



SPECIAL AND REGULAR MEETING AGENDA

Date: 12/18/2018
Time: 5:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

5:30 p.m. Regular Session – City Council Chambers

- 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. Consent Calendar

- E1. Accept the City Council meeting minutes for December 11, 2018 ([Attachment](#))
- E2. Adopt Resolution No. 6476 declaring a shelter crisis pursuant to Senate Bill 850 ([Staff Report #18-233-CC](#))

F. Regular Business

- F1. Approve the 2019 City Council meeting schedule ([Staff Report #18-216-CC](#))
- F2. Appoint City Council representatives and alternates to various regional agencies, to City Council subcommittees, and as liaisons to City Council advisory bodies and outside agencies ([Staff Report #18-215-CC](#))

G. City Manager's Report

H. Councilmember Reports

I. Adjournment

6:00 p.m. Closed Session – City Hall “Downtown Conference Room”

Public Comment on these items will be taken before adjourning to Closed Session.

- CL1.** Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding current labor negotiations with Menlo Park Police Officers’ Association (POA).

Attendees: Interim City Manager Starla Jerome-Robinson, City Attorney Bill McClure, Administrative Services Director Lenka Diaz, Labor Counsel Charles Sakai

CL2. Closed session conference with recruiter pursuant to Government Code §54957 regarding City Manager recruitment.

Attendees: Interim City Manager Starla Jerome-Robinson, City Attorney Bill McClure, Administrative Services Director Lenka Diaz, Executive Recruiter Bobbi Peckham

CL3. Adjournment

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.

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REGULAR MEETING MINUTES - DRAFT

Date: 12/11/2018
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

7:00 p.m. Regular Session

A. Call to Order

Mayor Ohtaki called the meeting to order at 7:11 p.m.

B. Roll Call

Present: Carlton (arrived at 7:32 p.m.), Cline, Combs, Keith, Mueller, Nash, Ohtaki, Taylor

Absent:

Staff: Interim City Manager Starla Jerome-Robinson, City Attorney Bill McClure, City Clerk Judi A. Herren, Deputy City Clerk Neetu Salwan

C. Pledge of Allegiance

Mayor Ohtaki led the Pledge of Allegiance.

D. Public Comment

- A representative from the Office of Congresswoman Jackie Speier presented proclamations to City Councilmembers Cline, Keith, and Ohtaki.
- Assemblymember Marc Berman presented resolutions to City Councilmembers Cline, Keith, and Ohtaki
- Mitch Slomiak, with donated time from Diane Bailey, thanked the outgoing City Council for the green initiative projects and requested that greenhouse gas reduction be included in future Climate Action Plans.
- Mike Francois spoke on a 2017 assembly bill (AB 967) regarding the disposal of human remains.
- Katie Behroozi thanked the outgoing City Council for the Oak Grove bike lane and all their accomplishments over their tenure.

E. Consent Calendar

- E1. Accept the City Council meeting minutes for December 4, 2018 (Attachment)

ACTION: Motion and second (Mueller/Keith) to approve the consent calendar, passed unanimously (4-0-1, Carlton absent).

F. Regular Business

Mayor Ohtaki announced the reordering of the Regular Business items by placing F4 after F1.

- F1. Adopt Resolution No. 6475 declaring the canvass of votes cast and results of the General Municipal

Election held in the City of Menlo Park on November 6, 2018 ([Staff Report #18-213-CC](#))

ACTION: Motion and second (Mueller/Carlton) to adopt Resolution No. 6475 declaring the canvass of votes cast and results of the General Municipal Election held in the City of Menlo Park on November 6, 2018, passed unanimously.

F4. Recognize outgoing Mayor and City Councilmembers

Mayor Ohtaki presented the proclamation to Rich Cline.

Mayor Ohtaki presented the proclamation to Kirsten Keith.

Mayor Pro Tem Mueller presented the proclamation to Peter Ohtaki.

F2. Swearing-in of Councilmembers

City Clerk Judi Herren swore in City Councilmembers Combs, Nash, and Taylor.

F3. Selection of Mayor and Mayor Pro Tempore ([Staff Report #18-214-CC](#))

ACTION: Motion and second (Carlton/Nash) to select Ray Mueller as Mayor, passed unanimously.

ACTION: Motion and second (Combs/Carlton) to select Cecilia Taylor as Mayor Pro Tempore, passed unanimously.

F5. Approve the 2019 City Council meeting schedule ([Staff Report #18-216-CC](#))

ACTION: Motion and second (Carlton/Nash) to agendize approval of the 2019 City Council meeting schedule for December 18, passed unanimously.

F6. Appoint City Council representatives and alternates to various regional agencies to City Council subcommittees and as liaisons to City Council advisory bodies ([Staff Report #18-215-CC](#))

ACTION: Motion and second (Mueller/Carlton) to select Mayor Pro Tempore Taylor and City Councilmember Nash to serve on the ad hoc subcommittee on the City Manager recruitment, passed unanimously.

