



STAFF REPORT

City Council

Meeting Date:

6/8/2021

Staff Report Number:

21-123-CC

Commission Reports

Consider applicants and make appointments to fill vacancies on the Park and Recreation Commission and the Housing Element Community Engagement and Outreach Committee

Recommendation

Staff recommends the City Council consider applicants for appointment to vacant or expired term seats on the following advisory bodies: Housing Element Community Engagement and Outreach Committee (CEOC) and Parks and Recreation Commission (PRC.)

Policy Issues

City Council Policy CC-19-004 (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 members being termed out or regular terms ending April 30. This recruitment period consisted of a three-month period of advertisements and announcements. Incumbent members who were terming out were informed of their ability to apply for reappointment and previous applicants were notified of current vacancies.

Following City Council's appointment, the city clerk and city attorney offices provide onboarding and orientation for the new advisory body members. This includes the oath of office, advisory body handbook, introduction of advisory body liaison staff, Form 700 Statement of Economic Interests filing (if applicable) and Brown Act training. For all other appointments that are made throughout the year, the city clerk's office handles all aspects of advisory body member training.

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 bodies.

City Council made appointments to various other advisory bodies at the May 25, 2021, City Council meeting. City Council postponed recruitment for the PRC and CEOC. City Council also requested that City Councilmember Mueller recruit for two positions on the CEOC.

Staff reached out to all applicants who were not appointed at the May 25 City Council meeting encouraging them to consider and apply for the PRC vacancies.

Analysis

Pursuant to City Council Policy CC-19-004, advisory body members must be residents of the City of Menlo Park and serve for designated terms of four years, or through the completion of an unexpired term or as otherwise designated. Residency for all applicants has been verified by the city clerk's office. In addition, the City Council's policy states that the selection/appointment process shall be conducted before the public at a regularly scheduled meeting of the City Council. 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 Councilmembers present shall be appointed.

The CEOC is a newly formed committee focused on ensuring a broad and inclusive community outreach and engagement process during the housing element update over the next 18 months. The CEOC's current composition consists of 14 members.

Appointments for the CECO are for two vacancies in District 5.

Appointments for the PRC are for two vacancies:

- One regular term expiring April 30, 2025
- One unexpired term expiring April 30, 2024

Applications are provided as Attachment C.

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

Community Engagement and Outreach Committee – two vacancies (District 5):

- Richard Li

Parks and Recreation Commission – two vacancies:

- Aurora Brosnan
- David Thomas

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-19-004
- B. Hyperlink – April 13 City Council attendance Staff Report #21-068-CC:
menlopark.org/DocumentCenter/View/24570/H2-20200326-CC-Commission-attendance-SR
- C. Applications
- D. Applications by District
- E. Current advisory body members by District

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Report prepared by:
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Commissions/Committees Policies and Procedures, Roles and Responsibilities

City Council Procedure #CC-19-0004
 Adopted March 05, 2019
 Resolution No. 6477



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 eight 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, Planning Commission, and the Sister City Committee. 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 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>Seven of the eight 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-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.</p>
Section
<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 his or her 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 "Commission/Committee 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 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.

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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 he or she is 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 s/he thinks 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 his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

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.

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- 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, Finance and Audit Committee and Sister City 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. The Finance and Audit Committee and Sister City 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 7 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday 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 at 7 p.m.
- Sister City Committee – Quarterly; Date and time to be determined

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 his or her 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.

Memberships

1. *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 his/her designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

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2. *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; however, the form submitted must be signed.
- 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 open to the public. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the City Council present shall be appointed.
- 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.

3. *Attendance*

- An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
- 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 he/she will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

4. *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, 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-91-002.)

5. *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code §87300 et seq. Copies of this Code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the 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 his or her official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

6. *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age

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- 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.
7. *There shall be seven (7) members on each commission/committee with the exception of:*
- Finance and Audit Committee – five (5) members
 - Housing Commission – seven (7) members
 - Complete Streets Commission – nine (9) members
 - Library Commission – eleven (11) members
8. *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.
9. *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.
 - 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 his/her term, a replacement serves out the remainder of that term.
10. *Vacancies*
- Vacancies are created due to term expirations, resignations, removals or death.
 - Vacancies are listed on the City Council agenda and 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.)

