



**SPECIAL MEETING MINUTES**

**Date:** 10/1/2019  
**Time:** 6:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**6:00 p.m. Special Meeting**

**A. Call To Order**

Mayor Mueller called the meeting to order at 6:02 p.m.

**B. Roll Call**

Present: Carlton, Combs, Nash, Mueller, Taylor  
Absent: None  
Staff: City Manager Starla Jerome-Robinson, Assistant City Attorney Cara Silver, City Clerk Judi A. Herren

**C. Pledge of Allegiance**

Mayor Mueller led the Pledge of Allegiance.

**D. Commissioner Reports**

Item D1. was continued to a future meeting.

D1. Complete Streets Commission update

**E. Consent Calendar**

City Councilmember Nash pulled item E4.

E1. Approve the response to the San Mateo County Civil grand jury report: "Soaring Pension Costs – Follow-up on grand jury report of 2017-2018" ([Staff Report #19-205-CC](#))

E2. Authorize the city manager to enter into an agreement with Wood Rodgers, Inc. to develop the stormwater master plan ([Staff Report #19-209-CC](#))

E3. Authorize the city manager to enter into an agreement with California Land Management for ranger services at Bedwell Bayfront Park and Kelly Park up to the budgeted amount and appropriate \$21,000 from the undesignated general fund balance for Kelly Park services ([Staff Report #19-203-CC](#))

E4. City Council adopted 2019-20 priorities and work plan quarterly update ([Staff Report #19-208-CC](#))

The City Council received clarification on the completion of priorities.

**ACTION:** Motion and second (Carlton/ Combs) to accept the City Council adopted 2019-20 priorities and work plan quarterly update, passed unanimously.

**ACTION:** Motion and second (Carlton/ Combs) to approve the consent calendar, except item E4, passed unanimously.

## F. Regular Business

- F1. Direction on biennial community survey methodology and vendor ([Staff Report #19-210-CC](#))

Public Engagement Manager Clay Curtin introduced the item.

The City Council discussed the need for statistically significant results. There was also discussion on previous experiences with the two vendors. The City Council created a subcommittee to work on the survey questions for Godbe Research and appointed City Councilmembers Carlton and Nash. City Council requested that work from the subcommittee and staff return to the City Council before being released to the public.

**ACTION:** Motion and second (Carlton/ Nash) to select Godbe Research as the vendor for biennial community survey, passed unanimously.

- F2. Discussion of options for formation of re-districting committee following release of 2020 census information ([Staff Report #19-207-CC](#))

Assistant City Attorney Cara Silver made the presentation (Attachment).

- Pamela Jones spoke in support of an independent redistricting commission and keeping the charter separate (Attachment).

The City Council received clarification on the details of an independent and advisory committee and discussed the previous advisory districting committee. The City Council supported public outreach during the districting process.

No action.

- F3. Review proposed City Council procedure #CC-19-010 "City Council powers and responsibilities" and provide direction to staff ([Staff Report #19-206-CC](#))

Assistant City Manager Nick Pegueros introduced the item and made the presentation (Attachment).

Assistant City Manager Pegueros detailed the major changes to the procedure. The City Council provided the following direction: requested that Mayor Pro Tem be included in the agenda setting, updating "Grand Boulevard Initiative Taskforce" name, add to the notes of the Caltrain Modernization Local Policy Maker Group to include Rail Subcommittee members, add to the notes of the County of Santa Clara Community Resources Group for Stanford University to include ad hoc subcommittee on Stanford General Use Permit members, encourage City Council to report out on outside board meetings during City Councilmember Reports at City Council meetings, update the Mayor Pro Tem title to Vice Mayor, and include the Willow Village/ Facebook subcommittee. The City Council requested this item be updated and returned on consent.

No action.

F4. Adopt the City Council's regular meeting schedule for calendar year 2020 ([Staff Report #19-185-CC](#))

The City Council discussed the advantages and disadvantages of a set second and fourth Tuesday meeting schedule. The City Council directed staff to remove the April 14 and 28, 2020 meetings and add April 21, 2020.

**ACTION:** Motion and second (Combs/ Carlton) to adopt the City Council's regular meeting schedule for calendar year 2020, passed unanimously.

**G. City Manager's Report**

No report.

**H. City Councilmember Reports**

City Councilmember Nash announced the Stanford General Use Permit meeting at Palo Alto City Hall on October 22 at 6 p.m.

Mayor Pro Tem Taylor reported out on the Government Alliance on Race and Equity (GARE) training.

Mayor Mueller reported out on the Rail Subcommittee meeting

**I. Adjournment**

Mayor Mueller adjourned the meeting at 8:08 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of November 19, 2019.