ACTION: Motion and second (Mueller/Carlton) to select City Councilmember Nash and Mayor Mueller to serve on the ad hoc subcommittee on the Stanford General Use Permit, passed unanimously.

ACTION: Motion and second (Mueller/Combs) to select Mayor Mueller and City Councilmember Combs to serve on the Caltrain Modernization Local Policy Maker Group, passed unanimously.

ACTION: Motion and second (Taylor/Nash) to agendize the remaining appointments of City Council representatives and alternates to various regional agencies to City Council subcommittees and as liaisons to City Council advisory bodies approval of the 2019 City Council meeting schedule for December 18, passed unanimously.

F7. Provide direction to the City's voting delegate regarding regional vacancies for the next City Selection Committee meeting on December 14, 2018 ([Staff Report #18-217-CC](#))

ACTION: Motion and second (Mueller/Carlton) to select Mayor Pro Tempore Taylor as the City's voting delegate regarding regional vacancies for the next City Selection Committee meeting on December 14, 2018, passed unanimously.

G. City Manager's Report

None.

H. Councilmember Reports

None.

I. Adjournment

Mayor Mueller adjourned the meeting at 8:31 p.m.

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Community Development

**STAFF REPORT****City Council****Meeting Date:****12/18/2018****Staff Report Number:****18-233-CC****Consent Calendar:****Adopt Resolution No. 6476 declaring a shelter crisis pursuant to Senate Bill 850****Recommendation**

Staff recommends that the City Council adopt Resolution No. 6476 declaring a Shelter Crisis pursuant to SB 850 (Chapter 48, Statutes of 2018 and Government Code § 8698.2.)

Policy Issues

The City of Menlo Park Housing Element Goal H3 calls for the City to provide housing for special needs populations, including persons within the City who are homeless and living without shelter, that is coordinated with support services.

Background

The 2015-2023 City of Menlo Park Housing Element was adopted by the City Council April 1, 2014. The housing element contains goals, updated information and strategic directions, policies and implementation programs that the City of Menlo Park is committed to undertaking. One implementing action that the city is committed to undertake is to provide housing for special needs populations that is coordinated with support services. As identified in the Housing Element, different approaches may include: emergency housing assistance (H3.7); coordination with other agencies in housing the homeless (H3.8); and local approach to housing for the homeless (H3.9).

According to the San Mateo County One Day Homeless Count and Survey final report from August 2017, a total of 47 unsheltered homeless persons were identified in Menlo Park. The San Mateo County One Day Homeless Count for previous years reported 16 individuals in 2013 and 27 individuals in 2015. According to the survey between 2013 and 2017, Menlo Park has seen an increase of 66 percent in the unsheltered homeless population.

The San Mateo County deadline for agencies to submit a Declaration of a Shelter Crisis is December 28, 2018.

Analysis

California Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness. Senate Bill 850 establishes various programs, including, among others, the Emergency Housing and Assistance Program, homeless youth emergency service pilot projects, Housing First, and the Homeless Coordinating and Financing Council to provide assistance to homeless persons. One of the resulting programs includes the

Homeless Emergency Aid Program (HEAP.) To qualify for HEAP funding, the Governor and the Legislature require jurisdictions seeking an allocation for funding to declare a shelter crisis pursuant to Government Code § 8698.2. The City was made aware of the funding through outreach by San Mateo County and Resolution No. 6476 affirms the City's commitment to utilize HEAP funding to combat homelessness. The City will perform outreach to neighborhoods and business districts most impacted by homelessness to determine the best utilization for the funding should the City receive a grant and contingent on the grant amount. The City will also work with Menlo Park nonprofit organizations that currently serve homeless populations.

Impact on City Resources

Dependent of obligations of the City being awarded with HEAP funding, City staff time may be needed to support programs. The specific impact on City resources cannot be determined at this time.

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 a minor 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 72 hours prior to the meeting.

Attachments

A. Resolution No. 6476

Report prepared by:
Michael Noce, Management Analyst II

Report reviewed by:
Mark Muenzer, Community Development Director

RESOLUTION NO. 6476

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
DECLARING A SHELTER CRISIS PURSUANT TO SB 850 (CHAPTER 48,
STATUTES OF 2018 AND GOVERNMENT CODE § 8698.2)**

WHEREAS, California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness;

WHEREAS, the Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018);

WHEREAS, the Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to Government Code §8698.2;

WHEREAS, the City of Menlo Park has developed a homelessness plan and undertaken multiple efforts at the local level to combat homelessness;

WHEREAS, the City of Menlo Park finds that 47 persons within the City of Menlo Park are homeless and living without shelter;

WHEREAS, the City of Menlo Park finds that the number of homeless is significant and these persons are without the ability to obtain shelter;

WHEREAS, the City of Menlo Park finds that the health and safety of unsheltered persons in the City is threatened by a lack of shelter;

WHEREAS, the City of Menlo Park affirms the City's commitment to combatting homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter in our communities;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Menlo Park, that a shelter crisis pursuant to Government Code §8698.2 exists in Menlo Park and authorizes the City's participation in the Homeless Emergency Aid Program.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council resolution was duly and regularly passed and adopted at a meeting by said City Council on the eighteenth day of December, 2018, by the following votes:

YES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this eighteenth day of December, 2018.

