



SPECIAL MEETING AGENDA – CITY COUNCIL GOAL SETTING

Date: 1/27/2017
Time: 1:00 p.m.
Arrillaga Family Recreation Center, Oak Room
701 Laurel St., Menlo Park, CA 94025

1:00 p.m. Special Meeting

- A. Call To Order**
- B. Roll Call**
- C. Public Comment**

Under “Public Comment,” the public may address the City Council on any subject listed on the agenda. Each speaker may address the City 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 City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Regular Business

- D1. Discuss and prepare City Council 2017 work plan (Staff Report# 17-026-CC)

E. Adjournment

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STAFF REPORT

City Council

Meeting Date: 1/27/2017

Staff Report Number: 17-026-CC

Informational Item: City Council 2017 Work Plan Preparation

Recommendation

This is an informational item and does not require City Council action.

Policy Issues

It has been the City Council's policy to adopt goals/work plan annually. Any policy issues that may arise from the implementation of individual goals will be considered at that time.

Background

The City Council adopts goals and/or a work plan at the beginning of the year. These items are typically not funded until the adoption of the budget later in June. At the January 25, 2017 Council meeting, the City Council was provided with an update on the work plan items for 2016. Many of the items on the work plan for 2016 are ongoing or multi-year projects.

Analysis

The Council work plan for 2016 included 72 items, some of which include multiple components. The resources to work toward and complete many of these items were not funded until the budget adoption in June of 2016. Staff has also been working on a significant number of Council approved Capital Improvement Plan (CIP) projects. Some of the CIP projects overlap with the work plan items approved by the Council. An updated version of the status of the 2016 work plan is included as Attachment A. Some of the 2016 work plan items were broad in nature or have become baseline activities such as Development Review. These particular items have been converted to specific projects with key milestones for 2017 or reassigned to baseline workload. Baseline work is the bulk of the work that the City accomplishes such as building inspections, staffing commissions, patrol work, and all other activities that are performed by the City.

A list of work plan items, CIP projects, and other projects within the City are included as a Draft 2017 City Council work plan in Attachment D. The list has been grouped into the same themes as 2016 to help categorize the items.

The themes are as follows in no specific order:

- *Responding to the development needs of private residential and commercial property*

owners

- *Realizing Menlo Park's vision of environmental leadership and sustainability*
- *Attracting thoughtful and innovative private investment to Menlo Park*
- *Providing high-quality resident enrichment, recreation, and discovery*
- *Maintaining and enhancing Menlo Park's municipal infrastructure and facilities*
- *Furthering efficiency in city service delivery models*
- *Improving Menlo Park's multimodal transportation system to more efficiently move people and goods through Menlo Park*

The Council work plan discussion for this year is scheduled for Friday, January 27, 2017. At this meeting, Council will consider the Draft 2017 City Council work plan. The ongoing nature of many of the projects is important for Council to consider if these items are still a priority.

This process is building toward preparation of the budget for fiscal year 2017-18. The budget is developed based on principles approved by the City Council. The budget principles are included as Attachment B. The Council procedures manual is also included as Attachment C. It is important for Council to review the procedures manual for any clarifications or modifications, so clear guidance can be provided to staff throughout the year.

In an effort to help guide the work plan discussion, the following process is recommended for Council to consider:

- Review the 2016 City Council work plan
- Consider the Draft 2017 City Council work plan
- Evaluate interest among the Councilmembers in the initiatives/projects
- Determine the impact/reprioritization of other work plan items

Depending on the outcome of the work plan discussion by Council, the work plan would be brought back to Council for adoption, likely at the February 7th, 2017 Council meeting.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 24 hours prior to the meeting.

Attachments

- A. 2016 City Council work plan
- B. City Council Budget Principles
- C. City Council Procedures manual
- D. Draft 2017 City Council work plan

Report prepared by:
Chip Taylor, Assistant City Manager

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Responding to the development needs of private residential and commercial property owners				
Number	Source	Description	Lead Department	Update
Extremely Important				
✓	WP	Complete the General Plan Update	Community Development	The General Plan and Zoning Ordinance Updates were completed with Council final action on December 6, 2016. The new General Plan and O (Office), LS (Life Sciences) and RMU (Residential Mixed Use) zoning became effective on January 6, 2017.
✓ BASELINE	WP	Process complex development projects	Community Development	All projects previously listed as in construction are now complete with the exception of Anton Menlo, which has an extended construction period. All projects identified as undergoing building permit review have been issued permits and are under construction, with one project being completed. Of the projects identified as being in the land use entitlement process, nine have completed the land use entitlements. Eight major projects remain at various stages of the land use entitlement process.
Very Important				
3 ON-GOING	WP	Implement Downtown/El Camino Real Specific Plan biennial review	Community Development	City Council review is complete. Staff has developed a two-phase implementation plan and has contracted with a consultant to modify the text and graphics of the Specific Plan. Phase 1 work is expected to be reviewed by the Planning Commission and City Council in early 2017. Work on Phase 2 will follow.



Realizing Menlo Park’s vision of environmental leadership and sustainability				
Number	Source	Description	Lead Department	Update

Important				
4 ON-GOING	CIP	Community Zero Waste Policy Draft	City Manager's Office	<p>R3, Cascadia, and Ruth Abbe and Associates were selected as the consultants for this project. Community workshops were held on November 2nd at the Arrillaga Recreation Center and on December 5, 2016 at the Onetta Harris Senior Center. At these workshops, attendees were presented with information on the project, its goals and the initiatives that could be considered for the Zero Waste Plan. Attendees provided feedback and were also encouraged to fill out an online survey. Staff also met with the consultants to review the draft rate model, which is still in progress.</p> <p>Next Step: The consultants are scheduled to provide an in-person update and presentation to the Environmental Quality Commission (EQC) in February.</p>
✓	CIP WP	Install EV charging stations as part of the Climate Action Plan	City Manager's Office	<p>Four chargers were installed at two locations in summer 2016. Locations include the Civic Center parking lot and a downtown parking plaza.</p> <p>Next Step: Staff will return to City Council in the future if consideration of charging fees is required.</p>
6 ON-GOING	WP	Update the Heritage Tree ordinance	City Manager's Office	<p>Environmental staff provided the EQC with an update on the Request for Proposals (RFP) at the November 30th EQC meeting. The commissioners were pleased to see the project moving forward.</p> <p>Next Step(s): The Request for Proposals (RFP) was released on January 5, 2017 with a closing date of February 21, 2017. Staff is expected to select a consultant on March 7th.</p>




Attracting thoughtful and innovative private investment to Menlo Park				
Number	Source	Description	Lead Department	Update
Extremely Important				
✓ BASELINE	WP	Implement Housing Element programs	City Manager's Office Community Development	Work on the programs is planned over the term of the Housing Element (2015-2023). Four programs were identified for 2015. One program has been completed (revisions to secondary dwelling unit ordinance) and others are in process (overnight parking restrictions in the R-4-S zoning district, 21 Elements Nexus Study and Modifications to BMR Program). Staff is researching answers to previously submitted questions. This is comprised of baseline, on-going, and new projects.
Very Important				
✓	WP	Expand downtown outdoor seating program	City Manager's Office	Santa Cruz Street Café are currently under construction. Construction will be completed by end of January.
Important				
✓ BASELINE	WP	Implement the Economic Development Plan	City Manager's Office	Ongoing
✓	CIP WP	Implement Downtown/EI Camino Real Specific Plan streetscape (paseo, parklets)	City Manager's Office Public Works	A new paseo location was piloted on Curtis Street this summer. Staff is reviewing the feedback received.

Providing high-quality resident enrichment, recreation, discovery and public safety services				
Number	Source	Description	Lead Department	Update
Extremely Important				
✓ BASELINE	WP	Create a community disaster preparedness partnership (MenloReady) with residents, businesses and schools utilizing the existing agreement with the Menlo Park Fire Protection District	Police	Continue to work with the fire district to address disaster preparedness and have completed the Local Hazard Mitigation Plan Annex (required for eligibility for State and Federal disaster relief funds) which was approved by City Council for Aug. 30. The plan will be in operation for five years.
12 ON-GOING	WP	Complete the Belle Haven Pool facility analysis for year-round operations	Community Services	In process; final report expected in Spring 2017.
Very Important				
✓	WP	Complete the Belle Haven Action Plan Phase III implementation	Community Services	Completed
✓ BASELINE	WP	Enhance Community special events	Community Services	Plan for deploying shared Community Services/Library position is being finalized.
✓ BASELINE	WP	Maintain City Council-approved cost recovery levels in all Community Services programs	Community Services	All programs at approved cost recovery level
16 ON-GOING	CIP	Undertake a community process to rank potential projects for Measure T funding	Community Services	Now called Parks and Recreation Master Plan Update. RFQ to be distributed in February, 2017.
17 ON-GOING	WP	Develop a Bedwell Bayfront Park operations / maintenance plan to enhance use, improve access and determine a sustainable funding source for ongoing maintenance	Community Services	Interviews with Consultants week of Jan. 9, contract expected to go to Council February 7.
Important				
✓	WP	Develop an implementation plan for the Sister City program	City Manager's Office	The Sister City Committee has met and is developing its work plan.

Maintaining and enhancing Menlo Park’s municipal infrastructure and facilities				
Number	Source	Description	Lead Department	Update
Extremely Important				
✓	CIP	Complete Belle Haven Youth Center playground replacement	Community Services Public Works	Complete.
✓ ON-GOING	CIP WP	Install bicycle and pedestrian improvements on Chilco Street	Public Works	Ongoing; Phase 1 and Phase 2 improvements complete. Phase 3 is in design.
✓ BASELINE	CIP	Maintain citywide sidewalk repair program	Public Works	Ongoing; FY 2016-17 saw cutting is complete and repair work is beginning
✓ BASELINE	CIP	Maintain citywide street resurfacing program	Public Works	Ongoing; submitted updated pavement management report to MTC in April. Presently developing streets for 2017 Street Resurfacing Project
23 ON-GOING	CIP WP	Improve Haven Avenue streetscape (bike lanes, complete sidewalk gaps, new pedestrian bridge over Atherton Channel) (grant funded)	Public Works	In design; completed review by Bicycle and Transportation commissions and City Council approved on-street parking removal. Completed environmental clearance and design. Submitted encroachment permit application to Caltrans. No parking signs in the City right of way have been installed.
✓	CIP	Adopt Urban Water Management Plan update	Public Works	Complete; City Council approved May 24.
25 ON-GOING	CIP WP	Complete sidewalks on Santa Cruz Avenue	Public Works	Construction contract was awarded and construction will begin upon completion of Cal Water’s water main upgrade project.
✓ ON-GOING	CIP WP	Develop a water master plan	Public Works	Study is 60 percent complete
✓ ON-GOING		a. Add an additional emergency water well		Ongoing; City Council approved the environmental document June 7. The City has selected the firm to drill the well with construction targeted to start in February.

 ON-GOING		b. Develop a recycled water program		Ongoing as part of the water system master plan
 ON-GOING		c. Enter into an agreement with West Bay Sanitary District for the Sharon Heights Recycled Water Project		Complete; City Council approved May 3.


Very Important

30 ON-GOING	CIP	Repair and Upgrade the Bedwell Bayfront Park leachate collection system	Public Works	Project moved to 2017-18 following completion of Park Master Plan in 2016-17
31 ON-GOING	CIP	Install Library landscaping	Public Works	Ongoing; design is underway. New bike racks and table installed.
 BASELINE	CIP	Replace Police radio infrastructure	Public Works	Ongoing; Planning Commission completed review in June. Project went out to bid and no bids were received. Project was rebid and City Council awarded the contract on Dec. 6, 2016. Contract documents have been fully executed and scheduling of project has begun.
33 ON-GOING	CIP WP	Address downtown parking garage (prioritize location, develop design concepts, consider Oak Grove bike lanes)	Public Works	Study session held May 24. Staff to return with scope of work for a sources sought (solicitation of interest) for certain parking plazas downtown. Oak Grove Bike Lanes has been added as a separate project. On December 6, 2016, City Council approved the design and awarded consultant contract for the Oak Grove University Crane Bicycle Improvement Concept plan.
 BASELINE	CIP	Enter into an agreement with Redwood City and the Salt Pond Restoration Project for the Bayfront Canal Bypass Project	Public Works	On hold; City Council received a status report May 24.
 BASELINE	CIP	Design Pope/Chaucer bridge improvements	Public Works	Ongoing; the SFCJPA issued a Notice of Preparation for the EIR for the Upstream of 101 Project. Scoping meeting held January 18, 2007.



Important

36 ON-GOING	CIP	Construct restroom at Jack Lyle Park	Public Works	Ongoing; met with Peninsula Volunteers and Rosener House regarding specific location. Held a public outreach meeting on Dec. 15. Plans are currently being prepared.
37 BASELINE	CIP	Replace Library interior wall fabric	Public Works	Project moved to 2017-18 following the completion of the Library Strategic Plan and Space Needs Study (#42).
38 ON-GOING	CIP	Replace Nealon Park sports field sod and irrigation system	Public Works	City Council held a study session May 24. Focus now is on the installation of a booster pump to enhance the pressure of the irrigation system.
✓ BASELINE	CIP	Address Nealon Park dog park	Public Works	City Council held a study session May 24. Focus now is on increasing the maintenance of the sports field to address any issues associated with the shared use with the dog park.
✓ ON-GOING	CIP	Replace Willow Oaks dog park and install restroom	Public Works	Ongoing; Council awarded consultant contract on November 29. Community outreach targeted for February 2017.
✓ BASELINE	CIP	Initiate Downtown utility undergrounding	Public Works	On hold; this will be coordinated with downtown parking structures (#33)
✓ ON-GOING	CIP	Complete library space needs study	Public Works	Ongoing; City Council approved the consultant contract Aug. 30 and the study is being prepared.

