



## CITY COUNCIL SPECIAL MEETING AGENDA

Tuesday, April 22, 2014

6:00 P.M.

701 Laurel Street, Menlo Park, CA 94025  
Council Conference Room – 1<sup>st</sup> Floor of City Hall

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

### **PUBLIC COMMENT**

Under “Public Comment” the public may only address the Council on the subject listed on the agenda. 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.

### **SPECIAL BUSINESS**

1. Interviews of applicants for appointment to the Planning Commission

### **ADJOURNMENT**

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at <http://www.menlopark.org> and can receive e-mail notification of agenda and staff report postings by subscribing to the “Home Delivery” service on the City’s homepage. Agendas and staff reports may also be obtained by contacting the City Clerk at (650) 330-6620. Copies of the entire packet are available at the library for viewing and copying. (Posted: 04/17/14)

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

Any writing that is distributed to a majority of the City Council 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 for inspection at the Office of the City Clerk, Menlo Park City Hall, 701 Laurel Street, Menlo Park, CA 94025 during regular business hours. Members of the public may send communications to members of the City Council via the City Council’s e-mail address at [city.council@menlopark.org](mailto:city.council@menlopark.org). These communications are public records and can be viewed by any one by clicking on the following link: <http://ccin.menlopark.org>

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# ADMINISTRATIVE SERVICES DEPARTMENT

Council Special Meeting Date: April 22, 2014  
Staff Report #: 14-059

**COMMISSION REPORT:** Interview applicants for appointment to fill two vacancies on the Planning Commission

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## RECOMMENDATION

Staff recommends the Council interview all applicants to the Planning Commission in preparation for making appointments to the Planning Commission at the next regular Council meeting on April 29, 2014.

## BACKGROUND

Staff recruited for the vacant positions by publishing press releases in the *Daily News*, the *Almanac* and *Patch.com*, posting notices on the City's Facebook page and website, displaying ads on the electronic bulletin boards throughout the City's recreation facilities, the main library and on government access Channel 29, by reaching out to the community through the social media site Next Door, the Chamber of Commerce online newsletter and by emailing targeted residents.

There are currently two vacancies on the Planning Commission due to the expiring terms of Ben Eiref, who is eligible to reapply, and Henry Riggs, who is no longer eligible to reapply.

### Planning Commission applicants:

- Ben Eiref (incumbent)
- Jonas Halpren
- Lin Khabbaz
- Lawrence Lee
- Elizabeth Youngblood
- Noria Zasslow
- Andrew Combs  
(currently serving on the Bicycle Commission, term expires April 2017)
- Michael Meyer  
(currently serving on the Transportation Commission, term expires April 2017)

Each applicant will be scheduled for a 15-minute interview with the City Council (Attachment A), at which time the Council may ask questions regarding the candidate's background, experience and interests as they pertain to service on the Planning Commission.

## **ANALYSIS**

Pursuant to City Council Policy CC-01-0004 (Attachment B), commission 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. Residency for all applicants has been verified by the City Clerk's office.

In addition, the 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. Applicants receiving the highest number of affirmative votes from a majority of the Council present shall be appointed.

As indicated, there are two applicants to the Planning Commission who are currently serving on other City commissions, Andrew Combs and Michael Meyer. Policy CC-01-0004 states that "current members of any other City Commission or Committee are disqualified for membership, unless regulations for that advisory body permit concurrent membership." Staff has advised the two applicants of this policy, but has included their applications with this report for Council's review and consideration if they wish to do so. In order to maintain the continuity of knowledge and experience required for decision-making by the commissions, staff recommends that Council follow the current policy. In addition, this will also eliminate the staff time that would be spent to fill another vacancy resulting in the appointment of one of the current commissioners. A third applicant, Noria Zasslow, currently serves on the Parks and Recreation Commission, however, her term expires on April 30<sup>th</sup> of this year and therefore her service on that Commission is essentially complete.

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## **IMPACT ON CITY RESOURCES**

Staff support for selection of commissioners is included in the FY 2013-14 Budget.

## **POLICY ISSUES**

Council Policy CC-01-004 establishes the policies, procedures, roles and responsibilities for the City's appointed commissions and committees.

## **ENVIRONMENTAL REVIEW**

The proposed action does not require environmental review.

## **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. Interview schedule
- B. Excerpt from Council Policy CC-01-004, pages 5-6
- C. Commission applications\*

Report prepared by:  
*Pamela Aguilar*  
*City Clerk*

\*Attachment C will not be available on-line, but is available for review at City Hall in the City Clerk's Office during standard City operating hours.

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<b>PLANNING COMMISSION INTERVIEW SCHEDULE</b>	
<b>Tuesday, April 22, 2014</b>	
6:15 PM	Lin Khabbaz
6:30 PM	Elizabeth Youngblood
6:45 PM	Noria Zasslow
7:00 PM	Andrew Combs
7:15 PM	Ben Eiref
7:30 PM	Jonas Halpren
7:45 PM	Lawrence Lee
8:00 PM	Michael Meyer

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<b>City of Menlo Park</b>		City Council Policy
<b>Department</b> City Council		<b>Effective Date</b> 3-13-01
<b>Subject</b> Commissions/Committees Policies and Procedures and Roles and Responsibilities	<b>Approved by:</b> Motion by the City Council on 03-13-2001; Amended 09-18-2001; Amended 04-05-2011	<b>Procedure #</b> CC-01-0004

Application/Selection Process

1. The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
2. 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.
3. 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.
4. 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 fax, email or submitted on-line are accepted; however, the form submitted must be signed.
5. After the deadline of receipt of applications, the City Clerk shall schedule the matter at the next available regular Council meeting. All applications received will be submitted and made a part of the 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.
6. Upon review of the applications received, the 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 Council.
7. If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
8. The selection/appointment process by the 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 Council present shall be appointed.
9. Following a 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.
10. An orientation will be scheduled by support staff following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

<b>City of Menlo Park</b>		City Council Policy
<b>Department</b> City Council		<b>Effective Date</b> 3-13-01
<b>Subject</b> Commissions/Committees Policies and Procedures and Roles and Responsibilities	<b>Approved by:</b> Motion by the City Council on 03-13-2001; Amended 09-18-2001; Amended 04-05-2011	<b>Procedure #</b> CC-01-0004

Attendance

1. 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 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.
2. 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.

Compensation

1. 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).

Conflict of Interest and Disclosure Requirements

1. A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code Section 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 thirty days of appointment and annually thereafter. A statement is also required within thirty days after leaving office.
2. 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.

Qualifications, Compositions, Number

1. In most cases, members shall be residents of the City of Menlo Park, at least 18 years of age and a registered voter.
2. Current members of any other City Commission or Committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership.
3. 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.

**COMMISSION APPLICATIONS**

\*Attachment C will not be available on-line, but is available for review at City Hall in the City Clerk's Office during standard City operating hours.

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