



**REGULAR MEETING MINUTES**

**Date:** 12/17/2019  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**A. Call To Order**

Mayor Mueller called the meeting to order at 7:00 p.m.

**B. Roll Call**

**Present:** Carlton, Combs, Nash, Mueller, Taylor  
**Absent:** None  
**Staff:** City Manager Starla Jerome-Robinson, City Attorney William McClure, City Clerk Judi A. Herren

**C. Pledge of Allegiance**

Mayor Mueller led the Pledge of Allegiance.

**D. Public Comment**

None.

**E. Consent Calendar**

- E1. Waive the second reading and adopt Ordinance No. 1064 banning sale of flavored tobacco and e-cigarette devices ([Staff Report #19-277-CC](#))

Mayor Mueller commented that the sale of devices under medical supervision (pharmacy) should be explored.

- E2. Waive the reading and adopt Ordinance No. 1062 amending Title 12 [Buildings and Construction] of the Menlo Park Municipal Code to adopt local amendments to the California Building Standards Code ([Staff Report #19-276-CC](#))

**ACTION:** Motion and second (Taylor/ Nash) to approve the consent calendar, passed unanimously.

**F. Regular Business**

- F1. Recognition of the outgoing Mayor

Mayor Pro Tem Taylor presented a proclamation to Mayor Mueller. Mayor Mueller accepted and made comments.

- F2. Selection of Mayor and Vice Mayor ([Staff Report #19-242-CC](#))

Mayor Mueller nominated Taylor for Mayor.

**ACTION:** By acclamation, Taylor was selected as Mayor, passed unanimously.

City Councilmember Nash nominated Combs for Vice Mayor.

**ACTION:** By acclamation, Combs was selected as Vice Mayor, passed unanimously.

F3. Appoint City Council representatives and alternates to various regional agencies, as liaisons to City Council advisory bodies, and disband inactive advisory bodies ([Staff Report #19-243-CC](#))

**ACTION:** By acclamation, appoint City Council representatives and alternates to various regional agencies, as liaisons to City Council advisory bodies, and disband inactive advisory bodies, passed unanimously (Attachment).

F4. Provide direction to the City's voting delegate regarding regional vacancies for the next City Selection Committee meeting December 20, 2019 ([Staff Report #19-244-CC](#))

**ACTION:** By acclamation, Mayor Taylor was selected as the City's voting delegate regarding regional vacancies for the next City Selection Committee meeting December 20, 2019, passed unanimously.

#### **G. City Manager's Report**

City Manager Jerome-Robinson reported on receiving an offer letter from Facebook regarding the Belle Haven multigenerational community center.

#### **H. City Councilmember Reports**

None.

#### **I. Adjournment**

Mayor Taylor adjourned the meeting at 7:33 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of February 11, 2020.

## 2020 CITY COUNCIL ASSIGNMENTS TO SUBCOMMITTEES, COMMISSIONS AND REGIONAL BOARDS



City Council  
 701 Laurel St., Menlo Park, CA 94025  
 tel 650-330-6610  
[menlopark.org/citycouncil](http://menlopark.org/citycouncil)

City Council standing committee, local liaison assignments, and outside agencies.			
Assignment	Details	Meeting time / location	Representative / alternate
<p><b>Community Grant Funding</b></p> <p>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 Funding subcommittee meets to review and make recommendations to the City Council and how to best allocate the funding.</p>	<p>Standing Committee</p>	<p>Typically meet annually in November</p>	<p>Primary: Carlton</p> <p>Alternate: Combs</p>
<p><b>Menlo Park Chamber of Commerce</b></p> <p>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.</p>	<p>Type: Community organization</p> <p>Website: <a href="http://menloparkchamber.com">http://menloparkchamber.com</a></p>	<p>Meets monthly on the 3rd Thursday with City representatives joining at 8 a.m., in the Chamber of Commerce Board Room</p>	<p>Primary (Mayor): Taylor</p> <p>Alternate (Vice Mayor): Combs</p>
<p><b>Rail Subcommittee</b> (same members appointed to the Caltrain Modernization Local Policy Group)</p> <p>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.</p>	<p>Standing Committee</p>	<p>TBD / As needed</p>	<p>Primary: Nash</p> <p>Alternate: Mueller</p>