Furthering efficiency in city service delivery models				
Number	Source	Description	Lead Department	Update
Extremely Important				
✓	WP	Complete the classification and compensation study and work with labor units to address the study's findings	Administrative Services	Complete
✓	CIP WP	Complete the information technology master plan and:	Administrative Services	Complete
45 ON-GOING		a. Implement key best practices		Ongoing



46 ON-GOING		b. Launch a selection process for replacement of mission critical systems including an enterprise resource planning (ERP) business management system for the city including administrative and land development operations		On hold pending City Council direction regarding the IT Master Plan recommendations. This item will continue into 2017.
47 ON-GOING		c. Identify and implement interim upgrades to existing business systems as a bridge to their replacement		Alarm billing and online parking permits systems are complete. Ongoing: electronic timecard implementation is underway, testing scheduled to begin in January; interim online access to building permit applications implementation is underway; upgrades to the financial reporting system underway. This item will continue into 2017.
 ON-GOING	WP	Complete a fee study for solid waste services	Administrative Services City Manager's Office	Consultant is currently working with staff on the study. This item will continue into 2017.
 ON-GOING	CIP WP	Complete administration building space planning	Public Works	Ongoing; under construction. Phases 1 and 2 complete. Phase 3 is under construction. Completion of remaining phases targeted for Summer 2017.




Very Important






50 ON-GOING	WP	Complete an updated cost allocation plan, user fee study for non-utility operations, and cost recovery models for non-development related services	Administrative Services	Consultant selected and work is scheduled to begin in late January. This item will continue into 2017.
	WP	Implement recommendations from the department operational reviews:	Community Services Library	
51 BASELINE		Develop and implement strategic plans for the Library and Community Services departments		Both plans were completed and are being implemented.
 BASELINE		Revise and update departmental policies and procedures in the Library and Community Services departments		Community Services policy updates complete. Library policy updates are ongoing.
 BASELINE		Develop and improve cooperative relationships with community stakeholders (school districts, community groups, etc.)		Ongoing





Important

54 ON-GOING	WP	Analysis and prioritization of alternative service delivery model goals, what outcome is desired (financial, service changes, etc.) and what metrics determine success	City Manager's Office	Ongoing
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 BASELINE	WP	Assess current staffing levels in the Administrative Services department, realign existing resources, and add resources where necessary to support the organization's current and future needs for technology, financial and human resources support	Administrative Services	Ongoing; successfully completed recruitment for two management analysts (Human Resources and Finance), two additional analyst vacancies remain (Human Resources and Information Technology)
 ON-GOING	WP	Improve community communications	City Manager's Office	Ongoing; informational item presented to the City Council on Oct. 11.
57 ON-GOING	WP	Initiate organizational study for development services utilizing industry best practices	City Manager's Office Community Development Public Works	Developing a scope of work for the study
58 ON-GOING	WP	Initiate organizational study for Public Works maintenance services	City Manager's Office Public Works	Developing a scope of work for the study

Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently				
Number	Source	Description	Lead Department	Update
Extremely Important				
59 ON-GOING	WP	Develop and implement transit improvements (study transit options including enhancements to existing shuttles and transportation management associations, install new shuttle stop signs and amenities)	Public Works	Ongoing; were awarded funds from SMCTA and C/CAG for expanded shuttle service in 2016-17. Next steps are to finalize service enhancements and publicize route changes, expected in early 2017.
 TRANSPORTATION MASTER PLAN	CIP WP	Study and prioritize Willow Road transportation improvement options	Public Works	Ongoing; conducted City Council study session Aug. 23 about desired improvements and Willow Road curb extensions on Oct. 25. Next step is to return to the Transportation Commission for review in early 2017.
 ON-GOING	CIP WP	Work with Caltrans and regional funding partners to design and begin construction on 101/Willow Road interchange	Public Works	Ongoing; design completed. Secured remaining funds to advance to construction. Caltrans in process of award construction contract. Coordinating with PG&E on gas and electric utility relocations.
	CIP WP	Construct Citywide Bicycle and Pedestrian Visibility Project (add green colored pavement to existing high-use corridors at conflict points and downtown bike racks) (grant funded)	Public Works	Completed

	CIP WP	Construct Menlo Park-Atherton Bike/Pedestrian Improvements Project (Valparaiso Avenue Safe Routes to School project) (grant funded)	Public Works	Completed
	CIP WP	Construct Menlo Park-East Palo Alto Connectivity Project (add Class III bike routes and sharrows to connecting streets and fill sidewalk gaps on O'Connor Street and Menalto Avenue) (grant funded)	Public Works	Completed
 ON-GOING	CIP WP	Prepare Project Study Report for Ravenswood Avenue/Caltrain grade separation Project (grant funded)	Public Works	Ongoing; awarded consultant contract in March 2016. Held the first community workshop May 2 and second workshop Oct. 4. Commission presentations held in Nov./Dec. 2016. Next step is to incorporate feedback into preliminary engineering work and present information to the City Council in February.
 TRANSPORTATION MASTER PLAN	CIP WP	Explore Dumbarton Rail Corridor activation / reuse	Public Works	Ongoing; the City is coordinating through the SamTrans-led Dumbarton Corridor Study. The first community workshop held in Menlo Park May 12 and the second workshop was held in Redwood City Sept. 14. A presentation to the City Council occurred Nov. 15. The final study is expected to be released in April-May 2017.
67 TRANSPORTATION MASTER PLAN		Install bus shelters at the Senior Center and on Willow Road between U.S. 101 and Bayfront Expressway	Public Works	Ongoing; Provided update to the City Council on Oct. 25. Council authorized the City Manager to enter into agreements with SamTrans for the installation of bus shelters. In process of negotiating agreement with SamTrans. Concrete pad for shelter at Market Place Park was poured in December 2016.
Very Important				
 ON-GOING	CIP WP	Coordinate with regional agencies on High Speed Rail project, including environmental review	Public Works	Ongoing; the High Speed Rail Authority initiated environmental review in May 2016. The City prepared a comment letter on the Notice of Preparation in June 2016.

 ON-GOING	CIP WP	Begin design and implement El Camino Real Corridor Study	Public Works	Ongoing; City Council acted May 3 to advance design and construction of east-west crossings and further evaluation of Alternative 2. North-south corridor improvements on hold pending further City Council direction.
	CIP	Design and construct Sand Hill Road signal modification project	Public Works	Majority of construction is complete.
		Establish a crosswalk policy	Public Works	Complete; City Council approved the policy Sept. 13.
Important				
 BASELINE	CIP WP	Work with Caltrain to complete Peninsula Corridor Electrification Project design review	Public Works	Ongoing; City Council authorized the City Manager to sign a reimbursement agreement May 24.

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CITY OF MENLO PARK BUDGET PRINCIPLES

The City Council-approved budget principles guide the development of the proposed budget each year. These principles, which were first introduced for fiscal year 2013-14 and refined annual since, call for the City to:

- Promote the City's long-term fiscal sustainability through strategic investments in programs, services and infrastructure.
- Enhance and maintain baseline city services and infrastructure to positively affect the quality of life in Menlo Park.
- Align and adjust staff capacity to implement the City Council adopted initiatives and strategies and to meet current demands for service.
- Invest in staff development and new technologies that drive efficiency and productivity.
- Actively pursue revenue enhancement opportunities and strive to achieve full cost recovery for all fee-based services, except where the City Council sees a clear public interest in providing a subsidy.
- Continue to refine the budget document to enhance the public's access to the City's financial information while also providing for proper internal controls over the city's resources.
- Monitor and report on changes in CalPERS retirement plan liabilities and include those changes in the City's 10-year financial plan.
- Develop an employee vacancy factor assumption and discuss that assumption in the context of the long-term financial forecast.
- Evaluate one-time revenues for highest and best investment and recognize the benefit of leveraging near term investments for long-term gains in financial sustainability and/or quality of life.

Revised January 29, 2016

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Procedures Manual Menlo Park City Council

CITY OF MENLO PARK
Mission Statement

It is the mission of the City government to ensure that Menlo Park is a desirable and vibrant community in which to live and do business, and to respond to the values and priorities of the residents so as to provide for the community's current and future needs.

Explicitly, the City fulfills its function by:

- Addressing the needs of the residents through the City Council, the appointed commissions, and the City staff.
- Providing easy and open access to information and encouraging dialogue, enabling residents to actively engage in civic life.
- Providing for the safety of its residents, businesses, and visitors.
- Providing timely and responsive service.
- Providing special assistance to those in need.
- Functioning effectively, efficiently and with accountability.
- Creating a positive and desirable workplace environment for City employees.
- Managing change for the betterment of the City.
- Creating and maintaining a viable revenue stream and providing for the unpredictable nature of our economy.
- Implementing and maintaining City infrastructure, facilities, and programs.
- Formulating sound environmental policies.
- Recognizing and supporting the City's diverse neighborhoods and population.
- Acting as a responsible member of the greater region.

C O N T E N T S

Chapter 1

Introduction

- Purpose of Procedures Manual5
- Overview of City Documents 5
- Orientation of New Council Members 6
- League of California Cities Guide 6

Chapter 2

City Council: Powers and Responsibilities

- City Council Generally 7
- Role of Mayor & Mayor Pro Tempore 7
- Appointment of City Manager, City Attorney 8
- Role in Disaster 8
- Appointment of Advisory Bodies 8
- Council Relationship with Advisory Bodies 9
- Role of Commission Liaison..... 9

Chapter 3

City Council Meetings

- General Procedures 10
- Meeting Schedule 10
- Special Meetings 10
- Development of Agenda 11
- Placing Items on Agenda 11
- Notification and Advertising 12
- Order of Business 12
- Discussion Rules 14
- Voting Procedures 15
- Other Guidelines 16
- Open Meeting Laws (the “Brown Act”)..... 17

Chapter 4

Council Communications

- Overview 19
- Correspondence from Council Members 19
- Speaking for “The City” 19
- Local Ballot Measures 20
- State Legislation, Propositions 20
- Proclamations 20

Chapter 5

Interaction with City Staff

Overview 21
Council-Manager Form of Government 21
Council-Manager Relationship 21
City Manager Code of Ethics 22
City Council-City Attorney Relationship 22
Roles and Information Flow 22
Dissemination of Information 23
Magnitude of Information Request 23
Staff Relationship with Advisory Bodies 24
Restrictions on Political Involvement by Staff 24

Chapter 6

Support Provided to City Council

Staff Support 25
Office Equipment 25
Meeting Rooms 26
Mail, Deliveries 26

Chapter 7

Financial Matters

Council Compensation 27
Expenditure Allowance 27
Expenditure Guidelines 27

Chapter 8

Conflicts & Liability

Conflict of Interest 28
City Attorney Advice 28
Conflict of Interest Forms 29
Liability 29

Chapter 9

Additional Training & Resource Materials

League of California Cities 30
Local Government Commission 30
International City Management Association (ICMA) 30
Other Reference Material on File 30

Appendix

- A. Reference Guide to Motions
- B. Legislative Policy Guide
- C. List of City Council Policies
- D. City Manager Code of Ethics

Introduction

The Menlo Park City Council establishes policies and priorities for the community and is responsible for the fiscal health of a public corporation.

Purpose of the Procedures Manual

City of Menlo Park staff prepared a procedures manual to assist the City Council by documenting currently accepted practices. Through agreement of the City Council and staff to be bound by these practices, the effective administration of City Council affairs is greatly enhanced. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Council Members in their actions. It is anticipated that this Procedures Manual will be reviewed by each two-year City Council and may be revised from time to time.

Overview of City Documents

This procedures manual provides a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of a city council. Many other laws, policies, plans and documents exist which bind the City Council to certain courses of action and practices. A summary of some of the most notable documents that establish City Council direction is provided below.

Municipal Code: The Municipal Code contains local laws and regulations adopted by ordinances. The administrative chapter of the code addresses the role of the City Council, Mayor and Mayor Pro Tempore. It also describes the organization of City Council meetings and responsibilities as well as the appointment of certain city staff positions and advisory commissions. In addition to these administrative matters, the Municipal Code contains a variety of laws. The municipal code is available on the City's website.

California Government Code: The State Government Code contains many requirements for the operation of city government. Many of these requirements are also replicated within the municipal code to ensure there is broad awareness of such requirements. Menlo Park is a "General Law" city, which means it is organized in accordance with provisions of the State Government Code. Also described within the government code is the Council-City Manager form of government. Basically, this form of government prescribes that a city council's role is to establish policies and priorities, while the role of the City Manager is to oversee the operations of the city government.

Annual Budget: The City's annual budget provides a description of city services and the resources used to provide services. The document contains both a broad overview of the budget as well as descriptions of programs and services organized for convenience by lead department. The City operates on a July 1 through June 30 fiscal year.

General Plan: The General Plan is a legal document, required by state law, which serves as the city of Menlo Park's "constitution" for development and the use of its land. It is a comprehensive, long-term document, detailing proposals for the physical development of the city, and of any land outside its boundaries but within its designated "sphere of influence."

Orientation of New Council Members

It is important that members of the Council have an understanding of the full range of services and programs provided by the organization. As new members join the City Council, the City Clerk coordinates with department heads to provide tours of City facilities and meetings with key staff.

Menlo Park City Council: Powers and Responsibilities

City Council Generally

The powers of a city council in California to establish policy are quite broad. Essentially, councils may undertake any action related to city affairs other than those forbidden or preempted by state or federal law. Specifically, *the Council shall have the power, in the name of the city, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants and which are not specifically forbidden by the Constitution and laws of the State of California (California Government Code section).*

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Mayor Pro Tem have some additional ceremonial and administrative responsibilities as described below, in the establishment of policies, voting and in other significant areas, all members are equal. It is also important to note that policy is established by at least a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. In turn, it is staff's responsibility to ensure the policy of the Council is upheld. Actions of staff to pursue the policy direction established by a majority of Council do not reflect any bias against Council members who held a minority opinion on an issue.

