

Parks & Recreation Commission



REGULAR MEETING AGENDA

Date: 2/28/2018
Time: 6:30 p.m.
Arrillaga Family Recreation Center
Cypress Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. Public Comment

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Presentations and Proclamations

D1. Childcare Programs and the Big Lift Grant Update

E. Regular Business

E1. Approve the Parks and Recreation Commission minutes for the meeting of January 24, 2018 ([attachment](#))

E2. Review of City Council Goals and discussion of Parks and Recreation Commission Work Plan Update for 2018-2020 ([Staff Report # 18-003-PRC](#))

F. Reports and Announcements

F1. Commissioner Reports (Staley)

F2. Community Services Director's update and announcements ([Staff Report # 18-004-PRC](#))

G. Informational Items

G1. Update on Team Sheepen Pool Operator Contract ([Staff Report # 18-005-PRC](#))

H. Adjournment

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At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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Parks & Recreation Commission



REGULAR MEETING MINUTES - DRAFT

Date: 1/24/2018

Time: 6:30 p.m.

Arrillaga Family Recreation Center – Cypress Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Stanwood called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Chair Stanwood, Vice Chair Johnson, Baskin (arrived at 6:34 p.m.), Harris, Staley, Palefsky

Absent: Commissioner Lane

Staff: Interim Community Services Director Derek Schweigart

C. Public Comment

There was no public comment.

D. Regular Business

- D1. Accept Commission minutes for the meeting of November 15, 2017

ACTION: Motion and second (Palefsky/Harris) to accept the Parks and Recreation Commission meeting minutes of November 15, 2017, with the following change: delete the passes unanimously in item E1 of the minutes; passes 6-0-1, Lane absent).

- D2. Appoint 2 Commissioners to serve on the Parks and Recreation Facilities Master Plan Oversight and Outreach Group

Vice-Chair Johnson and Commissioner Staley volunteered to serve on the Parks and Recreation Facilities Master Plan Oversight and Outreach Group.

ACTION: Motion and second (Baskin/Palefsky) to appoint Vice-Chair Johnson and Commissioner Staley to serve on the Parks and Recreation Facilities Master Plan Oversight and Outreach Group, passes 6-0-1; Lane absent).

- D3. Review and provide feedback on the community outreach and engagement plan component of the Parks and Recreation Facilities Master Plan

Interim Community Services Director Derek Schweigart and Project Manager Rita Shue provided a review of the community outreach and engagement plan component of the Parks and Recreation Facilities Master Plan with the Commission. After discussion, by acclamation, the Commission requested updates on the Parks and Recreation Facilities Master Plan Oversight and Outreach Group every 3 months.

- D4. Review and approve Parks and Recreation Commission Quarterly Report to City Council

The Commission reviewed the Parks and Recreation Commission Quarterly Report to City Council.

E. Reports and Announcements

- E1. Commissioner Reports

Commissioner Harris reported his family attended the Breakfast with Santa annual event and noted the success of the tree lighting event.

Commissioner Palefsky gave a report on the Holiday Display Contest of Downtown Menlo Park businesses.

- E2. Community Services Director's update and announcements

Interim Community Services Director Derek Schweigart gave the Community Services Director's update and announcements.

F. Informational Items

- F1. City Council Community Funding Allocations for FY 2017-18

No action was taken.

F. Adjournment

Chair Stanwood adjourned the meeting at 8:21 p.m.

Minutes prepared by Linda Munguia, Senior Office Assistant



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 2/28/2018

Staff Report Number: 18-003-PRC

Regular Business: Review of City Council Goals and discussion of Parks and Recreation Commission Work Plan Update for 2018-2020

Recommendation

Staff recommends that the Parks and Recreation Commission review and consider the City Council goals and the Commission's current work plan in developing their proposed goals to Council for the period of May 2018 to May 2020.

Policy Issues

Each advisory body to the City Council is required to develop a two-year work plan which needs to be formally presented to the Council for their direction and approval and thereafter reported upon quarterly.

Background

The purpose of the Parks and Recreation Commission work plan is to identify and prioritize the Commission's focus for the next two years, based on discussion and review of the Commission's mission statement and the annual priorities established by the City Council. We will be following the Commission Work Plan Guidelines (Attachment A) which were approved by the City Council and Commissions in 2010.

The purpose of the Parks and Recreation Commission, as defined by Menlo Park Council Policy CC-01-0004, is to:

Advising the City Council on matters related to City programs and facilities dedicated to recreation, i.e., those programs and facilities established primarily for the participation of and/or use by residents of the City. This general charge includes advising on:

- 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 recreation facilities.

The current mission statement for the Parks and Recreation Commission states:

The City of Menlo Parks and Recreation Commission will strive for excellence in teamwork to: preserve and protect open space and parklands; be responsive to community needs for leisure, cultural, and social programs; affirm the diversity in the community; maintain its availability, visibility, and accessibility to the community and the media; promote safety in all facilities and programs; be financially responsible; and

maintain a liaison between the community and city government.

As in previous commission work plan discussions and updates, the Commission is encouraged to speak with other residents to get community input on its mission and priorities. The discussion planned for this meeting, and possibly subsequent meetings, will focus on brainstorming Commission goals, projects and priorities in the context of the Commission's current work plan and achievements (Attachment B) and the City Council goals (Attachment C). The goals and priorities chosen by the Commission should be consistent with the work the Commission has been charged to do. While the goals may or may not compliment the current City Council goals, the Commission goals may not be in conflict with Council goals.

Another guiding principle for the goals discussion is the foundational idea that designates the difference between high-level Commission or Policy goals and staff deliverables. As a policy advisory body, it is appropriate for the Commission to determine "WHAT" it would like to see accomplished and not to advise staff on staff work, or "HOW" best to achieve results. It is also important to note that the goals and work plan to be developed are the responsibility of the Commission to achieve (with limited staff support given current workloads). The Commission should determine its capacity to achieve the work proposed before finalizing the work plan.

Analysis

Staff suggests the following process and focus questions for structuring the work plan discussion:

1. Environmental Scan – What has changed in our environment (community) in the last two years? Are there items on the current work plan that continue to be important to make progress on?
2. Long Term Vision – What changes (stated as a result or outcome) do you want to see in the next two years?
3. Deliverables – What must be done in the next year in order to make progress toward the desired changes above?
4. Prioritization – What items are the most important considering the available resources?
5. Next Steps – What are the next steps for the discussion?

The discussion and development of the Commission work plan may require several meetings before the Commission has finalized their new work plan and presented it to the City Council for approval. The Commission may want to consider creating a sub-committee to draft the Commission's goals and work plan and prepare updates for the entire Commission at the regularly scheduled meetings. This approach was used to create the existing work plan.

Impact on City Resources

There is no impact on City resources.

Environmental Review

Environmental review is not required.

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. Commission Work Plan Guidelines
- B. Draft Parks and Recreation Commission Work Plan and Achievements for 2016-2018
- C. City Council Work Plan Adoption Staff Report on February 6, 2018

Report prepared by:

Derek Schweigart

Interim Community Services Director

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Commission Work Plan Guidelines

- Step 1** Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any goals and priorities established by Council.
- Step 4** Brainstorm goals, projects, or priorities of the Commission and determine the following:
- A. Identify priorities, goals, projects, ideas, etc.
 - B. Determine benefit, if project or item is completed
 - C. Is it mandated by State or local law or by Council direction?
 - D. Would the task or item require a policy change at Council level?
 - E. Resources needed for completion? (Support staff, creation of subcommittees, etc.)
 - F. Completion time? (1-year, 2-year, or longer term?)
 - G. Measurement criteria? (How will you know you are on track? Is it effective?, etc.)
- Step 5** Prioritize projects from urgent to low priority.
- Step 6** Prepare final Work Plan for submission to Council for review and approval in the following order:
- Work Plan cover sheet, Listing of Members, Priority List, Work Plan Worksheet – Steps 1 through 8
- Step 7** Use your “approved” work plan throughout the term of the plan as a guide to focus in on the work at hand
- Step 8** Report out on work plan priorities to the City Council, which should include:
- A. List of “approved” priorities or goals
 - B. Status of each item, including any additional resources required in order to complete
 - C. If an item that was on the list is not finished, then indicate why it didn’t occur and list out any additional time and/or resources that will be needed in order to complete



Parks & Recreation Commission

Mission Statement

The Parks and Recreation Commission will strive for excellence in teamwork to: preserve and protect open space and parklands; be responsive to community needs for leisure, cultural, and social programs; affirm the diversity in the community; maintain its availability, visibility, and accessibility to the community and the media; promote safety in all facilities and programs; be financially responsible; and maintain a liaison between the community and city government.

