



REGULAR MEETING AGENDA

Date: 12/12/2017
Time: 6:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

- A. Call to Order**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. Public Comment**

Under "Public Comment," the public may address the City Council on any subject not 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.

E. Presentations and Proclamations

- E1. Proclamation recognizing Police Chief Robert Jonsen

F. Consent Calendar

- F1. Accept the City Council meeting minutes for November 7, November 14, November 29 and December 5, 2017 (Attachment)

G. Regular Business

- G1. Adopt a resolution establishing an inaugural districting committee to assist in the transition from "at large" to "by district" City Council elections (Staff Report #17-308-CC)
- G2. Selection of Mayor and Mayor Pro Tempore (Staff Report #17-311-CC)
- G3. Recognition of the outgoing Mayor
- G4. Appoint City Council representatives and alternates to various regional agencies to City Council subcommittees and as liaisons to City Council advisory bodies (Staff Report #17-309-CC)
- G5. Provide direction to the City's voting delegate regarding regional vacancies for the next City Selection Committee meeting on December 15, 2017 (Staff Report #17-310-CC)

H. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive

email notification of agenda and staff report postings by subscribing to the “Notify Me” service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 12/07/2017)

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

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

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.



SPECIAL AND REGULAR MEETING MINUTES - DRAFT

Date: 11/7/2017
Time: 5:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

5:30 p.m. Closed Session (City Hall, 1st Floor Conference Room)

Mayor Kirsten Keith called the closed session to order at 5:42 p.m.

Councilmembers Carlton, Cline and Ohtaki (arrived at 5:47 p.m.) were present.
Councilmember Mueller was absent.

Public comment:

- Pamela Jones spoke about the transition to district elections.

CL1. Closed session conference with legal counsel on existing litigation pursuant to Government Code section 54956.9 (d)(1) – City of East Palo Alto v. City of Menlo Park et al., San Mateo County Superior Court Case No. 16CIV03062

Attendees: City Manager Alex McIntyre, City Attorney Bill McClure, Assistant City Manager Chip Taylor

CL2. Closed session conference with legal counsel on anticipated litigation pursuant to Government Code §54956.9(d)(2) – one case

Attendees: City Manager Alex McIntyre, City Attorney Bill McClure

The City Council then adjourned to Regular Session.

7:00 p.m. Regular Session (City Council Chambers)

A. Call To Order

Mayor Keith called Regular Session to order at 7:10 p.m.

B. Roll Call

Present: Carlton, Cline, Keith, Ohtaki, Mueller

Staff: City Manager Alex McIntyre, City Attorney Bill McClure, Deputy City Clerk Jelena Harada

C. Pledge of Allegiance

Mayor Keith introduced Eitan and Ella Litsur who led the Pledge of Allegiance.

At this time, Mayor Keith announced that Item I3 was being pulled from the agenda and may be brought back for discussion at a future date.

E. Presentations and Proclamations

E1. Proclamation recognizing Veterans Day on November 11, 2017

Mayor Keith recognized veterans present in the audience.

E2. Proclamation recognizing the law enforcement records management and support staff

Police Chief Robert Jonsen, Communications and Records Manager Tracy Weber, Senior Police Records Specialist Eugenia Campos and Police Records Specialist Angelica Criado accepted the proclamation.

E3. Presentation on the Flood Park Draft Environmental Impact Report by San Mateo County Parks Staff

San Mateo County Parks Director Jonathan Gervais, San Mateo County Assistant Parks Director Sarah Birkeland, and Jonathan Berlin, Senior Environmental Planner from Rincon Consultants, made a presentation.

- Steve Van Pelt spoke about traffic impacts of the project.
- Adina Levin spoke about citywide transportation planning.

D. Report from Closed Session

There was no reportable action from Closed Session.

F. Public Comment

- Bo Crane, Menlo Park Historical Association, spoke about a new book about the history of Menlo Park street names.
- Dana Hendrickson spoke about additional rail grade separation options.
- Mike Forster spoke about additional rail grade separation options.
- Mickie Winkler spoke about additional rail grade separation options.
- Steve Schmidt spoke about additional rail grade separation options.
- Henry Riggs spoke about additional rail grade separation options.
- Pamela Jones spoke about the city's website for district elections information.
- Adina Levin spoke about state funding related to rail grade separation.
- Roland Lebrun spoke about rail grade separation options.

G. Consent Calendar

- G1. Introduce an ordinance to update backflow prevention and cross-connection control requirements (Staff Report #17-266-CC)
- G2. Accept the City Council meeting minutes for February 28, May 23, June 20, July 18, August 22, August 29, August 29 special meeting, September 12 and September 26, 2017 (Attachment)

Mayor Pro Tem Ohtaki asked that the May 23, 2017, meeting minutes be reviewed and brought back at the next meeting. Councilmember Mueller asked for the September 12, 2017, minutes to be reviewed and brought back as well.

ACTION: Motion and second (Ohtaki/Cline) to approve all items on the Consent Calendar, except the minutes of May 23 and September 12, 2017, passed unanimously.

H. Public Hearing

Councilmember Carlton announced that she had a conflict of interest due to her new consulting relationship with a company that does business with Facebook and recused herself and left the City Council Chamber at 8:42 p.m.

- H1. Consider the Planning Commission's Recommendation and conditionally approve the revisions to the Facebook Campus Expansion Project, located at 301-309 Constitution Drive (Staff Report #17-265-CC)

Senior Planner Kyle Perata made a presentation.

Fergus O'Shea, Facebook's Director of Campus Development, and Craig Webb, Design Partner with Gehry Partners LLP, made a presentation on behalf of the applicant.

- Steve Van Pelt spoke about transportation impacts.
- Roland Lebrun spoke about transportation impacts.

ACTION: Motion and second (Ohtaki/Cline) to close the public hearing. By acclamation, Mayor Keith closed the public hearing.

ACTION: Motion and second (Ohtaki/Cline) to conditionally approve the revisions to the Facebook Campus Expansion Project, located at 301-309 Constitution Drive, including adoption of a resolution approving the draft Second Amended and Restated CDP with modifications to Condition of Approval 9.51 as follows: "Concurrent with the submittal of a complete building permit application for the parking garage, the applicant shall incorporate the proposed modifications to the parking garage structure contained in Attachment L of the November 7, 2017 City Council staff report. The proposed revisions to the parking garage structure would be subject to review and approval of the Community Development Director or designee." and introduction of an ordinance approving the Amendment to Development Agreement. The motion passed 4-0 (Councilmember Carlton recused).

Councilmember Carlton rejoined the meeting at 9:38 p.m.

Councilmember Cline left the meeting at 9:38 p.m.

I. Regular Business

- I1. Accept the Belle Haven Pool Facility Audit and Master Plan (Staff Report #17-269-CC)

Interim Community Services Director Derek Schweigart introduced the item. Matt Kingdon, Jeff Katz Architecture, made a presentation.

ACTION: Motion and second (Keith/Ohtaki) to accept the Belle Haven Pool Facility Audit and Master Plan, passed 4-0 (Councilmember Cline absent).

- I2. Consideration to agendaize reconsideration of the City Council's October 17, 2017, decision to waive the reading and adopt ordinances rezoning and rezoning the property located at 2111-2121 Sand Hill Road ("2131 Sand Hill Road") (Staff Report #17-268-CC)

- Hank Lawrence spoke in support of reconsideration.
- Barbara Schussman, Stanford, spoke against reconsideration.

ACTION: Motion and second (Carlton/Keith) to agendaize reconsideration of the City Council's October 17, 2017, decision to waive the reading and adopt ordinances rezoning and rezoning the property located at 2111-2121 Sand Hill Road ("2131 Sand Hill Road") for the November 14, 2017, City Council meeting, passed 4-0 (Councilmember Cline absent).

- I4. Authorize the City Manager to execute a contract with EnviroIssues for communications consulting for an amount not to exceed \$50,000 (Staff Report #17-264-CC)

Housing and Economic Development Manager Jim Cogan and Management Analyst II Peter Ibrahim made a presentation.

ACTION: Motion and second (Ohtaki/Carlton) to authorize the City Manager to execute a contract with EnviroIssues for communications consulting for an amount not to exceed \$50,000, passed 3-1 (Councilmember Mueller dissents, Councilmember Cline absent).

J. Informational Items

- J1. Update on action taken to address newsracks within the City of Menlo Park (Staff Report #17-262-CC)

Housing and Economic Development Manager Jim Cogan responded to questions.

- J2. Update on bus shelter installations in Belle Haven (Staff Report #17-267-CC)

J. City Manager's Report

There was no report.

K. Councilmember Reports

Mayor Pro Tem Ohtaki announced that the Santa Clara County Planning Department is hosting a community meeting in the Menlo Park City Council Chambers on November 15, 2017, at 6:30 p.m., regarding the Stanford University General Use Permit Draft Environmental Impact Report.

Mayor Keith announced her trip to Galway, Ireland, taking place November 19–24, 2017.

Mayor Keith received City Council consensus to hold the City Council reorganization meeting on Tuesday, December 12, 2017.

L. Adjournment

Mayor Keith adjourned the meeting at 10:48 p.m.

Clay J. Curtin, Assistant to the City Manager

THIS PAGE INTENTIONALLY LEFT BLANK



REGULAR MEETING MINUTES - DRAFT

Date: 11/14/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Mayor Keith called Regular Session to order at 7:07 p.m.

B. Roll Call

Present: Carlton, Cline, Keith, Ohtaki, Mueller

Staff: City Manager Alex McIntyre, City Attorney Bill McClure, Deputy City Clerk Jelena Harada

C. Pledge of Allegiance

Mayor Keith led the Pledge of Allegiance.

D. Public Comment

- Jim Lewis, Menlo Park Historical Association, spoke about the group's upcoming annual meeting.
- Robert Mancuso spoke against installing speedbumps.
- Pamela Jones spoke about district elections.

E. Consent Calendar

- E1. Waive the reading and adopt an ordinance approving the Amendment to the Development Agreement for the Facebook Campus Expansion Project (Staff Report #17-277-CC)
- E2. Approve a comment letter on the Draft Environmental Impact Report for Flood County Park Landscape Plan (Staff Report #17-283-CC)
- E3. Authorize the City Manager to accept a grant for fiscal year 2017-18 of up to \$179,260 from Silicon Valley Community Foundation to implement The Big Lift at the Belle Haven Child Development Center, to execute a contract to enhance services to complete the scope of work and to allocate matching funds of \$13,790 from the General Fund (Staff Report #17-282-CC)
- E4. Adopt a resolution supporting the Bayfront Expressway, Willow Road, and Marsh Road adaptive signal timing project, submit an application to the Measure A Highway Program and authorize the City Manager to execute the funding agreement (Staff Report #17-274-CC)
- E5. Waive the second reading and adopt an ordinance to update backflow prevention and cross-connection control requirements, and amend the Master Fee Schedule to include City backflow testing fees (Staff Report #17-281-CC)

- E6. Adopt an ordinance amending Chapter 5.69 of the Menlo Park Municipal Code to reauthorize Public, Education, and Government (PEG) access fees that apply to AT&T and Comcast under their respective State video franchises (Staff Report #17-280-CC)
- E7. Accept the City Council meeting minutes for October 4, October 10, October 30 and November 7, 2017 (Attachment)

City Attorney McClure clarified that item E6 is being introduced tonight and will return on a future agenda for adoption. Assistant Public Works Director Nikki Nagaya clarified the timeline for Bayfront Expressway, Willow Road and Marsh Road signal timing project.

ACTION: Motion and second (Ohtaki/Cline) to approve all items on the Consent Calendar, except E1 and E7, passed unanimously.

ACTION: Motion and second (Ohtaki/Cline) to approve item E1, passed 4-0-1 (Carlton abstained).

ACTION: Motion and second (Ohtaki/Cline) to approve item E7 with October 30 as amended, except for the minutes of October 10, 2017, passed unanimously.

ACTION: Motion and second (Keith/Cline) to approve the minutes of October 10, 2017, passed 4-0-1 (Carlton abstained).

At this time, Mayor Keith took the Regular Business items out of order to accommodate members of the public wishing to speak on these items.

G. Regular Business

- G1. Review and approve comment letter on Stanford University, Center for Academic Medicine Project traffic impacts review (Staff Report #17-284-CC)

Senior Traffic Engineer Angela Obeso made a presentation. Assistant Public Works Director Nikki Nagaya responded to questions.

Whitney McNair, Stanford Director for Land Use Planning, and Barbara Schussman, outside legal counsel for Stanford, spoke about the project and responded to questions.