Judi A. Herren, City Clerk



STAFF REPORT

City Council

Meeting Date: 12/18/2018

Staff Report Number: 18-216-CC

Regular Business: Approve the 2019 City Council meeting schedule

Recommendation

Staff recommends the City Council review and approve the City Council's 2019 meeting schedule (Attachment A.)

Policy Issues

The proposed action conforms to current practice of having the City Council set its meeting schedule annually in December.

Background

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

Analysis

Staff is proposing a meeting schedule for 2019, similar to previous years generally, with meetings held twice a month. The proposed dates have been scheduled taking into consideration City holidays, school holidays, and important City Council and staff-related conferences (Attachment B.) Also included on the calendar are significant events requiring the City Council's participation such as the City Council goal setting session and the Commissioner Appreciation event.

Once a meeting schedule is approved by the City Council, it will be used by staff to create a tentative calendar to identify when items will likely be considered by the City Council. It is important to note that the tentative calendar is a fluid document that serves as an ongoing reference guide, and that items are frequently rescheduled. The City Council is requested to keep Tuesday evenings free so that meetings, including closed sessions or study sessions, can be scheduled as the need arises.

Impact on City Resources

Approval of the meeting schedule has no impact on City resources.

Public Notice

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

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 a minor change that will not result in any direct or indirect physical change in the environment.

Attachments

- A. Proposed 2019 City Council meeting schedule working draft with additional information

Report prepared by:
Judi A. Herren, City Clerk

Proposed 2019 Meeting Calendar (working draft)

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 New Year's Day Holiday
- 1-8 Schools on Winter Break (cont.)
- 7 LLESD classes resume
- 8 Special City Council meeting (proposed)
- 9 MPCSD/RWCSD classes resume
- 11 City Council Goal Setting meeting (proposed)
- 15 City Council meeting (proposed)
- 21 Martin Luther King Jr. Day Holiday
- 16-18 CA Cities: New Mayors and Councilmembers Academy
- 25 City Council Goal Setting meeting (proposed)
- 29 City Council meeting (proposed)

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 4 Independence Day Holiday
- 16 City Council meeting (proposed)

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 5 Chinese New Year
- 12 City Council meeting (proposed)
- 13-15 CA Cities: City Managers Department Meeting
- 14 Valentine's Day
- 18 President's Day Holiday; RWCSD No School
- 18-19 LLESD Holidays
- 18-22 MPCSD Feb. Break
- 26 City Council meeting (proposed)

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 6 National Night Out
- 10-11 Eid al-Adha
- 19 RWCSD 1st day of classes
- 20 City Council meeting *if needed (proposed)
- 24 Krishna Janmashtami
- 23 MPCSD 1st day of classes
- 27 City Council meeting (proposed)
- 30 LLESD 1st day of classes

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 6 Ash Wednesday
- 10 Daylight Savings Time starts
- 12 City Council meeting (proposed)
- 12-15 LLESD Minimum Days
- 16 MPAEF Spring Auction and event
- 21 Purim
- 26 City Council meeting (proposed)
- 29 MPCSD No School

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Labor Day Holiday
- 10 City Council meeting (proposed)
- 24 City Council meeting (proposed)
- 30-1 Rosh Hashanah (no work permitted 9/30; 10/1)

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 Cesar Chavez Day (observed)
- 1-5 Schools on Spring Break
- 6-8 CA Cities: Planning Commissioner Academy
- 9 City Council meeting (proposed)
- 16 City Council meeting (proposed)
- 19 RWCSD No School; Good Friday
- 20-27 Pesach/Passover 4/20-4/27 (no work 4/20; 4/21; 4/26; 4/27)
- 21 Easter Sunday
- 24 CA Cities: Legislative Action Day
- 28 Prascha

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 30-1 Rosh Hashanah (no work permitted 9/30; 10/1)
- 8 Yom Kippur will begin in the evening
- 9 Yom Kippur (no work permitted; starting sundown night before)
- 14 RWCSD No School; Columbus Day
- 14-15 Sukkot (no work permitted 10/14; 10/15)
- 15 City Council meeting (proposed)
- 16-18 CA Cities: Annual Conference in Long Beach
- 20-23 ICMA Annual Conference in Nashville, TN
- 21 Shmini Atzeret
- 22 Simchat Torah
- 27 Diwali
- 29 City Council meeting (proposed)
- 29-30 Birth of Bahá'u'lláh
- 31 Halloween

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 7 City Council meeting (proposed)
- 12 Mother's Day
- 14 City Commissioner Training and Appreciation event
- 21 City Council meeting (proposed)
- 27 Memorial Day Holiday