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Parks & Recreation Commission

Commission Members Listing

Commissioner	Marianne Palefsky (Chair)
Commissioner	Christopher Harris (Vice Chair)
Commissioner	Kristin Cox
Commissioner	James Cebrian
Commissioner	Tucker Stanwood
Commissioner	Laura Lane
Commissioner	Vacant
Commissioner	Vacant



Parks & Recreation Commission Priority List

The **Parks and Recreation Commission** has identified the following priorities to focus on during 2016-2018:

1.	
2.	
3.	
4.	
5.	

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Commission Work Plan Guidelines Work Plan Worksheet

Step 1

Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004	<p>Advising the City Council on matters related to City programs and facilities dedicated to recreation, i.e., those programs and facilities established primarily for the participation of and/or use by residents of the City. This general charge includes advising on:</p> <ul style="list-style-type: none">• 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.
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Step 2

<p>Develop or review a Mission Statement that reflects that purpose</p> <p><i>Who we are, what we do, who we do it for, and why we do it</i></p>	<p>The City of Menlo Park Parks and Recreation Commission will strive for excellence in teamwork to: preserve and protect open space and parklands; be responsive to community needs for leisure, cultural, and social programs; affirm the diversity in the community; maintain its availability, visibility, and accessibility to the community and the media; promote safety in all facilities and programs; be financially responsible; and maintain a liaison between the community and city government.</p>
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Step 3

Discuss any priorities already established by Council	Updated Council goals attached
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Step 4

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>			

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Step 5

List identified Goals, Priorities and/or Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term

Step 6 Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the Worksheets used to determine priorities, resources and time lines.

Step 7 Once approved, use this plan as a tool to help guide you in your work as an advisory body.

Step 8 Report out on status of items completed. Provide any information needed regarding additional resources needed or And to indicate items that will need additional time in order to complete.

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Parks & Recreation Commission
Work Plan Goals and Achievements FY 2016-2018

1.	<p>Research and evaluate the social services and recreation opportunities in the City of Menlo Park, particularly in the Belle Haven Neighborhood resulting in high quality programs and services meeting the diverse and changing needs of residents throughout the City.</p>
	<p>Achievements:</p> <ul style="list-style-type: none"> • The Commission received a presentation and overview of the City's Child Care programs which include the Menlo Children's Center Preschool and After School programs, Belle Haven Child Development Center and the Belle Haven After School and Camp Menlo programs. The Commission continues to support increased preschool program opportunities in the community and quality after school care. • Commission provided feedback on Belle Haven Pool Audit and Master Plan and approved a recommendation to Council to accept the Master Plan and Option B which includes a complete pool remodel. The pool audit and master plan is identified as item # 11 in the 2017 Council Work Plan. It is anticipated that the master plan will be presented to Council at their meeting on September 26.
2.	<p>Study and evaluate, through such means as the Master Plan process, operational planning goals, utilization options, and guidelines for City Park and Community Services facilities resulting in facilities and equipment being properly maintained, upgraded and/or expanded to meet community needs.</p>
	<p>Achievements:</p> <ul style="list-style-type: none"> • The Commission participated in the annual Parks and Recreation Facilities Tour which included Burgess, Nealon and Sharon Parks and Facilities. Commissioners had the opportunity to observe recreation classes and programs, aquatics programming and tour the parks. Commissioners were particularly interested in the playgrounds and the CIP projects scheduled at Nealon Park. • Reviewed the Bedwell Bayfront Park (BBP) Master Plan scope of work and approved the overall approach to project. • Reviewed and provided feedback on the proposed BBP Master Plan community engagement process and appointed Commissioner Marianne Palefsky to participate on the BBP Oversight and Outreach Committee for the project. • The Commission received a presentation and provided feedback to the Public Works Parks Division on the Menlo Park Playgrounds Audit and proposed CIP projects. Also, commissioners Laura Lane

	<p>and Jennifer Johnson were appointed to serve on a Playgrounds CIP subcommittee to assist staff on the scope of work and community engagement process.</p> <ul style="list-style-type: none"> • The Commission continues to be involved in the Jack Lyle Restroom CIP project including participating in the community meeting that was held in December and advising City staff and the project consultant on the project scope of work. The project comes back to the Commission for their review and approval before end of the current fiscal year and prior to Council awarding a construction contract. • Commissioners participated in the pop-up open house meeting at Willow Oaks Park in February and the community workshop in March concerning the Willow Oaks Park Restroom and Dog Park CIP projects. The Commission will review preliminary project designs at their meeting in April and it will be another opportunity for the public to provide their feedback. • The Commission received a presentation and update on the Belle Haven Pool Audit and Analysis Phase and provided feedback to City staff on study. The Belle Haven Pool master plan phase will be presented to the Commission at their April meeting for the feedback. • Commissioners Laura Lane and Jennifer Johnson have been working with City Staff on developing a Request for Qualifications (RFQ) for the Park Playground Replacement Project which is identified as item # 14 in the 2017 Council Work Plan. • Commission provided feedback to staff on the Nealon Park playground replacement and provided direction to staff on the Commission's future involvement, as well as the importance of inclusivity, educational components and themes. • Commission provided feedback on Belle Haven Pool Audit and Master Plan and approved a recommendation to Council to accept the Master Plan and Option B which includes a complete pool remodel. The pool audit and master plan is identified as item # 11 in the 2017 Council Work Plan. It is anticipated that the master plan will be presented to Council at their meeting on September 26. • Commission reviewed and approved preliminary plans for Willow Oaks Park projects that include a new restroom and dog park renovation. After receiving public comment, the Commission approved various options and amenities for the dog park and the proposed restroom. The Willow Oaks Park Improvements are identified as item # 17 in the 2017 Council Work Plan. • Commission provided input on the Nealon Park Field Renovation and were supportive of the temporary dog park that opened in June. Nealon Park Sports Field improvements are identified as Item # 30 in the 2017 Council Work Plan. • Commissioners continue to participate in the community engagement efforts for the Bedwell Bayfront Park Master Plan which include participation in the Oversight and Outreach Group
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	<p>and project open houses and community meetings. The master plan is identified as item # 13 in the 2017 Council Work Plan.</p> <ul style="list-style-type: none"> • Commission participated in the Parks and Recreation Facilities Master Plan Update consultant selection which will be presented to Council at their meeting on September 26. Commissioners will be involved in the community engagement efforts. The project will begin in the fall and will incorporate the work on concurrent master plans for Belle Haven Pool and Bedwell Bayfront Park. The master plan is identified as # 12 in the 2017 Council Work Plan. • Commission received a presentation and provided input to staff on the Burgess Park Snack Shack renovation proposal which includes a remodel of the existing Snack Shack to include a commercial grade kitchen and potential change in the operational model. This project has been identified as # 18 in the 2017 Council Work Plan. • The Commission appointed Commissioner Sarah Staley Shenk to monitor the updates related to the San Mateo County's Re-Imagine Flood Park Project and keep the Commission informed. • The Commission was host to a community meeting and study session on the Bedwell Bayfront Park Master Plan project and later approved a recommendation to the City Council to accept and approve the plan. • The Commission reviewed and provided feedback to staff on community outreach and engagement plan component of Parks and Recreation Facilities Master Plan.
3.	<p>Research and evaluate improved offerings, new venues, and strengthened City partners and sponsorships that results in high quality educational, recreational, artistic, and cultural programs in the City of Menlo Park.</p>
	<p>Achievements:</p> <ul style="list-style-type: none"> • The Commission received a presentation by the Pacific Art League (PAL) on arts programming and events. The Commission was interested in the City partnering with PAL to bring visual arts programming to Menlo Park such as visual arts classes for children and adults and art exhibitions that could be hosted in City facilities. • Commission received a presentation and update on the Community Services Department's sponsorship program. The sponsorship program continues to be refined to maintain consistency in program and event implementation as well as the development of City branded marketing collateral materials. • The Commission conditionally approved a recommendation to Council at their September 2017 meeting to support the Burgess Snack Shack remodel and expansion project proposed by Sinnott & Co. Architecture and Construction in cooperation with Menlo Atherton Little League (MALL). Conditions of recommendation