Roles and responsibilities

Complete Streets Commission (approved March 23, 2021)

The Complete Streets Commission shall advise 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 would include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive, namely by:
 - Reviewing the city's transportation master plan (TMP) and recommending the projects most likely to reduce vehicle miles traveled (VMT)
 - Providing input on major development projects such as the Menlo Park Community Campus, by looking at them through the lens of transportation accessibility, especially bicycle/pedestrian/public transportation accessibility
- Advise City Council on the implementation of the TMP.
- Continue to advocate for and advise the City Council on the planning and installation of the Middle Avenue pedestrian and bicycle rail crossing, and safe cycling/pedestrian infrastructure connecting the Burgess complex to the Middle Avenue corridor to Olive Street, and north on Olive Street to Hillview Middle School.
- 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 comm

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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
- Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program
- 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
- The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991.)

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
- 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

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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.

Sister City Committee

The Sister City Committee is primary charged with promoting goodwill, respect and cooperation by facilitating cultural, educational and economic exchanges

- Develop a mission statement and program plan consisting of projects, exhibits, contacts and exchanges of all types to foster and promote the objectives of the mission statement
- Implement the approved program plan upon request of the City Council
- Keep the community informed concerning the Sister City program
- Advise the City Council on matters pertaining to any sister city affairs. Perform other duties as may be assigned to the committee 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	2019	Resolution No. 6477

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: MAY 7, 2021

Commission or committee of interest: Complete Streets Commission

Name: Aurora Brosnan

Education: B.A. in Philosophy from San Francisco State University

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

Chair (2014), Aboriginal Remote Power Supply Upgrade Steering Committee, Western Australian Housing Authority

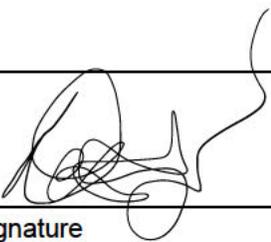
Administrator (current), Menlo Park chapter of Buy Nothing, a community recycling and gifting economy forum devoted to strengthening communities by sharing resources.

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:

See attachment A

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

See attachment A



Signature

May 7, 2021

Date

OFFICE USE ONLY:

Application received: 5/7/2021

Considered by City Council: _____

Considered by City Council: _____

Considered by City Council: _____

If appointed, term ends: 4/30/2022, 4/30/2023,
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: Aurora Brosnan		Number of years as a Menlo Park resident: ~1	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different): same as above		City:	State:
Phone: [REDACTED]	Email: [REDACTED]		
Business address: same as above		City:	State:
Business phone: same as above			
How did you hear about this opportunity: <input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>A friend's FB post</u>			
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

Attachment A - Application to Become A Complete Streets Commission Member

Aurora Brosnan, ph: [REDACTED], **email:** [REDACTED]

May 7, 2021

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 Complete Streets Commission (CSC) provides advice to the City Council with regards to transportation in order to advance Menlo Park's vision zero, complete streets, and climate action plan. The CSC reviews the city's transportation master plan advising City Council which projects will likely result in the least vehicle miles travelled, considers bicycle, pedestrian, and public transportation accessibility, the plan's implementation, as well as supports the City Council as a stakeholder across broader regional transportation demand and multi-modal management programs and projects.

In addition to its advisory capacity, the CSC also advocates for community engagement, program continuity, planning and engineering implementation of safe pedestrian/cycling rail crossings and infrastructure, access to downtown businesses, and the implementation of the Safe Routes to School strategy.

In my previous role consulting as the principal planning project manager to a government Housing Authority in Australia, I managed programs with a team of town planners, business analysts, engineering project managers and consultancies to advance the agency's commitment to closing the gap on Indigenous disadvantage as it related to remote Indigenous housing. My program was accountable for reviewing power and water distribution designs for project-related considerations, safety, employment and training accessibility, heritage sites, and respect for Australia's Indigenous culture.

I have an extensive background in program and project management which will be useful for tracking important details while staying focused on the big picture for the CSC's reviews and advisory decisions. My strength in identifying and engaging stakeholders would add value in cooperating with other city commissions and community stakeholders.

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

Reducing carbon emissions effectively can only be achieved through global teamwork and effort. It is a point of pride that Menlo Park is a trailblazer being the first city in the U.S. to set a target of becoming carbon neutral by 2030. In doing so, the residents and City Council of Menlo Park have demonstrated a sense of social responsibility and commitment. This action aligns with the U.S. as it joins the Paris Agreement and the rest of the world as it supports the United Nations Framework Convention on Climate Change. Sound transportation planning has the capacity to help achieve this target, as well as promoting healthier lifestyles through alternate modes of transportation, making connections between neighboring communities and residents, supporting local businesses, and enhancing the safety of our community.

