



**CITY COUNCIL
REGULAR MEETING AGENDA**
Tuesday, December 3, 2013
7:00 p.m.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers

7:00 P.M. REGULAR SESSION

ROLL CALL – Carlton, Cline, Keith, Mueller, Ohtaki

PLEDGE OF ALLEGIANCE

A. PUBLIC COMMENT #1 (Limited to 30 minutes)

Under “Public Comment #1”, the public may address the Council on any subject not listed on the agenda and items listed under the Consent Calendar. Each speaker may address the Council once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Council cannot act on items not listed on the agenda and, therefore, the Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

B. REGULAR BUSINESS

B1. Selection of Mayor and Mayor Pro Tempore for 2014 *(Staff report 13-177)*

B2. Recognition of outgoing Mayor

B3. Council review and approval of the City Council meeting schedule for 2014
(Staff report 13-178)

C. ADJOURNMENT – Reception in the back of the Council Chambers

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At every Regular Meeting of the City Council, in addition to the Public Comment period where the public shall have the right to address the City Council on the Consent Calendar and any matters of public interest not listed on the agenda, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during the Council’s consideration of the item.

At every Special Meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during consideration of the item.

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ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: December 3, 2013
Staff Report #: 13-177

Agenda Item #: B-1

REGULAR BUSINESS: **Select the Mayor and Mayor Pro Tempore for 2014**

RECOMMENDATION

Staff recommends City Council select a Mayor and Mayor Pro Tempore for 2014.

BACKGROUND

The Menlo Park Municipal Code states that the City Council shall meet on the first Tuesday of December of each year and choose one of its members as Mayor and one as Mayor Pro Tempore.

ANALYSIS

City Council policy CC-93-001 reads as follows:

Council policy shall be to rotate the mayor annually. The Council shall select as mayor an elected member of the Council who has served a minimum of one year and who has not served as mayor. If all eligible members have served as mayor, then the member with the longest elapsed time since serving as mayor shall be selected as mayor. In the event there are two or more eligible members having equal seniority, the Council may select any eligible member as mayor.

The process for the selection of the Mayor and Mayor Pro Tem will be as follows:

1. The current Mayor will turn the meeting over to the City Clerk.
2. Nominations will be taken from the Council for Mayor.
3. The vote for the nominee(s) will be taken and the new Mayor is selected.
4. The City Clerk will turn the meeting over to the new Mayor.
5. The Mayor will take nominations for the Mayor Pro Tem.
6. The vote for the nominee(s) will be taken and the new Mayor Pro Tem is selected.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

None

Report prepared by:
Pamela Aguilar
City Clerk



ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: December 3, 2013
Staff Report #: 13-178

Agenda Item #: B-3

REGULAR BUSINESS: Council review and approval of the City Council Meeting Schedule for 2014

RECOMMENDATION

Staff recommends Council review, discuss, and approve an annual meeting schedule for 2013 (Attachment A).

BACKGROUND

The purpose of the annual City Council meeting schedule is to provide Council, staff and the public advance notice of meeting dates. The meeting schedule has typically been approved by Council at a regular meeting in December.

ANALYSIS

Staff is proposing a meeting schedule for 2014 similar to previous years with meetings held twice a month on either the first and third, or second and fourth, Tuesday. The proposed dates have been scheduled taking into consideration City holidays, school holidays, and Council conferences (Attachment B). Also included in the calendar are significant events requiring Council participation such as the Council goal setting session, and the State of the City and Commission Appreciation events.

Once a meeting schedule is approved by the City Council, the schedule will be used by staff to create a Tentative Calendar to identify when items will likely be considered by the Council. It is important to note that the Tentative Calendar is a fluid document that serves as an ongoing reference guide, and that items are frequently moved and meetings are sometimes cancelled or added.

The calendar does not currently include study sessions. Typically study sessions are used for single topic issues of great community interest. In order to provide opportunities for study sessions, the Council is requested to keep Tuesday evenings free, so that meetings, including study sessions, can be scheduled as the need arises.

This more structured schedule may also require scheduling closed sessions before the next regularly scheduled Council meeting. Such closed sessions will comply with all noticing requirements and will be dependent on the availability of the full City Council.

IMPACT ON CITY RESOURCES

N/A

POLICY ISSUES

N/A

ENVIRONMENTAL REVIEW

N/A

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Draft Meeting Schedule
- B. City holiday, School holiday and conference schedule

Report prepared by:
Pamela Aguilar
City Clerk

DRAFT 2014 CITY COUNCIL MEETING SCHEDULE

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Goal Setting Meeting

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7*	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

*LCC Conference 5 - 7

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*Commission Training and Reception

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20*	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5*	6
7	8	9	10	11	12	13
14	15	16	17*	18	19	20
21	22	23	24	25	26	27
28	29	30				

* LCC Annual Conf. 3 - 5 & ICMA Conf.

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*State of the City

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

COUNCIL MEETINGS

CITY HALL CLOSED

CITY HOLIDAYS

MP SCHOOL CLOSED
**school starts*

CONFERENCES

ELECTION DAY

**SCHOOL HOLIDAY / VACATION DATES,
CITY HOLIDAYS, COUNCIL & CM CONFERENCES**

January:

1 New Year's Day
 1-3 Menlo Park City School District Winter Break
 1-3 Las Lomas Elementary School District Holiday/Vacation
 1-3 Sequoia Union High School District Winter Break
 1-6 Ravenswood City School District Winter Holiday
 20 Martin Luther King, Jr. Holiday

February:

5-7 League of California Cities City Manager's Department Conference
 17 President's Day
 17-21 Menlo Park City School District President's Day—February Break
 17-21 Las Lomas Elementary School District Holiday/Vacation

March:

10-14 Las Lomas Elementary School District Minimum Days

April:

14-18 Menlo Park City School District Spring Break
 14-18 Las Lomas Elementary School District Spring Break
 14-18 Sequoia Union High School District Spring Break
 14-21 Ravenswood City School District Spring Break

May:

26 Memorial Day

June: None

July:

4 Independence Day

August:

None

September:

1 Labor Day

3-5 League of California Cities Annual Conference

14-17 ICMA Annual Conference

October:

13 Columbus Day

November:

11 Veterans Day

27 Thanksgiving Day

December:

23-31 *Assumed* Holiday break for schools

25 Christmas