



STAFF REPORT

City Council
Meeting Date: 8/13/2024
Staff Report Number: 24-133-CC

Advisory Body Vacancies: Consider applicants and make appointments to fill vacancies on various advisory bodies

Recommendation

Staff recommends the City Council consider applicants for appointment to vacant seats on the following advisory bodies:

- Housing Commission (HC)
 - One (1) vacancy
- Library Commission (LC)
 - One (1) vacancy
- Parks and Recreation Commission (PRC)
 - Three (3) vacancies

Policy Issues

City Council Policy CC-24-004 (Attachment A) establishes the policies, procedures, roles and responsibilities for the City's appointed advisory bodies, including the manner in which members are selected.

Background

The HC, LC and PRC have unexpected vacancies that should be filled before the annual recruitment in April 2025.

This recruitment involved an eight-week period of advertisements and announcements from July 1 – Aug. 2.

The city clerk's office will provide onboarding and orientation for the new members. This includes the oath of office, commissioner handbook, introduction of advisory body liaison staff and Brown Act training.

The city clerk's office regularly reviews all agendas and minutes, tracks attendance (Attachment B) and serves as the principal staff contact for all advisory body members. The City has designated staff to act as a subject matter expert and serves as a liaison between the advisory body and the City Council.

Analysis

Pursuant to City Council Policy CC-24-004, members must be residents of the City of Menlo Park and serve through the completion of an unexpired term or as otherwise designated.

Residency for all applicants has been verified by the city clerk's office. In addition, the City Council's policy states the selection/appointment process by the City Council shall be conducted open to the public.

Nominations will be made and a vote will be called for each nomination in the order received. Applicants receiving the highest number of affirmative votes from a majority of the City Council present shall be appointed. The number of votes for each City Councilmember is limited to the number of vacancies. The City Council can also direct the city clerk to randomly apply term expirations for the PRC appointees.

Note, all applications will be provided to the City Council under separate cover and are also available for public viewing at the city clerk's office during regular business hours or by request (Attachment C). Attachment D lists all applicants including their residency District and Attachment E lists currently seated members and their residency District.

The City received the following 10 applications, presented by advisory body and listed in alphabetical order by last name. Please note: the "D" references the applicant's residential District.

Housing Commission (HC)

One (1) vacancy:

- One (1) unexpired term expiring April 30, 2025:

Four (4) applicants:

1. Kevin Dawkins-D3 (also applied to PRC; HC preferred choice)
2. Christopher Maxcy-D4
3. Hadrien Trempont-D3 (also applied to PRC; HC preferred choice)
4. Justin Van Buren-D4 (also applied to LC and PRC; HC preferred choice)

Library Commission (LC)

One (1) vacancy:

- One (1) unexpired term expiring April 30, 2026

Four (4) applicants:

1. Kim Crockett-D5
2. Dawn Emms-D3 (also applied to PRC; LC preferred choice)
3. Margaret Race-D3 (also applied to PRC)
4. Justin Van Buren-D4 (also applied to HC and PRC; HC preferred choice)

Parks and Recreation Commission (PRC)

Three (3) vacancies

- One (1) unexpired term expiring April 30, 2025
- One (1) unexpired term expiring April 30, 2026
- One (1) unexpired term expiring April 30, 2027

Eight (8) applicants:

1. Yongdan Chunyu-D5
2. Kevin Dawkins-D3 (also applied to HC; HC preferred choice)
3. Dawn Emms-D3 (also applied to LC; LC preferred choice)
4. Edward Kaigh-D4
5. Margaret Race-D3 (also applied to LC)
6. Tracy Stewart-D3
7. Hadrien Trempont-D3 (also applied to HC; HC preferred choice)
8. Justin Van Buren-D4 (also applied to HC and PRC; HC preferred choice)

Additional considerations

The following applicants have confirmed they would consider appointments to vacancies on any advisory body:

- Yongdan Chunyu-D5
- Kevin Dawkins-D3
- Dawn Emms-D3
- Edward Kaigh-D4
- Margaret Race-D3
- Tracy Stewart-D3
- Hadrien Trempont-D3
- Justin Van Buren-D4

. The City Council also has the option to direct staff to reopen advisory body recruitment at their discretion.

Impact on City Resources

Staff support for advisory bodies and funds for recruitment advertising are provided in the annual budget.

Public Notice

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

Attachments

- A. City Council Policy CC-24-004
- B. Hyperlink – March 26 City Council attendance Staff Report #24-049-CC:
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240326/f4-20240326-cc-ab-annual-attendance.pdf
- C. Applications
- D. Applicants by District
- E. Current advisory body members by District

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COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004
 Adopted Feb. 13, 2024
 Resolution No. 6890



Purpose
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
Authority
Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”
Background
<p>The City of Menlo Park currently has seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
Policies and Procedures
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code §65100 et seq., §65300-65401). • Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council. • Additional or other staff support may be provided upon a formal request to the City Council. • The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council. • Commission/Committee members will have mandatory training every two years regarding the Brown Act and

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. 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, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Stipends

Per Government Code §36506, the City is authorized to pay appointed Planning Commissioners by resolution. The City Council has adopted a resolution with an amount not to exceed \$200 per month per Planning Commissioner. Per the IRS (Internal Revenue Services), "public officer" also includes appointed members of advisory boards and committees and commissions. The Planning Commission stipend is taxable income and each member will receive a W-2.

Meetings and officers

1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding questions

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of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

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6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

G. Memberships

Appointments/Oaths

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

Application and selection process

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

Attendance

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.

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- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

Compensation

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

Qualifications, compositions, number

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

Reappointments, resignations, removals

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

Term of office

- Unless specified otherwise, the term of office for all commission/committees shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code §54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and

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on the City’s website. This list is also available to the public (Government Code §54972, Maddy Act).

Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city’s newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council’s role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

Finance and Audit Commission

The Finance and Audit Commission is charged primarily to support delivery of timely, clear and comprehensive reporting of the City’s fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City’s external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

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Library Commission

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
- Literacy and ESL programs

Parks and Recreation Commission

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:

- Those 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
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning’s, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Special Advisory Bodies

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

Procedure history

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840
Procedure adoption	2/13/2024	Resolution No. 6890



Advisory body application

Submitted on 29 July 2024, 8:24PM
 Receipt number 124
 Related form version 13

Applicant's full name (first and last) Kevin Dawkins
 Desired advisory body (check all that apply) Housing Commission
 Parks and Recreation Commission
 Advisory body preference Housing Commission

Applicant interest, experience and qualifications

Education University of Washington, Cert - Business Administration, 2018
 University of Arizona, MS in Computer Science, 2014
 University of Arizona, BS in Computer Science, 2012

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees
 Civic Affiliations and Community Activities:
 • Volunteer with Seattle Works: Participated in various community service projects focused on improving local neighborhoods and supporting underprivileged communities in Seattle.
 • Volunteer with Mary's Place, Seattle: Assisted in providing shelter and services to women, children, and families experiencing homelessness.
 • Supporter of the Boys and Girls Club of San Francisco: Through my wife's involvement on the board, I have been actively engaged in supporting the organization's mission to provide safe spaces and development opportunities for youth.