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 3 Daylight Savings Time ends
- 5 Statewide General Election
- 5 City Council meeting (proposed)
- 11 Veterans Day Holiday
- 19 City Council meeting (proposed)
- 19-22 LLESD Minimum Days
- 25-26 RWCSD Parent/Teacher Conferences
- 25-29 LLESD/RWCSD No School
- 28 Thanksgiving Day Holiday
- 29 Thanksgiving Friday Holiday

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3-4 Eid al-Fitr
- 4 Statewide Election Primary Day
- 4 City Council meeting (proposed)
- 7 RWCSD Last Day of School
- 9-10 Shavuot (no work permitted 6/9; 6/10)
- 12-13 LLESD Minimum Days
- 13 LLESD Last Day of School
- 14 MPCSD Last Day of School
- 16 Father's Day
- 18 City Council meeting (proposed)
- 19-20 CA Cities: Mayors & Councilmembers Executive Forum
- 21 CA Cities: Mayors & Councilmembers Leadership workshops

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 3 City Council meeting (proposed)
- 6 Tree Lighting event
- 17 City Council reorganization meeting (proposed)
- 20 RWCSD No School
- 23-30 Chanukah/Hanukkah
- 23-31 Schools on Winter Break
- 24 Christmas Eve Holiday
- 25 Christmas Holiday
- 26-31 City Hall Furlough Days

PROPOSED CITY COUNCIL MEETING DATES	RELIGIOUS HOLIDAYS
CITY HOLIDAYS OR CITY HOLIDAYS OBSERVED (CITY HALL CLOSED)	CONFERENCES, TRAININGS, OR OTHER CONFLICTS
SCHOOL HOLIDAYS, DATES OF NOTE, OR OTHER CONFLICTS	CITY HALL ALTERNATE FRIDAYS CLOSED OR FURLOUGH DAYS (CITY HALL CLOSED)

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STAFF REPORT

City Council

Meeting Date: 12/18/2018

Staff Report Number: 18-215-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 and outside agencies**

Recommendation

Staff recommends that the City Council appoint members of the City Council to serve as:

1. Board members on various Joint Powers Agencies (JPA) and regional boards
2. Representatives of the City on outside agency advisory boards and committees
3. Voting members on City Council advisory committees
4. Members of City Council standing and ad hoc subcommittees
5. Liaisons to City Council advisory commissions

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 standing committees and ad hoc committees.

Background

Each year, the City Council appoints one or more City Councilmembers to represent the City on regional JPA Boards and outside agency advisory bodies that have requested Menlo Park's participation. In addition to the external appointments, the City Council also takes this opportunity to appoint City Councilmembers to serve as voting members on certain City Council advisory committees, to serve on standing and ad hoc City Council subcommittees, and to serve as liaisons to other City Council advisory commissions.

A list of the various assignments, including a brief description of each agency's purpose and respective meeting schedule, is provided as Attachment A. It should be noted that certain JPAs and regional agencies 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. Given the time commitments of the various appointments, however, the City has included those agencies in this process to disclose Mayor/Mayor Pro Tem responsibilities to serve as the City's representative.

JPA Assignments

The City is a member of several JPAs and regional boards. In most instances, the City's representative holds a voting seat for matters of significance facing the JPA or regional board such as key service level decisions, budgets and award of grant funds. The JPA appointments are:

- Association of Bay Area Governments (ABAG)
- Bay Area Water Conservation Agency (BAWSCA)
- City/County Association of Governments (C/CAG)
- Emergency Services Council
- Peninsula Clean Energy Authority (PCE)
- San Francisquito Creek Joint Powers Authority
- South Bayside Waste Management Authority

Note: The Mayor and Mayor Pro Tem serve as the City's primary and alternate representative, respectively, on ABAG. For BAWSCA, Kirsten Keith was appointed to a 4 year term in 2017 to serve as the City's representative. While Ms. Keith is no longer on the City Council, her term continues through June 2021, unless she voluntarily resigns her post. Ms. Keith has stated a desire to continue on the BAWSCA board.

Outside agency advisory board and committee assignments

A number of outside agencies have invited the City to send an elected official representative to sit on an advisory body for the agency. The City's engagement in these agencies help to keep the City informed of efforts of community and regional importance.

- Airport Community Roundtable
- Caltrain Modernization Local Policy Maker Group
- County of Santa Clara Community Resources Group for Stanford University
- Facebook Local Community Fund
- Grand Boulevard Taskforce
- League of California Cities (LCC) including LCC Peninsula Division
- Menlo Park Chamber of Commerce
- San Mateo County Council of Cities City Selection Committee

Note: The Mayor and Mayor Pro Tem serve as the City's primary and alternate voting delegate, respectively, for the League of California Cities and the San Mateo County Council of Cities City Selection Committee. Historically the Mayor and Mayor Pro Tem serve as liaisons to the Menlo Park Chamber of Commerce.