	<p>include all funding of project come from private sources, Snack Shack would be leased to a private catering company resulting from a competitive bid process, there is adequate City staff capacity to help oversee project given other City priorities, and plans for a new campus library be taken into consideration.</p> <ul style="list-style-type: none"> • The Commission received an update on the Menlo Atherton Performing Arts Center and provided feedback to City staff on the continued operation of special events at the venue. The Center has a new Theater Manager and City staff will continue work with the manager and MA School staff on upgrades, improvements in scheduling and other ways to improve marketing and promotion of events.
4.	Other Areas and Topics
	<p>Other Achievements:</p> <ul style="list-style-type: none"> • The Commission continues to advise San Mateo County Parks on their Flood Park redevelopment project. • Reviewed and provided feedback on the Community Service Department's Food Allergy Policy. The policy helps to put procedures in place to help City staff address participant food allergies in its programs. • Received a presentation and provided feedback to staff on the Belle Haven Child Development Center's Big Lift Grant that is administered through the Silicon Valley Community Foundation. This grant aims to improve learning outcomes for preschool children in preparation for kindergarten and grade school. • Received a presentation on the San Mateo County Park Shuttle Program and provided feedback and support for the service which includes Menlo Park. • The Commission received and presentation and were supportive of the Community Service Department's participation in Unity Day and Anti-Bully Campaign which was held in October 2016. • Provided general feedback to staff regarding crumb rubber infill material on the City's artificial turf fields at Hillview Middle School and Kelly Park. The Commission did not want to take any action on this subject matter until the City received the State and Federal Government studies which are investigating the potential hazards of crumb rubber infill use in artificial turf sports fields. The release of these studies is scheduled for 2017. • The Commission approved the sports field user groups for 2016-17. • The Commission approved proposal by the Menlo Park Little League for Burgess Park field improvements which include upgrades to dugouts and improved shade for spectator viewing. • Commission received a study session and consideration of a request by residents to rename Market Place Park in the Belle Haven neighborhood. The Commission requested additional

	<p>information on past practices of renaming park and recreation facilities, particularly those that are an exception to Council policy. Council also challenged residents to demonstrate significant support for the request and will consider the request at a later date.</p> <ul style="list-style-type: none"> • Commission received a presentation and provided feedback on the South Bay Salt Pond Restoration project which is scheduled to occur in late summer and is adjacent to Bedwell Bayfront Park. Project representatives are stakeholders for the Bedwell Bayfront Park Master Plan and participated in the community engagement efforts as well as an interagency meeting. • Commission received a presentation on Community Services Department contract classes and programs and provided feedback to staff which includes increasing more adaptive classes for children with special needs or disabilities. • After holding a study session in the spring 2017, the Commission considered and approved a recommendation to the City Council to rename Market Place Park after Mr. Karl E. Clark, Menlo Park resident and WWII veteran. The Council later approved the recommendation and on January 15, 2018 (Martin Luther King Day) the park was officially dedicated and renamed after Mr. Clark. • The Commission reviewed and considered the results of a safety analysis of crumb rubber infill material on the artificial turf field at Hillview Middle School and Kelly Field and lengthy discussion, the Commission did not recommend any additional next steps at this time. • The Commission received a presentation from the Library Commission on a proposal for a Little Free Library program in City parks and facilities. The Commission provided feedback and suggested that other locations around Menlo Park be considered as well. • The Commission reviewed and approved the Sports Field User Groups for FY 2017-18. • The Commission received the user survey results of the Nealon Temporary Dog Park and provided feedback to City staff. One suggestion is that the topic be revisited as part of the Parks and Recreation Facilities Master Plan process.
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STAFF REPORT

City Council

Meeting Date:

2/6/2018

Staff Report Number:

18-031-CC

Regular Business:

Approval of the 2018-19 Budget Principles, City Council Procedures Manual and the 2018 City Council Workplan

Recommendation

It is recommended that the City Council approve the:

- Fiscal year 2018-19 Budget Principles;
- City Council Procedures Manual; and
- 2018 City Council Workplan

Policy Issues

It has been the City Council's policies to annually adopt its Budget Principles, Procedures Manual and Workplan. Any specific policy issues that may arise from the implementation of the individual Workplan items will be considered at that time.

Background

The City Council adopts its goals and Workplan at the beginning of the calendar year. Many of these items are typically not funded until the adoption of the budget later in June. The 2017 Workplan included 57 items, some of which include multiple subcomponents and milestones. Staff has also been working on a significant number of City Council approved Capital Improvement Plan (CIP) projects. Some of the capital projects also overlap with the Workplan items approved by the City Council.

At its January 16 meeting the Council received an update on the 2017 Workplan, with successful progress on most projects. The majority of items on the 2017 Workplan are ongoing or multiyear projects and will naturally carryover into the Workplan for 2018.

At the January 23 City Council meeting, staff presented proposed amendments to the Budget Principles and City Council Procedures Manual, provided an overview of the ongoing 2017 Workplan items and a list of Potential Workplan items. Based on feedback from the City Council and public, staff modified the Budget Principles, City Council Procedures Manual and noted new initiatives for the January 29 goal setting meeting.

On January 29, the City Council held their annual goal setting meeting to prioritize projects for the upcoming fiscal year, including a review and discussion on the Budget Principles and City Council Procedures Manual. The City Council effectively prioritized the Workplan that ultimately led to identifying six key projects for the upcoming fiscal year.

Analysis

At the goal setting meeting, staff presented information regarding the City's strong fiscal health. Staff also presented information related to staff vacancies and the challenges of staffing to provide capacity for Workplan items. The proposed City Council Budget Principles (Attachment A) were discussed by City Council with a minor change requested from the January 23 City Council meeting. City Council provided positive feedback of the proposed Budget Principles.

The meeting continued with a review of the proposed changes to the City Council Procedures Manual (Attachment B). The City Council Procedures Manual is reviewed annually so that expectations and practices can be clearly articulated to guide councilmembers in their actions.

With the intent to better serve the community and facilitate sound decisions, two minor changes were proposed. First is a proposal to clarify Councilmembers remote participation in meetings.

"In recognition of the personal and professional obligations which may conflict with attending City Council meetings, Councilmembers are not compelled to participate in routine Council meetings remotely as it can present a hardship due to technological limitations, noticing compliance and time zone differences".

The City Council also deliberated on the subject of conducting business at a late hour. As a result, the City Council requested staff to bring forward two narratives for discussion and consideration. The City Council Procedures Manual includes both options as a redline for Council to ultimately select one of the following options:

Option A (Original Language in the City Council Procedures Manual)

"According to City Council policy, all regular meetings of the City Council are to end by midnight unless there is a three-fourths vote taken by 11:00 p.m. to extend the meeting. The motion to extend is to include the title of the items to be considered after 11:00 p.m. and a new ending time for the meeting."

Option B

"Recognizing the value that Menlo Park places on community input, it follows that every effort should be taken to ensure equal access to City Council action for residents. One way to facilitate this access to all interested residents is for the City Council to reduce the regularity of late night decision making. Previous City Councils codified the practice of ending council meetings at midnight, unless the Council takes action at 11:30 p.m. to go beyond midnight. This is consistent with other bodies, such as the Planning Commission, whose practice is to take action at 10:30 p.m. to extend a meeting beyond 11:00 p.m. There are other alternatives at the City Council's disposal for ensuring equal access to a broader range of residents for example reducing the time allotted to each public speaker and limiting the amount of time speakers may receive from others for items with a large number of public speakers".

Complementary to the either options, the City Council also discussed the possibility of the following language be placed at the beginning of City Council agendas:

“To ensure the broadest public access to City Council action, the City Council will make every effort to take action on issues of community interest at a reasonable hour. In order to accomplish this, the Council will take action to extend a public meeting beyond midnight by 11:30 p.m. or defer items to the next regularly scheduled meeting and at the Mayor’s discretion reduce the amount of time allotted to individual public speakers (including prohibiting the donation of time from others) if necessary to ensure that all public speakers have the opportunity to speak”.

