



REGULAR MEETING MINUTES

Date: 1/10/2023
Time: 6:00 p.m.
Locations: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Regular Session

A. Call To Order

Mayor Wolosin called the meeting to order at 6 p.m.

B. Roll Call

Present: Combs, Doerr, Nash, Taylor, Wolosin
Absent: None
Staff: City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

C. Agenda Review

The City Council pulled items E1., E2., E3., and E5.

D. Public Comment

- Lynne Bramlett spoke in support of drafting and reviewing the City's mission statement as part of the annual goals/priorities (Attachment).

E. Consent Calendar

- E1. Accept the City Council meeting minutes for November 15 and 30 and December 6, 13, and 21, 2022 (Attachment)

The City Council provided edits to the November 15, 2022 minutes.

ACTION: Motion and second (Taylor/ Wolosin), to accept the City Council meeting minutes for November 15 and 30 and December 6, and 13, 2022 with edits, passed 4-0 (Doerr abstaining).

- E2. Adopt a resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings (Staff Report #23-003-CC)

The City Council discussed adding a permanent hybrid meeting option for advisory bodies.

The City Council received clarification on upcoming Assembly Bill 2449 requirements for virtual and hybrid meetings.

E3. Adopt a resolution amending City Council Policy CC-22-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities (Staff Report #23-004-CC)

- Lynne Bramlett spoke in support of a formal review of City commissions and committees (Attachment).

The City Council discussed City Council “members” on the Finance and Audit Committee (FAC).

E4. Authorize the city manager to execute an agreement with LookingPoint for the replacement of network switches in an amount not to exceed \$113,000 (Staff Report #23-005-CC)

E5. Transmittal of the annual report on the status of the transportation impact, storm drainage, recreation in-lieu and construction impact fees collected as of June 30, 2021 (Staff Report #23-001-CC)

The City Council discussed transportation impact fees and received clarification on findings for the Chilco Street project.

E6. Adopt a resolution authorizing the city manager to execute a continued funding application with the California Department of Education for continued funding of the Belle Haven Child Development Center operational costs in fiscal year 2023-24 (Staff Report #23-006-CC)

ACTION: Motion and second (Taylor/ Nash), to approve consent calendar items E4. and E6., passed unanimously.

ACTION: Motion and second (Taylor/ Nash), to approve the consent calendars E2., E3., E5., passed unanimously.

F. Public Hearing

F1. Adopt a resolution to approve the use permit and architectural control approvals for the Menlo Uptown development project to allow for the potential removal of infrastructure investments at Willow Road and Bay Road from the project conditions of approval; to authorize the city manager to sign a modified public improvement agreement for the Menlo Uptown development; and to authorize the removal of condition of approval 2.ww.ii (Staff Report #23-007-CC)

Assistant Public Works Director Hugh Louch introduced the item (Attachment).

Mayor Wolosin opened the public hearing.

Mayor Wolosin closed the public hearing.

The City Council provided additional information about the genesis of this item and discussed reviewing the transportation impact analysis guidelines

ACTION: Motion and second (Combs /Nash), to adopt a resolution to 1) approve the use permit and architectural control revisions to modify the conditions of approval for the Menlo Uptown development project to allow the City Council to consider removal of infrastructure investments at Willow Road and Bay Road from conditions of approval; 2) update the public improvement agreement for the Menlo Uptown development to remove the infrastructure investments at Willow Road and Bay Road; and 3) authorize the

removal of condition of approval 2.wv.iii, passed unanimously.

G. Regular Business

- G1. Appoint City Council representatives and alternates to various local and regional agencies and as liaisons and members to City Council advisory bodies (Staff Report #23-010-CC)

City Clerk Judi A. Herren introduced the item.

The City Council discussed the composition of the FAC, Palo Alto Community Fund Advisory Board, updating Menlo Park City School Districts to School Districts and Community Trust, School Districts representatives, East Palo Alto and Palo Alto to reestablish quarterly meetings, the inclusion of a Searsville Advisory Group representative, and requested that City Councilmembers appointed to serve on Bay Area Water Supply & Conservation Agency and their Bay Area Regional Water System Financing Authority to resign when their City Council term is concluded.

The City Council directed staff to return with an item to discuss City Council “members” on the FAC, and tabling appointing liaisons to the School Districts, Menlo Park Fire Protection District, and Grand Blvd Initiative Task Force until needed.

ACTION: Motion and second (Taylor/ Doerr), to make appointments representatives and alternates to various local and regional agencies and as liaisons to City Council advisory bodies, passed unanimously. (Attachment).