It is recommended that the Caltrain Modernization Local Policy Maker Group and the City Council Standing Subcommittee on Rail maintain the same representatives. It is also recommended that the County of Santa Clara Community Resources Group for Stanford University and the City Council ad hoc subcommittee on the Stanford General Use Permit maintain the same representatives. At the December 11 City Council meeting the City Council appointed Mayor Mueller and City Councilmember Combs to serve on the Caltrain Modernization Local Policy Maker Group and City Councilmember Nash and Mayor Mueller to serve on the Santa Clara Community Resources Group for Stanford University.

City Council advisory committee voting member appointments

Members of the City Council are assigned to serve as voting members on several advisory commissions and committees. As voting members, the City Councilmember helps to inform the advisory body's actions to ensure that the advisory body's work is in alignment with City Council adopted goals and priorities. The City Councilmember counts toward the quorum for the purposes of Brown Act compliance and therefore attendance at the meetings is very important. Two appointments are required to the following bodies:

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

City Council subcommittee assignments

The City Council has established both standing and ad hoc committees to assist in advising the City Council on topic specific areas. Subcommittees generally assist in researching and preparing policy alternatives and identifying implications of certain choices for the City Council's deliberation. In coordination with the City Attorney's Office, staff has reviewed the City Council's subcommittee roster in preparation for the 2018 appointment process. At the conclusion of the review, staff is recommending that the City Council update the committee names as follows to clarify the duration of the subcommittees:

- Standing Subcommittee on Community Grant Funding
- Standing Subcommittee on Rail
- Ad Hoc Subcommittee on the City Manager Recruitment
- Ad Hoc Subcommittee on the Stanford General Use Permit

The following subcommittees were established to help facilitate projects on the City Council's 2018 adopted work plan. Given the proximity of the 2019 goal setting session and the new membership of the City Council, staff recommends allowing these ad hoc subcommittees to sunset. Once the City Council adopts the 2019 work plan, ad hoc subcommittees can be established to help facilitate efforts prioritized by the City Council. The committees that would sunset are:

- Library System Improvements
- Ravenswood Educational Equity
- West Menlo Triangle Annexation
- Downtown Parking Structure

The following ad hoc subcommittees were on the 2018 roster of City Council subcommittees however there is no active work being performed by the City Council on these topics. Staff recommends allowing these ad hoc subcommittees to sunset and reactivated in the future, should a need arise.

- Economic Development
- Electric Vehicle (EV) Chargers
- Emergency Operations (Disaster Preparedness)
- Menlo Park Fire Protection District
- Willow Road/U.S. 101 Interchange

Liaisons assignments

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 or communicate directly with the chair and vice chair of the commissions.

- Complete Streets
- Environmental Quality Commission
- Heritage Tree Taskforce

- Housing Commission
- Library Commission
- Parks and Recreation Commission
- Planning Commission

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

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 a minor 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 72 hours prior to the meeting.

Attachments

- A. 2019 City Council appointments
- B. List of 2018 City Council assignment

Report prepared by:
Judi A. Herren, City Clerk

City of Menlo Park

City Council Appointments to JPA and Governing Boards

December 2018 to December 2019

Association of Bay Area Governments

	Meeting time/location	Primary	Secondary/Alternate
The Association of Bay Area Governments (ABAG) is the comprehensive regional planning agency and Council of Governments for the nine counties and 101 cities and towns of the San Francisco Bay Region. The region encompasses Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties. Its work covers areas such as land use, housing, environmental quality and economic development. Formed in 1961. https://abag.ca.gov/	General Assembly meets 1-2 times annually (April and October) at the Bay Area Metro Center, 375 Beale Street, Yerba Buena Conference Room, San Francisco	Mayor	Mayor Pro Tem

Bay Area Water Supply & Conservation Agency

	Meeting time/location	Primary	Secondary/Alternate
The Bay Area Water Supply & Conservation Agency (BAWSCA) was enabled by Assembly Bill No. 2058 and has the authority to coordinate water conservation, supply and recycling activities for its members; acquire water and make it available to other agencies on a wholesale basis; finance projects, including improvements to the regional water system; and build facilities jointly with other local public agencies or on its own to carry out BAWSCA's purposes. Formed in 2003. http://bawasca.org	As needed	Kirsten Keith, term expires June 2021	_____

City/County Association of Governments of San Mateo Co.