While I have limited experience serving on formal advisory bodies, commissions, or committees, these community activities have given me valuable insights into the importance of civic engagement and community service. My passion for contributing to the well-being of my community drives my desire to serve on the Menlo Park Housing Advisory Board.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities
 The Menlo Park Housing Advisory Board is tasked with providing recommendations to the City Council on a wide range of housing-related matters. This includes advising on affordable housing initiatives, reviewing housing development proposals, and ensuring compliance with local, state, and federal housing regulations. The board's role is crucial in shaping policies that address the diverse housing needs of the community, promote equitable access to housing, and support sustainable development.

As a resident of Menlo Park, I understand the importance of creating inclusive housing solutions that cater to all community members. The board's work in evaluating housing projects and policies ensures that the city's housing strategy aligns with broader goals of diversity, equity, and sustainability. I am eager to contribute to this mission by bringing a community-focused perspective and helping to foster a thriving, inclusive Menlo Park.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member
 I am passionate about contributing to the Menlo Park community and am eager to serve on the Housing Advisory Board. My educational background includes a Certificate in Business Administration from the University of Washington and an MS and BS in Computer Science from the University of Arizona. While my direct experience in civic service is limited, my wife's involvement on the board of the Boys and Girls Club of San Francisco has inspired me. I have also volunteered with Seattle Works and Mary's Place in Seattle. Living in Menlo Park, my wife, our

new daughter, and I care deeply for our community. I hope to bring my technical and analytical skills to the board to help address housing challenges, advocate for equitable solutions, and contribute to the sustainable development of Menlo Park.

Planning Commission questionnaire

1. Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.

2. Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?

3. What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?

4. What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these issues?

5. What is your familiarity with the El Camino Real/Downtown Specific Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.

Contact and residency information

Email

[REDACTED]

Cell phone

[REDACTED]

Home phone

Business phone

[REDACTED]

Address 1

[REDACTED]

Address 2

City

Menlo Park

State

CA

Zip code

94025

Business address

Number of years as a Menlo Park resident

Current City Council district

District 3

How did you hear about this opportunity (check all that apply)

City website

Email

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: No

Business phone: Yes

Home phone: No

Email: Yes

The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?

Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge.

I agree

Signature



[Link to signature](#)

Advisory body application



Submitted on	27 July 2024, 8:09PM
Receipt number	121
Related form version	13

Applicant's full name (first and last)	Christopher Maxcy
Desired advisory body (check all that apply)	Housing Commission
Advisory body preference	

Applicant interest, experience and qualifications

Education	BS, Economics University of Vermont MBA, Northwestern University
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Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	Active member of school community for my children's elementary, middle and high schools
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Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

The Housing Commission is a critical advisory body responsible for providing guidance to the City Council on a wide range of housing-related issues. Its core responsibilities include advising on housing supply and addressing various housing-related challenges within the community. This involves understanding and shaping community attitudes toward housing, ensuring a diverse range of housing options, and addressing racial and socio-economic disparities.

The Commission prioritizes several key areas: evaluating, maintaining, and upgrading the quality and distribution of housing stock; planning and implementing city programs under the Housing and Community Development Act of 1974; and reviewing and recommending policies related to the Below Market Rate (BMR) program. Additionally, the Commission plays a crucial role in assessing housing-related impacts in environmental impact reports, engaging with State and regional housing issues, and reviewing and recommending updates to the Housing Element of the General Plan.

My 30+ years of professional background in business development leadership across various organizations has equipped me with the skills and experience necessary to contribute effectively to the Housing Commission. I have a strong track record of managing complex and multifaceted issues, which has given me valuable insights into strategic planning and policy development. My professional experience includes working with diverse stakeholders, understanding market dynamics, and developing programs that address a broad range of needs. I have been involved in countless initiatives that require careful analysis and planning, similar to those undertaken by the Housing Commission. My ability to navigate complex organizational landscapes and engage with different stakeholders will be particularly useful in evaluating housing programs and policies.

I have thoroughly enjoyed living in Menlo Park and raising my family here for the past decades. I would like to ensure this community continues to be awesome - and accessible to all.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

My primary motivation for joining the Housing Commission is the opportunity to address the pressing issues of housing supply and affordability while contributing to my community. As a member of the Housing Commission, I hope to accomplish several key objectives:

1) Promote Diversity and Inclusion: I aim to advocate for policies that support a diverse and inclusive community, ensuring that housing opportunities are

accessible to people of all backgrounds and income levels.

2) Support Sustainable Development: I plan to work on initiatives that encourage sustainable development practices, ensuring that new housing projects are environmentally friendly and that existing housing stock is maintained and upgraded responsibly.

3) Enhance Community Engagement: I want to facilitate open and inclusive dialogues with community members to understand their concerns and needs. By doing so, we can develop policies and programs that truly reflect the interests of our residents.

4) Address Regional Housing Issues: Recognizing that housing challenges often extend beyond local boundaries, I hope to collaborate with regional partners and stakeholders to address broader housing issues that affect our community.

Ultimately, my goal is to help create a housing landscape that supports the well-being of all residents, fosters economic growth, and enhances the quality of life in our community. I am excited about the opportunity to contribute to this important work and to collaborate with my fellow commissioners and community members.

Planning Commission questionnaire

1. Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.

2. Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?

3. What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?

4. What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these issues?

5. What is your familiarity with the El Camino Real/Downtown Specific Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.