H. Informational Items

- H1. City Council agenda topics: January 24 – February 14, 2023 (Staff Report #23-008-CC)
- H2. Transmittal of city attorney billing (Staff Report #23-009-CC)
- H3. Update on draft outdoor dining design standards (Staff Report #23-011-CC)

The City Council received clarification on expanding design standards to outdoor retail.

I. City Manager's Report

City Manager Justin Murphy reported out on chambers audio upgrades, recent new hires and promotions, recent and upcoming storms, stop sign installation, and Planning and Housing Commissions joint meeting Jan. 12.

J. City Councilmember Reports

City Councilmember Nash reported out on Green, Blue, and You upcoming community events (Attachment).

Vice Mayor Taylor reported out on creating a report out document for City Councilmember reports.

City Councilmember Doerr reported out on office hours on Jan. 11 at the Woodside Bakery.

K. Adjournment

Mayor Wolosin adjourned the meeting at 8:30 p.m.

Judi A. Herren, Assistant to the City Manager/City Clerk

These minutes were approved at the City Council meeting of February 14, 2023.

To: City Council of Menlo Park
From: Lynne Bramlett
Date: January 10, 2022
Re: Reviewing City's Mission Statement

I think the City's Mission Statement needs a review:

- **To confirm the current Mission Statement.** When was the Mission Statement developed? Who was involved and what was the process? If 10 or more years ago, that alone warrants a review. The most likely one that I found is long, includes overly broad words, has too many priorities and lacks metrics.
 - **To identify where it needs updating.** The City Manager Recruitment process included a brochure that summarized stakeholder input. The ideas could be incorporated into a revised Mission Statement. Please see the other side for the Los Gatos example that is clear, inspirational and actionable.
 - **To identify where the Mission Statement needs to be put into practice.** The City's website home page has no mission statement. I could not find one at the City's website. The City Manager Recruitment Brochure did not include a Mission Statement. A Mission Statement should be prominently displayed and used.
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Search for the City's Mission Statement

I searched via Google today for the City's Mission Statement. Below are my findings:

1. City of Menlo Park's mission statement is "To protect and preserve the life and property from the impact of fire, disaster, injury and illness." **Source: Zippia.com**
2. We embrace our mission of protecting life and property for our entire community while serving with integrity and professionalism. **[Source: Menlo Park Police Department website]**
3. It is the mission of the City government to ensure that is a desirable and vibrant community in which to live and do business, and to respond to the values and priorities of the residents so as to provide for the community's current and future needs. **Source: City Council Procedure Manual.** The procedure manual elaborates on the statement with the below:

Explicitly, the City fulfills its function by:

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

TOWN OF LOS GATOS MISSION STATEMENT



THE MISSION OF THE TOWN OF LOS GATOS IS TO ENHANCE THE QUALITY OF LIFE IN LOS GATOS BY PROVIDING THE HIGHEST QUALITY LEADERSHIP AND MOST EFFICIENT SERVICES AND FACILITIES.

THE TOWN STRIVES TO PROVIDE A WORKING ENVIRONMENT WHICH PROMOTES EXCELLENCE; FOSTERS COOPERATION; VALUES VOLUNTEERISM; AND SEEKS TO MEET THE NEEDS OF THE COMMUNITY AND THE TOWN COUNCIL, EMPLOYEES, COMMISSIONS, COMMITTEES AND BOARDS.

SMALL TOWN SERVICE, COMMUNITY STEWARDSHIP, AND FUTURE FOCUS

To: City Council of Menlo Park
From: Lynne Bramlett
Date: January 10, 2023
Re: Agenda Topic E-3: City Council Advisory Boards, Committees and Commissions

The City's advisory committees and commissions, reporting into the Council, offer many benefits to our community. As part of your goal-setting process, I ask that you consider a formal review of these commissions and committees to identify ways they could be of more strategic help.

Ask 1: Consider ways to evolve the City's Advisory Committees

The City of Menlo Park City Manager recruitment process collected stakeholder input that included "each Council Member, the community, city employees and executive staff." The input was incorporated into the City Manager Recruitment brochure (pages 3-4).

The Hawkins consulting firm noted that "Consistently, these stakeholders emphasized the following key areas of focus for Menlo Park." The eight-item bulleted list started with the below:

- "Conduct a comprehensive assessment of the current state of the city and adopt a strategic framework for establishing short- and long-range plans for addressing the City's organizational structure and processes and procedures citywide."
- Bullet Item #3 was: "Elevate community engagement and effective citywide communications."

The review would focus on identifying ways a Commission could be evolved so it could be of more strategic help in advancing stakeholder priority areas – which includes YOUR priorities. Those serving will also have opinions, including as to ways the service could be more meaningful and strategic, and ways they could be of additional help. To my knowledge, we don't conduct "exit interviews" and then systematically use the input for improvement purposes.