The City Council has occasionally debated whether it should take positions of a broader nature or limit itself to purely municipal functions. Historically, Menlo Park City Councils have chosen to not take positions on issues outside of their immediate authority to effect. The propensity of the City Council to involve itself in such issues reflects the personalities and outlooks of the members who make up the two-year Council sessions.

Limitations are imposed on a Council member's ability to serve on appointed boards of the city. State law expresses that no member of the Council shall serve as a voting member of any city board, committee, or commission, whether composed of citizen volunteers, city employees, or a combination of both. This is not construed as prohibiting members of the Council from serving on committees or subcommittees of the Council itself, or of agencies representing other levels of government. In fact, Council members often participate and provide leadership in regional and state programs and meetings. Council members are strongly encouraged to report to the Council on matters discussed at subcommittees and other regional or state board/agency/group activities in which they have been involved.

Role of Mayor & Mayor Pro Tempore

Mayor: As reflected in the Municipal Code, the Mayor is to preside at all meetings of the City Council and perform such other duties consistent with the office as may be imposed by the Council or by vote of the people. The Mayor does not possess any power of veto. As presiding officer of the Council, the Mayor is to faithfully communicate the will of the

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 Council action to sign documents. In the event the Mayor is unavailable, the Mayor Pro Tempore's signature may be used.

Traditionally, the Mayor has also been assigned by the City Council to consult and coordinate with the City Manager in the development of agendas for meetings of the City Council. The scope of such review focuses on the timing of business items and the volume of business that can be considered at any one meeting. Such review does not allow for a unilateral unlimited delay of items to be considered by the Council or the introduction of new items not otherwise part of the Council's identified priorities or staff's work plan. Should any significant disagreement arise regarding the scheduling of items, these matters are to be resolved by the full City Council. The staff maintains a "tentative" Council Calendar that programs when matters will likely be considered at future meetings.

Mayor Pro Tempore: The City Council has specified that the Mayor Pro Tempore shall perform the duties of the Mayor during the Mayor's absence. The Mayor Pro Tempore shall serve in this capacity at the pleasure of the City Council.

Appointment of City Manager, City Attorney

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. The City Manager is an employee of the City and has an employment agreement that specifies certain terms of employment including an annual evaluation by the City Council. The City Manager is responsible for all other personnel appointments within the City. The current City Attorney is a part-time employee, and a partner in a local law firm that has served the City for many years.

Role in Disaster

The City Council has some special, extraordinary powers in the case of a disaster. Some meeting restrictions and expenditure controls are eased in such extreme situations. In critical situations the Council may be directed by the City Manager/Emergency Services Director to assemble in the City's Emergency Operations Center (EOC), located within the Police Department, to provide policy guidance and to receive information in an emergency. Should the City Council not be available during an emergency, state law specifies a hierarchy of others who may serve in place of the City Council. The most likely scenario is that the County Board of Supervisors would serve in the place of the Council.

The City Council also has the responsibility to declare a local emergency. Emergency proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property caused by natural or man-made situations. The local proclamation is the first step toward a State and Federal declaration which would then activate eligible State and Federal disaster relief programs to provide financial relief to both local government and the public.

Appointment of Advisory Bodies

The city has a number of standing advisory bodies. City Council Policy #CC-01-004, Commissions/Committees Policies and Procedures and Role, contains guidelines on the appointment, roles and responsibilities of the various Commissions. These procedures apply to all appointments and reappointments to standing advisory bodies.

In addition, resident committees and task forces are occasionally appointed by the City Council to address issues of interest. A task force or other ad hoc body is a body created by Council for a specific task. Council subcommittees, when used, are to help the Council do its job. Committees ordinarily will assist the Council by preparing policy alternatives and implications for Council deliberation. Council subcommittees will normally not have direct dealings with staff operations. Council subcommittees may not speak or act for the Council. Subcommittees will be used sparingly and ordinarily in an ad hoc capacity. This policy applies to any group that is formed by Council action, whether or not it is called a subcommittee. Unless otherwise stated, a subcommittee ceases to exist as soon as its task is complete. The Council may assign, and specify the role of, one or two Council Members to the task force (if more, it becomes a defacto Council meeting). Unless otherwise specified, Council Members have all the rights, and only the rights, of ordinary citizens with respect to task forces and other ad hoc bodies.

Note that both appointed advisory bodies and ad hoc committees are usually subject to the open meetings laws commonly known as the Brown Act.

Council Relationship with Advisory Bodies

The City Council has determined that Council Members should not lobby commissioners for particular votes. However, Council Members may attend meetings as residents and request that commissioners consider certain issues during their deliberations or in unusual instances as Council Members to reflect the views of the Council as a body.

Council Members choosing to attend commission or committee meetings should be sensitive to the fact that they are not participating members of the body. Council Members have the rights, and only the rights, of ordinary citizens with respect to Commissions – including the right to write to and speak to the Commission during public comment periods.

Role of Commission Liaison

Members of the Council are assigned to serve in a liaison capacity with one or more city commissions. 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 Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, members may elect to attend commission meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission chair on a regular basis.

Members should be sensitive to the fact that they are not participating members of the commission, but are there rather to create a linkage between the City Council and commission. In interacting with commissions, Council Members are to reflect the views

of the Council as a body. Being a Commission liaison bestows no special right with respect to Commission business.

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

City Council Meetings

General Procedures

By resolution, the City Council has adopted a modified version of Roberts Rules of Order.

Presiding Officer: The Mayor is the presiding officer and acts as chair at Council meetings. In the absence or incapacity of the Mayor, the Mayor Pro Tempore serves as presiding officer.

Seating arrangement of the Council: The Mayor Pro Tempore is seated immediately next to the Mayor. The Mayor, with the approval of individual Council members, shall establish the seating arrangement for regular Council meetings.

Quorum: Three-fifths of the Council members constitute a quorum for the transaction of business.

Meeting Schedule

The Council approves and follows an annual calendar that reflects its priorities and coincides with the budgeting process, beginning at the start of the calendar year. A Capital Improvement Plan is reviewed in February for the following fiscal year, in order to reflect the commitment of resources required. Other Council priorities are overlaid on the calendar as time permits.

Regular meetings are usually held in the Council Chambers, 701 Laurel Street, on Tuesdays at 7 pm, with study sessions and closed sessions generally being convened earlier, as needed, or at the end of the meeting at the conclusion of public business.

On occasion, the Council meeting will be held in alternative locations such as the Senior Center. No Council meeting will typically be held in the event that a regular meeting of the Council falls on a legal holiday or the day after a holiday. Other meetings throughout the year may be cancelled as well. Council Members should inform the City Manager's secretary as soon as possible if they intend to be out of town on a set meeting date. On occasion, arrangements may be made in order for Council Members to remotely participate in Council meetings by telephone conference call when out of town.

Special Meetings

Special meetings may be called by the Mayor or by three members of the City Council. Written notice must be given to the City Council and to the media 24 hours prior to a special meeting. No business other than that officially noticed may be discussed.

Public Comment: At all regular and special meetings, public comments must be permitted before or during consideration of any agenda item. Public comment is appropriate on any matter within the jurisdiction of the City Council.

Meeting Notices and Minutes: Notice requirements of the Brown Act are complied with for all meetings; minutes of the meeting are taken by the City Clerk or designee and made available for public inspection.

Development of Agenda

The City Council adopts a yearly meeting calendar identifying meeting dates and cancellations to aid members and staff with planning and scheduling. A medium-range “tentative” Council calendar that reflects an estimate of when various items will be scheduled over the next few weeks is available on the City’s website. A copy of the draft agenda is transmitted to the Mayor for review on the Monday one-week prior to the meeting. Staff is required to submit reports for a Tuesday Council meeting to the City Clerk by noon on the Thursday of the week preceding the meeting. All agenda materials are available on Thursday evening before the Tuesday Council meeting. Website posting includes a tentative Council calendar that shows Council meeting dates and planned agenda items 3-5 weeks in advance.

Given this agenda development schedule, it is usually extremely difficult when Council requests at a Tuesday meeting that a report be prepared for consideration the following meeting. For this reason, it will usually require at least one week for the preparation of a report requested by the City Council. Complex reports, of course, will require more time to prepare, and an estimated time of completion can be provided to the City Council. The ability to schedule new agenda items depends on the nature of the item itself, other agenda subjects that are already scheduled and the amount of time available.

Placing Items on Agenda

City Council: A Council Member may request an item be considered on a future agenda and, upon agreement of a majority of Council, staff will prepare a staff report if formal Council action is required. Council Members may make this request verbally during a meeting or may submit written requests. Normally, the process involves two steps: initial consideration of the request by the full Council at the soonest possible regularly scheduled meeting; and, if a majority agrees, the matter is then scheduled for further consideration on an upcoming meeting agenda.

Members of the public: A member of the public may request that an item be placed on a future agenda during public comment or through other communication with Council Members. Upon approval of a majority of Council, the item will be agendized and a staff report may be prepared. The City Manager will inform the Council of the potential impact the request will have on established priorities or staff workload and seek approval by the City Council before authorizing the work or scheduling the item as appropriate.

Emergency and Non-Agendized items: Emergency and non-agendized items may be added to an agenda only in accordance with state law. Emergency items are only those matters affecting public health or safety such as work stoppages, disasters and other severe emergencies. Adding an emergency item requires a majority vote. Emergency items are very rare. More likely, after the agenda is posted an item arises that the

Council would like to act on. Non-agendized items may be added to the agenda only if the Council makes findings that (1) the need to consider the item arose after the posting of the agenda, and; (2) there is a need to take immediate action at this meeting of the City Council. These findings must be approved by a 4/5th vote; if less than five members of Council are present, the findings require a unanimous vote of those present.

Notification and Advertising

The City attempts to well publicize matters of significant neighborhood or community public interest that appear on a City Council agenda, as well as all matters where advertising is required by law. Advertisements and notifications are intended to inform all interested individuals.

Order of Business

The City Council established the order of business for meetings through the adoption of a policy on meeting procedures. Technically, the order of the agenda is as follows: roll call; special business; proclamations; council, committee and staff reports; public comment #1; appointments to boards/commissions/committees; consent calendar; public hearings; regular business; written communications; information items; adjournment. The following section describes the various types of meeting components.

- 1. Closed Sessions** (*closed to the public*): The ability of the City Council to conduct sessions not open to the public is restricted by state law to ensure open proceedings. Certain defined circumstances exist wherein a city council may meet without the public in attendance. Such circumstances include:

Real Property: The purchase, sale, exchange or lease of real property with the City's negotiator; the real property and the person(s) with whom the City may negotiate must be announced in open session prior to the closed session (*Cal Govt Code 54956.8*).

Litigation: Pending or a significant exposure to litigation or the decision to initiate litigation; the litigation title must be identified in open session prior to the closed session unless the Council states that to do so would jeopardize its ability to conclude existing settlement negotiations or effectuate service of process.

Compensation: Salaries and benefits of employees; Council meets in closed session to review its position and instruct designated representatives (*Cal Govt Code §54957.6*).

Personnel: A closed session is held to discuss the appointment, employment, evaluation of performance, or dismissal of a public employee, or to hear a complaint against the employee unless the employee requests a public hearing (*Cal Govt Code §54957.6*).

It is critical to stress that there shall be no disclosure of closed session confidential information. Members of the Council, employees of the City, or anyone else present shall not disclose to any person, including affected/opposing parties, the press, or anyone else, the content or substance of any discussion which takes place in a

closed session without Council direction and concurrence. Whenever possible, written reports received for closed session items will be turned in at the end of the meeting.

Typically, closed sessions will be scheduled prior to the public portions of the meeting or at the end of the meeting after public business has been concluded. This is done so public portions of the meeting are not interrupted by closed sessions. In addition, such sessions may require the attendance of special legal counsel and consultants. In an attempt to manage the costs of these professionals, it is beneficial to conduct closed sessions at a time certain. On occasion, during the course of a regular meeting, an issue arises that requires the Council to adjourn to a closed session on the advice of the City Attorney.

- 2. Council Member Reports:** Provides members of the Council an opportunity to introduce matters not currently before the Council, including brief announcements, to pose questions of staff and make requests for items to be placed on the agenda at a future meeting. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from the public, requests to agenda future items, or announcements of interest to the public.

State law provides that Council can take action only on such matters that have been noticed at least three days (72 hours) in advance of the regular meeting, or 24 hours in the case of a special meeting, unless special circumstances are found to exist (as mentioned above). Formal action or approval on non-agendized items is not allowed, and such items should be placed on the agenda of the next available regular meeting.

- 3. Consent Calendar:** Those items on the Council agenda that are considered to be of a routine and non-controversial nature by the City Manager are placed on the "Consent Calendar." These items shall be approved, adopted, accepted, etc., by one motion of the Council. Typical consent calendar items include the final reading and adoption of ordinances, various resolutions approving agreements, awards of contracts, minor budgetary adjustments, meeting minutes, status reports, and reports of routine city operations.

Council Members may request that any item listed under "Consent Calendar" be removed from the Consent Calendar, and Council will then take action separately on this item. A member of the public may request that an item listed under "Consent Calendar" be removed and Council action taken separately on the item; the City Council must concur with such a request. Items that are removed ("pulled") by members of the Council for discussion will typically be heard after other Consent Calendar items are approved unless the majority of Council chooses an earlier or later time.

Council Members are encouraged to contact the City Manager's office prior to 12:00 noon on the day of a Council meeting day to provide notification of items to be removed from the Consent Calendar. This practice allows the City Manager to notify staff that may need to be present to respond to removed items. Equally important, it also allows the Manager to inform staff who do not need to be present at the

meeting. Unless contacted in advance of the meeting with sufficient time, the presumption is that staff will not be present.

- 4. Public Comment:** The City Council receives general public comment about issues not on the agenda. Comments on agenda items should not be heard until the appropriate item is called. Individuals desiring to speak are to address the Council from the speaker podium after giving their name and place of residence. Speaker cards may be required and should be filled out, including the speaker's actual jurisdiction of residence, and given to the City Clerk prior to Public Comment.