ACTION: Motion and second (Cline/Ohtaki) to authorize a subcommittee of Mayor Keith and Councilmember Mueller to finalize and submit a comment letter to the Santa Clara County Planning Commission on the Stanford University, Center for Academic Medicine Project traffic impacts review, incorporating additional analysis to be completed by the City's Transportation Division staff, passed unanimously.

- G2. Reconsider the City Council's October 17, 2017 decision to waive the reading and adopt ordinances rezoning and rezoning the property located at 2111-2121 Sand Hill Road ("2131 Sand Hill Road") (Staff Report #17-285-CC)

Associate Planner Tom Smith made a presentation.

- Avi Haksar, Rosewood Hotel, spoke in support of the project.
- Hank Lawrence spoke in opposition to the project.
- Jean McCown, Stanford University, spoke in support of the project.

ACTION: Motion and second (Carlton/Mueller) to reverse the approval of the ordinances rezoning and rezoning the property located at 2111-2121 Sand Hill Road (“2131 Sand Hill Road”), without prejudice, at the suggestion of the applicant, passed unanimously.

- G3. Consider a request to rename Market Place Park after Mr. Karl Clark, Menlo Park resident and WWII veteran (Staff Report #17-270-CC)

Interim Community Services Director Derek Schweigart made a presentation.

- Gregory Goodwin spoke in support of renaming the park after Mr. Karl Clark.
- Hank Lawrence spoke in support of renaming the park after Mr. Karl Clark.
- William Casper spoke in support of renaming the park after Mr. Karl Clark.
- Sarah Staley Shenk spoke in support of renaming the park after Mr. Karl Clark.
- Jennifer Johnson spoke in support of renaming the park after Mr. Karl Clark.
- Cecilia Taylor spoke in support of renaming the park after Mr. Karl Clark.
- Julie Shanson spoke in support of renaming the park after Mr. Karl Clark.

ACTION: Motion and second (Ohtaki/Carlton) to rename Market Place Park after Mr. Karl Clark, passed unanimously.

- G4. Accept the Bedwell Bayfront Park Master Plan and consider the Parks and Recreation Commission’s recommendations on certain park amenities and approve proposed next steps (Staff Report #17-272-CC)

Interim Community Services Director Derek Schweigart introduced the item. Brian Fletcher of Callander Associates made a presentation.

- Jo Killen spoke against inclusion of a dog park.
- Frank Dickinson spoke in support of non-motorized gliders in the park.
- Mitch Brenner spoke in support of allowing model gliders.
- Silas Kwok spoke in support of allowing model glider.
- Richard Bright spoke against non-motorized hand-held gliders in the park.
- Sam Niece spoke in support of allowing radio-control gliders.
- Harry Ackley spoke in support of allowing radio control gliders.
- Ed Canty spoke in support of allowing radio control gliders.
- Robert Stephenson spoke in support of allowing radio control gliders.
- Sarah Staley Shenk spoke about considerations reviewed by the Parks and Recreation Commission.
- Allan Bedwell, Friends of Bedwell Bayfront Park, spoke against including gliders or dog parks.
- Marshall Dinowitz asked the City Council to support the habitat for numerous birds and animals.
- Jennifer Johnson spoke about considerations reviewed by the Parks and Recreation

Commission.

- Christine Pine Couch spoke in support of maintaining park open space and against including a dog park.
- Chris MacIntosh spoke in support of the educational area in the park and against the dog park, gliders and against a boat launch.
- Davena Gentry spoke against including a kayak/boat launch at Flood Slough.
- Eileen McLaughlin spoke in support of the Parks and Recreation Commission recommendations and against including a kayak/boat launch at Flood Slough.
- Helen Wolter spoke in support of the educational space and against the dog park.
- Pamela Jones spoke against dog parks, against gliders, and against a slough kayak/boat launch.

ACTION: Motion and second (Keith/Cline) to accept the Bedwell Bayfront Park Master Plan and support the Parks and Recreation Commission's recommendations with the bicycle racks moved up to phase 1, passed unanimously.

- G5. Update on the Caltrans' traffic signals at Willow/US 101; consideration of the installation of "No through traffic" signs within or adjacent to the Willows neighborhood; and provide direction on other traffic management features (No staff report)

Assistant City Manager Chip Taylor introduced the item. Senior Transportation Engineer Angela Obeso made a presentation. Police Commander Dave Bertini and Caltrans Engineer Min Yin Lee responded to questions.

- Chris Andrews spoke about traffic impacts.
- Tom Caldecott spoke about traffic impacts.
- Lawrence Bernstein spoke about traffic impacts.
- Rene Revueltas spoke about traffic impacts.
- Ana Uribe Ruiz spoke about traffic impacts.
- Sandra Barron spoke about traffic impacts.
- Bill Barron spoke about traffic impacts.

Mayor Keith left the meeting at 11:37 p.m. Mayor Pro Tem Ohtaki proceeded with public comment.

- Amar Marugan spoke about traffic impacts.
- Amy Roleder spoke about traffic impacts.
- Brian Gilmer spoke about traffic impacts.
- Robert Mancuso spoke about traffic impacts.
- Penelope Huang spoke about traffic impacts.

ACTION: Motion and second (Cline/Ohtaki) to approve the installation of regulatory "No Through Traffic" signs and changeable message signs, at locations to be identified by staff at their discretion, passed 4-0-1 (Keith absent).

At this time, Mayor Pro Tem Ohtaki took item F2 out of order.

F. Public Hearing

F2. Adoption of proposed 2018-2022 solid waste collection rates (Staff Report #17-286-CC)

Sustainability Manager Rebecca Lucky made a presentation and introduced Garth Schultz, Principal at R3 Consulting Group, who answered questions.

Mayor Pro Tem Ohtaki opened the public hearing at 12:54 a.m.

- Robert Mancuso spoke about the impact of the proposed rate increase.
- Stephen Kerman spoke about the frequency and efficiency of service.

ACTION: Motion and second (Cline/Carlton) to close the public hearing at 1:00 a.m. By acclamation, Mayor Pro Tem Ohtaki closed the public hearing.

ACTION: Motion and second (Cline/Ohtaki) to adopt the proposed 2018-2022 solid waste collection rates, with direction to explore an income based discount program and municipal code changes that would allow shared disposal, passed 3-1-1 (Carlton dissents, Keith absent).

F1. Extending the moratorium ordinance on the establishment of commercial cannabis land uses and outdoor personal cannabis cultivation (Staff Report #17-273-CC)

Assistant Community Development Director Mark Muenzer introduced the item.

Mayor Pro Tem opened the public hearing at 1:20 a.m.

- Stella Chau, San Mateo County Health System, shared countywide survey data on marijuana use.

ACTION: Motion and second (Cline/Ohtaki) to close the public hearing at 1:24 a.m. By acclamation, Mayor Pro Tem Ohtaki closed the public hearing.

ACTION: Motion and second (Cline/Carlton) to extend the moratorium ordinance on the establishment of commercial cannabis land uses and outdoor personal cannabis cultivation, passed 4-0 (Keith absent).

H. Informational Items

H1. Overview of proposed modifications to loading zones for Draeger's Market located at 1010 University Drive (Staff Report #17-278-CC)

H2. Quarterly financial review of General Fund operations as of September 30, 2017 (Staff Report #17-276-CC)

H3. Quarterly review of the City's investment portfolio as of September 30, 2017 (Staff Report #17-279-CC)

H4. Update on bus shelter installation in Belle Haven (Staff Report #17-275-CC)

I. City Manager's Report

There was no report.

J. Councilmember Reports

Mayor Pro Tem Ohtaki announced that the Santa Clara County Planning Department is hosting a community meeting in the Menlo Park City Council Chambers on November 15, 2017, at 6:30 p.m., regarding the Stanford University General Use Permit Draft Environmental Impact Report.

K. Adjournment

Mayor Pro Tem Ohtaki adjourned the meeting at 1:26 a.m. on November 15, 2017.

Clay J. Curtin, Assistant to the City Manager



SPECIAL MEETING MINUTES - DRAFT

Date: 11/29/2017
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

6:00 p.m. Closed Session (City Hall, 1st Floor Conference Room)

Mayor Kirsten Keith called the meeting to order at 6:11 p.m.

Present: Cline, Keith, Ohtaki
Absent: Carlton, Mueller

Public comment:

- Pamela Jones spoke about creating an independent districting commission and provided a handout

At 6:14 p.m. members of the public were excused and the City Council entered into Closed Session to discuss the following two items:

CL1. Closed session conference with legal counsel on anticipated litigation pursuant to Government Code §54956.9(d)(2) – one case

Attendees: City Manager Alex McIntyre, City Attorney Bill McClure

CL2. Closed session conference with legal counsel on existing litigation pursuant to Government Code section 54956.9 (d)(1) – City of East Palo Alto v. City of Menlo Park et al., San Mateo County Superior Court Case No. 16CIV03062

Attendees: City Manager Alex McIntyre, City Attorney Bill McClure, Assistant City Manager Chip Taylor

The Closed Session then adjourned at 6:56 p.m. to Regular Session.

7:00 p.m. Regular Session (City Council Chambers)

A. Call To Order

Mayor Keith called Regular Session to order at 7:08 p.m.

B. Roll Call

Present: Carlton (arrived at 8:06 p.m.), Cline, Keith, Ohtaki
Absent: Mueller
Staff: City Manager Alex McIntyre, City Attorney Bill McClure, Deputy City Clerk Jelena Harada

C. Pledge of Allegiance

Mayor Keith led the Pledge of Allegiance.

D. Report from Closed Session

There was no reportable action from Closed Session.

E. Public Comment

- Amar Murugan spoke about Willows neighborhood traffic.
- Sheldon Kay spoke about Willows neighborhood traffic.
- Chris DeCardy spoke about Willows neighborhood traffic.
- Paul Montgomery spoke about Willows neighborhood traffic.
- Brian Gilmer spoke about Willows neighborhood traffic.
- Tracy Morris spoke about Willows neighborhood traffic.
- Michele Barry spoke about Willows neighborhood traffic.
- Stephanie Zeller spoke about Willows neighborhood traffic.
- Sarah Judas spoke about Willows neighborhood traffic.
- Rielly DeCardy spoke about Willows neighborhood traffic.
- Brie Cioffi spoke about Willows neighborhood traffic.
- Rebecca Wang spoke about Willows neighborhood traffic.
- Judy Rocchio spoke about Willows neighborhood traffic.
- Tom Caldecott spoke about Willows neighborhood traffic.
- Rose Bickerstaff spoke about traffic on Chilco Street and Terminal Avenue.

F. Public Hearing

- F1. Public Hearing to consider establishing a districting committee and to receive community input regarding district boundaries for district based elections pursuant to Elections Code Section 10010 (Staff Report #17-287-CC)

City Attorney Bill McClure provided a brief introduction of the item. Shalice Tilton, representative of National Demographics Corporation and Assistant City Attorney Cara Silver each provided presentations.

Councilmember Carlton joined the meeting at 8:06 p.m.

Mayor Keith opened the public hearing at 8:20 p.m.

- Helen Grieco, California Common Cause, spoke in support of an independent political process.
- Jen Wolosin spoke in support of an independent districting commission.
- Hilary Kushins spoke in support of an independent districting commission.
- Yakov Kronrod spoke in support of an independent districting commission and the six-district option.
- John Kadvany spoke in support of fewer districts, similar to Santa Clara.
- Pamela Jones spoke in support of an independent districting commission.

- Bianca Walser spoke in support of an independent districting commission.
- Michael Perez spoke in support of an independent districting commission.
- Lynne Bramlett spoke in support of an independent districting commission.
- Kristen Leep spoke in support of an independent districting commission.
- David Mihai, Represent.Us, spoke in support of an independent districting commission.
- Rachel Bickerstaff spoke in support of an independent districting commission.
- Ken Doniger spoke against an independent districting commission.
- David Brown spoke in support of an independent districting commission.
- Nina Wouk spoke in support of an independent districting commission.
- Steve Chessin, President of Californians for Electoral Reform, spoke in support of an independent districting commission.
- Cecilia Taylor spoke in support of allowing the submittal of district maps by Menlo Park residents only.

ACTION: Motion and second (Cline/Ohtaki) to close the public hearing. By acclamation, Mayor Keith closed the public hearing at 8:55 p.m.

ACTION: Motion and second (Cline/Ohtaki) to direct staff to prepare a resolution establishing a nine-member advisory districting commission based on the following qualifications: (1) Must be a resident of Menlo Park and resided in Menlo Park for at least the past five years, (2) Must be a registered voter, (3) Must have voted in two of the last three local Menlo Park elections in which they were eligible to vote, (4) Meet the general eligibility requirements prescribed in State law for independent districting commissions, and (5) that the appointment procedure include an open application process, with the random selection of three committee members who will then be empowered to select the final six members from the remaining applicant pool, passed 4-0 (Mueller absent).