During public comment at the goal setting meeting, members of the community spoke in favor of and introduced several projects and initiatives, including:

- Increase in affordable housing
- Child care
- Citywide disaster preparedness

Staff presented a list of citywide Priority Workplan items, in preparation for the goal setting meeting. The intention of assembling a priority list was to facilitate a discussion with City Council on identifying a set of top projects that would be the ultimate focus for 2018. The City Council also reviewed and discussed a list Potential Workplan items, not included in the prior year Workplan. Staff organized the Workplan into three categories for Council prioritization: Priority Workplan items, Remaining and Ongoing Workplan items, and Potential Workplan items.

With three categories of projects for consideration, the prioritization exercise resulted in certain project trade-offs, with the following results:

- Middlefield Rd. & Linfield Dr. crosswalk improvements and Sharon Rd. sidewalk installation initiatives moved from the Potential Workplan items to the Five-year Capital Improvement Plan (CIP) with the understanding that no work would commence in the 2018-19 CIP.
- Moved from Potential Workplan items to the Remaining and Ongoing Workplan
 - Charter City
 - First analysis of the Charter City will be heard by Council at the February 6 City Council meeting.
 - Minimum wage Ordinance
 - Per Council direction at the goal setting meeting, staff will research ordinances from surrounding jurisdictions and present a draft ordinance for Council action in Summer 2018.
 - Equity in Education Joint Powers Authority (JPA)
 - The intent is to create an Equity in Education Joint Powers Authority (JPA) encompassing multiple agencies including the Ravenswood School District, City of East Palo Alto, City of Menlo Park, Sequoia Union High School District, Atherton, Palo Alto, and potentially the counties of San Mateo and Santa Clara. The City Council Equity in Education Subcommittee would work with the stakeholders on the creation of the draft JPA template and incorporation of their comments.

- The Guild Theatre moved from Potential Workplan items and was eventually identified as a Top-Six Priority project
- The Federal and State lobbying initiative was removed from the Remaining and Ongoing Workplan

Ultimately, the City Council prioritized the Top-Six Priority projects (Attachment C). The Top-Six Priority projects would take the highest precedence and resources would be shifted from the Remaining and Ongoing Workplan (Attachment D) to ensure completion of the Top-Six Priority projects as needed. Moreover, a list of items not currently on the 2018 Workplan are included as Attachment E.

Below is a short description for each of the Top-Six Priority projects, with detailed milestones provided in Attachment C.

District Elections

Menlo Park is transitioning to a by-district election system effective for the November 2018 City Council election. Demand for election-related staff support is expected to be higher than normal.

Milestones

- By June 2018: Advisory Districting Committee to recommend district boundary maps and related election sequencing approved in April 2018. City Clerk to submit final maps to the San Mateo County Registrar of Voters in May 2018. Districts identified and submitted to the registrar of voters will be completed by June 2018. Candidates will begin pulling papers in July 2018 to run for elected office from their respective districts.
- By December 2018: Elections completed.

Transportation Master Plan

The Transportation Master Plan provides a bridge between the policy framework adopted within the Circulation Element and project level efforts to modify the transportation network within Menlo Park. The Plan, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an implementation strategy for both improvements to be implemented locally and for local contributions toward regional improvements. Following development of the Plan, a fee program update would provide a mechanism to modernize the collection of funds toward construction of the improvements identified and prioritized in the Master Plan.

Milestones

- By June 2018: Finalize goals and performance metrics. Develop the draft project and strategy list.
- By December 2018: Release draft plan for public review.
- By June 2019: Transportation Master Plan adopted in Spring 2019 and Fee Program update initiated.

Citywide Safe Routes to School Program (non-infrastructure)

Safe Routes to School typically encompasses six program elements: education, encouragement, enforcement, equity, engineering and evaluation (6 E's). The development of a Safe Routes to Schools program would establish a partnership between the City, local schools, and parent groups to ensure issues that discourage students from walking and bicycling to school are addressed. This program would establish a stakeholder group to work collaboratively on Safe Routes issues and

solutions, develop incentive and encouragement programs, and outline the framework to build and sustain the program over time. This program would not construct or fund infrastructure improvements, although it would establish a staff liaison to identify infrastructure needs within other capital project planning processes in the City. The Citywide Safe Routes to School Initiative (non-infrastructure) is an ongoing, multi-year program that will require annual funding.

Milestones

- By June 2018: Release a request for proposal for consultant services. Authorize a consultant contract. Convene first stakeholder meeting.
- By December 2018: Continue implementation. Identify prioritized list and schedule of Safe Routes to School infrastructure plans for each school.
- By June 2019: Continue implementation.

Implement Downtown/El Camino Real Specific Plan Biennial Review

Commence the Downtown/El Camino Real Specific Plan Biennial Review and initiate associated amendments, which may encompass the following items: Revisions to the residential and commercial maximum allowable development levels, modify existing floor area ratio (FAR) and height limits in applicable zoning districts, potentially modify zoning to permit a mixed-use parking facility and possible revisions for the following: required setbacks and sidewalk standards; hotel, personal service and transit station area parking requirements; sign area requirements for larger parcels; and a hotel incentive analysis. Completion of this work will require the retention of a private consultant to assist City staff.

Milestones

- By June 2018: Begin project planning after commencing review of the Guild Theatre project.
- By December 2018: City Council approval of a Workplan, budget and consultant contracts.
- By June 2019: Complete public outreach; environmental review underway.

Downtown Parking Garage

Determine potential uses, siting, funding and design of a downtown parking structure. Staff has evaluated a number of options for developing a parking structure and/or mixed use development. With that in mind, there is no consensus yet regarding the mix of uses, siting, funding strategy and design of a parking structure.

Staff will research options for presentation to City Council with the known limitations and schedule a community meeting in March to pose these questions to the business community, residents and other stakeholders and then report out to the City Council in a study session to be scheduled in April.

Milestones

- By June 2018: Community Meeting in March and Council study session in April.
- By December 2018: Additional community outreach based on Council direction, Council funding of next steps.
- By June 2019: To be determined - milestones will depend on Council direction.

The Guild Theatre - Land Use Entitlement Approval

Complete the approval of the necessary entitlements for the Guild Theatre. The proposed reuse of the Guild Theatre, by a private non-profit developer, will require an amendment to the El Camino

Real/Downtown Specific Plan. The proposal is to renovate and expand the current facility as a live entertainment venue for music acts, while also allowing for periodic film showings and community events. The facility would be a three-level (finished basement) 11,000 sq. ft. structure. Staff will retain a consultant to identify a new use definition, modify permitted floor area ratio (FAR) for the new use and determine if additional environmental review would be required. Additional analysis would be required for traffic, parking, and historic assessment. The developer would be responsible for construction and operation of the facility.

Milestones

- By June 2018: A City Council Study Session is scheduled for February 13. Assuming development application submitted in February, completion of Planning Commission review and recommendation.
- By December 2018: Final action by the City Council expected in July 2018.
- By June 2019: Final action by the City Council expected in July 2018.

Impact on City Resources

Items in the Workplan would require funding through the fiscal year 2018-19 budget process.