Comments should focus on a specific matter within the Council's jurisdiction. Members of the public are encouraged to present written comments, preferably in advance of the meeting, as a way to fully communicate their thoughts on agenda or non-agenda items. When written materials are presented, they should be submitted to the City Clerk for distribution and record keeping ahead of time. Comments are typically limited to three minutes per speaker so that all have an opportunity to address the Council.

Videos, PowerPoint or similar presentations may accompany in-person testimony but are subject to the same speaking time limits. Prior notice and coordination with the City Clerk is strongly encouraged and the Mayor reserves the privilege to limit such requests as necessary for the effective conduct of the meeting. Speakers are to address their comments to the City Council from the podium.

Public comment on regular business items normally follows staff's presentation of the staff report, clarifying questions from Council Members and applicant comments as necessary and appropriate. Typically, applicants or appellants are limited to a maximum of 10 minutes. Council will then hear public comment.

- 5. Public Hearing:** In the case of public hearings, once the Council has voted to close the hearing, no member of the public shall be permitted to address the Council or the staff from the audience, except at the discretion of the presiding officer (Mayor).
- 6. Regular Business Items:** Regular items are shown on the agenda and are normally taken in the order listed.
- 7. Informational Items:** Informational items may contain a status update, background report or a preview of a larger item coming before the Council at a future meeting.
- 8. Written Communications:** The City Council has established a practice of placing written communication between Members requesting items to be agenda and select letters sent by agencies to Council Members on the meeting agenda so that this correspondence receives wide distribution. If letters or emails from the public are received on the day of or just before a meeting, copies will be placed at the Council Members' positions on the dais.
- 9. Commission Reports:** Commission reports provide an opportunity for designated members of appointed boards to address the Council on matters of importance or to update the Council and community on studies that are underway.

10. Study Session: From time to time, the Council will hold study sessions. These meetings are normally scheduled before the regular Council meeting. . The purpose of study sessions is to give the Council a less formal and more interactive forum to discuss issues in advance of any official action to be taken. Staff often presents policy alternatives and is more directly engaged in the dialogue. Meetings are open to the public and are broadcast and videotaped when held in the Council Chambers and at the direction of the Council. While general direction may be given to staff or the proponent behind the topic of discussion, no formal action by the Council is taken in a study session.

Discussion Rules

To assist the City Council in the orderly discussion of items, rules are followed which represent accepted practices for the management of Council meetings.

1. **Obtaining the floor:** A member of the City Council or staff shall first address the Mayor and gain recognition. Comments and questions should be directed through the chair and limited to the issue before the Council. Cross-exchange between Council Members and public should be avoided.
2. **Questions to staff:** A Council Member shall, after recognition by the Mayor, address questions to the City Manager, City Attorney, department head or designated staff member. If a Council Member has questions on an agenda item, that member should preferably contact staff prior to the meeting in order to allow staff time to research a response for the meeting.
3. **Interruptions:**
 - a. Once recognized, a Council Member is considered to have the floor, and another Council Member may not interrupt the speaker except to make a point of order or point of personal privilege. In such a circumstance, the Council Member holding the floor shall cease speaking until the point of order or privilege is resolved.
 - b. Upon being recognized by the Mayor, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the Mayor.
4. **Discussion:** A Council Member should not speak more than once on a particular subject until every other Council Member has had the opportunity to speak. Council Members are encouraged to discuss items during the decision-making process and may ask staff to respond when appropriate. The Mayor normally allows other members to speak first, then will give his/her views and summarize.
5. **Tabling procedure:** Tabling an item immediately stops discussion and causes a vote to postpone a matter indefinitely or to a time and date certain. A motion to “continue” an agenda item has the same effect, but is generally used when a scheduling problem arises or when insufficient time is available to address the matter thoroughly.

6. **Right of protest:** A Council Member is not required to state reasons for a dissenting vote.
7. **Calling for the question:** The purpose of calling for the question is to disallow further debate and put an issue to an immediate vote. A Council Member may move to “call for the question” on an item which is being considered. The motion requires a second, is not debatable, and must pass by a four-fifths vote. If the motion carries, the item is no longer debatable and the City Council must vote on it.
8. **Conducting business at a late hour.** According to Council policy, all regular meetings of the Council are to end by midnight unless there is a three-fourths vote taken by 11:00 pm to extend the meeting. The motion to extend is to include the title of the items to be considered after 11:00 and a new ending time for the meeting.

Voting Procedures

When present, all Council Members are to vote. Failure of a seated member to orally express a vote constitutes an affirmative vote.

No ordinance, resolution or motion shall be passed or become effective without an affirmative vote by the majority with a quorum present.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Council Member will step down from the dais and leave the Chambers.

Council members may declare general consensus at the discretion of the presiding officer, if there are no negative votes or objections.

Upon the request of any Council Member, a roll call vote will be taken and recorded.

Tie vote: A tie vote is equivalent to a motion that has failed. The presiding officer may publicly explain the effect of the tie vote for the audience or may direct a member of the staff to do so.

Motions. There are a number of types of motions, each of which must meet certain requirements before a vote can be taken. A reference guide to motions is provided in chart form in Appendix A of this manual.

Reconsideration: Reconsideration of an item shall be allowed in accordance with the following Council guideline: A Member of the prevailing majority when the previous vote was taken must make a motion for reconsideration. The City Council has determined that any motion for reconsideration should be made at the meeting immediately following that at which the action was taken. No motion for reconsideration will be entertained after this time unless the City Council determines significant new information has arisen which warrants such action.

Other Guidelines

Other guidelines have been developed to ensure that meetings of the Council are conducted in a civil and professional manner. Council members and staff shall:

1. Work to preserve appropriate order and decorum during all meetings.
2. Discourage side conversations, disruptions, interruptions or delaying efforts.
3. Inform the Mayor before departing from a meeting.
4. Limit disruptive behavior. The Mayor will call persons demonstrating rude, boisterous, or profane behavior to order. If such conduct continues, the Mayor may call a recess, request the removal of such person(s) from the Council Chambers, adjourn the meeting, or take such other appropriate action. The Council has a policy to discourage applause, booing or other similar behaviors from the public during meetings.
5. Recognize that only the City Council, staff, advisory body chairs or designated representatives, and those authorized by the presiding officer shall be permitted to sit at the Council or staff tables.
6. Limit breaks of the City Council to 5-10 minutes. The Council has authorized the Mayor to resume the meeting if a quorum exists and other members have not returned from the break within the announced time period.
7. Impose time limits on speakers. While the City Council encourages and embraces the need for and right of public participation, it acknowledges that public comments must, at times, be limited. Therefore, the City Council authorizes the Mayor, as presiding officer, to poll the audience for an indication of the number of people wishing to speak, and to impose time limits per speaker. Typically, speakers are limited to three minutes but a shorter time limit may be established as deemed necessary. When a member of the public is to speak on behalf of others in attendance, a maximum time limit of ten minutes is usually imposed. After the time limit, Council may ask questions of the speaker for clarification, if needed. Each speaker will be thanked for his or her participation.

Values of Respect: The City Council has also recognized the importance of approaching the public's business in an environment of personal respect and courtesy, which places emphasis on the consideration of policy and avoids personalization of comments. Some guidelines utilized by the City Council include:

1. Discussion should focus on policy matters
2. Personal criticism of members is inappropriate
3. Proper decorum should be displayed as other members express their views
4. Treat members of the public equally, applying rules in a fair and consistent manner

5. Members of the public are advised to treat all public speakers with due respect and to refrain from verbal expressions in support of or opposition to (such as clapping or booing) any public speakers' comments.

Enforcement of Order: The Police Chief or his designee acts as the Sergeant-At-Arms. Any Council Member may request the presiding officer to enforce the rules of protocol. Upon motion and majority vote, the presiding officer shall be required to do so.

Open Meeting Laws (“The Brown Act”)

Operations and procedures of the City and City Council incorporate requirements of the state's open meeting law (commonly referred to as the Brown Act). Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below.

Applicability and Penalties: The entire city organization conducts its business in compliance with the Ralph M. Brown Act, State Government Code Section 54950. The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in open and at public meetings.

- A. Applicability: The Act applies to Council and all commissions, boards and Council appointed subcommittees (except if comprised entirely of two Council Members) and task forces that advise Council. Staff cannot promote actions that would violate the Act.
- B. Meetings: All meetings shall be open and public. A City Council meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Social functions (e.g., receptions, dinners) do not fall under the Act unless city business is discussed.

Serial meetings take place when any member of Council or city staff contact more than two Council Members for the purpose of deliberating or acting upon an item pending before the City Council. This restriction does not apply to the public or media who may contact Council Members. Correspondence that merely takes a position on an issue is acceptable. Note that the Brown Act applies to City Council Members immediately after their election and prior to their swearing-in ceremony.

- C. Agendas: Agendas for regular meetings must be posted 72 hours in advance of the meeting and must meet various requirements.
- D. Actions: No action can be taken on any item not appearing on the posted agenda.

Exceptions: 1) An emergency situation exists (determined by a majority of the Council). 2) The need to take action arose subsequent to the agenda being posted and there is a need for immediate action (determined by 2/3 vote of the Council; or if less than 2/3 are present, by unanimous vote). 3) The item was

continued to another meeting that was scheduled and posted within 5 days of the original agenda.

- E. Public Input: The public, by law, has an opportunity to address the Council on any item of interest to the public that is within the jurisdiction of the Council, at the time the matter is heard. The Mayor has the right to establish a time limit on speakers and the total time allocated for a particular issue. Three minutes per speaker has been standard, but in unusual cases either shorter or longer time periods may be established by the Mayor or the Council.
- F. Public Disruptions: A portion or all of the public may be removed if willful disruption makes conducting the meeting "unfeasible"; the press may remain unless they participate in the disruption.
- G. Correspondence: All writings distributed for discussion or consideration at a public meeting are public records.
- H. Special Meetings: Special meetings may be called by the Mayor or a majority of the Council with strict notification requirements for delivery to the media and Council 24 hours before the time of the meeting.
- I. Emergency Meetings: Emergency meetings may be called without notification due to the disruption or threatened disruption of public facilities. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.
- J. Other Provisions: The Act provides many other restrictions and requirements; this chapter is intended merely as a Council summary and overview of the Act, and nothing in this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney and/or the City Clerk for more information.

Council Communications

Overview

Perhaps the most fundamental role of a Council Member is communication—communication with the public to assess community opinions and needs—communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. Because the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking as a Council Member. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

Correspondence from Council Members

Members of the City Council may occasionally be called upon to write letters to citizens, businesses or other public agencies. Typically, the Mayor will be charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. Correspondence sent on behalf of the Council is placed on official City letterhead and is signed by the Mayor or City Manager. Individual members of Council may prepare letters to constituents in response to inquiries or to provide requested information. Individualized City Council Member letterhead is available for this purpose, and staff can assist in the preparation of such correspondence. Council Members are required to provide copies of any correspondence on City letterhead to every Council Member and the City Manager.

On occasion, members may wish to transmit correspondence on an issue upon which the Council has yet to take a position or about an issue for which the Council has no position. In these circumstances, members should use their personalized letterhead and clearly indicate within letters that they are not speaking for the City Council as a whole, but for themselves as one member of Council.

After the City Council has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, City letterhead, official Council title, and staff support should not be utilized in order to avoid confusion. In addition, City letterhead and staff support cannot be utilized for personal or political purposes.

Council Members may be asked to prepare letters of recommendation for students and others seeking appointment. It is appropriate for individual Council Members to utilize City letterhead and their Council titles for such letters. No review by the full Council is required, however, copies will be kept on file.

Speaking for “the City”

Similar to written correspondence, when members are requested to speak to groups or are asked the Council's position on an issue, the response should reflect the position of

the Council as a whole. Of course, a member may clarify their vote on a matter by stating, for example, "While I voted against "X", the City Council voted in support of it." When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual member.

When dealing with members of the media, it is usually the Mayor who represents the position and interest of the City Council. When the City Manager or Department Heads are contacted, they too will refer the media first to the Mayor for comment. Similarly, when the City issues a Press Release, the Mayor is consulted in terms of any Council Member quotes or references. The City Manager decides whether staff are available to respond to media requests directly or not.

Local Ballot Measures

At times measures that affect City Council policy may be placed on the ballot. There are restrictions regarding what actions a City Council or individual Members may take on ballot measures. Guidelines as to what is permissible are available from the City Clerk or City Attorney upon request.

State Legislation, Propositions

The City has been a member of the League of California Cities for many years. In addition, the City has a representative on the City/County Association of Governments (C/CAG). Both of these groups actively track legislation at the state level. Either through the advisories received from these two organizations or as a result of City staff following key legislative bills of importance to the City, the Council is at times requested to take a position or an action on pending state legislation. Unless Council has previously acted on a similar bill in the recent past, in which the City's position is clear, the Council has a practice of requiring analysis and discussion of bills prior to taking an official position. The analysis includes a summary of the legislation's purpose and a listing of those entities both in support of and against the proposed legislation. As a framework for screening bills that are pending to determine if the City should weigh in, Appendix B serves as a Legislative Policy Guide, with the explicit understanding that the City will express itself on legislation dealing with issues that will directly effect its financial stability or effective operation, and that the City may enter into alliances with other entities to promote common goals.

Proclamations

Ceremonial proclamations are often requested of the City in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the city can make special recognition of an event (e.g., Recycling Week) or individual. As part of his/her ceremonial responsibilities, the Mayor is charged with administration of proclamations. Individual Council Members do not issue proclamations. Proclamations can be sent to the requestor or presented at a City Council meeting as arranged with the requesting body and at the Mayor's discretion.

Interaction with City Staff

Overview

City Council policy is implemented on a daily basis through staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so that policies and programs may be implemented successfully. The City of Menlo Park has a long tradition of positive relationships between members of the City Council and staff. To maintain these effective relationships it is important that roles are clearly recognized.