Contact and residency information

Email

[REDACTED]

Cell phone

[REDACTED]

Home phone

Business phone

Address 1

[REDACTED]

Address 2

City

Menlo Park

State

CA

Zip code

94025

Business address

Number of years as a Menlo Park resident	20
Current City Council district	District 4
How did you hear about this opportunity (check all that apply)	Email
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: Yes Home phone: No Email: Yes
The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?	No

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submitted on	2 August 2024, 4:02PM
Receipt number	129
Related form version	13

Applicant's full name (first and last)	Hadrien Trempont
Desired advisory body (check all that apply)	Housing Commission Parks and Recreation Commission
Advisory body preference	Housing Commission

Applicant interest, experience and qualifications

Education	University of Oregon, BA Psychology 2010 Menlo-Atherton High School 2006
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	I have consistently volunteered at the Palo Alto food bank and San Jose Sacred Heart community service.
Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities	I was born, raised and am currently living in Menlo Park. I am a real estate agent with Intero Menlo Park and was previously a Data Analyst for CBRE (commercial real estate) Silicon Valley. With my background in real estate I believe I am a strong candidate for this position because I have a large professional network of developers and commercial real estate owners. I have also been involved with large scale projects for large block development for companies such as Google and Apple. With this experience I will be able to help evaluate and implement city programs, along with my local connections help influence attitudes about housing.
Describe why you want to serve on this advisory body and what you hope to accomplish as a member	I am passionate about helping solve California's housing crises and want to contribute to my community. As previously mentioned, I was born and raised in Menlo Park and attended the public school system. Through this experience I have witnessed housing inequalities and disparities and I want to do my part to help.

Planning Commission questionnaire

1. Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.

2. Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?

3. What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?

4. What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these issues?

5. What is your familiarity with the El Camino Real/Downtown Specific Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	30
Current City Council district	District 3
How did you hear about this opportunity (check all that apply)	Instagram Other: Cecilia Taylor said I should apply when I met her at the Willow Oaks Park grand opening a few weeks ago.
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: Yes Business phone: No Home phone: No Email: Yes
The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?	Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submitted on	2 August 2024, 3:48PM
Receipt number	128
Related form version	13

Applicant's full name (first and last)	Justin Van Buren
Desired advisory body (check all that apply)	Environmental Quality Commission Housing Commission Library Commission Parks and Recreation Commission
Advisory body preference	Housing Commission

Applicant interest, experience and qualifications

Education	MA - International Commerce and Policy; George Mason University BA - Economics (Minor - PoliSci); University of Maryland, Baltimore County
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	Committee Member on both the Scholarships and Grants Committees; Community Foundation of Howard County, Maryland (2017-2019)
Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities	The advisory bodies, whether housing, parks and rec, or library, advise the city council on their respective matters. The commissions are to capture, review and assess, and report on community sentiment and needs. The commissions are also tasked with evaluating and maintaining current housing stock/facilities while assisting with recommendations and planning for future improvements.
Describe why you want to serve on this advisory body and what you hope to accomplish as a member	I have always been passionate about actively serving the communities within which I reside and all three of these advisory bodies address community issues which I view as particularly important to sustaining a thriving Menlo Park.

Planning Commission questionnaire

1. Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.

2. Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?

3. What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?

4. What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these issues?

5. What is your familiarity with the El Camino Real/Downtown Specific

Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	[REDACTED] Menlo Park, CA 94025
Number of years as a Menlo Park resident	2
Current City Council district	District 4
How did you hear about this opportunity (check all that apply)	City website
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes
The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?	Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submitted on	1 August 2024, 7:37AM
Receipt number	123
Related form version	13

Applicant's full name (first and last)	KIM L. CROCKETT
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Desired advisory body (check all that apply)	Library Commission
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Advisory body preference

Applicant interest, experience and qualifications

Education	Boston University School of Law, JD Dartmouth College, BA
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Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	<p>Menlo Park City School District - Substitute Teacher 2022-Present; Classroom Volunteer, 2005-16</p> <p>Ravenswood Education Foundation - active supporter 2014-present</p> <p>Peninsula Conflict Resolution Center - Volunteer Mediator; Sequoia Union School District Volunteer Mediator, 2023-Present</p> <p>The Riekes Center - Board Member, Vice Chair, Nominating Committee Chair 2015 - Present; Rally for Riekes Scholarship Committee member 2012-15</p> <p>Hopkins Center for the Arts at Dartmouth College - Advisory Board, Building Committee, work supporting renovation of beloved campus arts and community center 2019-Present</p> <p>Baby Basics of the Peninsula - Founded and ran a 501(c)(3) diaper bank program serving enrolled low income families from Menlo Park and East Palo Alto with twice monthly diaper distributions and an ongoing, caring connection to a large referral network of social services providers 2006-2017</p> <p>Legal Aid of San Mateo County - Pro Bono Attorney, Peninsula Family Advocacy Program, a medical-legal partnership formed to resolve legal issues that can adversely impact childrens' health. Worked with pediatricians at Lucile Packard Children's Hospital, Ravenswood Family Health Center and San Mateo Medical Center to provide legal services to low income families on range of issues, such as guardianship, health insurance, medical bills, housing and individualized education programs (IEPs) 2003-4, 2009-10</p> <p>Boys & Girls Club of the Peninsula - Volunteer, Community Meals (2020-21) and active supporter 2012-Present</p> <p>Oakland Lacrosse - active supporter, through its lacrosse and mentoring programs this nonprofit supports Oakland Public School students in becoming healthy, confident, and self-empowered youth 2018-Present</p> <p>Guild Theater - active and enthusiastic supporter 2019-Present</p> <p>https://www.linkedin.com/in/kimlessowcrockett/</p>
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Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

My understanding is that the Library Commission is tasked with providing the City Council key insights and recommendations gathered from its work identifying our community's needs and interests with regard to library services, systems, programs and facilities.

To learn more about the Library Commission's work, I've spoken to Carol Orton and Jennifer Wise, as well as a few other current Commission members. I also attended the most recent Commission meeting held at the new Belle Haven Community Campus. I am inspired by the Commission's ongoing efforts to listen and understand the evolving needs of our community to ensure that our library services, programs and facilities meet them into the future. I believe my background, skills and experiences, specifically my extensive community service work within our schools, nonprofits, legal and other community benefit organizations, translate well to this work. Throughout my career and most especially during my volunteer work, I have learned firsthand the vital importance

of working directly with people to understand multiple points of view. I believe these experiences will be helpful in this advisory role.
<https://www.linkedin.com/in/kimlessowcrockett/>

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

I want to serve on the Library Commission because I believe in the incredible importance of free and accessible community hubs for education, social and cultural connection - especially now. I am extremely interested in exploring ways in which we can bring people together to build community in Menlo Park and see our libraries as central to this goal. As a Library Commission member, I hope to bring ideas, insights and actionable recommendations to the City Council to support this effort.

I look forward to the opportunity to discuss our libraries further with you and how I can contribute as a member of the Library Commission.