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 of Menlo Park Budget Principles proposed for fiscal year 2018-19
- B. City Council Procedures Manual
- C. 2018 Top-Six Priority Projects
- D. 2018 Remaining and Ongoing Workplan
- E. Items not currently on the Workplan

Report prepared by:
Peter Ibrahim, Management Analyst II

City of Menlo Park Budget Principles

- **Promote the City's long-term fiscal sustainability**
 - Monitor and report on changes in CalPERS liabilities and include those changes in the City's 10-year financial forecast
 - Incorporate a budgetary assumption for salary savings resulting from employee vacancies in the current year budget and the 10-year financial forecast
 - Actively pursue revenue enhancements and strive to achieve full cost recovery for all fee-based services, except where the City Council sees a clear public interest in providing a subsidy
- **Enhance and maintain core City services and infrastructure**
 - Prioritize City Council adopted initiatives and strategies that contribute to the quality of life in Menlo Park
 - Evaluate one-time revenues for highest and best investment
 - Recognize the benefit of leveraging near term investments for long-term gains in financial sustainability and/or quality of life
- **Manage staff capacity to efficiently deliver services to the community**
 - Invest in new technologies that drive efficiency and productivity
 - Incorporate programs and initiatives that strengthen Menlo Park's standing as an employer of choice to retain and attract highly qualified personnel
 - Proactively manage the loss of institutional knowledge through succession planning efforts including the ability to provide for overlap in critical positions at the discretion of the City Manager
- **Communicate the City's financial position**
 - Continue to refine the budget document to enhance the public's access to the City's financial information while also providing for proper internal controls over the City's resources

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Procedures Manual Menlo Park City Council

CITY OF MENLO PARK
Mission Statement

It is the mission of the City government to ensure that Menlo Park is a desirable and vibrant community in which to live and do business, and to respond to the values and priorities of the residents so as to provide for the community's current and future needs.

Explicitly, the City fulfills its function by:

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

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C H A P T E R 1

Introduction

The Menlo Park City Council establishes policies and priorities for the community and is responsible for the fiscal health of the public corporation.

Purpose of the Procedures Manual

City of Menlo Park staff prepared a procedures manual to assist the City Council by documenting currently accepted practices. Through agreement of the City Council and staff to be bound by these practices, the effective administration of City Council affairs is greatly enhanced. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide councilmembers in their actions. It is anticipated that this Procedures Manual will be reviewed and revised from time to time.

Overview of city documents

This procedures manual provides a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of the City Council. Many other laws, policies, plans and documents exist which bind the City Council to certain courses of action and practices. A summary of some of the most notable documents that establish City Council direction is provided below.

Municipal Code: The Municipal Code contains local laws and regulations adopted by ordinances. The administrative chapter of the Municipal Code addresses the role of the City Council, Mayor and Mayor Pro Tempore. It also describes the organization of City Council meetings and responsibilities as well as the appointment of certain city staff positions and advisory commissions. In addition to these administrative matters, the Municipal Code contains a variety of laws. The Municipal Code is available on the City's website.

California Government Code: The California Government Code contains many requirements for the operation of city government. Many of these requirements are also replicated within the Municipal Code to ensure there is broad awareness of such requirements. Menlo Park is a "General Law" city, which means it is organized in accordance with provisions of the Government Code. Also described within the Government Code is the Council-City Manager form of government. This form of government prescribes that the City Council's role is to establish policies and priorities, while the role of the City Manager is to oversee the operations of the city government.

Annual Budget: The City's annual budget provides a description of city services and the resources used to provide services. The document contains both a broad overview of the budget as well as descriptions of programs and services organized for convenience by lead department. The City operates on a July 1 through June 30 fiscal year.

General Plan:

The General Plan is a legal document, required by the California Government Code, which serves as the City of Menlo Park's "constitution" for the development and the use of its land. It is a comprehensive, long-term document, detailing proposals for the physical development of the city, and of any land outside its boundaries but within its designated "sphere of influence."

Orientation of new councilmembers

It is important that councilmembers have an understanding of the full range of services and programs provided by the organization. As new members join the City Council, the City Clerk coordinates with department heads to provide tours of City facilities and meetings with key staff.

C H A P T E R 2

City Council: Powers and Responsibilities

City Council generally

The powers of the City Council to establish policy are quite broad. Essentially, the City Council may undertake any action related to city affairs other than those forbidden or preempted by state or federal law. Specifically, the City Council has the power, in the name of the city, to do and perform all acts and things appropriate to a municipal corporation and for the general welfare of its inhabitants which are not specifically forbidden by the Constitution and laws of the State of California.

It is important to note that the City Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Mayor Pro Tem have some additional ceremonial and administrative responsibilities as described below, in the establishment of policies, voting and in other significant areas, all councilmembers are equal. It is also important to note that policy is established by at least a majority vote of the City Council. While individual councilmembers may disagree with decisions of the majority, a decision of the majority does bind the City Council to a course of action. In turn, it is staff's responsibility to ensure the policy of the City Council is upheld. Actions of staff to pursue the policy direction established by a majority of the City Council do not reflect any bias against councilmembers who held a minority opinion on an issue.

The City Council has occasionally debated whether it should take positions of a broader nature or limit itself to purely municipal functions. Historically, Menlo Park's city councils have chosen to not take positions on issues outside of their immediate authority to effect, such as issues of international concern. The propensity of the City Council to involve itself in such issues reflects the personalities and outlooks of the councilmembers who make up the two-year City Council sessions.

A councilmember may not simultaneously hold two public offices that are incompatible. Offices are incompatible, if any significant clash of duties exists between the two offices, if the dual office holdings would be improper for reasons of public policy, or if either officer exercises a supervisory, auditory or removal power over the other. Councilmembers are encouraged to and often participate and provide leadership in regional and state programs and meetings. Councilmembers are strongly encouraged to report to the City Council on matters discussed at subcommittees and other regional or state board/agency/group activities in which they have been involved.

Role of Mayor and Mayor Pro Tempore

Mayor: As reflected in the Municipal Code, the Mayor is to preside at all meetings of the City Council and perform such other duties consistent with the office as may be imposed by the City Council or by vote of the people. The Mayor does not possess any power of veto. As presiding officer of the City Council, the Mayor is to faithfully communicate the will of the City Council majority in matters of policy. The Mayor is also recognized as the official head of the city for all ceremonial purposes.

The Mayor, unless unavailable, shall sign all ordinances, and other documents that have been adopted by the City Council and require an official signature; except when the City Manager has been authorized by City Council action to sign documents. In the event the Mayor is unavailable, the Mayor Pro Tempore's signature may be used.

Traditionally, the Mayor has also been assigned by the City Council to consult and coordinate with the City Manager in the development of agendas for meetings of the City Council. The scope of such review focuses on the timing of business items and the volume of business that can be considered at any one meeting. Such review does not allow for a unilateral unlimited delay of items to be considered by the City Council or the introduction of new items not otherwise part of the City Council's identified priorities or staff's work plan. Should any significant disagreement arise regarding the scheduling of items, these matters are to be resolved by the full City Council. The staff maintains a "tentative" City Council agenda item calendar that programs when matters will likely be considered at future meetings.

Mayor Pro Tempore: The City Council has specified that the Mayor Pro Tempore shall perform the duties of the Mayor during the Mayor's absence. The Mayor Pro Tempore shall serve in this capacity at the pleasure of the City Council.

Appointment of City Manager, City Attorney

The City Council appoints two positions within the city organization: the City Manager and City Attorney. Both positions serve at the will of the City Council. The City Manager is an employee of the City and has an employment agreement that specifies certain terms of employment including an annual evaluation by the City Council. The City Manager is responsible for all other personnel appointments within the City. The current City Attorney is a part-time employee, and a partner in a local law firm that has served the City for many years.

Role during a disaster

The City Council has some special, extraordinary powers in the case of a disaster. Some meeting restrictions and expenditure controls are eased in such extreme situations. In critical situations the City Council may be directed by the City Manager/ Emergency Services Director to assemble in the City's Emergency Operations Center (EOC), located within the Police Department, to provide policy guidance and to receive information in an emergency. Should the City Council not be available during an emergency, state law specifies a hierarchy of others who may serve in place of the City Council. The most likely scenario is that the County board of supervisors would serve in the place of the City Council. When necessary, the Incident Commander of the City EOC or Disaster Coordinator may request the activation of a MAC (Multi-Agency Coordination Center). One possible location of a MAC could be the Menlo Park Fire District's USAR Building located in Menlo Park.

The City Council also has the responsibility to declare a local emergency. Emergency proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property caused by natural or man-made situations. The local proclamation is the first step toward a State and Federal declaration which would then activate eligible State and Federal disaster relief programs to provide financial relief to both local government and the public.

Appointment of advisory bodies

The city has a number of standing advisory bodies. City Council Policy #CC-01-004, Commissions/Committees Policies and Procedures and Role, contains guidelines on the appointment, roles and responsibilities of the various commissions. These procedures apply to all appointments and reappointments to standing advisory bodies.