A few of the current charters seem a little outdated, such as the Environmental Quality Commission with its almost exclusive focus on trees. Two have some apparent overlap as it pertains to the Climate Action Plan. Some could be broadened to incorporate emerging needs such as for arts and culture. I also think we need at least one new committee: Emergency/Disaster Preparedness and Safety Committee. The NFPA 1600 standards for Emergency Management programs prioritize the requirement for having an advisory committee.

Ask #2: Support Comparative Research

To learn from others, I conducted preliminary online research on Jan 9, 2023. I prepared a list of municipalities with populations between 30,000-40,000 residents or a size roughly comparable with Menlo Park's. Research term: [City, California] Boards & Commissions. I listed all advisory bodies that appeared to be active with residents serving. The list could be helpful to you as a preliminary data set. Any errors should be brought to my attention via lynne.e.bramlett@gmail.com.

Ask #3: Take Action!

Please skim the document and bold titles you like. Let me know if you would like my help with further research. We can talk by phone (650-380-3028), over Zoom or in person. I also have process idea for how to efficiently gather input from the stakeholders currently serving on a commission, and next steps.

Population source: <https://worldpopulationreview.com/states/cities/california> (accessed Jan 9, 2023).

City	2023 Population	Active Boards, Commissions and Committees
Atascadero	30,211	Planning Commission Parks & Rec Commission Finance Committee Design Review Committee Tourism Business Improvement District (TBID) Oversight Board Citizen’s Sales Tax Oversight Committee
East Palo Alto	30,958	Planning Commission Rent Stabilization Board Public Works & Transportation Commission Senior Advisory Commission
Monterey	30,941	Architectural Review Committee Building and Housing Appeals board Disabled Access Appeals Board Historic Preservation Library Board Measures P and S Oversight Committee Museums and Cultural Arts Commission Neighborhood and Community Improvement Program (NCIP) Committee Parks and Recreation Commission Planning Commission Zoning Administration (a delegated role from the Planning Commission. It includes public hearings.)
Santa Paula	31,059	Design Assistance Committee & Historic Preservation Commission Measure T Oversight Committee Mobile Home Rent Review Commission Parks & Recreation Commission Planning Commission Santa Paula Housing Authority Senior Advisory Committee

City	2023 Pop	Active Boards, Commissions and Committees
Saratoga	31,059	Finance Committee Heritage Preservation Committee Library Commission Parks & Recreation Commission PEBTAC (Trails Advisory Committee) Planning Commission Public Art Committee Public Safety Task Force Traffic Safety Commission Youth Commission Disaster Council
La Verne	31,415	Active Transportation Committee Development Review Committee Planning Commission Senior Citizen Advisory Committee Youth and Family Action Committee Youth Sports Committee
San Carlos	31,418	Economic Development Advisory Commission Museum of San Carlos History Board Parks, Recreation and Culture Commission Planning & Transportation Commission Residential Design Review Committee San Mateo County Mosquito and Vector Control District Youth Advisory Council
San Lorenzo	31,420	Arts Commission Arts, Culture & Library Commission Community Police Review Board Human Services Commission Library-Historical Commission Personnel Relations Board Planning Commission/Board of Zoning Adjustments Police Chief's Advisory Board Recreation and Parks Commission Rent Review board Senior Commission Shoreline Advisory Committee Youth Advisory Commission

City	2023 Pop	Active Boards, Commissions and Committees
Lawndale	31,519	Planning Commission Parks, Recreation and Social Services Commission Media Technology Advisory Committee Beautification Committee Senior Citizen Advisory Committee Youth Advisory Committee Personnel Board
Laguna Hills	31,683	Parks and Recreation Commission Planning Agency Traffic Commission
Lathrop	31,905	Measure C Oversight Committee Parks & Recreation Commission Planning Commission Senior Advisory Commission Youth Advisory Commission
Paso Robles	32,000	Airport Commission Building Board of Appeals Development Review Committee Housing Authority Housing Constraints & Opportunities Library Board of Trustees Parks & Recreation Advisory Committee Paso Basin Cooperative Committee Planning Commission Senior Advisory Commission Short-term Rental Task Force Supplemental Tax Oversight Committee Technical Review Committee Youth Commission
Burlingame	32,160	Beautification Commission Library Board of Trustees Parks and Recreation Commission Planning Commission Traffic, Safety & Parking Commission