# OPTIONS FOR FORMING RE-DISTRICTING COMMITTEE OCTOBER 1, 2019

ANNIERGA FAMILY  
GYMNASIUM



# AGENDA

- Background on City's 2018 Districting Effort
- Re-districting requirements
- Options for updating district boundaries
- Census Timeline (projected)





## REQUESTED CITY COUNCIL DIRECTION

- Discuss and provide input on options for establishing a redistricting committee
- Provide direction on a public engagement plan



# 2018 TRANSITION TO DISTRICTS



## ▪ April 4, 2018 Ordinance Transitioning to Districts

- Council adopted ordinance transitioning to district elections effective November 2018 election
- Transition motivated by threat of litigation over compliance with the California Voting Rights Act (CVRA).
- Council formed an Advisory Districting Committee to recommend boundaries
- Committee and Council explored 5 and 6 district options and ultimately selected 5 districts
- Election sequencing
  - 2018: Districts 1, 2 and 4 elections
  - 2020: Districts 3 and 5 elections

## 2018 ADVISORY COMMITTEE

- **December 4, 2017: City Council formed Advisory Districting Committee**
  - 9 members
  - Randomly selected
  - Residency and voting requirements
  - Independent Committee requirements – pre, during and post-service restrictions
  
- **Committee work**
  - Assisted by staff, city attorney and demographer
  - Used online mapping tool
  - Conducted 8 public meetings
  - Presented recommendation to City Council
  - City Council accepted recommendation





## RE-DISTRICTING REQUIREMENTS

- December 4, 2017: City Council formed Advisory Districting Committee
  - 9 members
  - Randomly selected
  - Residency and voting requirements
  - Independent Committee requirements – pre, during and post-service restrictions
  
- Committee work
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# REDISTRICTING REQUIREMENTS



- Redistricting timing
  - Every 10 years, city must adjust boundaries of districts to ensure compliance with Voting Rights Act.
  - Redistricting must be November 1 of year following decennial census (i.e. November 1, 2021)
- Redistricting Criteria
  - Equal population
  - Must comply with Federal Voting Rights Act and Equal Protection Clause
  - Race shall not be predominate factor when drawing districts



## OPTIONS FOR RE-DRAWING DISTRICTS



- City Council may draw districts
- Advisory Districting Committee
  - Provides recommendation to City Council
  - City Council may impose criteria for service
- Independent Districting Committee (authorized by 2017 legislation)
  - Strict application criteria
  - Regulations regarding pre and post service
  - Must file Form 700
  - Committee's decision is final



## TIMELINE FOR IMPLEMENTATION

- April 1, 2020 -- Census day
- December 2020 – Census Bureau delivers counts to president and Congress
- March 31, 2021-- Census Bureau sends redistricting counts to states
- August 1, 2021 -- Advisory Commission must provide re-drawn map to City Council for recommendation
- September 30, 2021-- Independent Commission must provide re-drawn map to Council
- October 31, 2021 -- City must complete re-districting process
- November 2022 – Districts 1, 2 and 4 election



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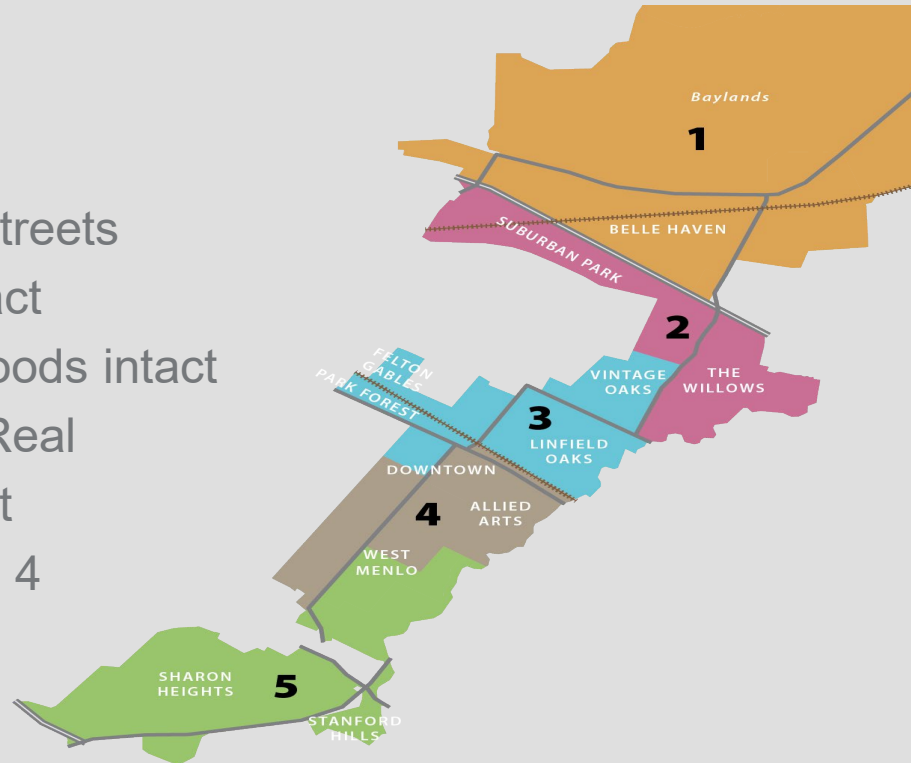
# CONCLUSION