In addition, resident committees and task forces are occasionally appointed by the City Council to address issues of interest. A task force or other ad hoc body is a body created by the City Council for a specific task. City Council subcommittees, when used, are to help the City Council do its job. Committees ordinarily will assist the City Council by preparing policy alternatives and implications for City Council deliberation. City Council subcommittees will normally not have direct dealings with staff operations. City Council subcommittees may not speak or act for the City Council. Subcommittees will be used sparingly and ordinarily in an ad hoc capacity. This policy applies to any group that is formed by City Council action, whether or not it is called a subcommittee. Unless otherwise stated, a subcommittee ceases to exist as soon as its task is complete. The City Council may assign, and specify the role of, one or two councilmembers to the task force (if more, it becomes a defacto City Council meeting). Unless otherwise specified, councilmembers have all the rights, and only the rights, of ordinary citizens with respect to task forces and other ad hoc bodies.

Note that both appointed advisory bodies and ad hoc committees are usually subject to the open meetings laws commonly known as the Brown Act.

City Council relationship with advisory bodies

The City Council has determined that councilmembers should not lobby commissioners for particular votes. However, councilmembers may attend meetings as residents and request that commissioners consider certain issues during their deliberations or in unusual instances as councilmembers to reflect the views of the City Council as a body.

Councilmembers choosing to attend commission or committee meetings should be sensitive to the fact that they are not participating members of the body. Councilmembers have the rights, and only the rights, of ordinary citizens with respect to commissions – including the right to write to and speak to the commission during public comment periods.

Role of commission liaisons

Councilmembers are assigned to serve in a liaison capacity with one or more city commissions. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, councilmembers may elect to attend commission meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission chair on a regular basis.

Councilmembers should be sensitive to the fact that they are not participating members of the commission, but are there rather to create a linkage between the City Council and commission. In interacting with commissions, councilmembers are to reflect the views of

the City Council as a body. Being a Commission liaison bestows no special right with respect to Commission business.

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

C H A P T E R 3

City Council Meetings

General procedures

By resolution, the City Council has adopted a modified version of Roberts Rules of Order.

Presiding officer: The Mayor is the presiding officer and acts as chair at City Council meetings. In the absence or incapacity of the Mayor, the Mayor Pro Tempore serves as presiding officer.

Seating arrangement of the City Council: The Mayor Pro Tempore is seated immediately next to the Mayor. The Mayor, with the approval of individual councilmembers, shall establish the seating arrangement for regular City Council meetings.

Quorum: Three-fifths of the councilmembers constitute a quorum for the transaction of business.

Meeting schedule

The City Council approves and follows an annual calendar that reflects its priorities and coincides with the budgeting process, beginning at the start of the calendar year. A Capital Improvement Plan is reviewed in February for the following fiscal year, in order to reflect the commitment of resources required. Other City Council priorities are overlaid on the calendar as time permits.

Regular meetings are usually held in the City Council Chambers, 701 Laurel St., on Tuesdays at 7 p.m., with study sessions and closed sessions generally being convened earlier, as needed, or at the end of the meeting at the conclusion of public business.

On occasion, the City Council meeting will be held in alternative locations such as the Senior Center. No City Council meeting will typically be held in the event that a regular meeting of the City Council falls on a legal holiday or the day after a holiday. Other meetings throughout the year may be canceled as well. Councilmembers should inform the City Manager's secretary as soon as possible if they intend to be out of town on a set meeting date. ~~On occasion, arrangements may be made in order for councilmembers to remotely participate in City Council meetings by telephone conference call when out of town.~~ In recognition of the personal and professional obligations which may conflict with attending City Council meetings, Councilmembers are not compelled to participate in routine Council meetings remotely as it can present a hardship due to technological limitations, noticing compliance and time zone differences.

Special meetings

Special meetings may be called by the Mayor or by three members of the City Council. Written notice must be given to the City Council and to the media 24 hours before a special meeting. No business other than that officially noticed may be discussed.

Public Comment: At all regular and special meetings, public comments must be permitted before or during consideration of any agenda item. Public comment is appropriate on any matter within the jurisdiction of the City Council.

Meeting notices and minutes: Notice requirements of the Brown Act are complied with for all meetings; action minutes of the meeting are taken by the City Clerk or designee and made available for public inspection.

Agenda development

The City Council adopts a yearly meeting calendar identifying meeting dates and cancellations to aid councilmembers and staff with planning and scheduling. A medium-range “tentative” City Council calendar that reflects an estimate of when various items will be scheduled over the next few weeks is available on the City’s website. A copy of the draft agenda is transmitted to the Mayor for review on the Monday one-week before the meeting. Staff is required to submit reports for a Tuesday City Council meeting to the City Clerk by noon on the Thursday of the week preceding the meeting. All agenda materials are available Thursday evening before the Tuesday City Council meeting. Website posting includes a tentative City Council calendar that shows City Council meeting dates and planned agenda items 3-5 weeks in advance.

Given this agenda development schedule, it is usually extremely difficult when councilmembers request at a Tuesday meeting that a report be prepared for consideration the following meeting. For this reason, it will usually require at least one week for the preparation of a report requested by the City Council. Complex reports will require more time to prepare, and an estimated time of completion can be provided to the City Council. The ability to schedule new agenda items depends on the nature of the item itself, other agenda subjects that are already scheduled and the amount of time available.

Placing items on the agenda

City Council: A councilmember may request an item be considered on a future agenda and, upon agreement of a majority of Council, staff will prepare a staff report if formal Council action is required. Councilmembers may make this request verbally during a meeting or may submit written requests. Normally, the process involves two steps: initial consideration of the request by the full City Council at the soonest possible regularly scheduled meeting; and, if a majority agrees, the matter is then scheduled for further consideration on an upcoming meeting agenda.

Members of the public: A member of the public may request that an item be placed on a future agenda during public comment or through other communication with councilmembers. Upon approval of a majority of the City Council, the item will be agenda item and a staff report may be prepared. The City Manager will inform the City Council of the potential impact the request will have on established priorities or staff

workload and seek approval by the City Council before authorizing the work or scheduling the item as appropriate.

Emergency and Non-Agendized items: Emergency and non-agendized items may be added to an agenda only in accordance with state law. Emergency items are only those matters affecting public health or safety such as work stoppages, disasters and other severe emergencies. Adding an emergency item requires a majority vote. Emergency items are very rare. More likely, after the agenda is posted an item arises that the City Council would like to act on. Non-agendized items may be added to the agenda only if the City Council makes findings that (1) the need to consider the item arose after the posting of the agenda, and; (2) there is a need to take immediate action at this meeting of the City Council. These findings must be approved by a four-fifths vote; if less than five members of the City Council are present, the findings require a unanimous vote of those present.

Notification and advertising

The City attempts to well publicize matters of significant neighborhood or community public interest that appear on a City Council agenda, as well as all matters where advertising is required by law. Advertisements and notifications are intended to inform all interested individuals.

Order of Business – (This section was reordered as directed on January 23, 2018, to more closely follow our current agenda listing.)

The City Council established the order of business for meetings through the adoption of a policy on meeting procedures. Technically, the order of the agenda is as follows: roll call; special business; proclamations; council, committee and staff reports; public comment #1; appointments to boards/commissions/committees; consent calendar; public hearings; regular business; written communications; information items; adjournment. The following section describes the various types of meeting components.

1. **Closed Sessions** (closed to the public): The ability of the City Council to conduct sessions not open to the public is restricted by state law to ensure open proceedings. Certain defined circumstances exist wherein a city council may meet without the public in attendance. Such circumstances include:

Real Property: The purchase, sale, exchange or lease of real property with the City's negotiator; the real property and the person(s) with whom the City may negotiate must be announced in open session before the closed session (Cal Govt Code 54956.8).

Litigation: Pending or a significant exposure to litigation or the decision to initiate litigation; the litigation title must be identified in open session before the closed session unless the City Council states that to do so would jeopardize its ability to conclude existing settlement negotiations or effectuate service of process.

Compensation: Salaries and benefits of employees; City Council meets in closed session to review its position and instruct designated representatives (Cal Govt Code §54957.6).

Personnel: A closed session is held to discuss the appointment, employment, evaluation of performance, or dismissal of a public employee, or to hear a complaint against the employee unless the employee requests a public hearing (Cal Govt Code §54957.6).