As a member of the Complete Streets Commission, I hope my professional experience will contribute to the commission's ability to provide sound advice for our City Council to make confident decisions with regards to transportation, as well as the opportunity to cement my personal commitment to three matters of great importance; protecting our environment for ourselves, future generations and all life on earth, safety of the city's residents, and by indirectly encouraging civil relationships in strong, healthy communities through proper planning. I hope to have an opportunity to serve the residents of Menlo Park whom I have found to be a strong, supportive, and generous community.

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: 2/13/21

Commission or committee of interest: Housing Commission

Name: David Thomas

Education: Stanford University Ph.D. in Computational and Mathematical Engineering; MIT B.S. in Computer Science and Mathematics

Civic affiliations and community activities, including service on other commissions or committees:
 I have served in leadership roles, volunteer positions, and professional organizations. In college, I served as team captain of the MIT Division III Varsity Mens Volleyball Team and led my team to a top 10 national ranking. When I worked as a quant in Chicago, I introduced kids from disadvantaged neighborhoods to careers in STEM and taught them programming skills through the After-School All-Stars program. I have also been invited to give many academic talks, led and published original research in astrophysics and machine learning, and am a member of the LSST Dark Energy Science Collaboration.

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 Housing Commission has two key responsibilities: (i) providing City Council with the best information available to decide on housing related issues, and (ii) helping the city staff and City Council with housing related prioritization, particularly during the annual planning process. My work experience in quantitative finance and Stanford Ph.D. training have prepared me to digest complicated documents and communicate the most salient points to leadership. I also read enumerable books, white papers, and blogs about housing related issues that will help me keep staff and the City Council up to date on housing trends at the state level and in academic circles.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:
 My wife and I are Ph.D. students at Stanford University and have experienced the struggle to find affordable housing first hand. After researching this issue extensively, I decided to apply for the commission to alleviate housing pressures in Menlo Park through housing supply, subsidy, and stabilization while simultaneously enhancing the qualities that make Menlo Park unique: relaxed downtown, safe neighborhoods, and high tree density.
 My background in software engineering and machine learning will allow me to offer the City Council a new lens on these issues and provide the council with richer data and deeper analysis.

David Thomas
 Signature

2/13/21
 Date

OFFICE USE ONLY:
 Application received: 2/16/2021
 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
 Appointed: Yes No (Initials)
 Appointed: Yes No
 Appointed: Yes No

Personal information:			
Name: David Thomas		Number of years as a Menlo Park resident: 1	
Resident address [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
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

David Thomas

EDUCATION

- **Stanford University** Palo Alto, CA
Ph.D. Candidate in Computational and Mathematical Engineering; GPA: 3.9/4.0
Ph.D. Minor in Computer Science; GPA: 4.0/4.0
Expected Sep 2021
- **Massachusetts Institute of Technology** Cambridge, MA
B.S. in Computer Science and Engineering, and in Mathematics; GPA: 4.6/5.0
June 2013

EXPERIENCE

- **Kavli Institute for Particle Astrophysics and Cosmology** Palo Alto, CA
Ph.D. Candidate
Sep 2016 - Present
 - **Fast Physics Simulations:** Consumed and contributed to multiple high performance codes that simulate astrophysical, atmospheric, optical, and electronic effects. Worked primarily in Python and C/C++.
 - **Star Trail Imaging:** Designed a U-net inspired CNN in PyTorch to detect bursts in star trail images that enabled previously unattainable high-speed photometry experiments. Demonstrated the feasibility of this approach by implementing it on the Dark Energy Camera in Chile. [Thomas and Kahn \(2018\)](#)
 - **Deep Wavefront Sensing:** Created scalable multi-stage deep learning algorithm to improve the real-time camera and mirror control of the Vera Rubin Telescope. [Thomas, Meyers, and Kahn \(2020\)](#)
 - **Optimal Telescope Control:** Developed novel reinforcement learning control algorithm and simulation platform for the Rubin Observatory.
- **Citadel** Chicago, IL
Quantitative Research Intern
Jun 2020 - Aug 2020
 - **Fast ML:** Created a sophisticated testing environment to iterate through multiple stock prediction algorithms. Built a python package that accelerated off-the-shelf ML models, resulting in a 10x improvement in training time.
 - **Data Layer:** Rewrote Python data layer and reduced the baseline memory footprint with lazy loading and caching. Implemented faster data querying, loading, iteration, and time series operations.
- **Teza Technologies** Chicago, IL
Quantitative Researcher
Jan 2014 - Sep 2016
 - **High Frequency Trading:** Created automated trading strategies driven by machine learning, reduced latency in the trading technology stack, and uncovered predictive signals.
 - **Team Lead:** Top 3 firmwide PnL contributor. Managed all Eurex trading. Responsible for \$1,500,000,000 in daily trading volume.
 - **Market Simulator:** Wrote Java market simulator that consumed multiple data streams and modelled trading at the packet level. Reverse-engineered exchange order gateways, matching engines, and market data feeds.
- **Twitter** San Francisco, CA
Software Engineering Intern
June 2013 - Aug 2013
 - **Ads Platform:** Developed Java market allocation platform that replayed historical advertisement auctions with alternative advertisement throttling, ranking, and allocation strategies.
- **Shopify** Ottawa, ON
Software Engineering Intern
June 2012 - Sep 2012
 - **Fulfillment Service:** Created Ruby service to synchronize merchant resources (inventory, orders, tracking) across multiple APIs.