	Meeting time/location	Primary	Secondary/Alternate
The City/County Association of Governments of San Mateo County (C/CAG) deals with issues that affect the quality of life in general; transportation, air quality, stormwater runoff, hazardous waste, solid waste and recycling, land use near airports and abandoned vehicle abatement. C/CAG provides a unique forum for the cities and the County to work together on common issues to develop cost-effective solutions. The Board consists of 21 members with one from each city (20) and the County of San Mateo. http://ccag.ca.gov	Meets monthly on the 3rd Thursday , 6:30 p.m. in the 2nd Floor Auditorium, San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA	_____	_____

Emergency Services Council

	Meeting time/location	Primary	Secondary/Alternate
The Emergency Services Council, a San Mateo County Joint Powers Authority, oversees the emergency planning, training and exercises in the various cities and reviews and recommends policies, programs and plans for adoption. https://hsd.smcsheriff.com/emergency-services-council	Meets quarterly on Thursdays , 5-7 p.m. at the Board of Supervisors Chambers, Hall of Justice, 400 County Center, Redwood City, CA	_____	_____

City Council Appointments to JPA and Governing Boards

December 2018 to December 2019

<u>Peninsula Clean Energy</u>	Meeting time/location	Primary	Secondary/Alternate
<p>Peninsula Clean Energy 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. ECOplus rates are 5% below PG&E's standard rates. ECO100 offers 100% renewable, ghg-free energy at a cost of just \$0.01 per kWh extra. Formed in 2016. http://www.penisulacleanenergy.com</p>	<p>Meets monthly on the 4th Thursday, 6:30 p.m., at the Peninsula Clean Energy Office, 2075 Woodside Road, Redwood City, CA</p>	_____	_____
<u>San Francisquito Creek Joint Powers Authority</u>	Meeting time/location	Primary	Secondary/Alternate
<p>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. Members include the cities of Menlo Park, East Palo Alto, and Palo Alto; the counties of San Mateo and Santa Clara; as well as Stanford and the Santa Clara Valley Water District. http://sfcjpa.org</p>	<p>Meets monthly on the 4th Thursday of the month at 3:30 p.m. at the city council chambers of either Palo Alto, Menlo Park or East Palo Alto</p>	_____	_____
<u>South Bayside Waste Management Authority</u>	Meeting time/location	Primary	Secondary/Alternate
<p>RethinkWaste is a joint powers authority of twelve public agencies in San Mateo County, and organized to jointly manage the franchise agreement with Recology San Mateo County for the collection of garbage, recycling and green waste. Formed in 1982. http://rethinkwaste.org</p>	<p>Meets monthly on the 4th Thursday of the month at 2 p.m. in the San Carlos Library conference room</p>	_____	_____

City Council Appointments to Outside Agencies

December 2018 to December 2019

<u>Airport Community Roundtable</u>	Meeting time/location	Primary	Secondary/Alternate
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. Voluntary public forum. Formed in 1981. http://sforoundtable.org	Generally, monthly on the 1st Wednesday , at 7 p.m. at Millbrae City Hall	_____	_____
<u>Caltrain Modernization Local Policy Maker Group</u>	Meeting time/location	Primary	Secondary/Alternate
The Caltrain Modernization Program will electrify and upgrade the performance, operating efficiency, capacity, safety and reliability of Caltrain’s commuter rail service. Advisory body. Formed in 2012. http://www.caltrain.com/projectsplans/CaltrainModernization/Local_Policy_Maker_Group.html	Meets monthly on the 4th Thursday , 5:30 p.m., in the Edward J. Bacciocco Auditorium, SamTrans Administrative Offices, 2nd Floor, 1250 San Carlos Ave., San Carlos, CA	Ray Mueller	Drew Combs
<u>County of Santa Clara Community Resources Group for Stanford University</u>	Meeting time/location	Primary	Secondary/Alternate
The Stanford University Community Resource Group (CRG) is composed of 8-12 members. The 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. Same members as the City Council Ad Hoc Committee on the Stanford General Use Permit. https://www.sccgov.org/sites/dpd/Programs/Stanford/Pages/StanfordCRG.aspx	Meets monthly on the 2nd Thursday , 7–8:30 p.m., at the Palo Alto Art Center, 1313 Newell Road, Palo Alto, CA	Cecilia Taylor	Betsy Nash
<u>Facebook Local Community Fund Advisory Board</u>	Meeting time/location	Primary	Secondary/Alternate
The Facebook Local Community Fund, a partner fund of Philanthropic Ventures Foundation, designed to support 501(c)(3) non-profits serving the East Palo Alto and Belle Haven communities through grant funds awarded following review by the community fund board of directors. http://www.venturesfoundation.org/programs/community-initiatives/facebook-local-community-fund/	Meets as needed, typically meets in July	_____	_____

City Council Appointments to Outside Agencies

December 2018 to December 2019

<u>Grand Boulevard Task Force</u>	Meeting time/location	Primary	Secondary/Alternate
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 named 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. http://grandboulevard.net	Meets quarterly at the Santa Clara University, Saint Clare Room, 500 El Camino Real, Santa Clara, CA	_____	_____
<u>League of California Cities – Peninsula Division</u>	Meeting time/location	Primary	Secondary/Alternate
Representing Peninsula cities from 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. https://www.cacities.org/Member-Engagement/Regional-Divisions/Peninsula-Division	The Peninsula Division holds four meetings a year , with an occasional special meeting as warranted. Division dinners are open to all division members.	Mayor	Mayor Pro Tem
<u>Menlo Park Chamber of Commerce</u>	Meeting time/location	Primary	Secondary/Alternate
The Mayor and Mayor Pro Tem generally serve as the liaisons to the Chamber of Commerce and attend Chamber board meetings to provide updates and hear from board members. http://menloparkchamber.com	Meets monthly on the 3rd Thursday with City representatives joining at 8 a.m., in the Chamber of Commerce Board Room	Mayor	Mayor Pro Tem
<u>San Mateo Co. Council of Cities – City Selection Committee</u>	Meeting time/location	Primary	Secondary/Alternate
The San Mateo County elected officials meet once a month to discuss issues of interest and usually a speaker is part of the program. (Bylaws require the Mayor to be the voting member.)	As needed	Mayor	Mayor Pro Tem