## DISTRICT MAP SELECTION

- Equal population
- Compact
- Divisions along major streets
- Keeps Belle Haven intact
- Keeps most neighborhoods intact
- Downtown/El Camino Real commercial area is split between districts 3 and 4



## **10012019 AGENDA ITEM F:2 Discussion of options for formation of re-districting committee**

Mayor Mueller, Mayor Pro Tem Taylor, Councilmembers Nash, Combs, and Carlton and Staff,

The Menlo Park City Council and staff are again to be commended for the highly successful Advisory Districting Committee established to guide our first-time mapping. We are now ready to move to the next level of inclusive and transparent redistricting.

Legislation such as SB 1108 supports general law cities establishing independent redistricting. Most recently, SB 139 was Governor Enrolled. SB 139 requires a county with more than 400,000 residents to establish an independent redistricting commission. Clearly the trend supports independent redistricting commissions at all levels of government.

There are multiple organizations that support independent redistricting commissions at all level of government. The League of Women Voter's states "We believe responsibility for fair redistricting should be vested in an independent commission." California Common Cause explicitly states "voters should pick their representatives ..." in support of local redistricting. Helen Grieco, Common Cause Northern California Organizer will be available during our process. In addition, the California Local Redistricting Project "provides educational resources and assistance to local jurisdictions interested in moving away from political redistricting towards interdependent redistricting."

The Brennan Center for Justice "supports reforming the redistricting process so that it is independent, transparent, and ensures that communities are fully and fairly represented in Congress and the nation's legislative bodies."

According to California Local Redistricting Project, "there are several reasons why jurisdictions opt to establish independent redistricting commissions:

- **Increased Citizen Participation & Transparency:** Citizen commissions are a direct way to involve the community in redistricting. Commissions are required to have more public hearings and provide greater notice of proposed maps than a local legislative body. Proposed district boundaries must be considered, debated, and adopted in public, with opportunities for community input at every stage of the process.
- **Depoliticize Redistricting:** Commissions can help depoliticize redistricting and increase public trust in the process. Under political control, redistricting can be a source of infighting on a governing board as members fight over neighborhoods or community assets. Council- or board-controlled redistricting can also be abused by the majority to accomplish political ends, for example drawing an existing member out of their district or placing two members into the same district.
- **More Representative Districts:** Compared with legislative bodies, studies find that independent commissions generally draw districts that are more compact, less gerrymandering, and more representative of communities of interest and minority populations.

It is important that the City of Menlo Park removes itself from the process of redistricting by the establishment of an Independent Redistricting Commission. Although the Advisory Districting Committee's recommendation was accepted and passed by ordinance, our future lies in a process that eliminates any possibility or inference of political interference. This can only be accomplished by citizens who will make the final decision on the establishment of districts through an independent redistricting commission.

Respectfully, Pamela Jones



# CITY COUNCIL PROCEDURE MANUAL

October 1, 2019



## CITY COUNCIL PROCEDURES MANUAL

- City Council Powers and Responsibilities
- City Council Meetings
- City Council Communications
- Interactions with City Staff
- Support Provided to City Council
- Financial Matters
- Conflicts and Liability

# CURRENT PROCEDURE: CITY COUNCIL POWERS AND RESPONSIBILITIES



- City Council generally
- Role of Mayor and Mayor Pro Tempore
- Appointment of City Manager, City Attorney
- Role during a disaster
- Appointment of advisory bodies
- City Council relationship with advisory bodies
- Role of commission liaisons





## PURPOSE

- Replaces section “City Council generally”
- Removes
  - Paragraph on broader policy issues
  - Paragraph on dual offices





## APPOINTMENT OF CITY COUNCIL OFFICERS AND SUBCOMMITTEES

- Expands on “Role of Mayor and Mayor Pro Tempore”
- Incorporates relevant municipal sections
- Add appointment of City Council subcommittees
  - City Council could add: Willow Village Subcommittee

# APPOINTMENT OF CITY COUNCILMEMBERS TO OUTSIDE BOARDS AND ORGANIZATIONS



- New section and documents procedures for
  - Appointment to outside boards
  - Appointment to outside agencies



## APPOINTMENT OF ADVISORY BODIES AND ADVISORY BODY LIAISON

- Combines:
  - “Appointment of advisory bodies”
  - “City Council relationship with advisory bodies”
  - “Role of commission liaisons”
- Documents current advisory bodies
- Assignment and role of liaisons



## APPOINTMENT OF CITY OFFICIALS

- Replaces “Appointment of City Manager, City Attorney”
- City Attorney
  - Responsibilities and role
- City Manager
  - Incorporates Municipal Code roles and responsibilities
  - Incorporates ICMA code of ethics, previously attachment



# APPOINTMENT OF VACANCIES TO THE CITY COUNCIL

- New section
- Reflects municipal code



**THANK YOU**