G. Regular Business

- G1. Consider appealing the Santa Clara Council Planning Commission approvals for the Center for Academic Medicine (Staff Report #17-291-CC)

Assistant Public Works Director Nikki Nagaya made a presentation.

- Amar Murugan spoke about
- Sheldon Kay spoke about

ACTION: Motion and second to appeal the Santa Clara County Planning Commission approvals for the Center for Academic Medicine.

- G2. Approve a comment letter on the Draft Environmental Impact Report for the Stanford University 2018 General Use Permit Project (Staff Report #17-288-CC)

Public Works Director Justin Murphy made a presentation.

ACTION: Motion and second (Ohtaki/Cline) to approve a comment letter on the Draft EIR for the Stanford University 2018 General Use Permit Project, passed 4-0 (Mueller absent).

H. Informational Items

- H1. Update on bus shelter installations in Belle Haven (Staff Report #17-290-CC)
- H2. Update on Willow Road/U.S. 101 intersection construction (Staff Report #17-289-CC)
 - Rohit Khare spoke about traffic issues on O'Keefe.

I. City Manager's Report

City Manager Alex McIntyre reported on the meeting between Palo Alto, East Palo Alto and Menlo Park, where traffic issues were discussed. McIntyre stated that application period for the Bell Haven Library advisory group is extended as no applicants were received. The City Council organization meeting is on December 12.

J. Councilmember Reports

Mayor reported on the sessions she attended at the National League of Cities in Charlotte, North Carolina. The Holiday Tree Lighting event is in Fremont Park, on December 1, 5:30 p.m. to 7 p.m. The Tree planting event in Belle Haven is on December 2 at the Senior Center.

K. Adjournment

Mayor Keith adjourned the meeting at 11:26 p.m.

Clay J. Curtin, Assistant to the City Manager



REGULAR MEETING MINUTES - DRAFT

Date: 12/5/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call to Order

Mayor Keith called Regular Session to order at 7:02 p.m.

B. Roll Call

Present: Cline, Keith, Ohtaki (arrived at 7:11 p.m.), Mueller
Absent: Carlton
Staff: City Manager Alex McIntyre, City Attorney Bill McClure, Deputy City Clerk Jelena Harada

C. Pledge of Allegiance

Mayor Keith led the Pledge of Allegiance.

Mayor Keith recognized the recent passing of community leader Ernst Meissner.

D. Public Comment

- Angela Evans, San Mateo County Housing Leadership Council, spoke about the recent On the Table event discussions about housing.

Mayor Pro Tem Ohtaki joined the meeting at 7:11 p.m.

- Angela Evans spoke about housing in Menlo Park.
- Amina Burrell, HIP Housing, spoke about HIP Housing programs in Menlo Park.
- Andrew Boone spoke about approval of El Camino Corridor Transportation Plan in Redwood City.
- Katie Behroozi spoke in memory of Ernst Meissner.
- Jen Wolosin spoke about district elections advisory committee and main library siting meeting.

E. Presentations and Proclamations

- E1. Presentation on recycled water by West Bay Sanitary District staff

West Bay Sanitary District Board President Ned Moritz made brief comments. City Engineer Azalea Mitch introduced the item and consultant Dave Richardson of Woodard and Corran made a presentation.

F. Commissioner Reports

Mayor Keith announced that Commissioner Reports items F1 and F2 were being continued to a future meeting in January 2018.

G. Consent Calendar

- G1. Adopt an ordinance amending Chapter 5.69 of the Menlo Park Municipal Code to reauthorize Public, Education, and Government (PEG) access fees that apply to AT&T and Comcast under their respective State video franchises (Staff Report #17-307-CC)
- G2. Adopt a resolution approving the City Council Community Funding Subcommittee's recommendations regarding the 2017-18 community funding allocation (Staff Report #17-299-CC)
- G3. Adopt a resolution accepting fiscal year 2017-2018 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the amount of \$100,000; and approve a spending plan (Staff Report #17-302-CC)
- G4. Reject all bids for the Sand Hill Reservoir Mixer Installation Project (Staff Report #17-301-CC)
- G5. Adopt a resolution of support for and authorization to submit an application for Measure A Pedestrian and Bicycle Program funding for the Menlo Park Bicycle and Pedestrian Enhancement Project and if awarded, authorize the City Manager to enter into necessary funding agreements to accept the funds (Staff Report #17-293-CC)
- G6. Approve the settlement agreement between the City of Menlo Park and the City of East Palo Alto (Staff Report #17-305-CC)
- G7. Accept the City Council meeting minutes for May 23, October 17, 2017 (Attachment)

Councilmember Mueller pulled items G2 and G5. Mayor Pro Tem Ohtaki pulled item G1.

ACTION: Motion and second (Ohtaki/Keith) to approve all items on the Consent Calendar, except G1, G2, and G5, passed 4-0-1 (Carlton absent).

ACTION: Motion and second (Ohtaki/Keith) to approve item G1, passed 4-0-1 (Carlton absent).

ACTION: Motion and second (Cline/Mueller) to approve recommended funding for CORA (Community Overcoming Relationship Abuse), Legal Aid San Mateo County, and Service League of San Mateo County, passed 3-0-1-1 (Keith abstained, Carlton absent).

ACTION: Motion and second (Cline/Ohtaki) to approve recommended funding for Life Moves passed 3-0-1-1 (Mueller abstained, Carlton absent).

ACTION: Motion and second (Cline/Ohtaki) to approve recommended funding for the remainder of the items passed 4-0-1 (Carlton absent).

ACTION: Motion and second (Keith/Mueller) to adopt a resolution of support for and authorization to submit an application for Measure A Pedestrian and Bicycle Program funding for the Menlo Park Bicycle and Pedestrian Enhancement Project with addition (if possible) of the installation of sidewalks along Sharon Road between Alameda de las Pulgas and La Entrada School, and if awarded, authorize the City Manager to enter into necessary funding agreements to accept the funds. The motion passed 4-0-1 (Carlton absent).

H. Regular Business

- H1. Adopt a resolution authorizing the installation of temporary traffic calming modifications to the Willows neighborhood due to construction impacts of the Willow Road/US 101 interchange; and appropriate \$275,000 from the Measure A fund for the Bayfront Expressway, Willow Road, and Marsh Road adaptive signal timing project (Staff Report #17-294-CC)

Assistant City Manager Chip Taylor introduced the item. Senior Transportation Engineer Angela Obeso, Police Commander Dave Bertini and Assistant Public Works Director Nicole Nagaya made a presentation.

- Josh Spira spoke about traffic on Willow Road.
- Daniel Hom spoke about traffic on Willow Road.
- Brian Gilmer spoke about traffic in the Willows neighborhood.
- Joss Geiduschek spoke about traffic on Willow Road.
- Chris Andrews spoke about traffic in the Willows neighborhood.
- Fran Dehn, Menlo Park Chamber of Commerce, spoke about traffic concerns for Willows neighborhood businesses.
- Amar Murugan spoke in support of the recommended traffic calming modifications.
- Sherri Sager, Lucile Packard Children's Hospital, spoke about traffic concerns for Willows neighborhood businesses.
- Thomas Burg spoke about traffic in the Willows neighborhood.
- Tom Caldecott spoke about spoke about traffic in the Willows neighborhood.
- Tracy Morris spoke about traffic in the Willows neighborhood.
- Chris DeCardy spoke about traffic in the Willows neighborhood.
- Stephanie Zeller spoke about traffic in the Willows neighborhood.
- Brie Cioffi spoke about traffic in the Willows neighborhood.
- Paul Montgomery spoke about traffic in the Willows neighborhood.
- Amy Roleder spoke about traffic in the Willows neighborhood.
- Rocio Wellington spoke about traffic in the Willows neighborhood.
- Judy Rocchio spoke about traffic in the Willows neighborhood.
- Chitra Chakravarthy spoke about traffic in the Willows neighborhood.
- Penelope Huang spoke about traffic in the Willows neighborhood.
- Jen Wolosin, Parents for Safe Routes, spoke about student safety concerns.
- Lisa Ratner spoke about traffic in the area.
- Tricia Barr spoke about traffic in the Willows neighborhood.
- Mike Frank spoke about traffic in the Willows neighborhood.

ACTION: Motion and second (Ohtaki/Mueller) to adopt a resolution authorizing the installation of temporary traffic calming modifications in the Willows neighborhood as identified in the staff report with the addition of no right turn signs from Durham Street onto Willow Road; to delegate authority to staff to make adjustments/changes to these new adopted restrictions as needed; and to appropriate \$275,000 from the Measure A fund for the Bayfront Expressway, Willow Road, and Marsh Road adaptive signal timing project. The motion passed 4-0-1 (Carlton absent).

- H2. Authorize the City Manager to submit a list of transportation projects to be considered for inclusion in the *Get Us Moving* San Mateo County Expenditure Plan (Staff Report #17-303-CC)

Assistant Public Works Director Nicole Nagaya made a presentation.

- Andrew Boone spoke against including the roadway grade separations on Bayfront Expressway.
- Adina Levin spoke about transportation management programs.

ACTION: Motion and second (Ohtaki/Mueller) to authorize the City Manager to submit a list of transportation projects to be considered for inclusion in the Get Us Moving San Mateo County Expenditure Plan, with the addition of a transportation demand management component. The motion passed 4-0-1 (Carlton absent).

H3. Authorize submittal of a comment letter on the Final Dumbarton Transportation Corridor Study (Staff Report #17-295-CC)

Assistant Public Works Director Nicole Nagaya provided the staff report.

- Adina Levin spoke about traffic data related to Dumbarton Bridge traffic.
- Andrew Boone spoke about transportation demand management and a multi-use trail
- Diane Bailey, Menlo Spark, spoke about transportation demand management and a multi-use trail

ACTION: Motion and second (Keith/Cline) to authorize submittal of a comment letter on the Final Dumbarton Transportation Corridor Study with the addition of a transportation demand management component. The motion passed 4-0-1 (Carlton absent).

H4. Approve the 2018 City Council meeting schedule (Staff Report #17-304-CC)

Interim City Clerk Clay Curtin provided the staff report.

ACTION: Motion and second (Ohtaki/Keith) to approve the 2018 City Council meeting schedule as amended, passed 4-0-1 (Carlton absent).

H5. Discussion and direction on next steps for addressing complaints related to unregulated and unmaintained newsracks in Menlo Park (Staff Report #17-292-CC)

Management Analyst Meghan Revolinsky made a presentation.

- Fran Dehn, Menlo Park Chamber of Commerce, spoke about unregulated newsracks in Menlo Park.

City Council gave direction to staff to draft an ordinance and bring it for City Council consideration after it has been vetted through a stakeholders' advisory group.

H6. Approve a resolution to amend the City's salary schedule effective December 10, 2017 (Staff Report #17-298-CC)

Administrative Services Director Nick Pegueros provided the staff report.

ACTION: Motion and second (Ohtaki/Cline) to approve a resolution to amend the City's salary schedule effective December 10, 2017, passed 4-0-1 (Carlton absent).

I. Informational Items

- I1. El Camino Real/Downtown Specific Plan-Maximum Allowable Development
(Staff Report #17-300-CC)

Assistant Community Development Director Mark Muenzer answered questions from the City Council.

- Adina Levin spoke about housing needs.

- I2. Update on bus shelter installations in Belle Haven (Staff Report #17-296-CC)
- I3. 3rd Quarter Update on 2017 City Council Work Plan (Staff Report #17-306-CC)

J. City Manager's Report

There was no report.

K. Councilmember Reports

Mayor Pro Tem Ohtaki announced that he and Councilmember Mueller will be presenting to the Menlo Park City School District Board regarding Stanford developments on December 12.

L. Adjournment

Mayor Keith adjourned the meeting at 12:18 a.m. on December 6, 2017.

THIS PAGE INTENTIONALLY LEFT BLANK



STAFF REPORT

City Council Meeting Date: 12/12/2017
Staff Report Number: 17-308-CC

Regular Business: Adopt a resolution establishing an inaugural districting committee to assist in the transition from “at large” to “by district” City Council elections

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) establishing an advisory districting committee in accordance with the City Council’s November 29, 2017, direction.