Planning Commission questionnaire

1. Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.

2. Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?

3. What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?

4. What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these issues?

5. What is your familiarity with the El Camino Real/Downtown Specific Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.

Contact and residency information

Email [REDACTED]

Cell phone [REDACTED]

Home phone

Business phone

Address 1 [REDACTED]

Address 2

City MENLO PARK

State CA

Zip code 94025

Business address Self-employed

Number of years as a Menlo Park resident 24 years

Current City Council district District 5

How did you hear about this opportunity (check all that apply)

City website

Email

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: No

Business phone: No

Home phone: No

Email: No

The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?

No

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge.

I agree

Signature



[Link to signature](#)

Advisory body application



Submitted on	2 August 2024, 9:43AM
Receipt number	127
Related form version	13

Applicant's full name (first and last)	Dawn Emms
Desired advisory body (check all that apply)	Environmental Quality Commission Library Commission Parks and Recreation Commission
Advisory body preference	Library Commission

Applicant interest, experience and qualifications

Education	While I have lived in Menlo Park for over 18 years, I was educated in the UK, with both a Bachelor's and a Master's degree in Electrical Engineering. I have worked here professionally for over 25 years, now with more available time and looking to give back to my community, given my extra time.
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Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	<p>Professionally, I was a Vice President, Product Management for CommScope, a major high-tech company servicing the broadband industry - in my senior role, I was often tasked with leading advisory bodies. I believe that this will serve me well here. Moreover, I was a Board Member for a DEI council, with special responsibility for promoting STEM.</p> <p>Previously I have volunteered for multiple years with StarVista Crisis Line in San Mateo - giving back to my community is important to me.</p>
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Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities	<p>Commissions identify and examine community issues of interest and make recommendations to the city on policy matters, under the direction and guidance of the City Council. Professionally, as a senior Executive, I was responsible for working with teams to identify/examine issues to forward projects - and then where the matter had wide-ranging implications, presenting our findings/recommendations to the Corporate Executive team.</p> <p>At a high-level, in addition to the above I see the responsibilities of the Library Advisory Body:</p> <p>Community representation - liaison between the library and the community, ensuring that the library's services are aligned with local needs.</p> <p>Program evaluation - offering insights and evaluations on existing programs/services to help improve/expand them based on community input/best practices.</p> <p>Advocacy - promoting the library's mission and services within the community.</p> <p>Oversight/review - provide oversight on the library's performance to ensure accountability and transparency.</p> <p>Supporting library staff - collaborating with staff to support their efforts and provide guidance as needed.</p>
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Describe why you want to serve on this advisory body and what you hope to accomplish as a member	<p>Passion for education - I believe that libraries are a critical educational tool for the community and should be available to all.</p> <p>Community impact - I want to have a voice in contributing and enhancing library resources that benefit our local community.</p> <p>As a long-time resident, I want to give back to my community - as an avid reader, the library seems a good match!</p>
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Planning Commission questionnaire

1. Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.

2. Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?

3. What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?

4. What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these issues?

5. What is your familiarity with the El Camino Real/Downtown Specific Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	N/A
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	18yrs+
Current City Council district	District 3
How did you hear about this opportunity (check all that apply)	City website Email Other: Friend who had served on a commission previously recommended I apply
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?

Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge.

I agree

Signature

A handwritten signature in black ink, appearing to read "Dawn", with a stylized flourish at the end.

[Link to signature](#)

Advisory body application



Submitted on	23 July 2024, 2:49PM
Receipt number	120
Related form version	13

Applicant's full name (first and last)	Margaret S. Race, Ph.D.
Desired advisory body (check all that apply)	Library Commission Parks and Recreation Commission

Advisory body preference

Applicant interest, experience and qualifications

Education	BA, Biology Univ of PA 1971 MS Energy Managemt & Policy, Univ of Pa 1973 Ph.D., Zoology, Environmental Biology UC Berkeley, 1979 Post Doctorate, Woods Hole Inst. of Oceanography, 1982
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	Asst. Professor, Stanford Univ, Human Biology 1982-86 Research Scientist- work with NASA at SETI Institute 1987- present Multiple Academic and Library Positions -- 2000- present (see attached CV)
Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities	I've been involved with multiple commissions, libraries, museums, schools and public venues to bring STEM education and career information to audiences of all ages-- in both formal and informal settings. Working with members of the Menlo Park Library Commission is an ideal way to shar resources, information, and access to grant opportunities for the benefit of all ages.
Describe why you want to serve on this advisory body and what you hope to accomplish as a member	I view this as an opportunity to extend and innovate Library Activities of all types for the benefit of our community. As a recently retired researcher, educator and policy manager, I can work in association with Library staff and city managers to provide extra hours of volunteer work needed to turn the Library's needs and desires into measurable realities.

Planning Commission questionnaire

1. Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.

2. Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?

3. What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?

4. What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these issues?

5. What is your familiarity with the El Camino Real/Downtown Specific Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	--
Business phone	--
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	[REDACTED]
Number of years as a Menlo Park resident	nine
Current City Council district	District 3
How did you hear about this opportunity (check all that apply)	Email
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: Yes Business phone: No Home phone: No Email: Yes
The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?	Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Margaret S. Race, Ph.D.

email
and

Education

Ph.D., 1979 Zoology (Ecology), University of California at Berkeley
M.S., 1974 Energy Management and Policy, University of Pennsylvania
B.A., 1971 Biology, University of Pennsylvania

Professional Experiences

SETI Institute, Carl Sagan Center for the Study of Life in the Universe, Mountain View, CA

1995-pres, Sr. Research Scientist and Principal Investigator. Research and outreach on Planetary Protection (PP), Risk Communication related to Astrobiology & solar system exploration; Misc. Adult Education courses with Osher Lifelong Learning (OLLI)
1991-95 Research Consultant- Biocontainment & Environmental Impacts & Public Communication

St. Mary's College of CA, Moraga CA

2006-2014. School of Science, Research Associate (2006-2010). Educational program planning in Astrobiology Science & Technology;
Member of Dean's Science Advisory Board

Lafayette (CA) Library and Learning Center Foundation. Glen Seabourg Learning Ctr. Consortium

2008-15 Member, Board of Trustees (2008-14), Emeritus Board (2015)
LLLCF Program Committee Member; Organizer, Science Cafes and Public Programs

University of California at Berkeley, Berkeley, CA.