It is critical to stress that there shall be no disclosure of closed session confidential information. Councilmembers, employees of the City, or anyone else present shall not disclose to any person, including affected/opposing parties, the press or anyone else, the content or substance of any discussion which takes place in a closed session without City Council direction and concurrence. Whenever possible, written reports received for closed session items will be turned in at the end of the meeting.

Typically, closed sessions will be scheduled before the public portions of the meeting or at the end of the meeting after public business has been concluded. This is done so public portions of the meeting are not interrupted by closed sessions. In addition, such sessions may require the attendance of special legal counsel and consultants. In an attempt to manage the costs of these professionals, it is beneficial to conduct closed sessions at a time certain. On occasion, during the course of a regular meeting, an issue arises that requires the City Council to adjourn to a closed session on the advice of the City Attorney.

2. **Study Session:** From time to time, the City Council will hold study sessions. These meetings are normally scheduled before the regular session. The purpose of study sessions is to give the City Council a less formal and more interactive forum to discuss issues in advance of any official action to be taken. Staff often presents policy alternatives and is more directly engaged in the dialogue. Meetings are open to the public and are broadcast and videotaped when held in the City Council Chambers and at the direction of the City Council. While general direction may be given to staff or the proponent behind the topic of discussion, no formal action by the City Council is taken in a study session.
3. **Public Comment:** The City Council receives general public comment about issues not on the agenda. Comments on agendized items should not be heard until the appropriate item is called. Individuals desiring to speak are to address the City Council from the speaker podium after giving their name and place of residence. Speaker cards may be required and should be filled out, including the speaker's actual jurisdiction of residence, and given to the City Clerk before Public Comment.

Comments should focus on a specific matter within the City Council's jurisdiction. Members of the public are encouraged to present written comments, preferably in advance of the meeting, as a way to fully communicate their thoughts on agendized or non-agendized items. When written materials are presented, they should be submitted to the City Clerk for distribution and record keeping ahead of time. Comments are typically limited to three minutes per speaker so that all have an opportunity to address the City Council.

Videos, PowerPoint presentations or similar display requests may accompany in-person testimony but are subject to the same speaking time limits. Prior notice and coordination with the City Clerk is strongly encouraged and the Mayor reserves the privilege to limit such requests as necessary for the effective conduct of the meeting. Speakers are to address their comments to the City Council from the podium.

Public comment on regular business items normally follows staff's presentation of the staff report, clarifying questions from councilmembers and applicant comments as necessary and appropriate. Typically, applicants or appellants are limited to a maximum of 10 minutes. The City Council will then hear public comment.

4. **Commission Reports:** Commission reports provide an opportunity for designated members of appointed boards to address the City Council on matters of importance or to update the City Council and community on studies that are underway.
5. **Consent Calendar:** Those items on the City Council agenda that are considered to be of a routine and noncontroversial nature by the City Manager are placed on the "Consent Calendar." These items shall be approved, adopted, accepted, etc., by one motion of the City Council. Typical consent calendar items include the final reading and adoption of ordinances, various resolutions approving agreements, awards of contracts, minor budgetary adjustments, meeting minutes, status reports, and reports of routine city operations.

Councilmembers may request that any item listed under "Consent Calendar" be removed from the Consent Calendar, and the City Council will then take action separately on this item. A member of the public may request that an item listed under "Consent Calendar" be removed and City Council action taken separately on the item; the City Council must concur with such a request. Items that are removed ("pulled") by councilmembers for discussion will typically be heard after other Consent Calendar items are approved unless the majority of the City Council chooses an earlier or later time.

Councilmembers are encouraged to contact the City Manager's office before Noon on the day of a City Council meeting day to provide notification of items to be removed from the Consent Calendar. This practice allows the City Manager to notify staff that may need to be present to respond to removed items. Equally important, it also allows the Manager to inform staff who do not need to be present at the meeting. Unless contacted in advance of the meeting with sufficient time, the presumption is that staff will not be present.

6. **Public Hearing:** In the case of public hearings, once the City Council has voted to close the hearing, no member of the public shall be permitted to address the City Council or the staff from the audience, except at the discretion of the presiding officer (Mayor).
7. **Regular Business Items:** Regular items are shown on the agenda and are normally taken in the order listed.
8. **Informational Items:** Informational items may contain a status update, background report or a preview of a larger item coming before the City Council at a future meeting.
9. **Councilmember Reports:** Provides councilmembers an opportunity to introduce matters not currently before the City Council, including brief announcements, to pose questions of staff and make requests for items to be placed on the agenda at a future meeting. Examples of appropriate communications would be information of

general interest received from outside agencies, comments or inquiries received from the public, requests to agendize future items, or announcements of interest to the public.

State law provides that the City Council can take action only on such matters that have been noticed at least three days (72 hours) in advance of the regular meeting, or 24 hours in the case of a special meeting, unless special circumstances are found to exist (as mentioned above). Formal action or approval on non-agendized items is not allowed, and such items should be placed on the agenda of the next available regular meeting.

- 10. Written Communications:** The City Council has established a practice of placing written communication between councilmembers requesting items to be agendized and select letters sent by agencies to councilmembers on the meeting agenda so that this correspondence receives wide distribution. If letters or emails from the public are received on the day of or just before a meeting, copies will be placed at the councilmembers' positions on the dais.

Discussion Rules

To assist the City Council in the orderly discussion of items, rules are followed which represent accepted practices for the management of City Council meetings.

- 1. Obtaining the floor:** A councilmember or staff shall first address the Mayor and gain recognition. Comments and questions should be directed through the chair and limited to the issue before the City Council. Cross-exchange between councilmembers and public should be avoided.
- 2. Questions to staff:** A councilmember shall, after recognition by the Mayor, address questions to the City Manager, City Attorney, department head or designated staff member. Councilmembers with questions on an agenda item should preferably contact staff before the meeting in order to allow staff time to research a response for the meeting.
- 3. Interruptions:**
 - a. Once recognized, a councilmember is considered to have the floor, and another councilmember may not interrupt the speaker except to make a point of order or point of personal privilege. In such a circumstance, the councilmember holding the floor shall cease speaking until the point of order or privilege is resolved.
 - b. Upon being recognized by the Mayor, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the Mayor.
- 4. Discussion:** A councilmember should not speak more than once on a particular subject until every other councilmember has had the opportunity to speak. Councilmembers are encouraged to discuss items during the decision-making process and may ask staff to respond when appropriate. The Mayor normally allows other members to speak first, then will give his/her views and summarize.
- 5. Tabling procedure:** Tabling an item immediately stops discussion and causes a vote to postpone a matter indefinitely or to a time and date certain. A motion to

“continue” an agenda item has the same effect, but is generally used when a scheduling problem arises or when insufficient time is available to address the matter thoroughly.

6. **Right of protest:** A councilmember is not required to state reasons for a dissenting vote.
7. **Calling for the question:** The purpose of calling for the question is to disallow further debate and put an issue to an immediate vote. A councilmember may move to “call for the question” on an item which is being considered. The motion requires a second, is not debatable and must pass by a four-fifths vote. If the motion carries, the item is no longer debatable and the City Council must vote on it.
8. **Conducting business at a late hour.** (Option A) According to City Council policy, all regular meetings of the City Council are to end by midnight unless there is a three-fourths vote taken by 11:00 p.m. to extend the meeting. The motion to extend is to include the title of the items to be considered after 11:00 p.m. and a new ending time for the meeting.

Or

(Option B) Recognizing the value that Menlo Park places on community input, it follows that every effort should be taken to ensure equal access to City Council action for residents. One way to facilitate this access to all interested residents is for the City Council to reduce the regularity of late night decision making. Previous City Councils codified the practice of ending council meetings at midnight, unless the Council takes action at 11:30 p.m. to go beyond midnight. This is consistent with other bodies, such as the Planning Commission, whose practice is to take action at 10:30 p.m. to extend a meeting beyond 11:00 p.m. There are other alternatives at the Council’s disposal for ensuring equal access to a broader range of residents for example reducing the time allotted to each public speaker and limiting the amount of time speakers may receive from others for items with a large number of public speakers.