Policy Issues

On October 4, 2017, the City Council adopted a resolution declaring its intent to transition from at-large to by-district councilmember elections under Elections Code Section 10010. In addition, the City Council expressed its desire to examine other types of voting systems and to authorize the City Manager and City Attorney to hire demographer National Demographics Corporation. This decision was prompted by a recent allegation by an attorney on behalf of residents in the Belle Haven neighborhood that the City’s current at-large election system violated the California Voting Rights Act (“CVRA”). The CVRA was adopted to address racially polarized voting in at large elections. Almost all cities facing CVRA claims have settled out of court by voluntarily shifting to district-based elections.

Last year, the Legislature approved a series of bills to make it easier for local governments to transition from at-large to district-based elections. If followed, these bills serve as a “safe harbor” from litigation and cap exposure to attorney’s fees. This meeting implements the City Council’s direction to establish an advisory committee to assist in drawing district boundaries.

Background

On Aug. 21, 2017, the City received a letter from Kevin Shenkman of Shenkman & Hughes (“Shenkman Letter”). It alleges that voting within the City is racially polarized, resulting in minority vote dilution and that the City’s at-large elections violate the CVRA. Specifically, the letter alleges that, “Menlo Park’s at-large system dilutes the ability of Latinos and African Americans (each a ‘protected class’) to elect candidates of their choice or otherwise influence the outcome of Menlo Park’s council elections.” The Shenkman Letter makes the following claims to support this allegation: (1) The 2016 election, whereby Cecilia Taylor, an African American woman from Belle Haven, ran for City Council and lost, despite being preferred by Latino and African American voters; and (2) No Latinos have ever run for City Council. The City has not confirmed whether these statements are accurate. The Shenkman Letter closes with a demand that the City advise Mr. Shenkman by no later than October 3, 2017, as to whether it would like to discuss voluntary change to the City’s current at-large system. [Note the 45-day period expired on October 5, 2017, not October 3, 2017.]

On October 4, 2017, the City Council conducted a hearing to consider whether to explore transitioning from

at-large to by-district elections. The City Council voted 5-0 to adopt a Resolution of Intent to Transition to By-District elections. The City Council also expressed a desire to consider other types of voting systems and directed staff to hire National Demographics Corporation to assist in the transition process.

On October 29, 2017, the City Council conducted a public hearing to solicit community input on district formation. At that meeting, the City Council directed National Demographic Corporation to prepare mapping tools to allow residents to draw five or six districts. National Demographics Corporation has developed both an online mapping tool, which is now available on the city website at menlopark.org/districtelections, and a paper-mapping tool, which is also available on the City's District Election webpage and in person at the City Clerk's office. Video instructions for using both of these tools have been posted to the District Election webpage.

On November 29, 2017, the City Council conducted a second hearing to solicit input on district formation and to consider appointing a districting committee. At the public hearing, the City Council discussed whether to appoint an advisory committee, which would make recommendations to the City Council, or an independent commission, which would have independent authority to adopt the final maps. After considerable public input and debate, the City Council chose an advisory committee due to the compressed time schedule arising out of the districting safe harbor legislation as well as the need to provide districting maps to the County Clerk in advance of the November 2018 election. The City Council also indicated a general preference to eventually appoint an independent commission and directed the staff to come back to the City Council with an enabling ordinance early next year.

Analysis

Eligibility Requirements for Members of the Districting Committee

At the November 29, 2017, public hearing, the City Council established the following eligibility criteria for the advisory districting committee:

1. Must be a resident of Menlo Park and resided in Menlo Park for at least the past five years
2. Must be a registered voter
3. Must have voted in two of the last three local Menlo Park elections (those residents not eligible to vote due to age or citizenship are exempt from this requirement)

Further, the City Council directed that members of the advisory districting committee meet the general eligibility requirements prescribed in State law for independent districting commissions. State law specifies pre-service, during service and post-service requirements as described below.

Pre-service

To qualify neither the applicant nor any of their family members¹ shall have engaged in the following conduct within the previous eight years:

1. Been elected or appointed to, or been a candidate for, an elective office in Menlo Park.
2. Served as an officer of, employee of, or paid consultant to, a campaign committee or a candidate for elective office of Menlo Park.
3. Served as an officer of, employee of, or paid consultant to, a political party or as an elected or appointed member of a political party central committee.
4. Served as a staff member of, consultant to, or contracted with, a currently serving elected officer of Menlo Park.
5. Been registered to lobby in Menlo Park.

¹ For purposes of this committee, family member means a spouse, registered domestic partner, parent, sibling, child, or in-law.

6. Contributed five hundred dollars (\$500) or more in a year to any candidate for an elective office of Menlo Park.

During service and post-service

Finally, applicants must agree to the following restrictions while serving on the committee and following completion of service:

1. Committee members may not work for, volunteer for, or make a campaign contribution to, a candidate for an elective office of Menlo Park.
2. Committee members may not run for an elective office of Menlo Park for 10 years commencing with the date of his/her appointment to the committee.
3. For four years commencing with the date of his or her appointment to the committee, members shall not:
 - a. Accept an appointment to a Menlo Park Board or Commission.
 - b. Accept employment as a staff member of, or consultant to, an elected official or candidate for elective office of Menlo Park.
 - c. Receive a noncompetitively bid contract with Menlo Park.
 - d. Register as a lobbyist in Menlo Park.

A copy of the Recruitment packet is included as Attachment B.

Recruitment and Selection Process

The City Council directed the Committee be selected using the process for selection of an independent districting commission. Under this process, the City Clerk shall determine which applications meet the eligibility requirements and create a sub-pool of qualified candidates. At a publicly noticed meeting of the City Council, the City Clerk shall randomly draw a subset of three commissioners from the sub-pool. Within five days, those three commissioners shall appoint the final commissioners from the remaining applicants in the sub-pool taking into consideration the following criteria:

1. Committee members shall reasonably reflect the City of Menlo Park's diverse geography and reside in diverse areas throughout the city.
2. Race/ethnicity may be considered without using formulas, quotas or ratios.
3. Gender, age, economic class, sexual orientation and party registration may be considered in selecting committee members.
4. Committee members shall be impartial, know the jurisdiction's neighborhoods and communities, appreciate the jurisdiction's diversity and work well with others.
5. The Committee shall not be comprised entirely of members who are registered to vote with the same political party preference.

Committee Structure and Transparency

The City Council directed that the Committee consist of nine members who meet the eligibility requirements. In the event the strict eligibility requirements and the compressed recruitment schedule does not yield a sufficient pool of qualified candidates, staff recommends the Committee consist of up to nine members. The City Council may consider specifying a minimum number of committee members and if that minimum is not achieved, the City Council may want to extend the recruitment timeline, with consideration for the overall process timeline (Attachment C).

As directed by the City Council, the Committee members will be required to complete a Form 700 – Statement of Economic Interest from the State Fair Political Practices Commission, Committee meetings shall comply with the Brown Act and all writings generated by the Committee shall be subject to the Public Records Act.

As discussed at the November 29, 2017, City Council meeting, the Committee shall operate under an expedited time schedule. To facilitate this schedule, staff has prepared a draft meeting schedule and agenda although once the Committee is seated, it may elect to modify or supplement the schedule. Staff will work with the Committee to hold the meetings in different locations within the City, including Belle Haven, and the City Manager, City Clerk, and City Attorney shall designate staff to support the Committee, as needed. The Committee shall be charged with preparing at least one five-district map and one six-district map as well as the related election sequencing. The Committee shall terminate upon the City Council's adoption of an ordinance establishing a by-district voting map for the 2018 election.

Alternate Proposal

On December 5, Pam Jones submitted an alternate proposal for an Advisory District Commission (Jones proposal) (Attachment D). Staff's proposed resolution includes much of the Jones Proposal. The items omitted from the Jones proposal and staff's rationale are contained below. The City Council may elect to incorporate some or all of these items.

- Ordinance vs. Resolution: The Jones proposal is drafted as an Ordinance rather than a resolution. Limited duration committees may be established by ordinance or resolution. Resolutions go into effect immediately while ordinances require two readings and a 30-day referendum period. Given the expedited time schedule staff recommends utilizing a resolution.
- Commission vs. Committee: The Jones proposal uses the term "commission," rather than "committee." To avoid confusion with the statutory scheme governing independent districting commissions, staff recommends using the term "committee." The use of this term is also consistent with other limited duration committees in Menlo Park.
- Alternates: The Jones proposal contains two alternates whereas staff's proposal does not. At the November 29, 2017, City Council meeting, the City Council directed the Committee be expanded to nine members so alternates would not be needed.
- Committee Member Selection Process: The Jones proposal directs the City Clerk to select 18-27 persons from the eligible applicant pool and to randomly select six commissioners from the winnowed list. As an election official, the City Clerk should pay a neutral role in the process and should not be called upon to weigh discretionary criteria in making appointments. Accordingly, staff recommends the City Clerk only screen for eligibility and all eligible applicants be included in the initial pool. In terms of the number of randomly selected members, the lower the number of randomly selected members, the greater likelihood of a diverse committee. Staff has included the City Council's original direction to include three randomly selected members.
- Districting Criteria: The districting criteria contained in the Jones proposal is more limiting than the staff proposal. In particular, the Jones proposal requires the Committee to draw districts (to extent practicable) such that nearby areas of population are not bypassed for more distant populations. This might result in a requirement to include the recently approved market rate units in the Belle Haven district over objection of the Belle Haven neighborhood. Instead, staff recommends giving the Committee ability to adopt their own districting criteria provided they comport with federal and state law.
- Committee Adoption of Final Map: The Jones proposal requires final maps to be posted for 7 days before adoption by the committee and requires the Committee to draft a supporting report to the City Council. While these are worthy transparency safeguards, they can add significant time to the process. If the committee makes even minor changes to the map, they would need to re-publish it. Likewise, committee report writing can add weeks or months to the process.
- Meeting Schedule: The Jones proposal requires two preliminary hearings before the Committee begins drawing maps. In addition, the Jones proposal requires a total of 5 public hearings. As the City has

already launched its mapping tool and the public has been engaging in open houses, the preliminary meetings seem unnecessarily restrictive. Staff proposes the committee be given leeway to set its own pace provided it meets the target completion date of late March. Likewise, conducting public hearings (which require a 10-day newspaper notice) do not accommodate the expedited schedule. Instead, staff recommends public meetings with agendas posted in accordance with the Brown Act.

- Quorum: The Jones proposal requires maps be approved by at least five committee members. Staff recommends approval by a majority in case a full committee of nine is not able to be seated or in case of excessive absences. The City Council may want to consider a higher vote threshold (such as 2/3) for map approval.
- Appropriation of Funds: The Jones proposal gives the Committee authority to hire independent consultants subject to the City Council's appropriation of funds. As the City has already contracted with National Demographics Corporation this provision appears unnecessary. Depending on the number of committee meetings, National Demographic Corporation's contract may require additional funding.
- Ability of Committee to Adopt Final Map: Under the Jones proposal, if the City Council does not adopt one of the maps submitted by the Committee, the City Council must give its reasons for disapproval and the Committee may elect to adopt the original map or an altered proposed final map by April 28, 2018. This process is similar to the independent commission process. At the November 29 hearing, the City Council determined that there was insufficient time to accommodate this process as two additional hearings would be required by the City Council and final maps must be submitted to the County Clerk in early May.

Impact on City Resources

On October 4, 2017, the City Council budgeted \$75,000 for outside consultant demographic services and additional legal fees. The amount budgeted does not include staff time, legal fees or consulting fees associated with either an independent districting commission or a charter committee. If the City Council directs staff to proceed with either of those options, staff will likely need to return to the City Council for an additional appropriation.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) guidelines §§ 15378 and 15061(b)(3) as it is an organizational structure change that will not result in any direct or indirect physical change in the environment.