1993-95 Assistant Dean, Special Projects, College of Natural Resources
1991-93 Acting Director, UC Botanical Garden
1988-91 Assistant Dean for Planning, College of Natural Resources
1987- pres. Research Affiliate & Graduate Advisor, Energy and Resources Graduate Group (ERG)

University of California, Office of the President, Oakland, CA

1988 Director of Planning, UC Natural Reserve System
1984-88 Principal Science Policy Analyst, Division of Agriculture and Natural Resources

Stanford University, Stanford CA.

1980-84 Asst. Professor, Human Biology Program
1982-84 Resident Fellow, Office of Residential Education
2003-05 Consulting Professor/ Res.Affiliate, *Ctr. for Internatl Security & Cooperation (CISAC)*
Research on Risk Communication, Mass Media and Bioterrorism

University of California at Berkeley, Berkeley, CA.

1993-95 Assistant Dean, Special Projects, College of Natural Resources
1991-94 Acting Director, UC Botanical Garden
1988-92 Assistant Dean for Planning, College of Natural Resources
1987- present Research Affiliate & Graduate Advisor, Energy and Resources Graduate Group (ERG)

University of California, Office of the President, Oakland, CA

1989 Director of Planning, UC Natural Reserve System
1984-89 Principal Science Policy Analyst, Division of Agriculture and Natural Resources

Stanford University, Stanford, CA.

1980-84 Assistant Professor, Human Biology Program

Other Relevant Employment

1979-80 Postdoctoral Fellow, Marine Policy & Ocean Management, WHOI, Woods Hole, MA.

1978 AAAS Mass Media Science Fellow, KQED-TV News Room, San Francisco, CA
1973-74 Consulting Ecologist (nuclear & fossil fuel power plants), UE&C, Inc., Philadelphia, PA.
1972-73 Research Fellowship, National Center for Energy Management and Power, Univ. of PA
1971-72 Public Information Specialist (Mass Media, Public Communication), U.S. EPA, Phila. PA

Relevant Projects and Research:

Extensive research, consulting, program planning and workshop organizing on planetary protection, environmental impact analyses, risk communication, educational outreach, and policy issues associated with solar system exploration, the search for extraterrestrial life, and Astrobiology. Selected relevant work:

Extensive volunteer K-12 science enrichment, classroom teaching, **Library Boards**, Public Education Program planning (1986- Present) *Examples:*

- **Recent STEM talks at Libraries—Sunnyvale, East Palo Alto, Lafayette, San Jose, etc. (2022-24)**
- **Menlo Park, Library Commission Member, 2016-2018**
- **Program Committee, Glenn Seaborg Learning Consortium, Lafayette Library & Learning Ctr., 2007- 2015**
- **SF Bay Regional schools, libraries and museums , volunteer, 2008- present**
- **Member, Board of Trustees, Glenn Seaborg Learning Consortium, Lafayette Library & Learning Ctr., 2007-12**
- **Co-Organizer: Library-School-Museum-NASA “AstroBlast” multi-year, 8 libraries, 6 schools, 4 cities, 2010-15**
- SETI Inst., Astrobiol. Summer Science Experience for Teachers (ASSET), SFSU, Lecturer, Summers 2005- present
- **SETI Institute- mentor, NSF- REU Program (2012-present) [Res. Experiences for Undergrads]**
- Keynote Speaker, TechTrek, AAUW. STEM Scholarship program for Girls, Orinda CA, 2012
- **JPL Solar System Ambassador, Misc Educ/Public Outreach programs to schools & public, 2005-present**
- Keynote Speaker, Dinner With a Scientist, Chabot Space & Sci.Ctr & Oakland Sch. Dist., (Gr. 6-12 & 4-6), 2009-11
- Lafayette, Oakland and Berkeley School Districts and other regional schools (1986-present)
- Acalanes High School, Lafayette CA Career Day Speaker, 2008-present
- Chabot Space and Science Center, Global Change High School Teachers Workshop, 2011-12
- Keynote Speaker, Expanding Your Horizons Conference (Science for Girls Gr. 6-8), Diablo Valley College, 3/07
- National Youth Leadership Forum on Technology, Workshop Leader, San Jose, CA 2005 and 2006
- Idaho Science Teachers Association. Invited Speaker, Boise ID, October 2006
- Expanding Your Horizons, and Sally Ride Science Workshops for Girls, Workshop Speaker, 2005, 2006
- Mars Reconnaissance Orbiter Educator Workshop, Kennedy Space Center, 2005
- Project ASTRO, SF Region Educators Workshop and classroom presentations, 2004-05
- NASA-National Park Service, Earth to Sky: Park Rangers and Interpreters' Workshop, Lecturer 2004
- Contra Costa Libraries, Public Presentations and Outreach, National Library Week, April 2004
- Chabot Space and Science Center, Oakland, CA. K-12 Teacher Training Workshops (1999-2000)
- Astronomy in A Box: Material Development, fund raising & distribution to district & regional teachers. 1998-2000
- Univ. of California at Berkeley, Graduate School of Education, Visiting Scholar (2000-01)
- Lawrence Hall of Science Fellow (Global Systems Science Curriculum Project) 1997-98
- NASA-Univ. of Hawaii, Educators' Workshop, Invited Participant and Sponsor of local teacher, 1998

National Research Council (NRC) Studies and Appointed Task Group Committee Member:

Space Studies Board: Review of Planetary Protection Requirements for Mars Sample Return Missions 2008-09
Polar Research Board: Principles of Environmental Stewardship for Exploration of Subglacial Environments, 2006-07
Space Studies Board: Preventing the Forward Contamination of Mars (PREVCOM), 2003-05
National Science Education Standards Project: Science and Technology Addendum, 1999-2000
Space Studies Board: Task Group on Sample Return from Small Solar System Bodies, 1997-98
Space Studies Board: Task Group on Issues in Mars Sample Return & Back Contamination, 1996-97
Transportation Research Board: Study on Transportation and a Sustainable Environment, 1994-97

Cal Academy of Sciences- Contributor to development of Public presentation on Extremophiles 2014

Founder and Organizer: Astrobiology and Society Focus Group, NASA Astrobiology Institute 2012- present.