Commission liaison and member assignments			
<p><b><del>Belle Haven Neighborhood Library Advisory Committee – recommended to disband (2 members, not liaisons)</del></b></p> <p><del>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. Specifically, this includes: Participation in the library needs assessment and; Providing input to staff and consultants regarding the branch portion of the library system improvements.</del></p>	<p><del>City Council-appointed advisory body</del></p>	<p><del>TBD / As needed</del></p>	<p><del>Member:</del></p> <p><del>Member:</del></p>
<p><b>Complete Streets Commission</b></p> <p>The Complete Streets Commission is charged primarily with advising the City Council on multi-modal transportation issues according to the goals and policies of the City’s general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City. Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities; Advising City Council on ways to encourage vehicle, multi-modal, 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; Coordination with regional transportation systems and; Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.02.</p>	<p>City Council-appointed advisory body</p>	<p>Meets monthly on the 2nd Wednesday, 7 p.m., in the City Council Chambers</p>	<p>Liaison: Combs</p>

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<p><b>Environmental Quality Commission</b></p> <p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Commission priorities: Assist in developing sustainable building policies and programs for private and public development projects; Develop a community-wide environmental sustainability policy with metrics to measure and evaluate progress; Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation; Implement climate action plan and; Maximize the urban canopy through programs and policies.</p>	<p>City Council-appointed advisory body</p>	<p>Meets monthly on the 3rd Wednesday, 6:30 p.m., in the Downtown Conference Room, 1st Floor, City Hall</p>	<p>Liaison: Nash</p>
<p><b>Finance and Audit Committee</b> (2 members, not liaisons)</p> <p>The role of this committee is 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. Committee priorities: The committee reviews the external financial audit and the city's investment portfolio on an annual basis.</p>	<p>City Council-appointed advisory body</p>	<p>Meets 3<sup>rd</sup> Wednesday of every quarter at 5:30 p.m. in the Sharon Heights Conference Room, 2nd Floor, City Hall. Additional special meetings as needed.</p>	<p>Member: Mueller Member: Combs</p>
<p><del><b>Heritage Tree Task Force – recommended to disband</b></del></p> <p><del>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.</del></p>	<p><del>City Council-appointed advisory body</del></p>	<p><del>TBD / As needed</del></p>	<p><del>Member:</del> <del>Member:</del></p>

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<p><b>Housing Commission</b></p> <p>The role of the Housing Commission is to make recommendations to the City Council on issues related to housing policy, to implement City Council policy decisions and represent the city where needed on housing matters. Commission priorities: Inclusion of housing program information in city publications; Community outreach for awareness and input; El Camino Real/downtown specific plan implementation as it relates to housing locations and; General plan and housing element updates.</p>	<p>City Council-appointed advisory body</p>	<p>Meets monthly on the 2nd Wednesday, 6:30 p.m., in the Cypress Room, Arrillaga Family Recreation Center,</p>	<p>Liaison: Nash</p>
<p><b>Library Commission</b></p> <p>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: The scope and degree of library activities; Maintenance and protection of City libraries; Evaluation and improvement of library service; Acquisition of library materials; Coordination with other library systems and long range planning and; Literacy and English as a second language (ESL) programs.</p>	<p>City Council-appointed advisory body</p>	<p>Meets monthly on the 3rd Monday, 6:30 p.m., in the Downstairs Meeting Room, Main Library, 800 Alma St.</p>	<p>Liaison: Carlton</p>