Council-Manager Form of Government

Like most California cities, Menlo Park has adopted a City Council-City Manager form of government. The Council appoints a City Manager to implement policy, enforce laws, direct the daily operations of city government, and prepare and monitor the municipal budget. The Municipal Code specifies roles and responsibilities and requires that Council Members work through the City Manager in dealing with City staff unless simply requesting information from department heads or other staff members. The City Manager is responsible to the City Council as a body rather than to individual Council Members.

Council-Manager Relationship

The employment relationship between the City Council and City Manager reflects the fact that the City Manager is the chief executive officer of the City. The City Manager has an employment agreement with the City Council. Regular communication between the City Council and City Manager is important in maintaining effective interpersonal relations. All dealings with the City Manager, whether in public or private, should be consistent with the authority of the City Manager in administrative and personnel matters. Council Members should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more members of the City Council. Further, Council Members should avoid involving themselves in matters regarding individual City employees or related affairs.

The City Council evaluates the City Manager's performance on a regular basis to ensure that both the City Council and City Manager are in agreement about organizational performance and priority goals that are based on mutual trust and common objectives.

As in any professional relationship, it is important that the City Manager keep the City Council informed. The City Manager respects that the final responsibility for establishing the policy direction of the City is held by the City Council. The City Manager communicates with City Council in various ways. In addition to the formal Council meetings, there are periodic briefing meetings with individual Council members and written memoranda and email. Communication must be undertaken in such a way that all Council Members are treated similarly and kept equally informed. It is also important that the Council provide ongoing feedback, information and perceptions to the

City Manager including responses to written communications and surveys requesting feedback in a timely manner.

City Manager Code of Ethics

The City Manager is subject to a 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. Appendix D is a copy of the City Manager's Code Of Ethics.

City Council-City Attorney Relationship

The City Attorney is the legal advisor for the 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 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 members of Council, but the City Council as a whole.

Roles and Information Flow

Objectives: It is the intent of staff to ensure Council members have free and easy access to information from the City and to ensure that such information is communicated completely, with candor and without bias. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, or executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Council Members, and to allow staff to execute the priorities given by management and the Council as a whole without fear of reprisal.

Council roles: The full City Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, service levels, work loads and schedules, departmental priorities, and the performance of City business. If a Council Member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

Should a Council Member become dissatisfied about a department, he/she should always talk it over with the City Manager. Concerns about a department head must be taken to the City Manager only.

Access to Information: Individual Council Members as well as the Council as a whole shall receive the full cooperation and candor of staff in being provided with any requested information. The City Manager or appropriate staff will inform council when a critical or unusual event occurs about which the public would be concerned.

To assist the City Manager in his ability to monitor the flow of information, requests for information are best tracked if submitted in writing, either in memorandum form or through email. And to ensure proper responsiveness, Council Members are asked to “cc” both the department head and the City Manager on all correspondence with staff

There are limited restrictions when information cannot be provided. Draft documents (e.g., staff reports in progress, administrative draft EIRs) under review are not available for release until complete and after review by city management. In addition, there are legal restrictions on the City’s ability to release certain personnel information even to members of the City Council. Certain aspects of Police Department affairs (access to restricted or confidential information related to crimes) may not be available to members of the Council.

City Council Members have a responsibility in this information flow as well. It is critical that they make use of staff reports and commission minutes. Council Members should come to meetings well prepared – having read staff reports and attachments, and requesting in advance any necessary and available information from staff. If a Council Member has questions on an agenda item, that member should preferably contact staff prior to the meeting in order to allow staff time to research a response for the meeting.

Staff roles: The Council recognizes the primary functions of staff as serving the community, executing Council policy and actions and in keeping the Council informed. Staff is obligated to take guidance and direction only from the Council as a whole or from the appropriate management supervisors through the City Manager. Staff is directed to report to the City Manager any attempts by individual members of the Council to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests made by individual Council Members for information or assistance; provided that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council. If a request by an individual Council Member is determined by the City Manager to take one hour or more of staff time to complete, that request may be included on the formal Council agenda for full Council discussion.

Dissemination of Information

In cases where a staff response to an individual Council Member request involves written materials that may be of interest to other Council Members, the City Manager will provide copies of the material to all other Council Members. In making this judgment, the City Manager will consider whether the information is significant, new, otherwise not available to the Council or of interest to the Council.

Magnitude of Information Request

Any information, service-related request, or revised policy position perceived as necessary by individual Council Members, and that cannot be fulfilled based on the above guidelines, should be submitted by the individual Council Member in writing to the Council as a whole. When raised at a Council meeting, the full Council can decide

whether and when to agendaize the request for further consideration. The City Manager will seek necessary clarification as to whether the Council desires staff research or a report prepared; and, if so, the relative priority that should be given to such a request in light of other priorities and potential workload impacts.

Staff Relationship with Advisory Bodies

Staff support and assistance is typically provided to commissions and task forces. However, advisory bodies do not have authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the City Manager and City Council. The members of the commission/ board/committee are responsible for the functions of the advisory body, and the chairperson is responsible for committee compliance with City policies and practices as outlined in the Commission Handbook.

Staff support often includes preparation of an agenda and its posting in compliance with the Brown Act. Staff may also prepare reports providing background on the issue, alternatives, a recommendation, and appropriate backup materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues. The assigned staff person may take minutes as needed. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

It is important that advisory bodies wishing to communicate recommendations to the City Council do so through approved Council agenda procedures. In addition, if a commission wishes to correspond with an outside agency, that correspondence will be prepared by staff for review by the City Manager and possible approval by the City Council. Individuals who would like staff to perform research or for the commission to review a particular issue must gain the approval for such a request from the full City Council before any work is planned or done. Each Commission establishes a 2-year work plan that is in line with the City Council's goals, which guides the commissions' activities and projects.

Restrictions on Political Involvement by Staff

Local governments are non-partisan entities. Professional staff, as reflected within the principles of the Council-Manager form of government, formulates recommendations in compliance with Council policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement through campaigns, fund-raisers, or other means.

By working for the City, staff members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Different restrictions apply to management and to general employees.

General employees have no restrictions while off the job. No participation in campaigns or other activities may take place while on the job. No City resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaign or other activities in a City uniform. For example, posing for a promotional

photograph for a candidate for local office while in uniform is inappropriate. The support of the City Council in these matters is requested. A Council Member asking staff to sign petitions or similar items can similarly create an awkward situation.

For management staff, the City Manager strongly discourages any involvement in a local campaign even while on personal time. Such involvement could erode the tenet that staff is to provide an equal level of service to all members of the City Council. The City Manager specifically prohibits any political involvement in local campaigns by department heads.

Support Provided to City Council

Staff Support

General administrative support to members of the City Council is provided through the City Manager's Office. Administrative services including scheduling of appointments and receipt of telephone messages are available as needed. Sensitivity to the workload of support staff members in the City Manager's Office is appreciated. Should requested tasks require significant time commitments, prior consultation with the City Manager is requested.

Office Equipment/Technology

To enhance Council Members' ability to communicate with staff and the public, the City Council office is equipped with a computer and telephones with voicemail. The Council can also receive and send faxes.

Council Members may be connected from their home to the City's computer network. Information Technology staff will provide initial assistance in setting up necessary software and hardware. While staff will maintain those computer applications related to City affairs, staff cannot provide assistance for personal computer applications. Each Councilmember is provided the use of a tablet device. When individual Council Members have completed their term of office, any technology must be returned to the City.

These technologies facilitate efficient communication by Council Members. However, their use also raises important legal issues to which Council Members must pay special attention. First, the Brown Act prohibits members from using "technological devices" to develop a concurrence by a majority regarding an action to be taken by the Council. "Technological devices" under the Brown Act include phones, faxes, computer email, public access cable TV and video. Council Members should not use e-mail, faxes or phones for communicating with other Council Members in order to develop a majority position on any particular issue that may come before the full Council. Particular caution is advised when using or responding to email received via the "CCIN" feature on the City's website and email directory. Correspondence sent using CCIN automatically goes to all five Council Members, certain staff and to the local newspapers.

Second, be aware that most emails sent by Council Members probably are public records under the Public Records Act. Even though it does not create paper, sending email is more similar to mailing a letter than placing a telephone call. The information in the email is stored on the computer network until deleted, and may continue to exist on the network's back-up systems even after being deleted. As a result, emails can become records of the City maintained in the course of business, and thus available for public disclosure under the Public Records Act.

Finally, the City's email system is intended for the conduct of official business, and not for political reasons. See CHAPTER 8 for a detailed discussion on the prohibition against using City property and funds for personal or political purposes.

Meeting Rooms

An office is available adjacent to the City Manager's Office for shared use by members of the City Council. Council Members can also reserve larger meeting space for use by contacting the City Manager's Office staff.

Mail, Deliveries

Members of the City Council receive a large volume of mail and other materials from the public, private interests and staff. The City Manager's Office staff maintains a mailbox for each member. Meeting agenda materials are available for pick up Thursday evenings at 5:30pm and are posted on the City's website. Members are encouraged to return unwanted reports and documents to staff for distribution to the public or for recycling.

Financial Matters

Council Compensation

State law and the Municipal Code provide for modest compensation to members of the City Council. State law limits an increase in City Council salaries to 5% per year, effective only following the next election after adoption. Currently, Council Members receive a stipend of \$640 per month. Council Members are also eligible for participation in group insurance benefits including retirement, medical, dental, vision, and life insurance plans available at the level provided to management employees.

Expenditure Allowance

The annual city budget includes limited funding for members to undertake official City business. Eligible expenses include travel for attendance at conferences or educational seminars, and the purchase of publications and annual subscriptions. Travel expense reimbursement for meals does not allow reimbursement for alcohol. Donations to organizations are not eligible nor are meals for individuals other than Council Members. Available funds are disbursed on a first come first served basis, with the Mayor and City Manager monitoring expenses during the year. City Council Policy #CC-91-0002 pertains to travel and meeting expenses.

Expenditure Guidelines

It is important to note that any expense must be related to City affairs. Public property and funds may not be used for any private or personal purpose. Courts have ruled that this prohibition includes personal political purposes. For example, reimbursement could not be allowed to pay for meals at a meeting designed to discuss political or campaign strategies. It is also inappropriate for City funds to pay for a meal or other expenses of a private citizen.

City budgetary practices and accounting controls apply to expenditures within the City Council budget. Reimbursement requests should be made through the City Manager's Office monthly with receipts. Expenditure records are public information. Questions arising as to the proper application or interpretation of the adopted policy will result in the City Manager conferring with the Mayor.

Conflicts & Liability

Conflict of Interest

State laws are in place to prevent an action by a Council Member that would or may constitute a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. At any time a Member believes a potential for conflict of interest exists, he/she is encouraged to consult with the City Attorney or private legal counsel for advice. Staff may also request an opinion from the City Attorney regarding a member's potential conflict. Laws that regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

There are two primary laws that govern conflicts of interest for public officials in California - the Political Reform Act and Government Code §1090. In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; §1090 prohibits a public official from having an interest in government contracts.

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a financial interest. Therefore, if a public official has a conflict of interest, the official must disqualify himself or herself from acting on or participating in the decision before the City. Once a year Council Members and certain staff are required to file statements of economic interests.

Government Code §1090 is similar to the Political Reform Act, but applies only to City contracts in which a public official has a financial interest. The financial interests covered by §1090 are different from those in the Political Reform Act. A Member having an interest in a contract may preclude the City from entering into the contract at all. In addition, the penalties for violating §1090 are severe. If a Council Member believes that he or she may have any financial interest in a contract that will be before the Council, the Member should immediately seek advice from the City Attorney or the Member's personal attorney.

There are a number of other restrictions placed on Council actions that are highlighted in the League of California Cities' *Guide*. Such restrictions include prohibitions on secrecy and discrimination as well as assurance that all city funds are spent for public purposes. Violations of these restrictions may result in personal liability for individual Council Members.

City Attorney Advice

The City Attorney has an affirmative duty to protect the City and City Council from conflicts of interest wherever possible. It is critical to note that while the City Attorney can render advice on the interpretation of State laws and regulations on conflict matters, such advice is solely an interpretation of the law. The only authority that can provide

binding interpretations on such matters is the State Fair Political Practices Commission (FPPC). Members or the full Council may also solicit opinions on such matters directly from the FPPC; however, such opinions often take time to develop and may not readily respond to urgent matters. It is important to note that the City Attorney does not represent individual members of Council, but the City Council as a whole.

Conflict of Interest Forms

Annual disclosure statements are required of all Council members, designated commissioners and senior staff which indicate potential conflicts of interest including sources of income, ownership of property and receipt of loans and gifts. Council Members and the City Manager often serve on the governing board of other agencies as a result of their positions. These agencies also require submittal of disclosure forms. These forms require information including income, loans, receipt of gifts, and interest in real property among other items.

Liability

The City is a large institution offering a variety of services and may occasionally find itself subject to legal actions through lawsuits. For example, those involved in automobile accidents sometimes choose to take actions against a City since the accident occurred on a City roadway. The City must always approach its responsibilities in a manner that reduces risk to all involved; however, with such a wide variety of high-profile services all risk cannot be eliminated. The City belongs to an agency with other governments to manage insurance and risk activities.

It is important to note that violations of certain laws and regulations by individual members of the City Council may result in that member's being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment or fraud.

Additional Training & Resource Materials

League of California Cities

The League is an association of virtually all cities in California. It provides many services including the production of educational conferences for local officials, publication of various newsletters and the monthly magazine *Western City*. The League has lobbyists on staff to represent the interest of cities before the state legislature and federal government and supports committees having local officials as members that are organized to address issues as they arise. The League has an Internet web site at www.cacities.org. The City of Menlo Park participates in League activities through the Peninsula Division.

Local Government Commission

The Commission is a California-based organization that focuses largely on planning and resource conservation issues. It conducts workshops, offers periodic seminars, and publishes newsletters.