City	2023 Pop	Active Boards, Commissions and Committees
Seaside	32,168	Art & History Commission Blue Ribbon Panel for the Reduction of Youth Violence Community Development Advisory Committee Community Safety Advisory Commission Environmental Commission Homeless Commission Neighborhood Improvement Commission Planning Commission Recreation and Parks Commission Traffic Advisory Commission Seaside Housing Collaborative Commission on Jobs, Opportunities and Business in Seaside Zoning Administrator
Beverly Hills	32,278	Architectural Commission Cultural Heritage Commission Design Review Commission Planning Commission
Los Altos	32,420	Complete Streets Commission Design Review Commission Financial Commission Historical Commission Library Commission Planning Commission Public Arts Commission Senior Commission Youth Commission Joint Community Volunteer Service Awards Committee
Bell	32,983	Planning Commission Community Services Commission

City	2023 Pop	Active Boards, Commissions and Committees
San Pablo	33,024	Advisory Committee on Aging Planning Commission Safety Commission Sign Ordinance Advisory Committee Youth Commission San Pablo Community Foundation Grant Review Committee Contra Costa Transportation Authority Citizens Advisory Committee Childhood Obesity Prevention Advisory Group Contra Costa Mosquito & Vector Control District Contra Costa Advisory Council on Aging
Dana Point	33,035	Arts & Culture Commission Financial Review Committee Homeless Task Force Parking and Circulation Oversight Task Force Planning Commission Tourism Business Improvement District Youth Board
Atwater	33,110	Audit and Finance Committee City of Atwater Citizens Oversight Committee for Public Safety Transactions and use Tax Measure V – Merced County’s Transportation Sales Tax Transportation Expenditure Plan – Citizen’s Oversight Committee Public Safety
Goleta	33,530	Design Review Board Historic Preservation Commission Library Advisory Commission Library Board of Trustees of the City of Goleta Mosquito and Vector Management District of County of Santa Barbara Parks and Recreation Commission Planning Commission Public Engagement Commission Public Tree Advisory Commission Santa Barbara County Library Advisory Committee Standing Naming Committee

City	2023 Pop	Active Boards, Commissions and Committees
Menlo Park	34,305	Complete Streets Commission Environmental Quality Commission Finance & Audit Committee Housing Commission Library Commission Parks & Recreation Commission Planning Commission
Desert Hot Springs	34,483	Planning Commission Public Safety Commission Note: Website states commissioners serving receive \$100 per meeting.
Los Gatos	34,765	Arts and Culture Commission Bicycle and Pedestrian Advisory Commission Community Health and Senior Services Commission Complete Streets & Transportation Commission Finance Commission General Plan Committee Historic Preservation Committee Library Board Parks Commission Planning Commission Planned Development Study Committee Transportation and Parking Commission Youth Commission
Pleasant Hill	35,051	Aging Commission Architectural Review Commission Building Board of Appeals Civic Action Commission Diablo Vista Water Advisory Board Diversity Commission Education Commission Measure K Oversight Committee Planning Commission Traffic Safety Commission

City	2023 Population	Active Boards, Commissions and Committees
San Juan Capistrano	35,376	Citizen's Bond Oversight Ad-Hoc Committee Cultural Heritage Commission Design Review Committee Parks, Equestrian and Community Services Commission Planning Commission
San Dimas	35,389	Development Plan and Review Board Public Safety Commission Equestrian Commission Equestrian Commission Parks and Recreation Commission Golf Course Advisory Committee Planning Commission Senior Citizens Commission
Manhattan Beach	35,617	Planning Board of Building appeals Cultural Arts Commission Library Commission Parks and Recreation Commission Parking and Public Improvements Commission Los Angeles County West Vector Control Board Trustee

City	2023 Population	Active Boards, Commissions and Committees
West Hollywood	36,165	Arts & Cultural Affairs Commission Business License Commission Historic Preservation Commission Human Services Commission Planning Commission Public Facilities Commission Rent Stabilization Commission Transportation Commission Disabilities Advisory Board LGBTQ+ Advisory Board Russian-Speaking Advisory Board Senior Advisory Board Transgender Advisory Board Women's' Advisory Board Cannabis Business License Screening Application Evaluation Committee 1343 N. Laurel Avenue Vision Concepts Committee West Hollywood bicycle Task Force Ethics Reform Task Force Social Justice Task Force
Temple City	36,776	Youth Committee Committee on Aging
Moorpark	36,842	Arts Commission Library Board Parks and Recreation Commission Planning Commission
La Puente	37,537	Education Commission Planning Commission Puente Pride Commission