Public Notice

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

Attachments

- A. Resolution establishing an advisory districting committee for the November 2018 election
- B. Advisory Districting Committee recruitment packet
- C. District elections process timeline
- D. Proposal from Pam Jones for advisory districting commission

Staff Report #: 17-308-CC

Report prepared by:

William L. McClure, City Attorney

RESOLUTION NO. XXXX**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ESTABLISHING AN ADVISORY DISTRICTING COMMITTEE PURSUANT TO ELECTIONS CODE SECTION 23002**

WHEREAS, members of the City Council of the City of Menlo Park ("City") are currently elected in "at-large" elections, in which each City Councilmember is elected by the registered voters of the entire City; and

WHEREAS, California Government Code Section 34886 in certain circumstances, authorizes the legislative body of a city of any population to adopt an ordinance to change its method of election from an "at-large" system to a "district-based" system in which each city councilmember is elected only by the voters in the district in which the candidate resides; and

WHEREAS, the City received a certified letter on August 21, 2017, from Kevin Shenkman of the law firm of Shenkman & Hughes asserting that the City's at-large city councilmember electoral system violates the California Voting Rights Act ("CVRA") and threatening litigation if the City declines to voluntarily change to a district-based election system for electing city councilmembers; and

WHEREAS, a violation of the CVRA is established if it is shown that racially polarized voting impairs the ability of a protected class to elect their preferred candidates (Elections Code Sections 14027 and 14028). "Racially polarized voting" means voting in which there is a difference in the choice of candidates or other electoral choices that are preferred by voters in a protected class, and in the choice of candidates and electoral choices that are preferred by voters in the rest of the electorate (Elections Code Section 14026(e)); and

WHEREAS, although the letter was not accompanied by any evidence to support the claim of a CVRA violation, the City Council has directed staff to initiate the process to establish by-district elections to avoid costs associated with defending a lawsuit based on the CVRA, even if that lawsuit settles; and

WHEREAS, the California Legislature in amendments to Elections Code Section 10010, has provided a method whereby a jurisdiction can expeditiously change to a by-district election system and avoid the high cost of litigation under the CVRA; and

WHEREAS, the City denies its election system violates the CVRA or any other provision of law and asserts the City's election system is legal in all respects and further denies any wrongdoing whatsoever in connection with the manner in which it has conducted its City Council elections; and

WHEREAS, despite the foregoing, the City Council has concluded it is in the public interest to begin the process of transitioning from at-large to district-based elections due to the uncertainty of litigation to defend against a CVRA lawsuit, the potentially extraordinary cost of such a lawsuit, even if the City were to prevail; and

WHEREAS, on October 4, 2017, the City Council adopted a Resolution expressing its Intent to transition from at-large to district based elections; and

WHEREAS, Elections Code 23002 authorizes the City Council to appoint an advisory districting committee and Menlo Park Municipal Code Section 2.04.200 requires the City Council to form committees by Resolution; and

WHEREAS, the City Council desires to receive input on district boundaries from a geographically diverse sector of the community, including the Belle Haven neighborhood which is the subject of the CVRA complaint; and

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore does hereby resolve as follows:

SECTION 1. Establishment. There shall be established the Menlo Park Advisory Districting Committee, hereinafter "Committee." The Committee shall be established by January 20, 2018 and shall exist until the City Council adopts an ordinance establishing City Council district boundaries for the November 2018 election.

SECTION 2. Purview. The Committee shall present two recommendations to the City Council: (1) a recommendation for dividing the City into five voting districts and (2) a recommendation for dividing the City into six voting districts (with an at-large elected mayor). Each submitted districting map shall also contain an election sequencing recommendation. Election sequencing shall take into account the City's practice of staggering elections every two years and in accordance with State law shall not cut any existing city councilmember's term short.

SECTION 3. Membership. The Committee shall consist of up to 9 Committee members. Committee members shall consist of a diverse group of residents.

SECTION 4. Selection Process. The Committee member selection process is designed to produce a qualified, independent, and impartial Committee. Committee members shall be selected through an open application process. Any person who meets the minimum Committee member qualifications in Section 5 may apply to serve on the Committee.

A. The City Clerk shall initiate and widely publicize the Committee application process. To promote a large and diverse applicant pool, the City Clerk shall seek

assistance from a broad range of community-based organizations to encourage qualified persons to apply. The application period shall be open through January 8, 2018.

B. At the end of the application period, the City Clerk shall review and verify the information contained in each application, including applicants' eligibility to serve on the Committee under Section 5. The City Clerk shall remove from the applicant pool any applicant who does not meet the minimum Committee member qualifications.

C. The City Clerk shall, at a public meeting of the City Council, randomly select 3 names from that subpool. Those 3 shall serve as Committee members.

D. Those initial 3 Committee members shall, by majority vote at a public meeting, select the final up to 6 Committee members from the remaining applicants in the subpool.

E. The initial 3 Committee members should select applicants taking into account the following factors:

(1) The Committee should not be comprised entirely of members who are registered to vote with the same political party preference.

(2) Committee members should reasonably reflect the City of Menlo Park's diverse geography and reside in diverse areas throughout the city.

(3) Race/ethnicity may be considered without using formulas, quotas, or ratios.

(4) Gender, age, economic class, sexual orientation and party registration may be considered in selecting Committee members.

(5) Committee members shall be impartial, know the jurisdiction's neighborhoods and communities, appreciate the jurisdiction's diversity and work well with others.

(6) If committee members utilize a random selection process, they should consider dividing applications into geographic areas to better ensure geographic diversity.

SECTION 5. Eligibility Requirements for Members of the Committee. The application process shall be open to all eligible residents. The following qualifications and restrictions are imposed on members of the Committee:

A. A person, or the family member of a person (i.e. spouse, registered domestic partner, parent, sibling, child, or in-law), who has done any of the following in the preceding eight years, shall not be appointed to serve on a Committee:

(1) Been elected or appointed to, or been a candidate for, an elective office of Menlo Park.

(2) Served as an officer of, employee of, or paid consultant to, a campaign committee or a candidate for elective office of Menlo Park.

(3) Served as an officer of, employee of, or paid consultant to, a political party or as an elected or appointed member of a political party central committee.

(4) Served as a staff member of, consultant to, or contracted with, a currently serving elected officer of Menlo Park.

(5) Been registered to lobby in Menlo Park.

(6) Contributed five hundred dollars (\$500) or more in a year to any candidate for an elective office of Menlo Park.

B. A member of the Committee shall not do any of the following:

(1) While serving on the Committee, endorse, work for, volunteer for, or make a campaign contribution to, a candidate for an elective office of Menlo Park.

(2) Be a candidate for an elective office of Menlo Park for 10 years commencing with the date of his or her appointment to the Committee.

(3) For four years commencing with the date of his or her appointment to the Committee:

a. Accept an appointment to a Menlo Park Board, Commission or committee.

b. Accept employment as a staff member of, or consultant to, an elected official or candidate for elective office of Menlo Park.

c. Receive a noncompetitively bid contract with Menlo Park.

d. Register as a lobbyist in Menlo Park.

C. Must be a resident of Menlo Park and resided in Menlo Park for at least the past five years.

D. Must be a registered voter.

E. Must have voted in two of the last three local Menlo Park elections. Those residents not eligible to vote due to age or citizenship are exempt from this

requirement.

SECTION 6. During and Post-Service Restrictions. Committee members shall comply with the following during and post-service restrictions as contained in California Elections Code Section 23003(d):

A. While serving on the Committee, members may not work for, volunteer for, or make a campaign contribution to, a candidate for an elective office of Menlo Park.

B. Committee members may not run for an elective office of Menlo Park for 10 years commencing with the date of my appointment to the Committee.

C. For four years commencing with the date of his or her appointment to the Committee, members shall not:

(1) Accept an appointment to a Menlo Park Board, Commission or Committee.

(2) Accept employment as a staff member of, or consultant to, an elected official or candidate for elective office of Menlo Park.

(3) Receive a noncompetitively bid contract with Menlo Park.

(4) Register as a lobbyist in Menlo Park.

SECTION 7. Districting Criteria. The Committee shall take into account the following legally required criteria in recommending district boundaries:

A. Each city council district shall contain a nearly equal population;

B. A districting plan shall be drawn in a manner that complies with the Federal Voting Rights Act, the California Voting Rights Act and the Equal Protection Clause of the U.S. Constitution; and

C. City Council districts shall not be drawn with race as the predominate factor.

The Committee may also adopt its own criteria consistent with this Section 7 and may take into account additional criteria such as including topographical and geographical boundaries (major roads, freeways, creeks, railroad lines or other barriers) and communities of interest (school district boundaries, neighborhood boundaries, retail/commercial districts, voting precincts etc.).

SECTION 8. Public Transparency. The Committee shall implement an open process for public input and Committee deliberation as follows:

A. The Committee members shall file Form 700 – Statement of Economic Interest

forms.

B. The Committee shall comply with the California Public Records Act, commencing with Section 6250 of the California Government Code, and the Ralph M. Brown Act, commencing with Section 54950 of the California Government Code.

C. The Committee shall publish on the internet and make available to the public a draft version of a proposed final map before final recommendation to the City Council.

D. All records of the Committee relating to districting, and all data considered by the Committee in drawing a draft map or proposed final map, are public records.

E. The Committee shall establish and make available to the public on the internet a calendar of all public hearings.

F. The City shall establish and maintain, at least until the districting process is concluded, a webpage for the Committee where important redistricting materials may be published, including hearing agendas, hearing minutes, links to hearing audio or video recordings where applicable, a Committee member roster, and draft maps created by the Committee.

G. Committee members shall disclose all contact regarding the Committee's subject matter jurisdiction that occurs outside of a publicly noticed meeting. Committee members shall disclose these contacts no later than the Committee's next regular or special meeting.

H. Any person who is compensated for communicating with the Committee or any Committee member, other than a reimbursement of reasonable travel expenses, shall identify the party compensating them in such communication.

SECTION 9. Public Engagement. The Committee and the City should actively encourage residents to participate in the districting process.

A. The Committee shall make every reasonable effort to afford maximum public access to its proceedings.

B. The City shall solicit broad public participation in the districting process, including from residents of communities that traditionally participate less frequently in the local political process. At minimum, the City Clerk shall:

(1) Develop and present a proposed outreach campaign to the City Council at a public meeting;

(2) Conduct an outreach campaign to educate the public on the districting process and how to be involved; and

(3) Request the assistance of neighborhood associations, community groups, civic organizations, and civil rights organizations with engaging residents in the districting public review process.

SECTION 10. Committee Meetings. The hearing location shall be accessible to persons with disabilities and, to the extent practicable, shall have free parking nearby and be accessible by public transit. Public hearings shall be scheduled at various times and days of the week to accommodate a variety of work schedules and to reach as large an audience as possible. The Committee shall establish and implement a process for accepting written public comment, including the submission of draft maps and draft partial maps for the Committee's consideration.

SECTION 11. Administration. A quorum shall consist of a majority of the seated Committee members (i.e. if nine members are seated, a quorum shall be five members). The Committee may only recommend a plan for district boundaries and election sequencing with the affirmative vote of a majority of the seated Committee members. All other Committee actions, other than maps and sequencing, require only a majority vote of those present, provided that a quorum is present. The City Council or the Committee may remove a Committee member for substantial neglect of duty, gross misconduct in office, or inability to discharge the duties of office. Prior to being removed, a Committee member must be provided with the reasons for their proposed removal, at least a week's notice of the public hearing where his or her proposed removal will be voted on, and an opportunity to respond to or rebut those reasons in writing and at the hearing.

SECTION 12. Staff Support. The City Manager, City Clerk, and City Attorney shall designate staff to support the Committee, as needed.

SECTION 13. Schedule.

Option 1: Single Committee Recommendation. The Committee shall forward its final recommendation regarding proposed five and six member district maps and related election sequencing to the City Council by no later than March 26, 2018.

Option 2: Committee Recommendation with Allowance for City Council Feedback (Hybrid). The Committee shall forward its final recommendation regarding proposed five and six member district maps and related election sequencing to the City Clerk by no later than February 23, 2018. Upon receipt of the recommendation, the City Clerk shall immediately cause the maps to be published for a seven day public review period. Thereafter, the City Council shall conduct a public hearing on the Committee proposed map(s). At this hearing the City Council may elect to: (1) direct staff to introduce an ordinance approving one of the Committee recommended maps/sequencing

or (2) reject the map(s)/sequencing and return it to the Committee for reconsideration with a statement of the reasons for such disapproval and request the Committee to modify the map(s)/sequencing. If the City Council rejects the Committee's recommendation, the Committee shall have up to seven days (but in no event later than March 26, 2018) to submit a revised map(s)/sequencing to the City Council for further consideration. Upon receipt of the revised map(s) the City Clerk shall immediately cause the maps to be published for a seven day public review period.

I, Clay J. Curtin, Interim City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing resolution was duly and regularly passed and adopted at a meeting by said City Council on the twelfth day of December, 2017, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twelfth day of December, 2017.

Clay J. Curtin, Interim City Clerk

COMMISSION AND COMMITTEE APPLICATION INFORMATION

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



COMMISSION AND COMMITTEE APPLICANTS

Menlo Park welcomes and encourages residents' active participation through serving on a City-appointed Commission or Committee. Commissions examine issues of community interest and make recommendations to the City Council on policy matters. Each commission reviews specific subjects and carries out assignments as directed by the City Council or as prescribed by law.