International City/County Management Association (ICMA)

ICMA is a professional association of local government chief executives/city managers. The association has an extensive list of publications to assist local officials.

The League of California Cities produces a number of publications on substantive issues in city and local government. These publications are available for purchase from the League.

Municipal Revenue Sources Handbook, 2014

Open & Public IV, Revised July 2010

Rosenberg's Rules of Order: Parliamentary Procedure for the 21st Century

The People's Business: Guide to the California Public Records Act, 2008

Countdown to Success

The **Institute for Local Government** also produces publications. For ILG publications please go to www.ca-ilg.org/publications.

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City of Menlo Park
2017 Draft City Council Work Plan

January 27, 2017

Council Goal Setting Workbook Overview

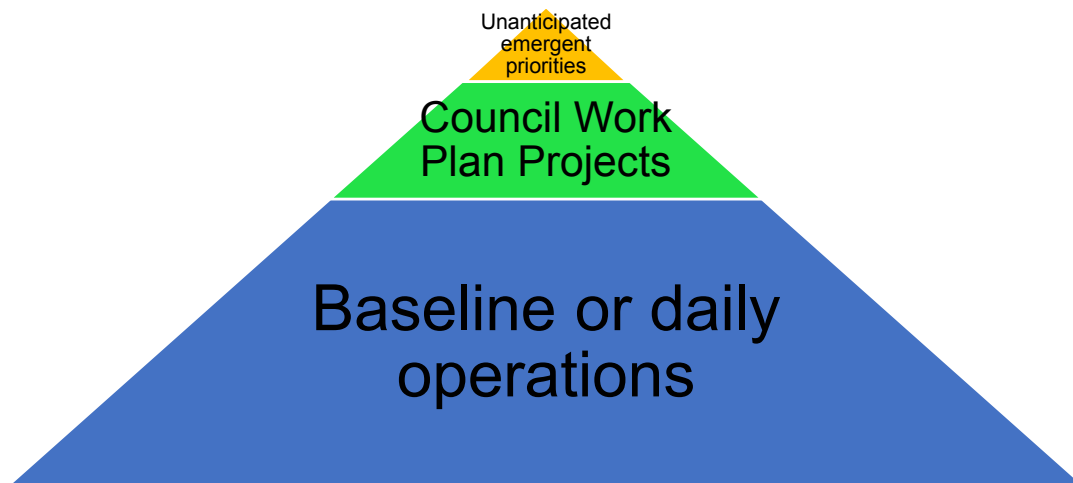
Council members and staff have previously set goals in order to better align Council priorities, staff's work plans, commission's work plans and, ultimately, the City budget. The product of the goal setting process that has evolved over the past several years is a detailed work plan that lists high level themes, specific projects, project sources, the lead department and the status of the item.

The draft work plan covers a roughly 18 month period beginning in February with work plan adoption, with many items commencing work in July following the budget adoption. This year's work plan includes a field to indicate those items that are progressing or will progress over multiple years.

In reviewing the draft work plan and considering which projects to prioritize, staff suggests Council consider differentiation of elements of overall staff capacity into three categories:

- Baseline work
- Work plan projects
- Unanticipated new priorities.

John Nalbandian, local government management expert and professor of Public Administration at the University of Kansas, says roughly 80% of staff capacity should be allocated to ongoing operations and "daily" work (baseline), 15% to priority work plan projects and 5% for unanticipated and emergent priorities. For purposes of this draft work



plan, staff has not only removed completed items, but has reassigned items that, although they began as projects in the previous work plan, are now considered "baseline work". For example, development projects were considered a project when staff capacity did not exist to complete them and now, given Council approved additions to staffing levels, can be considered part of normal operations. This implies that Council will be focusing their work at the goal setting session on prioritizing 15% of staff's total capacity.

This doesn't mean that other, non-prioritized projects are not doable, just that they will be addressed as staff capacity permits. Council is encouraged to propose projects and initiatives that are achievable given the current capacity and demand for services, and to engage in a realistic prioritization of the projects.

Table of Contents

Responding to the development needs of private residential and commercial property owners.....	5
➤ Address Housing Element Implementation Programs	
➤ Implement Downtown/El Camino Real Specific Plan Biennial Review	
➤ Enhanced Housing Program	
➤ Stanford University 2018 General Use Permit Review	
➤ Single Family Residential Requirements and Guidelines	
Realizing Menlo Park’s vision of environmental leadership and sustainability.....	11
➤ Emergency Water Supply	
➤ Green Infrastructure Plan	
➤ Community Zero Waste Plan	
➤ Update the Heritage Tree Ordinance	
Attracting thoughtful and innovative private investment to Menlo Park.....	15
➤ Downtown Streetscape Improvement Project (Specific Plan)	
➤ Downtown Parking Structure and Mix of Uses Design Contest	
Providing high-quality resident enrichment, recreation, and discovery.....	18
➤ Belle Haven Pool Analysis and Audit	
➤ Parks and Recreation Facilities Master Plan Update	
➤ Bedwell Bayfront Park Master Plan	
➤ Park Playground Equipment	
➤ Jack Lyle Park Restroom	
➤ Library Space Needs Study	
➤ Willow Oaks Park Improvements	
Maintaining and enhancing Menlo Park’s municipal infrastructure and facilities.....	24
➤ Water System Master Plan	
➤ Sidewalks on Santa Cruz Ave	
➤ Trash Capture Device Installation	
➤ Administration Building Emergency Generator	
➤ Chrysler Pump Station Improvements	
➤ Library Landscaping	
➤ Arrillaga Family Recreation Center HVAC System Upgrade	
➤ Belle Haven Child Development Center Kitchen and Bathroom Remodel	
➤ Burgess Pool Capital Improvements	
➤ Nealon Park Sports Field Sod and Irrigation System Replacement	
➤ Gatehouse Fence Replacement	
➤ Facilities Maintenance Master Plan	

Table of Contents (Continued)

- Reservoir Reroof and Mixers

Furthering efficiency in city service delivery models.....33

- Complete an updated cost allocation plan, user fee study for non-utility operations, and cost recovery models for services
- City Hall Remodel Project
- Complete a fee study for solid waste services
- Information Technology Master Plan implementation
- Organizational study for Public Works maintenance services
- Organizational study for Development Services
- Community Services Strategic Plan Implementation
- Development of a Citywide Communications Program
- Federal and State Lobbying Initiative

Improving Menlo Park’s multimodal transportation system to move people and goods through Menlo Park more efficiently.....40

- Haven Avenue Streetscape Improvement
- Willow/101 Interchange
- Transportation Master Plan
- Transit Improvements
- Chilco Street Scape and Sidewalk Installation
- High Speed Rail Coordination & Environmental Review
- Oak Grove, University, Crane Bicycle Improvement Project
- Ravenswood Avenue/Caltrain Grade Separation Study
- Laurel Upper School Safe Routes to School Plan
- Middle Avenue Caltrain Crossing Study
- El Camino Real Corridor Study
- Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification

**Responding to the development needs of private residential
and commercial property owners.**

Extremely Important

1. Address Housing Element Implementation Programs

New or Existing	Lead Department
New	Community Development

Project Description
The Housing Element includes a number of Implementation Programs, each with a specific timeline for completion. The City is required to report annually to the State on the progress of the Programs.

Key Milestones
<p>The following three implementation programs are targeted for completion in 2017. Where appropriate, the work on the Implementation Programs will be coordinated with other housing initiatives and goals:</p> <ul style="list-style-type: none"> • (a) Amend the Zoning Ordinance to be consistent with State law and limit the loss of existing residential units or the conversion of existing units to commercial space (Program H2.C) • (b) Amend the Zoning Ordinance to modify R-2 zoning to tie floor area to dwelling units to minimize underutilization of R-2 zoned lots and maximize unit potential, unless unique features of a site prohibit additional units being constructed (Program H2.C) • (c) Adopt an Anti-Discrimination Ordinance to prohibit discrimination based on the source of a person's income or the use of rental subsidies, including Section 8 and other rental programs (Program H1.G).

Other department involvement	Multi-Year
City Manager's Office, City Attorney	No

Funding source	State Mandate
General Fund	Yes

Very Important

2. Implement Downtown/EI Camino Real Specific Plan Biennial Review

New or Existing	Lead Department
Existing	Community Development

Project Description
Complete the implementation of the changes to the Specific Plan directed by the Council during the 2015 biennial review.

Key Milestones
The project is being conducted in two phases. Phase 1, consisting of text and graphic changes related to setbacks, sidewalk widths, hotel incentives and parking, and TDM programs among others will be completed in 2017. Phase 2, which includes more extensive research, environmental review and policy changes is expected to be completed in 2018. The directed changes require consultant assistance.

Other department involvement	Multi-Year
Public Works, City Manager's Office, City Attorney	Yes

Funding source	State Mandate
General Fund	No

3. Enhanced Housing Program

New or Existing	Lead Department
New	City Manager's Office

Project Description
<p>This project is a response to the City Council's direction at the January 10th City Council Study Session on responding to residential displacement. The Council gave direction for staff to increase the Housing Commission meeting frequency from quarterly to monthly. In addition, the Council referred 15 policies and projects to the Commission for their recommendation on prioritization. This is likely to be a significant increase in workload and will result in a need for additional resources. Some of this policy work overlaps or is related to the implementation programs for the approved 2015-2023 Housing Element.</p>

Key Milestones
<p>Draft agendas, staff reports and attend monthly Housing Commission meetings. Work with Housing Commission to present prioritized list of actions to Council. Present recommended actions to Housing Commission and Council for items the Council prioritizes for 2017. Conduct public outreach on any new requirements or programs.</p>

Other department involvement	Multi-Year
Administrative Services, Community Development, Public Works, City Attorney	Yes

Funding source	State Mandate
General Fund and BMR Fund	No

Important

4. Stanford University 2018 General Use Permit Review

New or Existing	Lead Department
New	Public Works

Project Description
Stanford University has initiated an update to its General Use Permit, originally adopted in 2000 to guide campus development, through Santa Clara County. Key elements proposed for the 2018 General Use Permit include completion of the development (academic and academic support space, housing, and parking) authorized by the 2000 General Use Permit; construction of new academic and academic support uses; construction of new housing units for students, faculty and staff; creation of parking supply reserve; and construction of new child care centers and facilities. City staff would track the project’s progress through the County review process, and review the draft environmental review documents, with emphasis on the transportation analysis and proposed mitigation measures. The draft environmental documents are anticipated to be released as early as mid-2017 with project approval by Santa Clara County targeted for late 2017 to 2018.

Key Milestones
Key milestones for 2017 are anticipated to include tracking the project, attending public meetings, and preparing comments on the Notice of Preparation and draft environmental documents. The schedule for this project is dependent on an outside agency.

Other department involvement	Multi-Year
Community Development, City Manager's Office, City Attorney	Yes

Funding source	State Mandate
General Fund	Yes

5. Single Family Residential Requirements and Guidelines

New or Existing	Lead Department
New	Community Development

Project Description
<p>This project would update the Zoning Ordinance requirements for single-family residential developments as well as develop new design guidelines to create a more predictable and expeditious process while providing a method for encouraging high-quality design in new and expanded residences.</p>

Key Milestones
<p>Key milestones for 2017 include the development of project goals and a work program through the Planning Commission and City Council, obtaining consultant assistance, and initial public outreach.</p>

Other department involvement	Multi-Year
City Attorney	Yes

Funding source	State Mandate
General Fund	No

**Realizing Menlo Park's vision of environmental leadership
and sustainability.**

Extremely Important

6. Emergency Water Supply

New or Existing	Lead Department
Existing	Public Works

Project Description
This project will involve the first phase of construction of up to three emergency wells to provide a secondary water supply to the Menlo Park Municipal Water District eastern service area.

Key Milestones
The first well at the Corporation Yard is scheduled for completion by the end of 2017. For the second well, staff is evaluating different sites and plans to make a recommendation on the proposed well to the City Council in the summer of 2017.

Other department involvement	Multi-Year
N/A	Yes

Funding source	State Mandate
Water	Yes

7. Green Infrastructure Plan

New or Existing	Lead Department
New	Public Works

Project Description
As part of the new stormwater municipal regional permit, the City is required to develop a Green Infrastructure Plan that identifies areas throughout the watershed that can be disconnected from the storm system to reduce storm runoff and improve water quality. The regulations expect this effort to span four years. During the first year, or Phase 1 of this project, the City will be required to develop and approve the framework. Prioritization and mapping of potential areas for green infrastructure will be required during the second year. As part of this effort, the study will require an assessment of the land uses in the watershed and a hydraulic evaluation of the City's existing stormwater system. In the third and fourth years, the plan is to be finalized and submitted to the State for approval.

Key Milestones
The milestone for 2017 will be approval of the work plan for the Green Infrastructure Plan, and future implementation phases will follow.

Other department involvement	Multi-Year
N/A	Yes

Funding source	State Mandate
Storm Drainage	Yes

Important

8. Community Zero Waste Plan

New or Existing	Lead Department
Existing	City Manager's Office

Project Description
Develop a plan of action, including program descriptions, milestones and estimated costs to bring the Menlo Park community closer to zero waste and thus reduce Greenhouse Gas (GHG) emissions.

Key Milestones
The plan will be completed.

Other department involvement	Multi-Year
Administrative Services, Community Development, Public Works	No

Funding source	State Mandate
CalRecycle, CIP	No

9. Update the Heritage Tree Ordinance

New or Existing	Lead Department
Existing	City Manager's Office

Project Description
Update the City's current Heritage Tree Ordinance.

Key Milestones
The consultant will be selected, community outreach, and commission meetings will commence.