City	2023 Population	Listed Boards, Commissions and Committees
La Quinta	37,585	Community Services Commission Construction Board of Appeals Housing Commission Financial Advisory Commission Planning Commission Short-term Vacation Rental Ad-Hoc Committee Regional Boards/Commissions with La Quinta Citizen Representatives: <ul style="list-style-type: none"> • Coachella Valley Mosquito & Vector Control Board • Imperial Irrigation District Energy Consumers' Advisory Committee • Palm Springs Airport Commission • CVAG Coachella Valley conservation Commission – Trails Management Subcommittee
Stanton	37,896	Parks, Recreation and Community Services Commission Planning Commission Public Safety Committee
Claremont	37,968	Architectural Commission Community and Human Services Commission Planning Commission Police Commission Traffic and Transportation Commission City Council also makes appointments to following bodies: <ul style="list-style-type: none"> • City Sustainability Committee • Public Art committee • Tri-City Mental Health Center Governing Board Website also lists "Department Committees": <ul style="list-style-type: none"> • Committee on Aging • Committee on Human Relations • Independence Day Committee • Youth Sports Committee • Teen Committee • Tree Committee
Montclair	38,225	Planning Commission Community Activities Commission
Wildomar	38,285	Planning Commission Measure Z Oversight Committee Measure AA Oversight Committee

City	2023 Population	Listed Boards, Commissions and Committees
Monrovia	38,333	Ad Hoc Committee on Equity and Inclusion Art in Public Places Committee Board of Appeals Community Services Commission Development Review Committee Historic Preservation Commission Library Board Measure K Citizen Advisory Committee Monrovia Old Town Advisory Board Monrovia Renewal Citizen Advisory Committee Planning Commission Traffic Safety Commission Youth Commission
Calexico	38,651	Library Board of Trustees Arts & Historical Commission Business Improvement District Economic Development/Financial Advisory Commission Measure H Committee Parks, Recreation, Beautification, and Senior Services Commission Personnel Commission Planning Commission Police Advisory Board
Bell Gardens	38,730	Education Commission Planning Commission Recreation, Cultural and Youth Commission Senior Citizen Commission Traffic and Safety Commission Note: Website notes that commissioners earn a stipend of \$100 per attendance at Commission meetings

City	2023 Population	Listed Boards, Commissions and Committees
Pacifica	39,063	Beautification Advisory Committee Economic Development Committee Emergency Preparedness & Safety Commission Library Advisory Committee Open Space and Parkland Advisory Committee Parks, Beaches & Recreation Commission Planning Commission
San Gabriel	39,523	Civil Service commission Community Services Commission Design Review Commission Historic Preservation and Cultural Resources Commission HEAR (Human Equity, Access and Relations) Commission Planning Commission
Adelanto	39,930	Planning Commission

Related Document

Commissions/Committees Policies and Procedures, Roles and Responsibilities (handbook).

THE CITY *of*
**MENLO
PARK**
CALIFORNIA

INVITES YOUR INTEREST IN
CITY MANAGER



An Exceptional Career Opportunity

The City of Menlo Park is seeking a dynamic and highly capable executive leader to serve as its new City Manager.





Welcome to the Menlo Park Community

Menlo Park is a city of beautiful, tree-lined neighborhoods and active commercial districts. Located conveniently between the major metropolitan areas of San Francisco and San Jose, Menlo Park is home to approximately 36,000 residents in its 19 square miles. The stunning natural surroundings of the city afford views of the San Francisco Bay to the east and the Pacific Coastal Range to the west. Menlo Park's climate is moderate to warm, with an average of 265 sunny days a year.

Menlo Park's residents reflect a range of backgrounds and interests, are well-educated, and actively engaged in community life. There are many excellent public and private schools serving Menlo Park's diverse community, while residents of all ages enjoy the City's numerous parks and recreational facilities. The City's proximity to Stanford University and Menlo College provides a multitude of academic, cultural, and athletic attractions. The arts and leisure activities of the major urban areas of San Francisco and San Jose are close by. These and many other amenities contribute to Menlo Park's outstanding quality of life.

Located in the heart of Menlo Park is a downtown featuring unique and upscale shops and restaurants. Set in a pleasant, pedestrian-oriented atmosphere, Menlo Park's downtown area attracts locals and visitors alike. Known worldwide as the "Capital of Venture Capital," Menlo Park is well situated to benefit from and help shape new technologies and markets

originating from the Silicon Valley. The city hosts such major employers as Facebook, SRI International, Intersect ENT, Pacific Biosciences, and CSBio, as well as numerous venture capital firms.



City Government

Menlo Park has one of the most beautiful civic center campuses in the Bay Area. Lush landscaping including heritage trees, a running fountain and a duck pond surrounds City Hall. The campus also includes a nine-acre park, recreation facilities and the main Menlo Park library. These civic amenities make the campus a noted destination for City residents, local employees, and visitors. Conveniently located, the campus is a short walk to the Caltrain station and Menlo Park's downtown retail district.