The City of Menlo Park has 11 active advisory bodies, including:

Commissions

- Complete Streets Commission
- Environmental Quality Commission
- Housing Commission
- Library Commission
- Parks and Recreation Commission
- Planning Commission

Committees

- Advisory Districting Committee
- Belle Haven Neighborhood Library Advisory Committee
- Finance and Audit Committee
- Sister City Committee
- Transportation Master Plan Oversight and Outreach Committee

A roster of all current city commissions, boards and committee members, including their terms of office and any current vacancies is updated by December 31 annually in compliance with the Maddy Act, Gov. Code §54970.

ELIGIBILITY INFORMATION FOR MEMBERS OF THE ADVISORY DISTRICTING COMMITTEE

The following eligibility criteria applies to the advisory districting committee: (1) Must be a resident of Menlo Park and resided in Menlo Park for at least the past five years; (2) Must be a registered voter and (3) Must have voted in two of the last three local Menlo Park elections. Those residents not eligible to vote due to age or citizenship are exempt from this requirement.

Further, members of the advisory districting committee must meet the general eligibility requirements prescribed in State law for independent districting commissions. State law specifies pre-service, during service and post-service requirements as described below.

Pre-service

To qualify neither the applicant nor any of their family members (i.e. family member means a spouse, registered domestic partner, parent, sibling, child, or in-law) shall have engaged in the following conduct within the previous eight years:

1. Been elected or appointed to, or been a candidate for, an elective office in Menlo Park.
2. Served as an officer of, employee of, or paid consultant to, a campaign committee or a candidate for elective office of Menlo Park.
3. Served as an officer of, employee of, or paid consultant to, a political party or as an elected or appointed member of a political party central committee.
4. Served as a staff member of, consultant to, or contracted with, a currently serving elected officer of Menlo Park.
5. Been registered to lobby Menlo Park.
6. Contributed five hundred dollars (\$500) or more in a year to any candidate for an elective office of Menlo Park.

During service and post service limitations

Applicants must agree to the following restrictions while serving on the committee and following completion of service:

1. Committee members may not work for, volunteer for, or make a campaign contribution to, a candidate for an elective office of Menlo Park.
2. Committee members may not run for an elective office of Menlo Park for 10 years commencing with the date of his/her appointment to the committee.
3. For four years commencing with the date of his or her appointment to the committee, members shall not:
 - a) Accept an appointment to a Menlo Park Board or Commission.
 - b) Accept employment as a staff member of, or consultant to, an elected official or candidate for elective office of Menlo Park.
 - c) Receive a noncompetitively bid contract with Menlo Park.
 - d) Register as a lobbyist in Menlo Park.

RECRUITMENT AND SELECTION PROCESS

The City Clerk shall determine which applications meet the eligibility requirements and create a sub-pool of qualified candidates. At a publicly noticed meeting of the City Council, the City Clerk shall randomly draw a subset of three commissioners from the sub-pool. Within five days, those three commissioners shall appoint the final commissioners from the remaining applicants in the sub-pool taking into consideration the following criteria:

1. The Committee shall not be comprised entirely of members who are registered to vote with the same political party preference.
2. Committee members shall reasonably reflect the City of Menlo Park's diverse geography and reside in diverse areas throughout the city.
3. Race/ethnicity may be considered without using formulas, quotas or ratios.
4. Gender, age, economic class, sexual orientation and party registration may be considered in selecting committee members.
5. Committee members shall be impartial, know the jurisdiction's neighborhoods and communities, appreciate the jurisdiction's diversity and work well with others.
6. If Committee members utilize a random selection process, they should consider dividing applications into geographic areas to better ensure geographic diversity.

SCHEDULE INFORMATION

The Advisory Districting Committee will require a concentrated number of meetings between January 26, 2018, and April 3, 2018. It is estimated that at least five public meetings will be required during this period, but the Committee may decide to conduct more. To allow for broad public participation the meeting times will vary with some meetings occurring during the day and others in the evening. Each meeting may last up to three to four hours. You may also be asked to serve on additional subcommittees. Members are expected to attend all meetings. Attendance at less than two-thirds of scheduled meetings may result in removal by the City Council. Commissioners are not paid for their volunteer service. General information related to the charge of the commissions and committees and their schedules are shown on the city website at menlopark.org/commissions.

APPLICATION PROCESS

Applications are due on January 8, 2018. Deadlines may be extended. Please return your application, along with any attachments, to the City Clerk at the address listed below. Applications are kept on file for one year and are public record. Certain responses to the application will be kept confidential if requested by applicant. The City Clerk will review all applications to determine eligibility. Questions about the application process should be directed to City Clerk's Office, at 650-330-6620 or by email to [Clay Curtin at cjcurtin@menlopark.org](mailto:cjcurtin@menlopark.org).

ADVISORY DISTRICTING COMMITTEE – MEETING SCHEDULE AND AGENDAS

City Manager’s Office – City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



For informational purposes only – subject to change
Selection meeting – January 20, 2018
<ol style="list-style-type: none"> 1. Public Comment 2. Three randomly selected Committee members select up to six additional committee members
Meeting 1 – January 26, 2018 (about 2 or 2.5 hours)
<ol style="list-style-type: none"> 1. Introduction to the requirements, data and options of districting (about 1 hour) 2. Introduction to the demographics and geography of Menlo Park (10 minutes) 3. Introduction to the public input tools of Menlo Park (10-15 minutes) 4. Initial presentation of draft maps received so far (20-30 minutes) 5. Public comment
Meeting 2 – February 5, 2018 (about 1 to 2 hours)
<p>Presentation of maps received so far</p> <ol style="list-style-type: none"> 1. Public comment 2. Committee discussion and direction on maps received so far <ol style="list-style-type: none"> a) Narrow list of maps down to 3 – 10 ‘focus’ maps b) Discussion of potential revisions to ‘focus’ maps c) Direction to NDC on new/revised maps the Committee wishes to see for its next meeting
Meeting 3 – February 12, 2018 (1.5 to 2 hours)
<ol style="list-style-type: none"> 1. Presentation of ‘focus’ maps selected at last meeting 2. Presentation of new maps received from the public 3. Presentation of new/revised maps requested by the Committee 4. Public comment 5. Committee discussion and direction on maps received so far <ol style="list-style-type: none"> a) Narrow list of maps down to 3 – 5 ‘round 2’ maps b) Discussion of potential revisions to ‘round 2’ maps c) Direction to NDC on new/revised maps the Committee wishes to see for its next meeting
Meeting 4 – February 22, 2018 (1.5 to 2 hours)
<ol style="list-style-type: none"> 1. Presentation of ‘round 2’ maps selected at last meeting 2. Presentation of new maps received from the public 3. Presentation of new/revised maps requested by the Committee 4. Public comment 5. Committee discussion and direction on maps received so far <ol style="list-style-type: none"> a) Narrow list of maps down to 1 to 2 or, at most, 3 ‘semi-final’ maps b) Discussion of potential revisions to ‘semi-final’ maps c) Direction to NDC on new/revised maps the Committee wishes to see for its next meeting
Meeting 5 – March 1, 2018 (1 to 1.5 hours)
<ol style="list-style-type: none"> 1. Presentation of ‘semi-final’ maps selected at last meeting 2. Presentation of new maps received from the public 3. Presentation of new/revised maps requested by the Committee 4. Committee discussion and map selection <ol style="list-style-type: none"> a) Make any final map edits desired by the Committee b) Committee vote to select its recommended five-district map(s) c) Committee vote to select its recommended six-district map(s)

COMMISSION AND COMMITTEE APPLICATION

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



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.
Date:
Commission or committee of interest:
Name:
Education:
Civic affiliations and community activities, including service on other commissions or committees:
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:
Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

Signature

Date

OFFICE USE ONLY:

Application received: _____
Considered by City Council: _____
Considered by City Council: _____
Considered by City Council: _____
If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
Appointed: Yes No (Initials)
Appointed: Yes No
Appointed: Yes No

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

ADVISORY DISTRICTING COMMITTEE – SUPPLEMENTAL APPLICATION QUESTIONS AND VERIFICATION

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



Part A. Eligibility information

This information is required to determine your eligibility to serve on the Menlo Park Advisory Districting Committee. In order to carry out a transparent selection process, the responses to the following questions will be made available to the public.

1. Are you currently registered to vote in the City of Menlo Park?

Yes

No

2. Have you resided continuously in the City of Menlo Park since January 2013?

Yes

No

3. What party are you registered with?

American Independent Party

Democratic Party

Green Party

Libertarian Party

Peace and Freedom Party

Republican Party

Other, please specify _____

Decline to state

4. Did you vote in the November 2016 general municipal election?

Yes

No

If no, please explain _____

5. Did you vote in the November 2014 general municipal election?

Yes

No

If no, please explain _____

6. Did you vote in the November 2012 general municipal election?

Yes

No

If no, please explain _____

7. Did you contribute \$500 or more in a year to any candidate for Menlo Park City Council within the past eight years?

Yes

No

8. Are you currently an elected official of Menlo Park or a family member, staff member, or paid campaign staff member of a Menlo Park elected official?

Yes

No

Part B. Eligibility certification

The application process is open to all eligible residents. The following qualifications and restrictions are imposed on members of the Committee.

I hereby certify that during the preceding eight years neither I nor any of my family members* have done any of the following:

(1) Been elected or appointed to, or been a candidate for, an elective office in Menlo Park.

(2) Served as an officer of, employee of, or paid consultant to, a campaign committee or a candidate for elective office of Menlo Park.

(3) Served as an officer of, employee of, or paid consultant to, a political party or as an elected or appointed member of a political party central committee.

(4) Served as a staff member of, consultant to, or contracted with, a currently serving elected officer of Menlo Park.

(5) Been registered to lobby in Menlo Park.

(6) Contributed five hundred dollars (\$500) or more in a year to any candidate for an elective office of Menlo Park.

*For purposes of this certification, family member means a spouse, registered domestic partner, parent, sibling, child, or in-law.

I hereby certify that the responses provided in Parts A and B above are true to the best of my own knowledge.

Signature

Date

DRAFT

DISTRICT ELECTIONS PROCESS TIMELINE

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



Timeline – subject to change		
Dates	Event	Status
October 30, 2017	1 st hearing: gather public input on the composition of zones	Completed
November 29, 2017	2 nd hearing: gather public input on the composition of zones	Completed
December 12, 2017	City Council adopts guidelines and approves application form for an up to 9-member Advisory Districting Committee. Committee recruitment opens	
January 8, 2018	Deadline to receive commission applications	
January 16, 2018	Three committee members selected by random draw; the three appoint the remaining six committee members.	
January 20, 2018	Committee appointments completed	
January 26, 2018	First meeting of Advisory Districting Committee: provide Brown Act, districting criteria and interactive map training; schedule public meetings; discuss public outreach	
Early 2018	City Council considers enabling ordinance creating an Independent Redistricting Commission for 2020 census	
January 30–March 26, 2018	Advisory Districting Committee meets; anticipate 5-6 meetings on weekly basis	
March 23, 2018	Advisory Districting Committee submits recommended map(s) and proposed sequencing to City Clerk for publishing – must be published at least 7 days before 3 rd hearing.	
April 17, 2018	3 rd hearing: public input on draft maps and election sequencing	
April 24, 2018	4 th hearing: public input on draft maps and election sequencing; Possible map selection and ordinance introduction	
May 2018	Second reading and final adoption of ordinance; map submitted to San Mateo County Registrar of Voters	
November 2018	First by-district election in three districts (and possibly Mayor)	
November 2020	First by-district elections in remaining districts	
2021	Districts redrawn to reflect 2020 census data utilizing Independent Redistricting Commission	

THIS PAGE INTENTIONALLY LEFT BLANK

ADVISORY DISTRICTING COMMISSION**SECTION 1.****A. Establishment**

1. There shall be established the Menlo Park Advisory Districting Commission, hereinafter "Commission." The Commission shall comply with the requirements of Chapter 9 of Division 21 of the California Elections Code, beginning with Section 23000.
2. New city council district boundaries shall be adopted in the following manner:
 - a. The Commission shall adopt a proposed final map of district boundaries and submit it to the City Council.
 - b. The City Council shall not alter the proposed final map. Rather, the City Council shall approve or disapprove the proposed final map in its entirety at a meeting held at least 5 days but no more than 15 days after the proposed final map has been made publicly available.
 - c. If the City Council approves the proposed final map, it shall go into effect immediately upon approval.
 - d. If the City Council disapproves the proposed final map, it shall return the map to the Commission for reconsideration with a statement of the reasons for such reasons for disapproval and whether to make responsive alterations to its proposed final map. Within 15 days of the City Council's disapproval, the Commission shall either adopt its original proposed final map or an altered proposed final map. That final map shall go into effect immediately upon adoption
3. The Commission shall be established by January 31, 2018 and shall exist until new council district boundaries are adopted.
4. The Commission shall consist of 9 commissioners and 2 alternates. Alternates may fully participate in commission deliberations but may not vote and may not be counted towards the establishment of a quorum. Alternates are subject to the same terms of office, qualifications, restrictions, and standards of conduct as other commissioners under this article.

