Hearing	Approve, Adopt resolution
6	Habitat for Humanity - Award of NOFA for Belle Haven home rehabilitation program	CDD	Consent	Contract award or amend
7	Authorize the Mayor to sign a letter on behalf of the City Council to PG&E regarding recent extended power outages	CMO	Consent	Approve
8	Authorize the Mayor to sign a letter on behalf of the City Council to SM County re: Flood School Flood Park	CMO	Consent	Approve
9	First read and intro Zero Emission Landscaping Equipment (ZELE) ordinance	CMO	Regular	First read/intro ordinance
10	Goal and priority setting follow-up/final report	CMO	Regular	Receive and file
11	First read and intro Streetaries outdoor dining ordinance	CMO	Regular	First read/intro ordinance
12	Advisory Body training and recognition event	CMO	Presentation	No action
13	Presentation: San Mateo County Mosquito and Vector Control District annual update	CMO	Presentation	No action
14	Proclamation: Gun Violence Awareness Day	CMO	Proclamation	No action
15	Proclamation: Jewish American Heritage Month	CMO	Proclamation	No action
16	Proclamation: May 2023 Mental Health Month	CMO	Proclamation	No action
17	Resolution approving the California Governor's Office of Emergency Services Form 130 in order to pursue State financial assistance	CMO	Consent	Adopt resolution
18	Transmittal of city attorney billing (Mar 2023)	CMO	Informational	No action
19	Update City Council Policy CC-23-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities	CMO	Consent	Adopt resolution
20	Appropriate funds related to and supporting the Menlo Park Community Campus project microgrid switchgear	LCS	Regular	Approve
21	Aquatics operator agreement	LCS	Regular	Contract award or amend
22	Aquatics operator agreement update	LCS	Informational	Info from staff
23	Menlo Park Community Campus - Preliminary staffing, operations, and programming plan considerations	LCS	Informational	No action
24	Menlo Park Youth Poetry Voices	LCS	Presentation	No action
25	Police Department AB 481 Annual Review and Ordinance Renewal	PD	Regular	Receive and file, Adopt resolution
26	Police department quarterly update – Q1 January 2023 - March 2023	PD	Informational	Receive and file
27	Adopt a resolution supporting the C/CAG Southeast San Mateo County Community Based Transportation Plan	PW	Consent	Adopt resolution
28	Approval of Amendment #2 to the SFCJPA Members Agreement	PW	Consent	Approve
29	First read and intro to reduce the speed limits on Bay Road, Middle Avenue, Olive Street, Ravenswood Avenue, Santa Cruz Avenue and Van Buren Road ordinance	PW	Regular	First read/intro ordinance

Tentative City Council Agenda

<i>#</i>	<i>Title</i>	<i>Department</i>	<i>Item type</i>	<i>City Council action</i>
30	Presentation: SamTrans new microtransit service	PW	Presentation	No action
31	Proclamation: Recognizing May 2023 as Bike Month	PW	Proclamation	No action
32	Proclamation: Recognizing Public Works Week	PW	Proclamation	No action
33	Provide an update on the landscaping phase of the Willow-U.S. 101 interchange project	PW	Informational	Info from staff
34	Provide direction on the Ravenswood Bike Lane Pilot	PW	Study Session	Direction to staff
35	Provide update on quick build project at Menlo Ave/University Dr intersection	PW	Informational	No action
36	Rescind drought surcharge	PW	Regular	Adopt resolution
37	Review and provide feedback on the draft Capital Improvement Program	PW	Study Session	Direction to staff
38	Update on Caltrans bridge rail replacement on the El Camino Real bridge over San Francisquito Creek	PW	Informational	No action
39	First read and intro admin. citation ordinance	Various	Regular	First read/intro ordinance



STAFF REPORT

City Council
Meeting Date: 4/25/2023
Staff Report Number: 23-105-CC

Informational Item: Transmittal of city attorney billing

Recommendation

This is an informational item and does not require City Council action.

Policy Issues

In accordance with the City Council informational requests, this staff report transmits information to the public.

Background

On Feb. 23, 2021, the City Council approved an agreement with Burke Williams Sorenson, LLP (BWS) for city attorney services.

Analysis

As requested by the City Council, the city attorney has prepared monthly summaries of billing activity (costs/fees) for legal services that could be shared with the public. This staff report transmits the summary for the month of February 2023.