Menlo Park was founded November 23, 1927, as a general law city under the State of California and operates under the council-manager form of government. The City Council is the City's five-member governing body whose members are elected by-district for four-year overlapping terms. The City Council selects from among its members, the Mayor and Vice Mayor to one-year terms in December of each year. The Mayor serves as the presiding officer of the City Council and signs enacting ordinances and resolutions. The City Council appoints the City Manager and City Attorney as well as members of a variety of commissions and committees. The City Manager's Office includes an Assistant City Manager, a Deputy City Manager, a Public Engagement Manager, and the City Clerk's Office. Departments that report to the City Manager include Administrative Services, Community Development, Library and Community Services, Police, and Public Works.

City Manager Position

The City Manager oversees the City's budget (2021-2022 all funds budget of \$175.9 million) and approximately 271 full-time equivalent employees. The City Manager is the chief administrative officer for the city. He or she is responsible for the administration of all departments except the City Attorney. The City Manager plans and directs the implementation of all city policies and programs in accordance with City Council policies, and the Menlo Park Municipal Code, and provides leadership for efficient and effective management of all municipal services provided by the city.

The City Manager is appointed by and serves at the pleasure of the City Council as outlined in Menlo Park's Municipal Code.

"The City Manager shall be the administrative head of the city government under the direction and control of the city council, except as otherwise provided in the Menlo Park Municipal Code. He or she shall be responsible for the efficient administration of all the affairs of the city which are under his or her control."

The powers and duties of the City Manager are outlined in Chapter 2.08 (CITY MANAGER), Section 2.08.080 (Powers- Duties) of the Municipal Code. To read the municipal code and learn more about Menlo Park visit: www.menlopark.org

As a prelude to this recruitment, the city actively solicited input from a variety of stakeholders including each Council Member, the community, city employees, and executive staff. Consistently these stakeholders emphasized the following key areas of focus for Menlo Park:

- Conduct a comprehensive assessment of the current state of the city and adopt a strategic framework for establishing short- and long-range plans for addressing the City's organizational structure and processes and procedures citywide;
- Build a strong, diverse workforce and leadership team to embrace the opportunity to make Menlo Park a "best in class" city of its size and an "employer of choice;"
- Fill key vacancies and address pay equity;
- Elevate community engagement and effective citywide communications;
- Provide transparent financial and operational management;
- Balance the City's needs and funding commitments through pursuing new revenue and business growth opportunities;
- Develop inclusive plans to oversee the distribution of city resources and services throughout Menlo Park that balance varying neighborhood and district needs, with an emphasis on equity, including:
 - Public infrastructure and transportation maintenance and capital improvements (such as road repair and street and sidewalk maintenance)
 - Affordable housing development
 - Open space and parks
 - Climate action
- Build stronger and more collaborative relations with the schools and other special districts serving Menlo Park.

Specific Duties

- Support city council in the setting of goals and priorities of the city.
- Focus on shaping the city into a healthy, mission-driven, and values-based operation that focuses on

and a collaborative work culture;

- Facilitate, implement, and operationalize the City Council's vision and priorities for Menlo Park;
- Ensure sound transparent fiscal sustainability for the city by initiating adequate financial planning and budgeting practices; providing appropriate investment policies; implementing adequate control systems, and reporting accurate, transparent, and timely financial information;
- Identify, hire, coach, lead and retain a strong cohesive leadership team to move the City's policy agenda forward in conjunction with their teams, with community input, and utilizing 21st Century management best practices;
- Ensure that all departments operate in ways that support the City's mission and values;
- Promote the economic viability of the community through equitable community development and prudent financial leadership;
- Foster an environment that solicits and values community input and promotes a can-do attitude throughout the city;
- Organize the city in a manner that promotes trust, teamwork, transparency, and innovation;
- Foster and develop a diverse workforce that is well-trained, customer service focused and values collaboration, inclusiveness, communication, and teamwork;
- Ensure citywide accountability through performance management systems;
- Foster employee and resident recognition programs that enhance community well-being;
- Maintain a visible presence in the community and be involved and supportive of community events and activities that fosters a healthy community spirit;
- Encourage genuine, robust, and participatory community engagement that reflects the diversity of Menlo Park, is intentional, and truly invites and honors all voices, while creating a safe place to exchange ideas that enhance the quality of life in Menlo Park; and
- Perform other duties as needed or assigned by City Council.

Ideal Candidate

The new City Manager will assume responsibility for a small unique urban city located in the heart of the Silicon Valley and one of the most affluent areas in California. The region is experiencing rapid change for a variety of reasons. Therefore, the City of Menlo Park is looking for a City Manager who thrives on the challenges and opportunities resulting from change, is comfortable identifying and addressing disparities, and proactively engages the City Council and all segments of the community. Furthermore, the City Manager will develop and provide progressive and innovative initiatives for the Council's consideration that meet the needs of the community while advancing the vision and priorities of the City Council.