B. Selection Process

1. The commissioner selection process is designed to produce a qualified, independent, and impartial Commission.
2. Commissioners shall be selected through an open application process.

3. Any person who meets the minimum commissioner qualifications in Subsection C may apply to serve on the Commission.
 4. The City Clerk shall initiate and widely publicize the Commission application process. To promote a large and diverse applicant pool, the City Clerk shall seek assistance from a broad range of community-based organizations to encourage qualified persons to apply. The application period shall be open through January 10.
 5. At the end of the application period, the City Clerk shall review and verify the information contained in each application, including applicants' eligibility to serve on the Commission under Subsection C. The City Clerk shall remove from the applicant pool any applicant who does not meet the minimum commissioner qualifications.
 6. From this screened pool of qualified applicants, the City Clerk shall select between 18 and 27 persons to constitute the subpool of eligible applicants.
 7. The City Clerk shall, at a public meeting, randomly select 6 names from that subpool. Those 6 shall serve as commissioners.
 8. Those initial 6 commissioners shall, by majority vote at a noticed public hearing, select the final 3 commissioners and 2 alternates from the remaining applicants in the subpool. The initial commissioners shall select final commissioners such that the Commission shall not be comprised entirely of commissioners who are registered to vote with the same political party preference.
 9. The City Clerk and the initial 6 commissioners should select applicants that are best qualified to carry out the Commission's duties under this Section and that, as a group, reasonably reflect the diversity of the City, provided that no quotas, formulas, or ratios may be applied for this purpose. In evaluating applications, the City Clerk and the initial 6 commissioners shall consider each applicant's:
 - a. competency to carry out the responsibilities of the Commission
 - b. ability to serve with impartiality in a nonpartisan role; and
 - c. apparent ability to work cooperatively with other commissioners.
 10. "Diversity" for the purposes of this subsection means diversity of geography and race and ethnicity.
- C. Commissioner Qualification
1. Applicants shall comply with the eligibility requirements in California Elections Code Section 23003.

D. During and Post-Service
Restrictions

1. Commissioner shall comply with California Elections Code Section 23003(d).

E. Districting Criteria

1. The Commission shall establish the boundaries of each council district in a plan using the following criteria:
 - a. Districts shall comply with the United States Constitution, California Constitution, and applicable federal and state laws, including the federal Voting Rights Act, commencing at 42 U.S.C. Section 1971.
 - b. Each district shall be substantially equal in population.
 - c. To ensure fair and effective representation for all citizens of the City, the Commission, in adopting a districting plan, should draw districts that, to the extent practicable:
 - i. are geographically contiguous;
 - ii. are geographically compact such that nearby areas of population are not bypassed for more distant population;
 - iii. respect major topographic and geographic features of the City;
 - iv. respect the geographic integrity of local communities of interest in a manner that minimizes their division; and
 - v. respect the geographic integrity of neighborhoods in a manner that minimizes their division.
2. The Commission shall not draw districts for the purpose of favoring or discriminating against an incumbent, political candidate, or political party.

F. Transparency

1. The Commission shall establish and implement an open process for public input and Commission deliberation.
2. The Commission shall comply with the California Public Records Act, commencing with Section 6250 of the California Government Code, and the Ralph M. Brown Act, commencing with Section 54950 of the California Government Code.
3. The Commission shall publish on the internet and make available to the public a draft version of a proposed final map for at least 7 days before it may be adopted.

4. All records of the Commission relating to districting, and all data considered by the commission in drawing a draft map or proposed final map, are public records.
5. The Commission shall establish and make available to the public on the internet a calendar of all public hearings.
6. The City shall establish and maintain, at least until the districting process is concluded, a webpage for the Commission where important redistricting materials may be published, including hearing agendas, hearing minutes, links to hearing audio or video recordings where applicable, a commissioner roster, and draft maps created by the Commission.
7. Commissioners shall disclose all contact regarding the Commission's subject matter jurisdiction that occurs outside of a publicly noticed meeting. Commissioners shall disclose these contacts no later than the Commission's next regular or special meeting.
8. Any person who is compensated for communicating with the Commission or any commissioner, other than a reimbursement of reasonable travel expenses, shall identify the party compensating them in such communication.
9. The Commission shall issue a report with its proposed final map that explains the basis on which the Commission made its decisions in achieving compliance with the redistricting criteria listed in Subsection E.

G. Public Engagement

1. The Commission and the City should actively encourage residents to participate in the districting process.
2. The Commission shall make every reasonable effort to afford maximum public access to its proceedings.
3. The City shall solicit broad public participation in the districting process, including from residents of communities that traditionally participate less frequently in the local political process. At minimum, the City Clerk shall:
 - a. develop and present a proposed outreach campaign to the City Council at a public meeting;
 - b. conduct an outreach campaign to educate the public on the districting process and how to be involved; and
 - c. request the assistance of neighborhood associations, community groups, civic organizations, and civil rights organizations with engaging residents in the districting public review process.

4. Before the Commission draws its first draft map, the Commission shall hold at least 2 public hearings over a period of no less than 15 days, at which the public is invited to provide input regarding the placement of district boundaries.
5. After the Commission publishes its first draft map but before a proposed final map is adopted, the Commission shall hold at least 3 public hearings over a period of no less than 15 days, at which the public is invited to comment on the draft map or maps or to suggest alternative maps.
6. Commission public hearings shall be held in different geographic areas of the City so as to facilitate participation by persons residing in different areas of the City. The hearing location shall be accessible to persons with disabilities and, to the extent practicable, shall have free parking nearby and be accessible by public transit.
7. Public hearings shall be scheduled at various times and days of the week to accommodate a variety of work schedules and to reach as large an audience as possible.
8. The Commission shall establish and implement a process for accepting written public comment, including the submission of draft maps and draft partial maps for the Commission's consideration.
9. To the extent practicable, the Commission shall make available to the public a free electronic mapping tool, loaded with relevant population and demographic data, which tool can be used to create draft maps and draft partial maps.

H. Administration

1. A quorum shall consist of 5 commissioners.
2. The Commission may only recommend or adopt a plan for district boundaries with the affirmative vote of 5 commissioners. All other Commission actions require only a majority vote of those present, provided that a quorum is present.
3. The City Council or the Commission may remove a commissioner for substantial neglect of duty, gross misconduct in office, or inability to discharge the duties of office. Prior to being removed, a Commissioner must be provided with the reasons for their proposed removal, at least a week's notice of the public hearing where his or her proposed removal will be voted on, and an opportunity to respond to or rebut those reasons in writing and at the hearing.
4. The City Council shall appropriate sufficient funds to allow the Commission to carry out its powers and duties under this Section.

5. The City Manager, City Clerk, and City Attorney shall designate staff to support the Commission, as needed. Subject to the funds appropriated to the Commission, the Commission may hire, as necessary, one or more independent consultants experienced and competent in local redistricting, demography, or community outreach following an open bidding process.
6. The Commission shall recommend a proposed final map to the City Council by March 26, 2018. If the City Council disapproves the proposed final map, the Commission shall adopt a final map by April 25, 2018.



STAFF REPORT

City Council

Meeting Date: 12/12/2017

Staff Report Number: 17-311-CC

Regular Business: Selection of Mayor and Mayor Pro Tempore

Recommendation

Staff recommends the City Council select a Mayor and Mayor Pro Tempore for 2018.

Policy Issues

The proposed action conforms to current practice.

Background

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

City Council policy CC-93-001, (Attachment A) reads as follows:

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

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

- The current Mayor will turn the meeting over to the City Clerk
- The City Clerk will take nominations from the City Council for Mayor
- A vote for each nominee will be taken and the new Mayor is selected
- The City Clerk will turn the meeting over to the new Mayor
- The Mayor will take nominations for Mayor Pro Tempore
- A vote for each the nominee will be taken and the new Mayor Pro Tempore is selected

Public Notice

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

Attachments

- A. City Council Policy CC-93-001

Report prepared by:
Clay J. Curtin, Interim City Clerk

SELECTION OF MAYOR

City Council Policy #CC-93-001

Effective 11/16/1993

Updated 02/23/2016

**Purpose**

To establish a procedure for the annual selection of the Mayor.

Background

Section 2.04.120 of the Menlo Park Municipal Code states, "The City Council shall meet in December each year and choose one of its members as the Mayor and one as Mayor Pro Tempore."

Policy

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

THIS PAGE INTENTIONALLY LEFT BLANK



STAFF REPORT

City Council

Meeting Date: 12/12/2017

Staff Report Number: 17-309-CC

Regular Business: **Appoint City Council representatives and alternates to various regional agencies to City Council subcommittees and as liaisons to City Council advisory bodies**

Recommendation

Staff recommends that the City Council appoint representatives and alternates to various regional agencies, liaisons to each of the City's commissions and advisory bodies and members to each City Council subcommittee.

Policy Issues

The proposed action conforms to the current practice of annually updating the City Council's appointments to various local and regional agencies, boards, City Council-appointed commissions and City Council subcommittees. Attachment A is a full roster of current City Council assignments for 2017.

Background

Regional Assignments

Each year, after the reorganization of the City Council, the City Council appoints its members to represent the City on the boards or committees of outside regional agencies. A list of those agencies, including a brief description of each agency's purpose and respective meeting schedule, is provided as Attachment B.

Mayor Assignments

Certain agencies and regional or local (sub)committees require the Mayor of each member city to serve as its respective representative and/or voting delegate, and the Mayor Pro Tem may serve as the alternate.

Those agencies are the following:

- Association of Bay Area Governments (ABAG) - Mayor serves as representative
- League of California Cities (LCC) – Mayor serves as voting delegate at the Annual Conference and for the Peninsula Division
- Council of Cities City Selection Committee – Mayor serves as representative and voting delegate
- Menlo Park School District Subcommittee – Mayor and Mayor Pro Tem have historically been assigned to this committee
- Menlo Park Chamber of Commerce – Mayor typically serves as representative

Commission Liaisons

Members of the City 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 City 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. The list of city commissions and their meeting schedules are provided as Attachment C.

City Council Subcommittees

The City Council has established subcommittees that assist in researching and preparing policy alternatives and implications for the City Council's deliberation.

These subcommittees are as follows:

- Community Grant Funding
- Emergency Operations (Disaster Preparedness)
- Menlo Park Fire District
- Economic Development
- Stanford Parcel Negotiation
- Facebook Community Fund
- Rail Committee
- Willow/101 (liaise with Caltrans; formed February 2016)
- Ravenswood Educational Equity (formed August 2016)
- Bayfront Express Extension (formed November 2016)

The City Council may wish to add to or delete from the existing list of subcommittees, depending on workload and relevancy.

Ad hoc committees/groups

Ad hoc bodies are created by City Council for a specific purpose. The City Council currently has one Ad Hoc body, the SRI Development Agreement Committee.

Impact on City Resources

There is no impact on City resources associated with this action outside of any associated membership dues, meeting related expenses, and/or staff assistance required and budgeted.

Environmental Review

The proposed action does not require environmental review.