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<p><b>Parks and Recreation Commission</b></p> <p>The Parks and Recreation Commission will strive for excellence in teamwork to: Affirm the diversity in the community; Be financially responsible; Be responsive to community needs for leisure, cultural and social programs; Maintain a liaison between the community and City Council; Maintain its availability, visibility and accessibility to the community and the media; Preserve and protect open space and park lands and; Promote safety in all facilities and programs.</p> <p>Commission priorities: Provide high quality and inclusive programs and services that meet the diverse and changing needs of all Menlo Park residents and neighboring communities; Ensure City Parks and Community Facilities are well-maintained, upgraded and/or expanded to improve accessibility and usage by a diverse population, while promoting sustainable environmental design and practices; Improve class and program offerings, venues, partnerships and sponsorships to increase the quality and accessibility of educational, recreational, sporting, artistic, and cultural programs in the City of Menlo Park and; Support initiatives, partnerships and projects that intersect with the City's Park and Community Services resulting in well-coordinated efforts to meet the needs of residents.</p>	<p>City Council-appointed advisory body</p>	<p>Meets monthly on the 4th Wednesday, 6:30 p.m., in the Cypress Room, Arrillaga Family Recreation Center,</p>	<p>Liaison: Mueller</p>
<p><b>Planning Commission</b></p> <p>Established according to state law, the Planning Commission makes decisions in many areas of the land use process and also makes recommendations to the City. Council in other areas: Considers and grants or denies use permits and architectural control; Considers and recommends action on environmental impact reports and subdivisions; Initiates special area planning and rezoning studies; monitors the changing needs of the city in relationship to the general plan as well as the recommendations of the general plan amendments; Recommends action on rezoning proposals and conditional development permits and; Takes action on variances.</p>	<p>City Council-appointed advisory and quasi-judicial body</p>	<p>Meets twice monthly on a schedule adopted once a year, 7:00 p.m., in the City Council Chambers</p>	<p>Liaison: Combs</p>

<p><b>Sister City Committee</b>                  (2 members, not liaisons)</p> <p>The Sister City Committee advises the City Council on sister city and friendship city relations and related programming. Committee priorities: To develop a program plan consisting of projects, exhibits, contacts and exchanges of all types to foster and promote the objectives of the mission statement; To implement the approved program plan upon request of the City Council; To keep the community informed concerning the sister city program; To advise the City Council on matters pertaining to any sister city affairs and; To perform such other duties as may be assigned to the committee by the City Council.</p>	<p>City Council-appointed advisory body</p>	<p>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.</p>	<p>Member: Carlton                  Member: Taylor</p>
<p><b>Transportation Master Plan Oversight and Outreach Committee</b>                  (2 members, not liaisons)</p> <p>Roles and responsibilities: Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft Transportation Master Plan materials and submittals; Guide and keep the project process on track to meet the key milestones and; Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities</p>	<p>City Council-appointed advisory body</p>	<p>Meets as needed.</p>	<p>Member: Nash                  Member: Mueller</p>

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<b>Regional assignments</b>			
<p><b>Airport Community Roundtable</b></p> <p>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.</p>	<p>Type: Voluntary public forum</p> <p>Started: 1981</p> <p>Website: <a href="http://sforoundtable.org">http://sforoundtable.org</a></p>	<p>Generally, 1st Wednesdays at 7 p.m. at Millbrae City Hall</p> <p>Confirmed dates: February 6, 2019</p>	<p>Primary: Taylor</p> <p>Alternate: Carlton</p>
<p><b>Association of Bay Area Governments (ABAG)</b></p> <p>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.</p>	<p>Type: Joint Powers Authority</p> <p>Started: 1961</p> <p>Website: <a href="https://abag.ca.gov/">https://abag.ca.gov/</a></p>	<p>General Assembly meets 1-2 times annually (April and October)</p>	<p>Primary: Taylor</p> <p>Alternate: Combs</p>
<p><b>Caltrain Modernization Local Policy Group</b></p> <p>The Caltrain Modernization Program will electrify and upgrade the performance, operating efficiency, capacity, safety and reliability of Caltrain's commuter rail service.</p>	<p>Type: Advisory body</p> <p>Started: 2012</p> <p>Website: <a href="http://www.caltrain.com/projectsplans/CaltrainModernization/Local_Policy_Maker_Group.html">http://www.caltrain.com/projectsplans/CaltrainModernization/Local_Policy_Maker_Group.html</a></p>	<p>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</p>	<p>*Same as City Council Rail Subcommittee</p> <p>Primary: Nash</p> <p>Alternate: Mueller</p>
<p><b>City/County Association of Governments (C/CAG)</b></p> <p>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.</p>	<p>Type: Joint Powers Authority</p> <p>Website: <a href="http://ccag.ca.gov">http://ccag.ca.gov</a></p>		<p>Primary: Carlton</p> <p>Alternate: Nash</p>