Session Co-Organizer, Intersection of Astrobiology and Societal Issues, AbSciCon2012, GA Tech, March 2012

Invited Contributor, NASA Workshop on Lunar Preservation and Protection, NASA Ames, Spring 2011

Margaret S. Race, CV

Session Co-organizer—PP and Human Missions at IAA Symposium on Humans in Space, 2011, Houston TX
Co-Chair, NAI Focus Group on Astrobiology and Society, 2010- present
Session Facilitator, Ethical and Policy Issues in Space Synthetic Biology, NASA Ames, 2010
Co-Organizer, COSPAR Workshop on Ethical Issues in Planetary Protection, Princeton Univ., 2010
Organizer: NAI Workshop to Develop a Roadmap on Astrobiology Societal Issues, 2008-09
NASA Workshop Organizing Committee, Updating the Mars Draft Protocol (2008-2010)
Session Co-organizer: Planetary Protection and Ethical Issues; NASA Lunar Science Conference, July 2008
Abscon2008. Session 26 Co-organizer: Mars Sample Return Missions, Santa Clara CA, April 2008
COSPAR— Invited Presentation to COSPAR Planetary Protection Panel workshop, Montreal Jan. 2008
SETI Institute, Research Mentor in NSF Summer Undergraduate Internship Program, 2007
Space Science, Environmental Ethics & Policy Conference, NASA Ames, Speaker/chapter author; April 07
Planetary Defense Conference, (Washington DC, 3/07), Steering Committee, 2007
Invited Participant, NASA Workshop on Science Associated with Lunar Exploration, Tempe AZ Feb 2007
Selected Participant, CTNS/STARS Conf: Evolution, ET & Significance of Life in the Universe, Cancun, Mex. Jan '07.
Invited Participant, Workshop on Governance of Synthetic Genomics Research (Washington DC, 12/06)
Invited Participant, Workshop on Oversight of Biodefense Research (Baltimore MD, 8/06)
NASA Workshop on Proposed Mars Environmental Geographic Information System (GIS), 2005.
Mars Journal (online), Editorial Board, 2005- present
NASA Workshop on Life Support, Habitation & Planetary Protection for Human Missions, Organizing Committee (2005)
NASA-European Space Agency (ESA), Workshop on Human Missions and Planetary Protection, 2005
NASA Astrobiology Communications Roadmap, Working Group, 2004-05
“One Earth- One Universe” Workshop on Native American Perspectives in Science, Invited Participant, 2005
NASA Mars Human Precursor Science Strategy Group (MHP SSG) 2004
European Space Agency (ESA) Ethical Working Group member, 2004-06
AAAS Dialogue on Science, Ethics and Religion (DoSER) Advisory Committee Member and & workshop series
participant: “Exploring the Origin, Extent & Future of Life: Philosophical, Theological & Ethical Perspectives” 2002-05
“Living with Risk” Project, Center for Global Security Research (CGSR) and International Institute for Strategic Studies
(IISS), 2003-04
NASA Course on Planetary Protection Policies and Practices (Organizing Committee and Lecturer) 2003-06
TOPOFF2 National Seminar on Terrorism, US Dept. of Homeland Security, Invited Expert. 2002-03
COSPAR/IAU Planetary Protection Workshop, 2002. (Subgroup Chair: PP & Human Missions)
NASA Risk Communication Workshops (Planetary Protection, Space Nuclear Power, Biocontainment) 2001-02
NASA Workshop Series: Developing a Protocol for Mars Sample Handling & Testing (Organizing Committee; Subgroup
Chair, and Series Editor), 1999-2002
University of Washington, Astrobiology Conference Invited Speaker and Chapter Author: Societal Implications of
Astrobiology, 2001-02, (Published Cambridge University Press, 2007)
NASA Workshop: Planetary Protection Issues in Human Exploration of Mars. (Invited sub-group chair) 2001.

Near Earth Asteroid (NEA) Sample Return Workshop, LPI, Houston TX. Invited Speaker/Participant, 2000
Collaborative Research on Risk Perception & Risk Communication w/ Decision Research, Inc. 1994-2000
Committee on Space Research (COSPAR) Scientific Editor; Scientific Organizer; 1999- present
NASA/Lunar & Planetary Institute, Liftoff '99—Summer Educators' Workshop, 1999
Invited Presentations to National Research Council (NRC) Committees:
SSB-COMPLEX: Quarantine & Certification of Mars Samples: Perceived Risks of Sample Return, 1999
SSB-COMPLEX: Near Earth Asteroid Impact Warnings: Risk Communication & Perceptions, 1998
SSB Task Group on Planetary Protection: Societal Issues and Back Contamination Concerns, 1991
Amer. Biological Safety Assn. (ABSA). 1998 Conf. Session Organizer: Extraterrestrial Biocontainment Issues
NASA Ames Astrobiology Roadmap Workshop, Invited Participant, 1998
NASA-Mars Sample Handling Research Panel (MSHARP Workgroup) 1997-98
AAAS Workshop. (Organizer): Mars Sample Return: Scientific, Technical and Societal Challenges, 1998
NASA Workshop: Development of Protocols for Mars Sample Return, 1997 (editor/ Biohazards sub-group chair)
JPL-NASA Workshop on Contamination Control for Lake Vostok (Antarctica) and Europa, July 1997
CTNS Science & Religion Workshops: Ethical & Theological Implications of Extraterrestrial Life, 1997-99
NASA Mars Exploration Long Term Strategy Work Group, Planetary Protection & Communications, 1996-97
University of California, Office of the President and Berkeley campus: Research, policy analysis, program development and communication on a wide range of natural resource and environmental management issues, 1984-95

Teaching

Ongoing: (thru 2024) University Level Lecturing: Astrobiology, Environmental Management, and Space Policy; UC Berkeley, Stanford Univ., Univ. of Southern California, Univ. of Richmond (Va), Santa Clara University, Graduate Theological Union (Berkeley), San Jose State Univ., California College of Arts, and others.

NASA, Planetary Protection Office (2003- Present). Course Organizing and Teaching Team. 'Planetary Protection: Policies and Practices' (Professional course for scientists and mission engineers); 1-2 times/yr.

University of California at Berkeley (1984-1995 and Guest Lecturer to 2024- present)

University level teaching (courses and guest lecturing) in Integrative Biology, Zoology, Biology, Conservation and Resource Studies, Environmental Sciences and Management, Energy and Resources Graduate Group, Public Policy, Agriculture & Natural Resources, Engineering, Geography, and Center for the Study of Higher Education

St. Mary's College of CA. School of Science: Jan-Term course: The Meaning of Life - Implications of Astrobiological Searches for ET Life (2008) ; NSF-REU Ethics and Science Policy Module (Summer 09); Co-Mentor, Astrobiology Jan-Term 2012.