City Council Advisory Committee Voting Member Appointments

December 2018 to December 2019

Belle Haven Neighborhood Library Advisory Committee	Meeting time/location	Primary	Secondary/Alternate
The Belle Haven Neighborhood Library Advisory Committee is charged primarily with advising the staff and consultants on matters related to the branch portion of the Library System Improvements project.	As needed	_____	_____
Finance and Audit Committee	Meeting time/location	Primary	Secondary/Alternate
The Finance and Audit Committee is charged with helping to facilitate public understanding of the City's financial reporting processes and to assist staff in the delivery of timely, clear and reliable financial information to the public. Additionally, the Committee reviews the external financial audit and the City's investment portfolio on an annual basis.	Quarterly	_____	_____
Sister City Committee	Meeting time/location	Primary	Secondary/Alternate
The Sister City Committee is primary charged with promoting goodwill, respect and cooperation by facilitating cultural, educational and economic exchanges with City Council approved friendship and sister cities. The Committee implements City Council's approved program; works to keep the community informed about the Sister City program; and advise the City Council on matters pertaining to sister city affairs.	Meets quarterly on the 2nd Wednesday of the month, 3:00 p.m., in the Downtown Conference Room, 1st Floor, City Hall. Additional special meetings as needed.	_____	_____
Transportation Master Plan Oversight and Outreach Committee	Meeting time/location	Primary	Secondary/Alternate
The Transportation Master Plan Oversight and Outreach committee is primarily charged with providing advisory input and recommendations to the consultant and staff regarding the outreach process and draft Transportation Master Plan materials and submittals.	As needed	_____	_____

City Council Subcommittee Appointments

December 2018 to December 2019

City Council Standing Subcommittee on Community Grant Funding	Meeting time/location	Member	Member
Each fiscal year, in accordance with the City Council’s adopted policy for the use of up to 1.7 percent of projected general fund property tax revenues to support the human service needs of Menlo Park residents, the Community Grant Funding subcommittee meets to review and make recommendations to the City Council and how to best allocate the funding.	Once annually, generally last Tuesday of November		
City Council Standing Subcommittee on Rail	Meeting time/location	Member	Member
The City Council Rail Subcommittee provides input and oversight related to all rail-related projects. Primarily this includes the Caltrain Modernization Program, Dumbarton Rail Corridor and High Speed Rail. The City Council adopted its rail policy on October 30, 2012, to guide decisions regarding rail projects. The Policy was later amended in 2018. Same members appointed to the Caltrain Modernization Local Policy Maker Group.	As needed	Ray Mueller	Drew Combs
City Council Ad Hoc Subcommittee on City Manager Recruitment	Meeting time/location	Member	Member
The subcommittee reviewed the proposals, interviewed firms, and made a recommendation to the City Council for the award of a contract. They also will work with the recruiter to establish a process that generates a pool of well-qualified candidates.	As needed	Ray Mueller	Betsy Nash
City Council Ad Hoc Subcommittee on Stanford General Use Permit	Meeting time/location	Member	Member
The Stanford General Use Permit subcommittee is focused on assessing Stanford’s long-term campus plan and land use decisions, identifying impacts to Menlo Park related to traffic, housing, revenue generation and others. The subcommittee provides input to staff and recommendations to the full City Council.	As needed	Cecilia Taylor	Betsy Nash