Public Notice

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

Attachments

- A. List of current 2017 City Council assignments
- B. Roster of regional agencies with information and meeting schedules
- C. Roster of City Commissions/Committees and meeting schedules

Staff Report #: 17-309-CC

Report prepared by:
Clay J. Curtin, Interim City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

MAYOR ASSIGNMENTS	Primary	Alternate	Notes
Association of Bay Area Governments (ABAG) League of California Cities (LCC) League of California Cities (Peninsula Division) Council of Cities City Selection Committee Menlo Park School District Subcommittee Menlo Park Chamber of Commerce / City Liaison Position	Kirsten Keith Kirsten Keith Kirsten Keith Kirsten Keith Kirsten Keith Kirsten Keith	Peter Ohtaki Peter Ohtaki Peter Ohtaki Peter Ohtaki Peter Ohtaki Peter Ohtaki	https://www.cacities.org/Top/About/Board-of-Directors.aspx as needed (typically in December - <i>next meeting is Dec. 15, 2017</i>)
REGIONAL ASSIGNMENTS	Primary	Alternate	Notes
Airport Community Roundtable Caltrain Modernization Local Policy Group - move to rail subcommittee City/County Association of Governments of San Mateo County (C/CAG) County of Santa Clara Community Resources Group for Stanford University Dumbarton Rail Policy Committee Emergency Services Council (San Mateo County JPA) Facebook Community Fund Grand Boulevard Task Force San Francisquito Creek Joint Powers Authority South Bayside Waste Management Authority Joint Powers Authority Peninsula Clean Energy (PCE) Community Choice Energy	Peter Ohtaki Rich Cline Catherine Carlton Peter Ohtaki Kirsten Keith Catherine Carlton Ray Mueller Kirsten Keith Kirsten Keith Catherine Carlton Ray Mueller	Ray Mueller Kirsten Keith Ray Mueller Kirsten Keith Rich Cline Peter Ohtaki Starting April Peter Ohtaki Catherine Carlton Rich Cline Catherine Carlton	 Mueller's term ends April 2017
COMMISSION LIAISONS	Member 1	Member 2 (when applicable)	Notes
Environmental Quality Commission Finance and Audit Committee (2 members) Housing Commission Library Commission Parks and Recreation Commission Planning Commission Complete Streets Commission Sister City Committee Transportation Master Plan Oversight and Outreach (2 members) Belle Haven Neighborhood Library Advisory Committee (2 members)	Ray Mueller Peter Ohtaki Peter Ohtaki Ray Mueller Catherine Carlton Catherine Carlton Kirsten Keith Catherine Carlton Kirsten Keith	Rich Cline Peter Ohtaki Catherine Carlton	 Committee approved in Nov. 2015; members ppointed in Apr. 2016 Committee formed Sep. 2017 Committee approved Sep. 2017
CITY COUNCIL SUBCOMMITTEES	Member 1	Member 2	Notes
Community Grant Funding Emergency Operations (Disaster Preparedness) Menlo Park Fire District Rail Committee Economic Development Stanford Parcel Negotiation Willow/101 (liaise with Caltrans) Ravenswood Educational Equity Station 1300 Electric Vehicle (EV) Chargers Bayfront Express Extension	Kirsten Keith Catherine Carlton Catherine Carlton Rich Cline Kirsten Keith Rich Cline Rich Cline Ray Mueller Catherine Carlton Catherine Carlton Ray Mueller	Catherine Carlton Peter Ohtaki Peter Ohtaki Kirsten Keith Ray Mueller Kirsten Keith Kirsten Keith Catherine Carlton Peter Ohtaki Rich Cline Kirsten Keith	 Formed February 2016 Formed August 2016 Formed Formed May 2017 Formed November 2016
AD HOC COMMITTEES	Member 1	Member 2	Notes
SRI Development Agreement	Catherine Carlton	Kirsten Keith	
OTHERS			Notes
League of CA Cities Policy Committees: Environmental Quality - Peninsula Divison appointment Housing, Community & Economic Development - Peninsula Division appt Public Safety - Caucus appt Revenue & Taxation - Peninsula Division appt	Catherine Carlton Peter Ohtaki Catherine Carlton Kirsten Keith		

THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT B

2017 CITY COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES

Name: Airport Community Roundtable

Description: Eighteen cities, the operator of San Francisco International Airport (SFO) the City and County of San Francisco and the County of San Mateo comprise the Roundtable, a voluntary public forum established in 1981 for the discussion and implementation of noise mitigation strategies at SFO.

Current Representative and Alternate
Peter Ohtaki, Representative
Ray Mueller, Alternate

Frequency of meetings
First Wednesday of February, May, September and November at 7:00 p.m.

Membership Cost: \$1,500
Website: www.sforoundtable.org

Name: Association of Bay Area Governments (ABAG)

Description: The Association of Bay Area Governments is comprised of the 100 cities in the nine counties and is one of the more than 560 regional planning agencies across the nation working in areas such as land use, housing, environmental quality and economic development.

Current Representative and Alternate (Usually the Mayor)
Kirsten Keith, Representative

Frequency of meetings
Generally, the General Assembly meets twice a year, usually in April and October.

Membership Cost: \$5,014
Website: www.abag.ca.gov

Name: City/County Association of Governments

Description: C/CAG works on issues that affect the quality of life in general; transportation, air quality, storm water runoff, airport/land use compatibility planning, hazardous waste, solid waste and recycling. C/CAG operates as a Joint Powers Authority and has membership that includes each of the 20 cities and the County in San Mateo County.

Current Representative and Alternate
Catherine Carlton, Representative
Ray Mueller, Alternate

Frequency of meetings
Monthly

Membership Cost: \$0
Website: <http://ccag.ca.gov/>

Name: Caltrain Modernization Local Policy Group

Description: The Caltrain Modernization Program will electrify and upgrade the performance, operating efficiency, capacity, safety and reliability of Caltrain's commuter rail service. The Caltrain Modernization Program is scheduled to be operational by 2019.

Current Representative and Alternate

Rich Cline, Representative
Kirsten Keith, Alternate

Frequency of meetings

Monthly

Membership Cost: \$0

Website: <http://www.caltrain.com/projectsplans/CaltrainModernization.html>

Name: County of Santa Clara Community Resources Group for Stanford University

Description: The Stanford University Community Resource Group (CRG) is composed of 8-12 members. This group serves as a mechanism for information exchange and perspectives on Stanford development issues. Members are appointed by the County Planning Director in consultation with the District 5 Supervisor.

Current Representative and Alternate

Peter Ohtaki, Representative
Kirsten Keith, Alternate

Frequency of meetings

March, June, September and December

Membership Cost: \$0

Name: Emergency Services Council (San Mateo County Joint Powers Authority)

Description: Oversees the emergency planning, training and exercises in the various cities and reviews and recommends policies, programs and plans for adoption.

Current Representative and Alternate

Catherine Carlton, Representative
Peter Ohtaki, Alternate

Frequency of meetings

Meets on a quarterly basis on Thursdays from 5:00 – 7:00 p.m.

Membership Cost: \$0

Name: Facebook Community Fund

Description: Philanthropic Ventures Foundation, a 501(c)(3) public charity, was founded in 1991 to try new approaches to creative grant making and to maximize the impact of the philanthropic dollar. We are proud of our 23 years of responsiveness to the community and our contributions to the philanthropic sector.

Current Representative and Alternate

Ray Mueller (term ends April 2017)

Frequency of meetings: As scheduled

Website: <http://www.venturesfoundation.org/programs/community-initiatives/facebook>

Name: Grand Boulevard Task Force

Description: The Grand Boulevard is a collaboration of 29 cities, counties, local and regional agencies united to improve the performance, safety and aesthetics of El Camino Real. Starting at the northern Daly City city limit (Where it is names Mission Street) and ending near the Diridon Caltrain Station in central San Jose (Where it is named The Alameda), the initiative brings together for the first time all of the agencies having responsibility for the condition, use and performance of the street.

Current Representative and Alternate

Kirsten Keith, Representative

Peter Ohtaki, Alternate

Frequency of meetings

Quarterly

Membership Cost: \$0

Website: <http://grandboulevard.net/>

Name: League of California Cities (Peninsula Division)

Description: Comprised of the 36 San Francisco to Gilroy, division members work together through the League to identify priorities on issues that impact on the quality of life in our communities, our region and our state.

Current Representative and Alternate (Usually the Mayor)

Kirsten Keith, Representative

Peter Ohtaki, Alternate

Frequency of meetings

The Peninsula Division holds four (4) meetings a year, with an occasional special meeting as warranted. Division dinners are open to all division members.

Membership Cost: \$100

Website: <http://www.cacities.org/index.jsp>

Name: Menlo Park Chamber of Commerce / City Liaison Position

Description: The purpose of the Menlo Park Chamber of Commerce is to create an atmosphere in which business prospers and the community thrives.

Current Representative and Alternate
 Kirsten Keith, Representative
 Peter Ohtaki, Alternate

Frequency of meetings
 Third Thursday of the month from 7:30 – 9:30 a.m. The exceptions are the July and November meetings – July is the last Thursday and November is a planning session meeting on a Friday from 8:00 a.m. – 5:00 p.m.

Membership Cost: \$1,843
Website: menloparkchamber.com

Name: Peninsula Clean Energy (PCE)

Description: Peninsula Clean Energy, or PCE, is San Mateo County’s official electricity provider. Peninsula Clean Energy offers lower rates and the added benefit of two electricity options, each with a different percentage of sustainable energy. Our ECOplus rates are 5% below PG&E’s, so with PCE, you’re getting cleaner energy at lower rates.

Current Representatives
 Ray Mueller, Representative
 Catherine Carlton, Alternate

Frequency of meetings
 Fourth Thursday of the month at 6:30 p.m. at the County Office of Education building in Redwood City

Membership Cost: \$0
Website: <http://www.peninsulacleanenergy.com/>

Name: 2020 Peninsula Gateway Corridor Study Policy Committee

Description: The City/County Association of Governments (C/CAG), together with the Santa Clara Valley Transportation Authority (VTA), and the San Mateo County Transportation Authority (SMCTA), are sponsoring a study to identify potential roadway-related solutions that can reduce traffic congestion in the study area.

Current Representative and Alternate
 Catherine Carlton, Representative
 Ray Mueller, Alternate

Frequency of meetings
 TBD

Membership Cost: \$0

Name: San Francisquito Creek Joint Powers Authority (JPA)

Description: The San Francisquito Creek JPA is an agency empowered to protect and maintain the 14-mile San Francisquito Creek and its 45 square-mile watershed and address concerns regarding flooding and environmental preservation.

Current Representative and Alternate

Kirsten Keith, Representative
Catherine Carlton, Alternate

Frequency of meetings

Fourth Thursday of each month at 6:00 p.m. in the Menlo Park Council Chambers.

Membership Cost: \$98,664

Website: <http://sfcjpa.org/>

Name: San Mateo Council of Cities

Description: The San Mateo County elected officials meet once a month to discuss issues of interest and usually a speaker is part of the program.

Current Representative and Alternate (Bylaws require the Mayor to be the voting member however, all Councilmembers are welcome to attend)

Kirsten Keith, Representative

Frequency of meetings

Last Friday of the month at various cities determined at the beginning of each year

Membership Cost: \$0

Name: South Bayside Waste Management Authority Joint Powers Authority

Description: RethinkWaste is a joint powers authority of twelve public agencies in San Mateo County, California and is a leader in the delivery of innovative waste reduction and recycling programs. Together we can rethink waste in ways that are simple, smart and green!

Current Representative and Alternate

Catherine Carlton, Representative
Rich Cline, Alternate

Frequency of meetings

Fourth Thursday of every month at the San Carlos Library conference room

Membership Cost:

THIS PAGE INTENTIONALLY LEFT BLANK

2017 City Council Liaisons to the City's Advisory Bodies

Complete Streets Commission – Kirsten Keith

Meeting schedule: Meetings are held the 2nd Wednesday of every month at 7:00 p.m. in the Council Chambers

Environmental Quality Commission – Ray Mueller

Meeting schedule: Meetings are held the 3rd Wednesdays of every month at 6:30 p.m. in City Council Conference Room (Fish Bowl)

Finance and Audit Committee – Peter Ohtaki and Rich Cline

The Councilmembers are considered members of the Committee and not liaisons.

Meeting schedule: Quarterly and as needed

Housing Commission – Peter Ohtaki

Meeting schedule: Meetings are held the 2nd Wednesday of every month at 5:30 p.m. in the City Council Conference Room and as needed.

Library Commission – Ray Mueller

Meeting schedule: Meets are held the 3rd Monday of every month at 6:30 p.m. in the Menlo Park Library, lower level conference room, 800 Alma St.

Parks and Recreation Commission – Catherine Carlton

Meeting schedule: Meetings are held the 4th Wednesday of every month at 6:30 p.m. at the Arrillaga Family Recreation Center. Note: This meeting is held quarterly at the Onetta Harris Community Center.

Planning Commission – Catherine Carlton

Meeting schedule: The Planning Commission's regular meetings are scheduled twice a month on Mondays at 7:00 p.m. in the Council Chambers. The Planning Commission Study Meetings are scheduled as needed and can be added to a regular meeting date or on an additional Monday.

Sister City Committee – Catherine Carlton and Peter Ohtaki

The Councilmembers are considered members of the Committee and not liaisons.

Meeting schedule: Quarterly at 3:30 p.m. in the City Council Conference Room

Transportation Master Plan Oversight and Outreach Committee – Kirsten Keith and Catherine Carlton

The Councilmembers are considered members of the Committee and not liaisons.

Meeting schedule: Meeting are held the 4th Wednesday of the month at 6:30 p.m. at the Arrillaga Family Recreation Center.

Belle Haven Neighborhood Library Advisory Committee – TBD

The Councilmembers are considered members of the Committee and not liaisons.

Meeting schedule: TBD

THIS PAGE INTENTIONALLY LEFT BLANK