Other department involvement	Multi-Year
Community Development, Public Works, City Attorney	Yes

Funding source	State Mandate
CIP	No

**Attracting thoughtful and innovative private investment
to Menlo Park.**

Extremely Important

10. Downtown Streetscape Improvement Project (Specific Plan)

New or Existing	Lead Department
Existing	Public Works

Project Description
<p>The project will consist of planning and implementing improvements in the downtown area per the Specific Plan considering the street café program, Chestnut Paseo and Santa Cruz Avenue Sidewalk and the development of new streetscape plans. The first phase of the project includes installation street cafes at up to six locations and installation of the Chestnut Paseo. Both projects includes coordination with property owners and businesses, design and construction work. The street cafes will be completed at the end of January and the evaluation of the Paseo will begin. Later phases of this project may be added in future years for the downtown Santa Cruz Avenue Sidewalk improvements and development of new streetscape plans.</p>

Key Milestones
<p>Key milestones for 2017 are anticipated to include completion of the first round of street cafés and evaluation of the Paseo.</p>

Other department involvement	Multi-Year
City Manager's Office	Yes

Funding source	State Mandate
Merchants contribution/GF	No

11. Downtown Parking Structure and Mix of Uses Design Contest

New or Existing	Lead Department
Existing	City Manager's Office

Project Description
The City has been approached by Facebook to assist with our effort to design a parking development for one or a number of our downtown parking plazas. They would like to help facilitate a design competition. It is staff's desire to coordinate this effort with the biennial review of the El Camino Real/Downtown Specific Plan in the event that revisions are necessary to accommodate a project that receives Council and community support.

Key Milestones
Present proposed contest to Council. Conduct outreach for project submissions. Facilitate evaluation of submitted projects. Present a final proposal to Council (It may be necessary for this process to extend into 2018, based on community input.)

Other department involvement	Multi-Year
Public Works, Community Development	Yes

Funding source	State Mandate
Parking	No

Providing high-quality resident enrichment, recreation, and discovery.

Extremely Important

12. Belle Haven Pool Analysis and Audit

New or Existing	Lead Department
Existing	Public Works

Project Description
This project is analyzing the current and future use of the Belle Haven Pool. The Study would include a review of the pump house and pool for ADA and current building code requirements in order to maximize the pool use. The Belle Haven Pool has traditionally been a seasonal pool only operating during the summer months. The pool has seen increased demand and usage as a result of the expanded programming. The current pool infrastructure is not likely to support the long term impacts of a year round operation.

Key Milestones
The milestone for 2017 is completion of the study.

Other department involvement	Multi-Year
Community Services	No

Funding source	State Mandate
Rec in lieu	No

Very Important

13. Parks and Recreation Facilities Master Plan Update

New or Existing	Lead Department
Existing	Community Services

Project Description
This project will consist of community engagement activities to get input from the public in developing an update of the Parks and Recreation Master Plan (1999) and eventually establishing priorities for the Measure T Fund for a potential third phase of bond funds in fiscal year 2017-18.

Key Milestones
Milestones for 2017 include: development of RFQ; release of scope of work and RFP; Council approval of consultant contract; analysis of existing conditions, opportunities and constraints completed; some community engagement will have begun.

Other department involvement	Multi-Year
Administrative Services, City Manager's Office, Public Works	Yes

Funding source	State Mandate
General Capital Improvement	No

14. Bedwell Bayfront Park Master Plan

New or Existing	Lead Department
Existing	Community Services

Project Description
The master plan will provide a long-term vision and general development guide for the park and its facilities, including how to protect park resources, provide quality visitor experiences, manage visitor use and plan for future park development. The plan will also identify infrastructure needs related to the methane gas and leachate collection systems and other issues associated with managing the closed landfill.

Key Milestones
The milestone for 2017 would be development of the plan and Council approval.

Other department involvement	Multi-Year
Public Works, Community Development	Yes

Funding source	State Mandate
Bedwell/ Rec in Lieu	No

15. Park Playground Equipment

New or Existing	Lead Department
New	Public Works

Project Description
A comprehensive Playground Safety Inspection Report was completed for each of the City's playgrounds in 2015. The findings of the report were used to prioritize the City's playground replacement schedule, with the first three being Burgess Park, Nealon Park, and Willow Oaks Park. Along with meeting the updated California Safety Standards, the new playgrounds may incorporate theme-based educational and interactive components.

Key Milestones
The milestone for 2017 is to go out to bid for the first park.

Other department involvement	Multi-Year
Community Services	Yes

Funding source	State Mandate
General Fund	Yes

Important

16. Jack Lyle Park Restroom

New or Existing	Lead Department
Existing	Public Works

Project Description
This project will involve engaging the neighborhood in developing a conceptual design, then constructing restroom.

Key Milestones
The restroom will be built.

Other department involvement	Multi-Year
Community Services	No

Funding source	State Mandate
Rec in lieu	No

17. Library Space Needs Study

New or Existing	Lead Department
Existing	Public Works

Project Description
The Library Spaces Needs Study will help to determine how the building can be modified and updated to best accommodate changes to library services for the next twenty years. The goal will be to use the existing space to create greater flexibility, capacity and efficiency. There may also be a need to expand parts of the building to accommodate programs, such as those for children and teens, that have grown substantially. The library needs increased connectivity and spaces for quiet study and group work. The main library, originally constructed in 1957, was expanded in 1968 and 1992, and has internal load bearing walls and substructures that complicate internal remodeling.

Key Milestones
The Space Needs Study should be completed in 2017.

Other department involvement	Multi-Year
Library	No

Funding source	State Mandate
Library Foundation donation/ General Fund	No

18. Willow Oaks Park Improvements

New or Existing	Lead Department
Existing	Public Works

Project Description
This project includes improvements to Willow Oaks Park, including the reconstruction of the dog park and the construction of a new restroom facility. Public meetings are scheduled for February 9 and 11. Depending on the feedback received, milestones for the year will be established.

Key Milestones
Key milestones for 2017 are anticipated to include completing the community engagement process, designing the improvements and going out to bid.

Other department involvement	Multi-Year
Community Services, Community Development	No

Funding source	State Mandate
Rec in lieu	No

Maintaining and enhancing Menlo Park's municipal infrastructure and facilities.

Extremely Important

19. Water System Master Plan

New or Existing	Lead Department
Existing	Public Works

Project Description
The Water System Master Plan will provide a guide for operations and maintenance standards and prioritizing future investments in the water distribution system. The Plan should be completed and ready for acceptance by the Council in 2017.

Key Milestones
Key milestones for 2017 are anticipated to include presenting components of the plan phases, such as staffing options for operations and maintenance, and ultimately Council acceptance of the entire Plan.

Other department involvement	Multi-Year
Administrative Services, City Attorney	No

Funding source	State Mandate
Water	No

20. Sidewalks on Santa Cruz Ave

New or Existing	Lead Department
Existing	Public Works

Project Description
This project will install sidewalks and associated storm drain improvements on Santa Cruz Avenue from Johnson Street and Olive Street. The City has selected a contractor who is ready to begin construction upon Calwater's completion of its water main replacement project.

Key Milestones
Construction of the sidewalks should be completed in 2017.

Other department involvement	Multi-Year
N/A	No

Funding source	State Mandate
General Fund/TIF	No

21. Trash Capture Device Installation

New or Existing	Lead Department
New	Public Works

Project Description
This project will install trash capture devices in storm drain inlets as required by the Municipal Regional Permit to reduce the amount of pollutants going into the Bay from high trash generating areas.

Key Milestones
The devices should be installed by summer 2017.

Other department involvement	Multi-Year
N/A	No

Funding source	State Mandate
General Fund	Yes

22. Administration Building Emergency Generator

New or Existing	Lead Department
New	Public Works

Project Description
The project will replace the existing emergency generator at the administration building that provides emergency power to the administration building when power from PG&E is temporarily lost. The existing generator is over 25 years old and supports the operation of the police dispatch 911 system and other essential City services during an emergency.

Key Milestones
The project is out bid and construction should be completed in 2017.

Other department involvement	Multi-Year
N/A	No

Funding source	State Mandate
General Fund	Yes

23. Chrysler Pump Station Improvements

New or Existing	Lead Department
New	Public Works

Project Description
The Chrysler Pump Station in Bohannon Park is over 50 years old and at the end of its useful life. This project involves the complete replacement of this critical stormwater pump and is being coordinated with the Menlo Gateway project.

Key Milestones
The milestone for 2017 is completing the design, going out to bid and beginning construction.

Other department involvement	Multi-Year
Community Development	Yes

Funding source	State Mandate
Gas Tax/General Fund	No

Very Important

24. Library Landscaping

New or Existing	Lead Department
Existing	Public Works

Project Description
The project consists of replacing the landscaping and irrigation system around the library. The existing landscaping and irrigation system is in need of major upgrades and a portion of the system is over thirty years old. The full landscaping around the Library will be delayed until the outcome of the Library space needs is completed.

Key Milestones
A smaller landscaping project at the corner of Ravenswood and Alma will be completed by the fall of 2017. Additional improvements for 2017 include the installation of outdoor tables.

Other department involvement	Multi-Year
Library	Yes

Funding source	State Mandate
Rec in lieu and General Fund CIP	No

25. Arrillaga Family Recreation Center HVAC System Upgrade

New or Existing	Lead Department
New	Public Works

Project Description
When the Arrillaga Family Recreation Center was remodeled in 2011, a new HVAC system was installed that cooled/heated solely outside air as opposed to a more traditional recirculating system similar to those in many residential homes. The advantage of an HVAC system configured to pull air from the outside was cost and time savings during the renovation project. The decision at the time, however, came at the expense of energy efficiency and has resulted in extreme wear and tear on the cooling condensers due wide fluctuations in temperature experienced outside when compared to relatively constant indoor temperatures. This project will evaluate options to reduce the energy to control temperatures in the Recreation Center with a more efficient HVAC system and install the improvements.

Key Milestones
The milestone for 2017 would be going out to bid and design.

Other department involvement	Multi-Year
Community Services	No

Funding source	State Mandate
General Fund	No

26. Belle Haven Child Development Center Kitchen and Bathroom Remodel

New or Existing	Lead Department
New	Public Works

Project Description
This project will remodel bathrooms and classroom kitchens by removing and replacing toilets with more child friendly ones, removing and replacing counter tops, sinks, faucets with hand held sprayer, air gaps for dishwasher, better shelving, carpet and vinyl floors and remodeling the kitchen and bathrooms.

Key Milestones
Key milestones for 2017 are anticipated to include preparing the applicable plans and specifications, obtaining any applicable permits, hiring the contractors, and completion of construction.

Other department involvement	Multi-Year
Community Services	No

Funding source	State Mandate
General Fund and Grant	Yes

27. Burgess Pool Capital Improvements

New or Existing	Lead Department
New	Public Works

Project Description
As part of the lease negotiation for the Burgess Pool, the City and the operator are identifying specific improvements to the aquatics facility to protect the asset. A capital replacement schedule will be used to identify specific improvements over the next five years. Upon completion of the lease negotiations, the milestones will be identified.

Key Milestones
Key milestones for 2017 will be determined upon completion of the lease negotiations.

Other department involvement	Multi-Year
Community Services	Yes

Funding source	State Mandate

General Fund	No
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Important

28. Nealon Park Sports Field Sod and Irrigation System Replacement

New or Existing	Lead Department
Existing	Public Works

Project Description
The project will consist of removing the existing sod, adjusting the irrigation system and installing new sod. The existing field, dating from 2002, has had to annually be patched with new sod due to wear which has created irregular grades in the field. The project will also add a new booster pump to increase the water pressure at Nealon Softball field so that the irrigation system has full coverage.

Key Milestones
The completion of the project is targeted for 2017.

Other department involvement	Multi-Year
Community Services	No

Funding source	State Mandate
General Fund	No

29. Gatehouse Fence Replacement

New or Existing	Lead Department
New	Public Works

Project Description
Portions of the existing Gatehouse fence along Ravenswood Avenue are rotting and in need of repair. Given the historic nature of the adjacent Gatehouse, great care is needed in replacing the fence.

Key Milestones
The milestone for 2017 is preparing the design details and going out to bid.

Other department involvement	Multi-Year
Community Development	Yes

Funding source	State Mandate
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General Fund	No
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30. Facilities Maintenance Master Plan

New or Existing	Lead Department
New	Public Works

Project Description
This project will create an asset management system for preserving existing City facilities in order to pursue proactive, preventative maintenance instead of reacting to failures of building components, which often necessitates more expensive emergency repairs.

Key Milestones
The milestone for 2017 would be the selection of a consultant to prepare the report.

Other department involvement	Multi-Year
Community Services	Yes

Funding source	State Mandate
General Fund	No

31. Reservoir Reroof and Mixers

New or Existing	Lead Department
New	Public Works

Project Description
The project involves re-constructing the roof of one of two water reservoirs serving the Menlo Park Municipal Water District customers. The project also consists of installing two submersible mixers in each of reservoirs to maximize turnover of the water and maintain the quality of the water in the tanks.

Key Milestones
The project will be completed in 2017.

Other department involvement	Multi-Year
N/A	No

Funding source	State Mandate
Water	No

Furthering efficiency in city service delivery models.

Extremely Important

32. Complete an updated cost allocation plan, user fee study for non-utility operations, and cost recovery models for services

New or Existing	Lead Department
Existing	Administrative Services

Project Description
<p>The user fee study and cost allocation plan will establish the maximum defensible fees that the City may charge for services provide to the public. Once complete, staff will present the study as well as a recommendation to City Council in accordance with the City Council's adopted cost recovery plan.</p> <p>The City has selected the vendor to complete the study and staff is currently working to finalize the professional services agreement.</p>

Key Milestones
<p>The City Council will receive the report in May/June 2017 and any fee changes approved by the City Council will go into effect approximately 60 days following final City Council action.</p>

Other department involvement	Multi-Year
Administrative Services, Community Services, Police, Public Works, Community Development, Library, City Manager’s Office, City Attorney	No

Funding source	State Mandate
General Fund	Yes

33. City Hall Remodel Project

New or Existing	Lead Department
Existing	Public Works

Project Description
The project consists of remodeling the 1st and 2nd floors of the Administration Building to create efficiencies and accommodate additional staff. This requires re-designing the 1st and 2nd floors of the Administration Building to improve existing work stations and increase the number of work stations.