AWARDS

- Large Synoptic Survey Telescope Data Science Fellow 2017 - 2019
- Kleiner, Perkins, Caufield, and Byers Engineering Fellow 2013
- MIT Division III Varsity Men's Volleyball 2008 - 2012
- Senior Team Captain, All-Conference First Team, 2x MIT Invitational MVP, 5x NECVA Player of the Week.*

Table 1: Community Engagement and Outreach Committee applications by District		
Applications by District	Applicant	District
Community Engagement and Outreach Committee	Richard Li	5
Table 2: Parks and Recreation Commission applications by District		
Applications by District	Applicant	District
Parks and Recreation Commission	Aurora Brosnan	4
Parks and Recreation Commission	David Thomas	4

Applicant	Last appointment date	District
Bortnik, Michal	5/25/2021	4
Cline, Rich	5/25/2021	4
Dao, Tiffany	5/25/2021	4
DiSiena, Yadira	5/25/2021	1
Feldman, Lesley	5/25/2021	2
Fennell, Max	5/25/2021	3
Mayer Marshall, Carol	5/25/2021	4
McMahon, Dan	5/25/2021	2
Ollarvia, Nehezi	5/25/2021	2
Robledo, Victoria	5/25/2021	1
Spaulding, Aaron	5/25/2021	3
Tronson, Soody	5/25/2021	4
	6/8/2021	5
	6/8/2021	5

Applicant	Last appointment date	District
Altman, Brian	5/25/2021	4
Berhoozi, Katie	6/9/2020	2
Cebrian, Jacqueline	4/16/2019	1
Cole, Sally	5/25/2021	4
Cromie, John	4/16/2019	2
Jensen, Jk	5/25/2021	3
King, Lizbeth	5/25/2021	5
Lee, Lydia	4/24/2018	3
Levin, Adina	4/24/2018	4

Applicant	Last appointment date	District
Elkins, Leah	10/13/2020	2
Evans, Angela	5/25/2021	5
Gaillard, Josie	4/16/2019	3
Kabat, Tom	4/24/2018	2
London, Janelle	6/9/2020	5
Payne, James	6/9/2020	1
Price, Ryann	4/24/2018	2

Applicant	Last appointment date	District
Combs, Drew - City Council	12/15/2020	2
Keet, Theo	6/9/2020	3
Mueller, Ray - City Council	12/15/2020	5
Norrington, Matt	5/25/2021	3
Royse, Roger	4/24/2018	4
Westcott, Brian	6/4/2019	5
Wong, Carol	5/25/2021	4

Applicant	Last appointment date	District
Bigelow, Lauren	4/16/2019	5
Grove, Karen	7/18/2017	5
Horst, Rachel	5/25/2021	4
Leitch, Heather	5/25/2021	2
Merriman, Nevada	5/25/2021	2
Nguyen, Chelsea	5/25/2021	3
Pimentel, John	4/16/2019	3

Applicant	Last appointment date	District
Cohen, Alan	4/24/2018	5
Erhart, David	4/16/2019	1
Guha, Sukanya	6/9/2020	4
Hadrovic, Katie	4/24/2018	2
Lee, Aldora	5/25/2021	4
Leep, Kristen	4/16/2019	4
Velagapudi, Vamsi	5/25/2021	4

Applicant	Last appointment date	District
Baskin, Jennifer	6/9/2020	4
Bryman, Marc	4/16/2019	3
Diepenbrock, Peter	10/15/2019	4
Joshua, Peter	5/25/2021	2
Payne, Dana	4/24/2018	1
Vacant		
Vacant		

Applicant	Last appointment date	District
Barnes, Andrew	6/9/2020	2
DeCardy, Chris	4/16/2019	2
Doran, Michael	1/29/2019	4
Harris, Cynthia	5/25/2021	3
Kennedy, Camille	4/24/2018	4
Riggs, Henry	6/9/2020	2
Tate, Michele	4/16/2019	1