The ideal candidate will be an inspiring, service-minded, and progressive municipal government leader with strong interpersonal, communication and collaboration skills. The City Manager will be comfortable with the breadth of municipal functions but should have specific expertise in organizational and financial management, planning, economic & community development, with a track record of operationalizing equity and experience working

with culturally, ethnically, and economically diverse communities. The successful candidate will have a reputation for being a confident team leader and builder, high ethical standards, outstanding judgement, unquestioned integrity, and the courage to do what is right, not necessarily what is expedient or popular.



Candidate Competencies, Attributes and Expectations

Council/Manager Relationship - The new City Manager should be able to understand the dynamics of district governance in a Council-Manager form of government and recognize the roles and responsibilities of the City Manager in this model. The City Manager should be politically astute but apolitical and develop a partnership of mutual respect, trust, open communications, and treat all Councilmembers equally.

Community Centered & Engaged - Menlo Park has a tradition of community engagement. The City Manager will be a people-oriented leader who will assist the Council as well as actively participate in engaging with all segments of the community to collaborate on developing programs, initiatives and services that address varying community needs equitably.

Organizational Leadership - Menlo Park is a small, municipal corporation providing a range of services combined in a cluster arrangement. The organization requires a progressive, engaging, energetic and empathic style of leadership that emphasizes results, accountability, and innovation. The City Manager must create a culture that motivates/empowers staff to meet the high expectations of the organization, community and ensure a strong customer service culture that is responsive to all.

Economic Development - While the City currently enjoys a relatively diverse economy, it will be important to diversify its economic base and ensure that Menlo Park enjoys equitable economic development citywide.

Fiscal Stewardship - The City Manager, as the fiscal steward, should provide competent, transparent fiscal management to reflect city needs and Council priorities.

Regional Player/Collaborator - Menlo Park is positioned to be an influential leader and advocate on regional issues because of the City's prime location and proximity to major technology businesses, a world renowned university, and major venture capital firms. Key regional issues include climate change, transportation, income inequality, affordable housing, environmental sustainability, and air quality. Therefore, the City Manager will be expected to work with the Council to develop an effective intergovernmental relations program that recognizes and enhances the City's role as a regional leader.



Leadership Attributes

- Committed to diversity, equity and inclusion;
- Passion for good government, transparency and quality public services;
- Strong people and problem solving skills;
- Experienced professional who is extremely action and results oriented;
- Ability to establish credibility and trust skillfully and quickly amongst stakeholders;
- Deals with controversy effectively and quickly;
- A decisive and inclusive leader; open-minded and accessible;
- Transformational and transparent;
- Values and practices open and honest communications; active listener;
- Proven track record and committed to working with diverse groups;
- Exercises a fair and equitable approach in dealing with City Council, staff, local businesses, and residents;

- Proactive, strategic, analytical, and open to different perspectives;
- Communicates with honesty and integrity; data driven, and innovative;
- Commitment to best practices in developing an organizational culture that operationalizes equity in the delivery of city services, including policies and budget development;
- Team-builder, who is bold and visionary; practical and flexible;
- Affable, kind, friendly, engaging, and empathetic;
- Willing to take risks and be accountable; energized by challenges and opportunities;
- Committed to hiring, developing, coaching, retaining and inspiring talented executives to do their job; supportive of employees at all levels; and
- Resilient and calm under pressure; displays a sense of humor.



Education & Experience

Education

Must have a bachelor's degree from an accredited college or university. A master's degree in public administration or business administration is highly desirable.

Experience

Executive leadership experience in a comparably diverse and engaged city or other complex organization. City management experience is desirable. Experience working in a unionized environment is preferred.

Compensation & Benefits

The City of Menlo Park is prepared to negotiate an attractive salary and benefits package for the selected candidate.

Selection Process

The City Manager recruitment is being conducted by The Hawkins Company. The firm will review all written materials submitted and will screen and evaluate all applications. Only those deemed qualified will advance to the next phase of the recruitment process. The most highly qualified candidates will be invited to participate in an on-site interview. All questions must be addressed to The Hawkins Company.

How To Apply

Submit a letter of interest (addressed to Yonnine Hawkins Garr) and resume electronically to cm.mp@thehawkinscompany.com by **December 10, 2021**. Preference is for electronic submissions. Resumes received by **December 10, 2021**, will receive first consideration. The position is open until filled.



THE HAWKINS COMPANY

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For additional information or confidential inquiries, please contact a member of our consulting team (The Hawkins Company).