College of Notre Dame, Belmont CA, (Spring Semester, 1993)

Visiting Scholar/ Sr. Cunningham Endowed Chair, Division of Natural Sciences & Mathematics
Course: Science and Technology- A Global View of Environmental Sciences

Stanford University, Human Biology Program (1980-84)

Teaching in Biology, Environmental Policy & Decision Making. Academic Advisor for undergraduate majors, honors theses and research projects on environmental and natural resource management topics

Coyote Point Environmental Museum, San Mateo, CA (1982-88)

Docent Training Programs, Program Planning Committee, and Program Review Committee

University of California at Berkeley, Departments of Biology and Zoology (1974-79)

Margaret S. Race, CV

Graduate Teaching Assistant and Associate for 15 academic quarters. Lecture and Lab courses in lower and upper division biology and ecology with class sizes ranging from 15 to 600 students.

Publications – Available upon request

Advisory body application



Submitted on 17 July 2024, 7:34PM
 Receipt number 117
 Related form version 13

Applicant's full name (first and last) Yongdan Chunyu

Desired advisory body (check all that apply)
 Complete Streets Commission
 Environmental Quality Commission
 Parks and Recreation Commission
 Planning Commission

Advisory body preference Parks and Recreation Commission

Applicant interest, experience and qualifications

Education I earned a Master of Landscape Architecture from the University of Southern California. Prior to that, I received a Bachelor of Science degree in Plant Science and Horticulture from the University of Maryland.

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees With over ten years of professional experience as a licensed landscape architect in California, I have a deep understanding and passion for designing and managing public spaces that enhance community well-being and sustainability.

Currently, I am an Associate Landscape Architect at the City of San Jose Public Works, where I manage the city's park and trail projects. In this role, I oversee the planning, design, and implementation of various public projects, ensuring they meet the highest standards of quality and accessibility. My responsibilities include coordinating with different stakeholders, managing budgets, and leading project teams to deliver successful outcomes.

I volunteer at Music at Menlo, where I support the organization's efforts to bring high-quality music performances and educational programs to the community. Additionally, I make regular donations to the Ravenswood School District, contributing to the enhancement of educational resources and opportunities for local students.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

Certainly! Here is a draft for that section:

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

I understand that the Park and Recreation Advisory Body for the City of Menlo Park plays a crucial role in advising the City Council and staff on matters related to the development, maintenance, and improvement of the city's parks and recreational facilities. This includes reviewing and providing recommendations on park plans, recreational programs, capital improvement projects, and policies that promote the health and well-being of the community.

My professional experience as an Associate Landscape Architect at the City of San Jose Public Works directly aligns with these responsibilities. In my current role, I manage the city's park and trail projects, overseeing the planning, design, and implementation of various public spaces. I have extensive experience in coordinating with multiple stakeholders, including government agencies, community groups, and contractors, to ensure that projects meet the needs of the community while adhering to budget and timeline constraints.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member

I moved to Menlo Park four years ago. In this time, I have come to appreciate the vibrant parks and recreational spaces that contribute to the quality of life here. My desire to serve on the Park and Recreation Advisory Body stems from a genuine commitment to give back to the community that has given me so much joy and a sense of belonging.

As a resident and a professional with a background in landscape architecture, I am eager to leverage my skills and experience to help enhance and maintain our parks and recreational facilities. I believe that well-designed and well-maintained public spaces are essential for fostering community connections, promoting health and wellness, and providing a safe and enjoyable environment for all residents.

I hope to accomplish by the following two aspects.

1. Promoting Sustainability: Advocating for environmentally sustainable practices in the design, development, and maintenance of our parks. This includes incorporating green infrastructure, promoting native plant species, and enhancing the ecological health of our public spaces.

2. Enhancing Accessibility: Working to ensure that all parks and recreational facilities are accessible to people of all ages and abilities. This includes addressing physical accessibility, as well as providing diverse recreational opportunities that cater to a wide range of interests and needs.

Planning Commission questionnaire

1. Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.

The Planning Commission is responsible for reviewing and making recommendations on land use and development matters, including zoning changes, site plans, and special use permits. It ensures that proposed developments align with the city's comprehensive plan, zoning ordinances, and community goals. The Commission also engages with residents to understand their concerns and priorities related to land use and development.

As an Associate Landscape Architect at the City of San Jose Public Works, I manage park and trail projects, overseeing planning, design, and implementation. With over ten years of professional experience and a strong educational background in landscape architecture, I am well-equipped to evaluate development proposals and ensure they meet high standards of design and sustainability. My involvement in community activities, such as volunteering at Music at Menlo and supporting the Ravenswood School District, further demonstrates my commitment to enhancing the quality of life in Menlo Park. I am eager to leverage my skills to support the Planning Commission in achieving its vision for thoughtful and sustainable development.

2. Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?

The Planning Commission acts as a bridge between the City Council, City staff, and the community, providing informed recommendations on land use and development. The Commission's advisory capacity allows it to offer a thorough analysis and community perspective, which aids the City Council in making well-rounded decisions. The Commission collaborates closely with City staff, who provide technical expertise and support, enabling the Commission to thoroughly review proposals and offer well-rounded advice to the City Council.

3. What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?

I understand that serving on the Planning Commission requires some time commitment to be well-prepared for meetings. This includes reviewing meeting agendas, reading and analyzing detailed reports and proposals. I am fully committed to dedicating the necessary time and effort to fulfill these responsibilities effectively.

4. What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these issues?

I foresee the Planning Commission dealing with several major issues, including managing urban growth, addressing housing affordability, promoting sustainable development, enhancing infrastructure, and expanding bike lanes. The Commission's role in these issues involves reviewing and recommending zoning changes, site plans, and development proposals to ensure they align with the city's comprehensive plan and sustainability goals. Additionally, the Commission will need to balance the interests of local residents and developers, engaging with community members to incorporate their input and working collaboratively with City Council and staff to develop policies that foster growth while preserving community character and environmental quality.

5. What is your familiarity with the El Camino Real/Downtown Specific

I have read the plan to stay informed about upcoming restaurants and other

Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.

developments. For successful implementation, it is crucial to prioritize the following:

Community Engagement: Continuously involve residents, business owners, and other stakeholders in the planning and implementation process to ensure their needs and preferences are reflected.

Sustainable Practices: Emphasize green building practices, energy efficiency, and the incorporation of green spaces to promote environmental sustainability.

Multimodal Transportation: Improve infrastructure for pedestrians, cyclists, and public transit users to enhance accessibility and reduce reliance on cars.

Economic Vitality: Support local businesses and attract new enterprises to create a dynamic and economically robust downtown area.