City Council Advisory Commission Liaison Appointments

December 2018 to December 2019

Complete Streets Commission	Meeting time/location	Primary	Secondary/Alternate
The Complete Streets Commission areas of focus include: coordination of motor vehicle, bicycle, transit and pedestrian transportation facilities; advising the City Council on ways to encourage pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan; coordination on providing a citywide Safe Routes to School plan; and coordination with regional transportation systems.	Meets monthly on the 2nd Wednesday , 7 p.m., in the City Council Chambers	_____	_____
Environmental Quality Commission	Meeting time/location	Primary	Secondary/Alternate
The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability.	Meets monthly on the 3rd Wednesday , 6:30 p.m., in the Downtown Conference Room, 1st Floor, City Hall	_____	_____
Heritage Tree Task Force	Meeting time/location	Primary	Secondary/Alternate
The Heritage Tree Task Force represent the community's diverse interests and concerns while working collaboratively with city staff. Review and discuss policy options regarding potential changes to the heritage tree ordinance. Determine and recommend a preferred option for updating the heritage tree ordinance for presentation to City Council for its consideration.	As needed	_____	_____
Housing Commission	Meeting time/location	Primary	Secondary/Alternate
The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related concerns. Specific focus areas include: programs for evaluating, maintaining and upgrading the distribution and quality of housing stock in the City; review and recommendations for the Below Market Rate (BMR) program; and review and recommendations regarding housing policies and programs.	Meets monthly on the 2nd Wednesday , 6:30 p.m., in the Cypress Room, Arrillaga Family Recreation Center	_____	_____
Library Commission	Meeting time/location	Primary	Secondary/Alternate
The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include: scope and degree of library activities; maintenance and protection of City libraries; evaluation and improvement of library service; recommendations on long range planning; and support for literacy and ESL programs.	Meets monthly on the 3rd Monday , 6:30 p.m., in the Downstairs Meeting Room, Main Library, 800 Alma St.	_____	_____

City Council Advisory Commission Liaison Appointments

December 2018 to December 2019

Parks and Recreation Commission	Meeting time/location	Primary	Secondary/Alternate
<p>The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include: programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment; adequacy, operation and staffing of recreation programs; modification of existing programs and facilities to meet developing community needs; and long range planning and regional coordination concerning park and recreational facilities.</p>	<p>Meets monthly on the 4th Wednesday, 6:30 p.m., in the Cypress Room, Arrillaga Family Recreation Center</p>	_____	_____
Planning Commission	Meeting time/location	Primary	Secondary/Alternate
<p>The Planning Commission is organized according to State Statute. It reviews development proposals on public and private lands for compliance with the General Plan and zoning ordinance; reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects; serves as a recommending body to the City Council for major subdivisions, re-zonings, conditional development permits, zoning ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) housing agreements associated with those projects.</p>	<p>Meets twice monthly on a schedule adopted once a year, 7:00 p.m., in the City Council Chambers</p>	_____	_____

2018 CITY COUNCIL ASSIGNMENTS ATTACHMENT B

City Council Appointments to JPA and Governing Boards	2018 Primary	2018 Alternate
Association of Bay Area Governments (ABAG)	Peter Ohtaki	Ray Mueller
Bay Area Water Supply & Conservation Agency (BAWSCA)	Kirsten Keith	
City/County Association of Governments of San Mateo County (C/CAG)	Catherine Carlton	Ray Mueller
Emergency Services Council (San Mateo County JPA)	Catherine Carlton	Peter Ohtaki
Peninsula Clean Energy (PCE) Community Choice Energy	Catherine Carlton	Rich Cline
San Francisquito Creek Joint Powers Authority	Kirsten Keith	Catherine Carlton
South Bayside Waste Management Authority Joint Powers Authority	Catherine Carlton	Rich Cline
City Council Appointments to Outside Agencies	2018 Primary	2018 Alternate
Airport Community Roundtable	Catherine Carlton	Peter Ohtaki
Caltrain Modernization Local Policy Group	Rich Cline	Kirsten Keith
County of Santa Clara Community Resources Group for Stanford University	Peter Ohtaki	Kirsten Keith
Facebook Community Fund	Catherine Carlton	n/a
Grand Boulevard Task Force	Kirsten Keith	Peter Ohtaki
League of California Cities (Peninsula Division)	Peter Ohtaki	Ray Mueller
Menlo Park Chamber of Commerce / City Liaison Position	Peter Ohtaki	Ray Mueller
San Mateo Council of Cities City Selection Committee	Peter Ohtaki	Ray Mueller
City Council Advisory Committee Voting Member	2018 Member 1 (required)	2018 Member 2 (when applicable)
Belle Haven Neighborhood Library Advisory Committee	TBD	TBD
Finance and Audit Committee	Peter Ohtaki	Ray Mueller
Sister City Committee	Catherine Carlton	Peter Ohtaki
Transportation Master Plan Oversight and Outreach	Kirsten Keith	Catherine Carlton
City Council Subcommittee	2018 Member 1	2018 Member 2
City Council Standing Subcommittee of Community Grant Funding	Kirsten Keith	Catherine Carlton
City Council Standing Subcommittee on Rail	Rich Cline	Kirsten Keith
City Council Standing Subcommittee on City Manager Recruitment	Peter Ohtaki	Ray Mueller
City Council Standing Subcommittee on Stanford General Use Permit	Peter Ohtaki	Kirsten Keith
City Council Advisory Commission Liaison	2018 Member 1	2018 Member 2
Complete Streets Commission	Kirsten Keith	n/a
Environmental Quality Commission	Catherine Carlton	n/a
Heritage Tree Task Force	Catherine Carlton	
Housing Commission	Rich Cline	n/a
Library Commission	Rich Cline	n/a
Parks and Recreation Commission	Ray Mueller	n/a
Planning Commission	Catherine Carlton	n/a