Key Milestones
Key milestones for 2017 are anticipated to include completion of construction.

Other department involvement	Multi-Year
Administrative Services, Community Development	No

Funding source	State Mandate
General Fund	No

34. Complete a fee study for solid waste services

New or Existing	Lead Department
Existing	City Manager's Office

Project Description
Review and revise solid waste rate structure to reflect current case law, service needs, and revenue requirements

Key Milestones
The fee study will be completed.

Other department involvement	Multi-Year
Administrative Services, City Attorney	No

Funding source	State Mandate
Solid waste fund	No

Very Important

35. Information Technology Master Plan implementation

New or Existing	Lead Department
Existing	Administrative Services

Project Description
In 2017, the Administrative Services Department staff will work with user departments to coordinate delivery of the multi-year Information Technology Master Plan.

Key Milestones
<ol style="list-style-type: none"> 1. Implement recommended upgrades for wireless network upgrades, network redesign, core switch replacement, and virtual server migration, and storage area network upgrades 2. Needs assessment and RFP for financial system replacement 3. Needs assessment and RFP for electronic content management system replacement 4. Needs assessment and RFP for GIS Master Planning process <p>Future year work will include video camera and surveillance system replacement and parks & recreation software replacement</p>

Other department involvement	Multi-Year
ALL	Yes

Funding source	State Mandate
IT Capital Fund	No

Important

36. Organizational study for Public Works maintenance services

New or Existing	Lead Department
Existing	City Manager's Office

Project Description
The organization study will review the current maintenance processes, document their current form and propose improvements. The review process will use industry standard practices as appropriate to provide a better understanding of how the current processes could be improved. The review will incorporate other studies that have been completing or are in process such as the Water System Master Plan to provide data for the review. The review will include all the maintenance functions performed by the City.

Key Milestones
The study will be completed.

Other department involvement	Multi-Year
Public Works	No

Funding source	State Mandate
General Fund	No

37. Organizational study for Development Services

New or Existing	Lead Department
Existing	City Manager's Office

Project Description
The organization study will review the current development review process, document its current form and propose improvements. The review process will use industry standard practices as appropriate to provide a better understanding of how the current process could be improved. The review will include the functions in planning, building, transportation and engineering.

Key Milestones
Consultant will be selected, background and review will commence.

Other department involvement	Multi-Year
City Manager's Office, Community Development, Public Works, City Attorney	Yes

Funding source	State Mandate
General Fund	No

38. Community Services Strategic Plan Implementation

New or Existing	Lead Department
Existing	Community Services

Project Description
In 2016, the Community Services Department completed a 5-year strategic plan designed to support increased participation and program cost-recovery goals while implementing needs assessments to guide future department services.

Key Milestones
2017 milestones include: Complete a community needs analysis determining need for after school programs including age groups, services, partnerships and efficiencies to meet changing community needs; Complete a community needs analysis determining opportunities for new/additional programs expanding participation at Onetta Harris Community Center, Senior Center and Belle Haven Youth Center.

Other department involvement	Multi-Year
N/A	No

Funding source	State Mandate
General Fund	No

39. Development of a Citywide Communications Program

New or Existing	Lead Department
Existing	City Manager's Office

Project Description
Develop, fund and staff a comprehensive and modern communications program with the primary goal of communicating City matters to the public. This effort might be through the use of news media, social media and other communications tools.

Key Milestones
Hire a consultant, Develop a plan, Fund the plan.

Other department involvement	Multi-Year
Administrative Services, Community Development, Community Services, Library, Police, Public Works	Yes

Funding source	State Mandate
Primarily General Fund and other funds where allowable.	No

40. Federal and State Lobbying Initiative

New or Existing	Lead Department
New	City Manager's Office

Project Description
As the City's need for large scale regional infrastructure improvements particularly in the area of transportation/transit, the City needs a consistent voice in Sacramento as well as in Washington, DC.

Key Milestones
Develop legislative platform, and hire lobbyist.

Other department involvement	Multi-Year
Public Works	Yes

Funding source	State Mandate
Primarily General Fund and other restricted	No

funds as allowable.	
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Improving Menlo Park’s multimodal transportation system to move people and goods through Menlo Park more efficiently.

Extremely Important

41. Haven Avenue Streetscape Improvement

New or Existing	Lead Department
Existing	Public Works

Project Description
The Haven Avenue Streetscape Project will provide new bicycle and pedestrian facilities to Haven Avenue, connecting Menlo Park, San Mateo County and Redwood City residents and employees. The project area includes Haven Avenue, between Marsh Road and the San Mateo County border (where the existing bicycle lanes terminate). It provides a direct connection to the San Francisco Bay Trail, and will function as an interim gap closure of the Bay Trail between Bedwell-Bayfront Park and Seaport Avenue, better serving both commute and recreational needs.

Key Milestones
Key milestones for 2017 are anticipated to include 1) completing the work in the City right-of-way (between the San Mateo County line and the bridge over the Atherton Channel) following completion of the Anton Menlo apartments and 2) obtaining an encroachment permit for work within Caltrans right-of-way.

Other department involvement	Multi-Year
N/A	Yes

Funding source	State Mandate
Measure A Grant/TIF/Developer	Yes

42. Willow/101 Interchange

New or Existing	Lead Department
Existing	Public Works

Project Description
Reconstruction of the US 101/Willow Interchange is anticipated to begin in early 2017 and last approximately 2 years. Caltrans will lead construction efforts. City role will be to support the project through construction by assisting with communication efforts on construction impacts, traffic controls, and detours; provide local coordination, required permit review for local street impacts; and provide inspection of construction within City right-of-way.

Key Milestones
Key milestones for 2017 are anticipated to include responding to ongoing construction issues as they arise. The schedule for this project is dependent on an outside agency.

Other department involvement	Multi-Year
Community Development, Police, City Manager's Office	Yes

Funding source	State Mandate
TA for Construction/General Fund for Staff Time	Yes

43. Transportation Master Plan

New or Existing	Lead Department
Existing	Public Works

Project Description
The development of a Transportation Master Plan would allow the City to identify and prioritize transportation infrastructure investments to overcome existing barriers and identify safe multimodal routes to key destinations in the City. The Plan would build on and ultimately supplant the 2005 Comprehensive Bicycle Development Plan and the 2009 Sidewalk Master Plan. The Plan was identified in the City's revised Circulation Element as part of the ConnectMenlo General Plan Update.

Key Milestones
Key milestones anticipated to be completed in 2017 include finalizing scope of work, awarding a consultant contract, initiating community engagement, and developing draft list of projects for consideration.

Other department involvement	Multi-Year
City Manager's Office, Community Development	Yes

Funding source	State Mandate
General Fund	No

44. Transit Improvements

New or Existing	Lead Department
Existing	Public Works

Project Description
The purpose of this project is to support development of transit options and improvements in Menlo Park. Opportunities to be evaluated and prioritized include: enhancements to the existing shuttle program, coordination with SamTrans' current and future fixed-route service options, a transportation management association for the downtown and/or M2 areas, and bus stop amenities in Menlo Park.

Key Milestones
Key milestones for 2017 are anticipated to include beginning service for revised shuttle routes, initiating Transportation Management Association (TMA) study, and installing new bus stop amenities (new, redesigned signs and shelters in Belle Haven).

Other department involvement	Multi-Year
Community Development, City Manager'	Yes

Funding source	State Mandate
TIF	No

45. Chilco Street Scape and Sidewalk Installation

New or Existing	Lead Department
Existing	Public Works

Project Description
<p>This project will involve engineering design and construction of landscaping, sidewalks, and bicycle facility improvements as identified during the Belle Haven Visioning/Implementation Plans and Connect Menlo General Plan Update process. The project would include landscaping, lighting, signing/stripping modifications, and pedestrian and bicycle facility improvements. The current funding shown for this project is anticipated to provide staff time for design support, and is funded from a contribution by the Sobrato Organization provided during the approvals of the Commonwealth Corporate Center Project. Construction of the improvements would be completed by Facebook, as required within the Development Agreement for the Facebook Campus Expansion Project.</p>

Key Milestones
<p>Key milestones for 2017 include finalizing the concept plans for all phases, final design plans for Phases 3a, 3b, and 4a, and beginning construction of Phases 3a and 3b.</p>

Other department involvement	Multi-Year
Community Development	Yes

Funding source	State Mandate
Developer	No

Very Important

46. High Speed Rail Coordination & Environmental Review

New or Existing	Lead Department
Existing	Public Works

Project Description
The California High Speed Rail Bay Area to Central Valley route is being planned along the existing Caltrain tracks through the City of Menlo Park. This project involves City staff coordination with the Peninsula Cities Coalition, neighboring jurisdictions, the High Speed Rail Authority and elected officials to protect the City's interests during the planning and implementation stages of the California High Speed Rail project. Funding will be used for technical expertise and consulting support.

Key Milestones
Key milestones for 2017 include authorization of a reimbursement agreement with the High Speed Rail Authority and participating in expected environmental review milestones for the San Francisco-San Jose project section.

Other department involvement	Multi-Year
Community Development, City Manager's Office, City Attorney (Outside Counsel)	Yes

Funding source	State Mandate
General Fund	Yes

47. Oak Grove, University, Crane Bicycle Improvement Project

New or Existing	Lead Department
New	Public Works

Project Description
This project would construct the approved one-year pilot of the Oak Grove, University, Crane Bicycle Improvement Project.

Key Milestones
Key milestones for 2017 are anticipated to include finalizing design plans, awarding a construction contract, construction, finalizing trial metrics to be evaluated, and collecting before and after data.

Other department involvement	Multi-Year
N/A	No

Funding source	State Mandate
General Fund	No

48. Ravenswood Avenue/Caltrain Grade Separation Study

New or Existing	Lead Department
Existing	Public Works

Project Description
The existing Ravenswood Avenue at-grade crossing of Caltrain is a critical rail crossing within the Menlo Park corridor. This crossing is within the Menlo Park El Camino Real/Downtown Specific Plan Area, and falls within the City's Priority Development Area. The proposed project, the Ravenswood Avenue Grade Separation Project Study Report (PSR), would expand on the 2003-2004 Grade Separation Studies prepared by BKF Engineers on behalf of the City, and complete an in depth study of alternatives for the Ravenswood Avenue crossing. The prior study identified six alternatives for Ravenswood Avenue; however, no alternative has been recommended as a preferred alternative. This PSR would refine the preliminary concepts identified in the prior study in order to develop design concepts and gain community consensus around a preferred alternative.

Key Milestones
Key milestones for 2017 are anticipated to include completion of the final PSR and identification of a preferred alternative for grade separation at Ravenswood Avenue.

Other department involvement	Multi-Year
Community Development, City Manager's Office, Library, Community Services, Police	No

Funding source	State Mandate
Measure A Grant	No

49. Laurel Upper School Safe Routes to School Plan

New or Existing	Lead Department
New	Public Works

Project Description
This project would develop a Safe Routes to School Plan for the Laurel Upper School.

Key Milestones
Key milestones anticipated in 2017 include awarding a consultant contract to prepare the Plan, conducting data collection and existing conditions analysis, and beginning community engagement on potential improvements.

Other department involvement	Multi-Year

Police	Yes
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Funding source	State Mandate
General Fund	No

50. Middle Avenue Caltrain Crossing Study

New or Existing	Lead Department
New	Public Works

Project Description
<p>This project will provide a grade separated crossing through the Caltrain railway to create a pedestrian and bicycle connection and bridge the gap between east and west Menlo Park. The crossing will be located near Middle Avenue, connecting Alma Street near Burgess Park to El Camino Real at the proposed open space plaza as identified in the El Camino Real/Downtown Specific Plan. This crossing would improve connectivity for neighborhoods on both sides of the Caltrain tracks with city amenities, schools and access to public transit and downtown Menlo Park. The project would expand on the undercrossing study completed in fiscal year 2007-08 where the preferred Middle Avenue crossing location was selected. This project would develop preliminary design alternatives, seek community feedback around a preferred alternative and complete environmental clearance.</p>

Key Milestones
<p>Key milestones anticipated in 2017 include awarding a consultant contract, conducting community engagement on potential alternatives, and developing preliminary designs for potential alternatives.</p>

Other department involvement	Multi-Year
Community Development	Yes

Funding source	State Mandate
Measure A/TIF	No

Important

51. El Camino Real Corridor Study

New or Existing	Lead Department
Existing	Public Works

Project Description
This project consists of a traffic study to determine the level of service at the intersections on El Camino Real when a bicycle lane or a third through lane is added for both the northbound and southbound directions between Encinal Avenue and Live Oak. The study also evaluated impacts of removing the on-street parking on El Camino Real, business (parking) effects, safety and aesthetics.

Key Milestones
Key milestones for 2017 are anticipated to include submitting encroachment permit applications to Caltrans for the east-west crossing improvements and completing the additional analysis requested by the City Council for northbound traffic conditions.

Other department involvement	Multi-Year
N/A	Yes

Funding source	State Mandate
Measure A	No

52. Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification

New or Existing	Lead Department
New	Public Works

Project Description
This project would modify the existing traffic signals on Middlefield Road at Ravenswood Avenue and Ringwood Avenue to improve bicycle and pedestrian safety and accessibility. A new traffic signal phase and signal equipment will be added to allow Menlo-Atherton High School students to cross Middlefield Road at Ravenswood Avenue to proceed directly west onto Ravenswood Avenue. This project would also evaluate the potential removal of the triangular median island on the southwest corner of Middlefield Road/Ravenswood Avenue.

Key Milestones
Key milestones anticipated for 2017 include finalizing scope of planned improvements.

Other department involvement	Multi-Year
N/A	Yes

Funding source	State Mandate
TIF	No