Balanced Development: Ensure that new developments harmonize with the existing community character and address housing affordability to maintain a diverse population.

Success can be defined by several key indicators:

Increased Foot Traffic: More people visiting and spending time in the downtown area, contributing to a lively and vibrant community atmosphere.

Economic Growth: A thriving local economy with successful businesses and job opportunities for residents.

Sustainability: Reduced environmental impact through sustainable building practices and increased use of alternative transportation.

Community Satisfaction: High levels of satisfaction among residents and stakeholders regarding the quality of life and amenities in the area.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	4
Current City Council district	District 5
How did you hear about this opportunity (check all that apply)	Instagram
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?

Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge.

I agree

Signature



[Link to signature](#)

Advisory body application



Submitted on	30 July 2024, 10:48AM
Receipt number	125
Related form version	13

Applicant's full name (first and last)	Edward Kaigh
Desired advisory body (check all that apply)	Parks and Recreation Commission
Advisory body preference	

Applicant interest, experience and qualifications

Education	Juris Doctor from Delaware Law School. Bachelor of Arts in Education from the State University of New York at Stony Brook.
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	I have coached my children's' sports teams for many years. I have been on the board of the Menlo Atherton Cooperative Preschool and have been part of that community for eight years.
Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities	As a member of the parks and recreation commission I would be advising the city council on matters related to the city's recreation. This includes sports programs, recreation space both indoor and outdoor, dog parks, athletic fields and picnic areas. In my professional experience, I mediate two sides and opposing opinions on a variety of issues. I always provide space to listen to everyone and absorb their passionate perspective. And I strive to strike a balance with a fair and reasonable outcome.
Describe why you want to serve on this advisory body and what you hope to accomplish as a member	I have enjoyed the parks of Menlo Park for over a decade. My children have played at on the playgrounds of Burgess Park, Nealon Park and played organized sports throughout Menlo. I have also had countless get together with family and friends at Nealon Park. As a member I will ensure that the parks remain available to everyone to enjoy themselves and connect with their community. I would also strive to ensure the parks are safe and clean.

Planning Commission questionnaire

1. Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.

2. Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?

3. What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?

4. What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these

issues?

5. What is your familiarity with the El Camino Real/Downtown Specific Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.

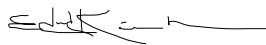
Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	n/a
Business phone	[REDACTED]
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	4 years
Current City Council district	District 4
How did you hear about this opportunity (check all that apply)	City website
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes
The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?	Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submitted on	21 July 2024, 11:01PM
Receipt number	119
Related form version	13

Applicant's full name (first and last)	Tracy L Stewart
Desired advisory body (check all that apply)	Parks and Recreation Commission
Advisory body preference	

Applicant interest, experience and qualifications

Education	University of Wisconsin -Madison - 1983 - Bachelor of Science in Nursing
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	I do not have any experience serving on a committee, advisory board or a commission. I am not involved in community activities nor do I have any civic affiliations.
Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities	I understand that I am required to attend the committee meeting once a month (4th Wednesday of every month). I got the impression that part of my responsibility would be reaching out to people in the community to get their ideas about issues the committee is working on. I walk my dog a lot in Menlo Park daily and engage with the people I see on a regular basis. I use Nealon and Willow Oaks Dog Park, I have swum at Burgess and the old pool at Belle Haven. I belong to Stanford Masters Swim Program. I feel that my activity and familiarity with the local community would be helpful to the issues the committee works on, My experience as an RN allows me to share my team building skills with other committee members. I am well known in my local neighborhood.
Describe why you want to serve on this advisory body and what you hope to accomplish as a member	I feel that my experience using the facilities in Menlo Park will help me engage the community in problem solving. My hope as a committee member is to engage the local community in generating ideas that help solve problems and to help make sure that the facilities meet the needs of the local community.

Planning Commission questionnaire

- Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.
- Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?
- What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?
- What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these issues?

5. What is your familiarity with the El Camino Real/Downtown Specific Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	
Address 1	[REDACTED]
Address 2	
City	MENLO PARK
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	22
Current City Council district	District 3
How did you hear about this opportunity (check all that apply)	Local newspaper
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes
The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?	Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature

Tracy Stewart

[Link to signature](#)

Table 1: Housing Commission (HC) by District		
Applicant	District	Notes
Kevin Dawkins	3	also applied to PRC; HC preferred choice
Christopher Maxcy	4	
Hadrien Trempont	3	also applied to PRC; HC preferred choice
Justin Van Buren	4	also applied to LC and PRC; HC preferred choice

Table 2: Library Commission (LC) by District		
Applicant	District	Notes
Kim Crockett	5	
Dawn Emms	3	also applied to PRC; LC preferred choice
Margaret Race	3	also applied to PRC
Justin Van Buren	4	also applied to HC and PRC; HC preferred choice

Table 3: Parks and Recreation Commission (PRC) by District		
Applicant	District	Notes
Yongdan Chunyu	5	
Kevin Dawkins	3	also applied to HC; HC preferred choice
Dawn Emms	3	also applied to LC; LC preferred choice
Edward Kaigh	4	
Margaret Race	3	also applied to LC
Tracy Stewart	3	
Hadrien Trempont	3	also applied to HC; HC preferred choice
Justin Van Buren	4	also applied to HC and PRC; HC preferred choice

Table 1: Housing Commission (HC) by District

Applicant	District	Last appointment date	Expiration date
Jessica Beeli	4	4/16/2024	4/30/2028
Jackelyn Campos	1	4/26/2022	4/30/2026
Heather Leitch	2	5/25/2021	4/30/2025
Nevada Merriman	2	5/25/2021	4/30/2025
Chelsea Onap	3	5/25/2021	4/30/2025
Virginia Portillo	1	4/25/2023	4/30/2027

Table 2: Library Commission (LC) by District

Applicant	District	Last appointment date	Expiration date
Michael Herrick	3	2/13/2024	4/30/2028
Carol Orton	5	4/25/2023	4/30/2027
David Pollack	3	2/13/2024	4/30/2025
Scott Shafer	3	4/16/2024	4/30/2028
Brian Westcott	5	4/16/2024	4/30/2026
Jennifer Wise	5	4/25/2023	4/30/2027

Table 3: Parks and Recreation Commission (PRC) by District

Applicant	District	Last appointment date	Expiration date
Joseph Grass	3	4/16/2024	4/30/2028
Peter Joshua	2	5/25/2021	4/30/2025
Wonman Lee	1	4/25/2023	4/30/2027
Michele Sherman	3	4/16/2024	430/2028