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. Billing summary – February 2023

Report prepared by:
Justin I.C. Murphy, City Manager

FEBRUARY 2023 CITY LEGAL SERVICES - Burke,Williams & Sorensen, LLP

Description	Fees	Costs	Total Billed
GENERAL MUNICIPAL MATTERS	\$ 40,316.00	\$ -	\$ 40,316.00
REAL ESTATE, COMPLEX HOUSING, CEQA, NEPA	\$ 9,708.50	\$ 24.75	\$ 9,733.25
HOUSING ELEMENT	\$ 1,581.00	\$ -	\$ 1,581.00
CONSTRUCTION AND COMPLEX PUBLIC WORKS	\$ 2,418.00	\$ -	\$ 2,418.00
MENLO PORTAL	\$ 288.00	\$ -	\$ 288.00
123 INDEPENDENCE	\$ 5,424.00	\$ -	\$ 5,424.00
WILLOW VILLAGE	\$ 1,436.00	\$ -	\$ 1,436.00
1350 ADAMS COURT	\$ 3,168.00	\$ -	\$ 3,168.00
162-164 JEFFERSON	\$ 144.00	\$ -	\$ 144.00
1105-1165 O'BRIEN DRIVE	\$ 11,184.00	\$ -	\$ 11,184.00
BOHANNON DEVELOPMENT	\$ 8,208.00	\$ 28.98	\$ 8,236.98
FEES	\$ 11,501.00	\$ -	\$ 11,501.00
CODE ENFORCEMENT/ PITCHES / NUISANCE PR	\$ 1,453.00	\$ -	\$ 1,453.00
SRI CAMPUS	\$ 5,184.00	\$ -	\$ 5,184.00
MPCC PG&E EMINENT DOMAIN	\$ 713.00	\$ -	\$ 713.00
1005 O'BRIEN	\$ 1,392.00	\$ -	\$ 1,392.00
UUT CLAIM/LITIGATION	\$ 19,960.50	\$ 914.83	\$ 20,875.33
PUBLIC RECORDS ACT	\$ 8,543.00	\$ -	\$ 8,543.00
CITY COUNCIL	\$ 1,566.00	\$ -	\$ 1,566.00
980-1030 O'BRIEN	\$ 344.00	\$ -	\$ 344.00
3705 HAVEN	\$ 1,392.00	\$ -	\$ 1,392.00
KUNZE DOG LAWSUIT	\$ 5,983.50	\$ -	\$ 5,983.50
CITY LEGAL EXPENSES PAID BY CITY			\$ 104,971.08
CITY LEGAL EXPENSES PAID BY DEVELOPERS			\$ 37,904.98
TOTAL			\$ 142,876.06



STAFF REPORT

City Council

Meeting Date:

4/25/2023

Staff Report Number:

23-106-CC

Informational Item:

Update on City's Housing Element Update project status and next steps

Recommendation

The purpose of this informational item is to provide the City Council and members of the public an update on the April 7 letter (Attachment A) from the State Department of Housing and Community Development (HCD) regarding the City's adopted 2023 to 2031 Housing Element, and a tentative schedule (Attachment B) for next steps in the Housing Element Update project process. This is an informational item and does not require City Council action.

Policy Issues

State housing law requires that jurisdictions throughout California adequately plan to meet the housing needs of everyone within the community and future residents by regularly updating the jurisdiction's General Plan Housing Element. The Regional Housing Needs Allocation (RHNA) identifies the specific number of housing units at each income level category that a jurisdiction must plan for from 2023 to 2031 to comply with State mandates. Additionally, the Affirmatively Furthering Fair Housing (AFFH) Act requires that all local public agencies facilitate deliberate action to explicitly address, combat, and relieve disparities resulting from past patterns of segregation to foster more inclusive communities.

As part of the Housing Element Update project, the City is also updating its Safety Element and preparing its first Environmental Justice Element. The components of the Housing Element Update consider the interrelation between a number of land use, housing, and environmental factors and policies.

Background

The Housing Element Update has been an ongoing City Council priority, and the City began its efforts to update the Housing Element and Safety Element, and prepare a new Environmental Justice Element in early 2021. The City undertook an extensive process of planning, public engagement and coordination with community members, stakeholders, City decision makers, and other governmental agencies to develop the 2023 to 2031 Housing Element. The Housing Element was developed to meet the City's assigned RHNA of 2,946 net new housing units across all income levels over an eight-year period and to create a foundation for the City's policies related to housing. In an effort to exceed the State's requirements, the Housing Element included a wide range of housing-related programs and incorporated 30% more net new units than required to provide ample opportunities for new housing development primarily throughout the community in City Council Districts 2 through 5. The City Council adopted the Housing Element Jan. 31 (Attachment C) and submitted it to HCD for review Feb. 8.