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Recording requested by and when
Recorded return to:

City of Menlo Park
Attn: City Clerk
701 Laurel Street
Menlo Park, CA 94025-3483

Exempt From Recording Fees Per
Government Code §27383 And
Building Homes & Jobs Trust Fund
Fee Per Government Code §27388.1(a) (2) (D)

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)
APN: 055-242-140, 055-242-030, and 055-242-040

REVISED AND RESTATED PUBLIC IMPROVEMENT AGREEMENT

Uptown - Multifamily and Townhome Improvements

This PUBLIC IMPROVEMENT AGREEMENT (this “**Agreement**”), is entered into as of _____, 2022 (the “**Effective Date**”), by and between the CITY OF MENLO PARK, a municipal corporation of the State of California (“**City**”) and CLPF GRP Uptown Menlo Park, LLC, a Delaware limited liability company (“**MF Owner**”); and CLPF CRP TH Menlo Park, LLC, a Delaware limited liability company (“**TH Owner**”). MF Owner and TH Owner are collectively referred to as “**Developers**.” City, MF Owner and TH Owner are referred to herein individually as a “**Party**” and collectively as the “**Parties**.”

RECITALS

A. MF Owner owns certain real property located at 141 Jefferson Drive, in the City of Menlo Park, State of California, more particularly described in legal description attached hereto as **Exhibit A-1** (“**Multifamily Property**”), and TH Owner owns certain real property located at 180 Constitution Drive and 186 Constitution Drive in the City of Menlo Park, County of San Mateo, State of California, more particularly described in the legal description attached hereto as **Exhibit A-2** (“**Townhome Property**”). The Multifamily Property and Townhome Property are collectively referred to as the “**Property**”.

B. On June 21, 2021, after a duly noticed public hearing, and on the recommendation of the City’s Housing Commission, the City’s Planning Commission approved Planning Commission Resolution No. 2021-07, permitting Developers to develop 441 multi-family residential units (“**Multifamily Component**”) and 42 for-sale townhome units (“**Townhome Component**”), approximately 2,940 square feet of community amenity space, as well as associated open space, circulation and parking, and infrastructure improvements at the Property (the “**Project**”), subject to certain requirements and conditions contained in the Conditions of

MAYOR ASSIGNMENTS	2023 Primary	2023 Alternate
Association of Bay Area Governments (ABAG)	Jen Wolosin	Cecilia Taylor
League of California Cities (Peninsula Division)	Jen Wolosin	Cecilia Taylor
Menlo Park Chamber of Commerce / City liaison position	Jen Wolosin	Cecilia Taylor
Palo Alto Community Fund Advisory Board	Jen Wolosin	
San Mateo County Council of Cities and City Selection Committee	Jen Wolosin	Cecilia Taylor
REGIONAL BOARD MEMBERS	2023 Member	
Bay Area Water Supply & Conservation Agency (BAWSCA) - through June 25, 2025	Maria Doerr	
REGIONAL ASSIGNMENTS	2023 Primary	2023 Alternate
Caltrain Modernization Local Policy Group	Jen Wolosin	Betsy Nash
City/County Association of Governments of San Mateo County (C/CAG)	Cecilia Taylor	Betsy Nash
Stanford Community Resources Group	Betsy Nash	Maria Doerr
Emergency Services Council (San Mateo County JPA)	Cecilia Taylor	Drew Combs
Facebook Local Community Fund	Betsy Nash	Cecilia Taylor
Grand Boulevard Task Force		
HEART Board Member Agency Committee (MAC)	Drew Combs	Maria Doerr
Home for All	Cecilia Taylor	n/a
Peninsula Clean Energy (PCE) Community Choice Energy	Betsy Nash	Maria Doerr
Peninsula Traffic Congestion Relief Alliance (Commute.org)	Jen Wolosin	Drew Combs
San Francisquito Creek Joint Powers Authority	Drew Combs	Cecilia Taylor
San Mateo County Mosquito and Vector Control District	Catherine Carlton*	n/a
SFO Airport/Community Roundtable	Cecilia Taylor	Drew Combs
South Bayside Waste Management Authority (SBWMA)	Cecilia Taylor	Drew Combs
CITY COUNCIL ADVISORY BODY MEMBERS	2023 Member 1	2023 Member 2
Finance and Audit Committee		
ADVISORY BODY LIAISONS	2023 Member	
Complete Streets Commission	Cecilia Taylor	
Environmental Quality Commission	Betsy Nash	
Housing Commission	Maria Doerr	
Library Commission	Jen Wolosin	
Parks and Recreation Commission	Drew Combs	
Planning Commission	Maria Doerr	
OUTSIDE AGENCY LIAISONS	2023 Member 1	2023 Member 2
Menlo Park City School District		
Menlo Park Fire Protection District		
Searsville Advisory Group	Betsy Nash	
San Mateo County Flood and Sea Level Rise District (FSLR, OneShoreline)	Cecilia Taylor	Betsy Nash

*appointed on December 14, 2021 to serve through December 31, 2024

<https://greenblueandyou.org/community-sessions/>