<p><b>County of Santa Clara Community Resources Group for Stanford University</b></p> <p>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.</p>	<p>Website:  <a href="https://www.sccgov.org/sites/dpd/Programs/Stanford/Pages/StanfordCRG.aspx">https://www.sccgov.org/sites/dpd/Programs/Stanford/Pages/StanfordCRG.aspx</a></p>	<p>Meets monthly on the 2nd Thursday, 7–8:30 p.m., at the Palo Alto Art Center, 1313 Newell Road, Palo Alto, CA</p>	<p>Primary: Nash                   Alternate: Mueller</p>
<p><b>Emergency Services Council (San Mateo County Joint Powers Authority)</b></p> <p>The Emergency Services Council oversees the emergency planning, training and exercises in the various cities and reviews and recommends policies, programs and plans for adoption.</p>	<p>Type:                  Joint Powers Authority</p> <p>Website:  <a href="https://hsd.smcsheriff.com/emergency-services-council">https://hsd.smcsheriff.com/emergency-services-council</a></p>	<p>Meets quarterly on Thursdays, 5-7 p.m.</p>	<p>Primary: Taylor                   Alternate: Combs</p>
<p><b>Facebook Local Community Fund</b></p> <p>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.</p>	<p>Type:                  501(c)(3) public charity</p> <p>Website:  <a href="http://www.venturesfoundation.org/programs/community-initiatives/facebook-local-community-fund/">http://www.venturesfoundation.org/programs/community-initiatives/facebook-local-community-fund/</a></p>	<p>Meets as needed</p>	<p>Primary: Mueller                   Alternate: Carlton</p>
<p><b>Grand Boulevard Initiative Taskforce</b></p> <p>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.</p>	<p>Website:  <a href="http://grandboulevard.net">http://grandboulevard.net</a></p>	<p>Meets quarterly on Wednesdays</p>	<p>Primary: Nash                   Alternate: Combs</p>
<p><b>League of California Cities – Peninsula Division</b></p> <p>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.</p>	<p>Website:  <a href="https://www.cacities.org/Member-Engagement/Regional-Divisions/Peninsula-Division">https://www.cacities.org/Member-Engagement/Regional-Divisions/Peninsula-Division</a></p>	<p>The Peninsula Division holds four meetings a year, with an occasional special meeting as warranted. Division dinners are open to all division members.</p>	<p>Primary: Taylor                   Alternate: Combs</p>

<p><b>HEART Board Member Agency Committee (MAC)</b></p> <p>The MAC is composed of nine public HEART Board Members and a City Council member from each member city that does not have a representative on the HEART Board. The purpose of the MAC is to engage with cities that are not on the HEART Board and to provide you with the opportunity to comment on HEART's financial and program activities.</p>	<p>Website:  <a href="https://www.heartofsmc.org/events/member-agency-committee-mac-meeting/">https://www.heartofsmc.org/events/member-agency-committee-mac-meeting/</a></p>	<p>Meets as needed.</p>	<p>Primary: Nash</p> <p>Alternate: Mueller</p>
<p><b>Peninsula Clean Energy Authority (PCE)</b></p> <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&amp;E's standard rates. ECO100 offers 100% renewable, ghg-free energy at a cost of just \$0.01 per Kwh extra</p>	<p>Type:                  Joint Powers Authority</p> <p>Started:                  2016</p> <p>Website:  <a href="http://www.peninsulacleanenergy.com">http://www.peninsulacleanenergy.com</a></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>	<p>Primary: Carlton</p> <p>Alternate: Nash</p>
<p><b>San Francisquito Creek Joint Powers Authority</b></p> <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.</p>	<p>Type:                  Joint Powers Authority</p> <p>Website:  <a href="http://sfcjpa.org">http://sfcjpa.org</a></p>	<p>Meets monthly on the 4th Thursday of the month at 6 p.m. in the Menlo Park City Council Chambers</p>	<p>Primary: Combs</p> <p>Alternate: Taylor</p>
<p><b>San Mateo County Council of Cities – City Selection Committee</b></p> <p>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.)</p>			<p>Primary (Mayor): Taylor</p> <p>Alternate (Mayor Pro Tem): Combs</p>
<p><b>South Bayside Waste Management Authority</b></p> <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.</p>	<p>Type:                  Joint Powers Authority</p> <p>Started:</p> <p>Website:  <a href="http://rethinkwaste.org">http://rethinkwaste.org</a></p>	<p>Meets monthly on the 4th Thursday of the month at 2 p.m. in the San Carlos Library conference room</p>	<p>Primary (Mayor): Carlton</p> <p>Alternate: Taylor</p>