On Dec. 12, 2022, the City released a draft Environmental Justice Element (Attachment D) and Safety Element (Attachment E). The purpose of the Environmental Justice Element is to identify and address public health risks and environmental justice concerns, as well as foster the well-being of Menlo Park

residents living in disadvantaged/underserved communities. The purpose of the Safety Element is to identify and appraise risks in the community and provide high-level strategies for mitigating risks and ensuring the wellness of the community, city services and infrastructure. Since the previous Safety Element was adopted in 2013, State law now requires safety elements to include climate change vulnerability and adaptation, and increased attention to wildfire and evacuation routes. The update to the Safety Element focuses on these topics.

On Feb. 9 and Feb. 10 the City held community meetings at the Belle Haven Branch Library to present the draft Environmental Justice and Safety Elements. The community meetings provided an overview of each element; revisited findings from community input to date; reviewed and discussed goals, policies and programs; and provided a forum for sharing and receiving feedback on the draft elements.

Analysis

On April 7 the City received a letter from HCD (Attachment A) acknowledging the City's Housing Element addresses many statutory requirements, but requesting additional changes to the adopted Housing Element. Among the topics in the letter are requests for additional analysis of housing needs, resources and constraints; additional information to support the inclusion of sites in the inventory; and further evaluation of governmental constraints on housing development in the city. Staff believes that the majority of the requested changes are for additional narrative and data to support the existing policies in the adopted Housing Element, and not requests to substantially alter the adopted programs and policy aims of the document.

Next steps

As outlined in Attachment B, staff has divided the remaining work to complete the Housing Element Update project into four major tasks:

1. Revise the adopted Housing Element, where appropriate, in response to the April 7 HCD letter and resubmit the document for HCD certification;
2. Prepare modifications to the El Camino Real/Downtown Specific Plan for City Council adoption to complete Housing Element program H4.L;
3. Prepare modifications to the city's commercial zoning districts, R-3 zoning district and Affordable Housing Overlay (AHO), and zoning map for City Council adoption to complete Housing Element programs H4.D, H4.I, H4.J, H4.K, and H4.T; and
4. Continue refinement of the draft Environmental Justice and Safety Elements based on additional community engagement and feedback, and prepare for City Council adoption.

The timing and major components of these four work tasks are briefly described below and would occur through the remainder of 2023.

For Task 1, revising the adopted Housing Element, staff intends to prepare the bulk of changes to the document between April and June, seeking opportunities to engage with HCD and interested community stakeholders during the process. Before resubmitting the document for HCD review, it is anticipated that the City Council would review the draft changes at a meeting in mid-June to provide feedback on the revisions and guidance on items that may affect City policy. Following a required seven-day public review period and 60-day HCD review period, it is anticipated that HCD would provide a response on the revisions by late August 2023. Assuming tentative certification of the Housing Element following HCD review, the Planning and Housing Commissions would make a recommendation and the City Council would tentatively meet in September 2023 to consider re-adoption of the Housing Element.

Task 2, changes to the El Camino Real/Downtown Specific Plan to increase density and other related development regulations, would be prepared during the spring months, and a Planning Commission study session would be held on the draft changes in June 2023, followed by a City Council study session in July 2023. Based on the study session guidance, changes to the specific plan would be finalized between August and October 2023, with a City Council hearing in late October 2023 to consider adoption of the changes, simultaneous with the work in Task 3 below.

Task 3, changes to commercial zoning districts, the R-3 district and AHO, and associated General Plan amendments would be prepared during the summer months, and Planning Commission and City Council study sessions would be held on the draft changes in August 2023. Based on study session guidance, changes to the zoning ordinance and zoning map would be finalized between September and October 2023, with a City Council hearing in October 2023 to consider adoption of the changes.

Task 4, finalizing the Environmental Justice and Safety Elements, would occur concurrently with Tasks 1, 2 and 3 above. In June 2023, a potential joint City Council and Planning Commission study session would be held to give an overview of the concepts of the elements and the outreach and feedback, and to discuss the approach for the remainder of the project. Refinement of the draft documents and additional community engagement would occur between June and September 2023, with a second potential joint City Council and Planning Commission study session in September 2023 to review development of the draft documents and the results of the community engagement process. If the documents receive satisfactory feedback during the tentative joint study session, a Planning Commission recommendation and City Council consideration of adoption of the General Plan elements would take place in November and December 2023.

It should be noted that dates and actions described above are tentative and subject to the availability of key parties (HCD staff, community stakeholders, Commissions and the City Council, etc.), scheduling of meetings, and time needed to address any unforeseen challenges that could arise during each of the tasks. One significant factor that could affect the timing of the tasks described above is any additional environmental review that may be necessary to study increased densities beyond those evaluated in the certified subsequent environmental impact report (SEIR) for the project. Staff is working closely with the project environmental consultant to evaluate the potential timing of any necessary modifications to the SEIR, and would integrate environmental work into the project schedule so that the major tasks can be completed as early as possible and no later than Jan. 31, 2024.

Impact on City Resources

As part of the fiscal year 2020-21 budget, the City Council appropriated \$1.5 million from the general fund to support the Housing Element Update (including preparation of the subsequent environmental impact report), which is a City Council priority. On March 14 the City Council approved an amendment to the professional services agreement with M-Group, the City's Housing Element Update project consultant, in the amount of \$75,414, for an overall contract total of \$1,547,466.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines Sections 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. The City Council adopted Resolution No. 6808 and certified the SEIR for the Housing Element Update Jan. 31.

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. Hyperlink – April 7 letter from State Department of Housing and Community Development:
menlopark.gov/files/sharedassets/public/community-development/documents/projects/housing-element-update/20230407-hcd-letter-menlo-park.pdf
- B. Tentative Housing Element Update project schedule through remainder of 2023
- C. Hyperlink – Adopted 2023 to 2031 General Plan Housing Element:
menlopark.gov/files/sharedassets/public/community-development/documents/projects/housing-element-update/city-of-menlo-park-2023-2031-housing-element.pdf
- D. Hyperlink – Draft General Plan Environmental Justice Element:
menlopark.gov/files/sharedassets/public/community-development/documents/projects/housing-element-update/environmental-justice-element-20221212-public-review-draft.pdf
- E. Hyperlink – Draft General Plan Safety Element: menlopark.gov/files/sharedassets/public/community-development/documents/projects/housing-element-update/safety-element-20221212-public-review-draft.pdf

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Proposed Housing Element Update Project Schedule through December 2023	
Task	Tentative Timing
Task 1: Revise Adopted Housing Element for HCD Certification	
1.1 Receive HCD comments on adopted Housing Element	April 10, 2023
1.2 <u>City Council meeting</u> : Info item to describe Housing Element status and next steps	April 25, 2023
1.3 Prepare revisions to Housing Element	April to Early June 2023
1.4 <u>City Council meeting</u> : Review revisions to Housing Element prior to HCD submittal	Mid-June 2023
1.5 7-day public review period	Late June 2023
1.6 Submit revised Housing Element to HCD; 60-day review	Late June 2023
1.7 End of HCD review period	Late August 2023
1.8 <u>Joint Planning Commission/Housing Commission meeting</u> : Resolution recommending Housing Element amendments	Early September 2023
1.9 <u>City Council meeting</u> : Resolution adopting revised Housing Element	Mid-September 2023
Task 2: Study El Camino Real/Downtown Specific Plan Changes	
2.1 Draft proposed changes	April to Mid-June 2023
2.2 <u>Planning Commission meeting</u> : Specific Plan update study session	June 2023
2.3 <u>City Council meeting</u> : Specific Plan update study session	July 2023
2.4 Prepare final Specific Plan and general plan changes based on study session guidance	August to October 2023
2.5 <u>City Council meeting</u> : Ordinance introducing Specific Plan changes	Late October 2023
2.6 <u>City Council meeting</u> : Waive second reading and adopt Specific Plan updates	November 2023
Task 3: Study Commercial Districts, R-3, and Affordable Housing Overlay Zoning Ordinance and Zoning Map Changes	
3.1 Draft proposed changes	Mid-June to August 2023
3.2 <u>Planning Commission meeting</u> : Zoning ordinance update study session (Commercial districts, R-3 and AHO)	Mid-August 2023
3.3 <u>City Council meeting</u> : Zoning ordinance update study session (Commercial districts, R-3 and AHO)	Late August 2023
3.4 Prepare final zoning ordinance and general plan changes based on study session guidance	September to October 2023
3.5 <u>City Council meeting</u> : Ordinance introducing zoning changes	Late October 2023
3.6 <u>City Council meeting</u> : Waive second reading and adopt zoning updates	November 2023
Task 4: Finalize Environmental Justice and Safety Elements	
4.1 <u>Joint City Council/Planning Commission meeting</u> : Intro to EJ/Safety and process preview (Study Session #1)	Early June 2023
4.2 Refinement of draft documents	June to Mid-August 2023
4.3 Community engagement on revised draft	August to September 2023
4.4 <u>Joint City Council/Planning Commission meeting</u> : Draft EJ/Safety Elements outreach summary and feedback (SS #2)	September 2023
4.5 <u>Planning Commission meeting</u> : Recommendation to City Council	Early November 2023
4.6 <u>City Council meeting</u> : Resolution adopting EJ/Safety Elements	Early December 2023