Optional complimentary language placed at the beginning of City Council agendas:

To ensure the broadest public access to City Council action, the City Council will make every effort to take action on issues of community interest at a reasonable hour. In order to accomplish this, the Council will take action to extend a public meeting beyond midnight by 11:30 p.m. or defer items to the next regularly scheduled meeting and at the Mayor’s discretion reduce the amount of time allotted to individual public speakers (including prohibiting the donation of time from others) if necessary to ensure that all public speakers have the opportunity to speak.

Voting procedures

When present, all councilmembers are to vote (affirmative, dissenting, abstention). Failure of a seated councilmember to express a vote constitutes an affirmative vote.

No ordinance, resolution or motion shall be passed or become effective without an affirmative vote by the majority with a quorum present.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected councilmember will step down from the dais and leave the City Council Chambers.

Councilmembers may declare general consensus at the discretion of the presiding officer, if there are no negative votes or objections.

Tie vote: A tie vote is equivalent to a motion that has failed. The presiding officer may publicly explain the effect of the tie vote for the audience or may direct a member of the staff to do so.

Motions: There are a number of types of motions, each of which must meet certain requirements before a vote can be taken. A reference guide to motions is provided in chart form in Appendix A of this manual.

Reconsideration: Reconsideration of an item shall be allowed in accordance with the following City Council guideline: A councilmember of the prevailing majority when the previous vote was taken must make a motion for reconsideration. The City Council has determined that any motion for reconsideration should be made at the meeting immediately following that at which the action was taken. No motion for reconsideration will be entertained after this time unless the City Council determines significant new information has arisen which warrants such action.

Other guidelines

Other guidelines have been developed to ensure that meetings of the City Council are conducted in a civil and professional manner. Councilmembers and staff shall:

1. Work to preserve appropriate order and decorum during all meetings.
2. Discourage side conversations, disruptions, interruptions or delaying efforts.
3. Inform the Mayor before departing from a meeting.
4. Limit disruptive behavior. The Mayor will call persons demonstrating rude, boisterous, or profane behavior to order. If such conduct continues, the Mayor may call a recess, request the removal of such person(s) from the City Council Chambers, adjourn the meeting, or take such other appropriate action. The City Council has a policy to discourage applause, booing or other similar behaviors from the public during meetings.
5. Recognize that only the City Council, staff, advisory body chairs or designated representatives, and those authorized by the presiding officer shall be permitted to sit at the City Council or staff tables.
6. Limit breaks of the City Council to 5-10 minutes. The City Council has authorized the Mayor to resume the meeting if a quorum exists and other members have not returned from the break within the announced time period.
7. Impose time limits on speakers. While the City Council encourages and embraces the need for and right of public participation, it acknowledges that public comments must, at times, be limited. Therefore, the City Council authorizes the Mayor, as

presiding officer, to poll the audience for an indication of the number of people wishing to speak, and to impose time limits per speaker. Typically, speakers are limited to three minutes but a shorter time limit may be established as deemed necessary. When a member of the public is to speak on behalf of others in attendance, a maximum time limit of nine minutes is usually imposed or as otherwise allowed in the discretion of the presiding officer. After the time limit, the City Council may ask questions of the speaker for clarification, if needed. Each speaker will be thanked for his or her participation.

Values of respect: The City Council has also recognized the importance of approaching the public's business in an environment of personal respect and courtesy, which places emphasis on the consideration of policy and avoids personalization of comments. Some guidelines utilized by the City Council include:

1. Discussion should focus on policy matters
2. Personal criticism of members is inappropriate
3. Proper decorum should be displayed as other members express their views
4. Treat members of the public equally, applying rules in a fair and consistent manner
5. Members of the public are advised to treat all public speakers with due respect and to refrain from verbal expressions in support of or opposition to (such as clapping or booing) any public speakers' comments.

Enforcement of order: The Police Chief or his designee acts as the Sergeant-At-Arms. Any councilmember may request the presiding officer to enforce the rules of protocol. Upon motion and majority vote, the presiding officer shall be required to do so.

Open meeting laws ("The Brown Act")

Operations and procedures of the City and City Council incorporate requirements of the state's open meeting law (commonly referred to as the Brown Act). Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below.

Applicability and penalties: The entire city organization conducts its business in compliance with the Ralph M. Brown Act, State Government Code §54950 et seq. The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in open and at public meetings.

A. Applicability: The Act applies to the City Council and all commissions, boards and City Council-appointed subcommittees (except if comprised entirely of two councilmembers) and task forces that advise the City Council. Staff cannot promote actions that would violate the Act.

B. Meetings: All meetings shall be open and public. A City Council meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Social functions (e.g., receptions, dinners) do not fall under the Act unless city business is discussed.

Serial meetings take place when any member of City Council contacts more than one other member of the City Council or any city staff member contacts more than two councilmembers for the purpose of deliberating or acting upon an item pending before the City Council. This restriction does not apply to the public or media who may contact all councilmembers. Correspondence that merely takes a position on an issue is

acceptable. Note that the Brown Act applies to City councilmembers immediately after their election and before their swearing-in ceremony.

C. Agendas: Agendas for regular meetings must be posted 72 hours in advance of the meeting and must meet various requirements.

D. Actions: No action can be taken on any item not appearing on the posted agenda.

Exceptions:

1. An emergency exists (determined by a majority of the City Council).
2. The need to take action arose subsequent to the agenda being posted and there is a need for immediate action (determined by a two-thirds vote of the City Council; or if less than two-thirds are present, by unanimous vote).
3. The item was continued to another meeting that was scheduled and posted within five days of the original agenda.

E. Public input: The public, by law, has an opportunity to address the Council on any item of interest to the public that is within the jurisdiction of the Council, at the time the matter is heard. The Mayor has the right to establish a time limit on speakers and the total time allocated for a particular issue. Three minutes per speaker has been standard, but in unusual cases either shorter or longer periods may be established by the Mayor or the City Council.

F. Public disruptions: A portion or all of the public may be removed if willful disruption makes conducting the meeting "unfeasible"; the press may remain unless they participate in the disruption.

G. Correspondence: All writings distributed for discussion or consideration at a public meeting are public records.

H. Special meetings: Special meetings may be called by the Mayor or a majority of the City Council with strict notification requirements for delivery to the media and the City Council 24 hours before the time of the meeting.

I. Emergency meetings: Emergency meetings may be called without notification due to the disruption or threatened disruption of public facilities. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.

J. Other provisions: The Brown Act provides many other restrictions and requirements; this chapter is intended merely as a City Council summary and overview, and nothing in this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney and/or the City Clerk for more information.

C H A P T E R 4

City Council Communications

Overview

Perhaps the most fundamental role of a councilmember is communication—communication with the public to assess community opinions and needs—communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. Because the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking as a councilmember. Equally important, when members are expressing personal views and not those of the City Council, the public should be so advised.

Councilmember correspondence

Members of the City Council may occasionally be called upon to write letters to citizens, businesses or other public agencies. Typically, the Mayor will be charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. Correspondence sent on behalf of the City Council is placed on official City letterhead and is signed by the Mayor or City Manager. Individual members of the City Council may prepare letters to constituents in response to inquiries or to provide requested information. Individualized councilmember letterhead can be made available for this purpose, and staff can assist in the preparation of such correspondence. Councilmembers are required to provide copies of any correspondence on City letterhead to every councilmember and the City Manager.

On occasion, members may wish to transmit correspondence on an issue upon which the City Council has yet to take a position or about an issue for which the City Council has no position. In these circumstances, members should use their personalized letterhead and clearly indicate within letters that they are not speaking for the City Council as a whole, but for themselves as one member of the City Council.

After the City Council has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, City letterhead, official City Council title, and staff support should not be utilized in order to avoid confusion. In addition, City letterhead and staff support cannot be utilized for personal or political purposes.

councilmembers may be asked to prepare letters of recommendation for students and others seeking appointment. It is appropriate for individual councilmembers to utilize City letterhead and their City Council titles for such letters. No review by the full City Council is required, however, copies will be kept on file.

Speaking for “the City”

Similar to written correspondence, when members are requested to speak to groups or are asked the City Council's position on an issue, the response should reflect the

position of the City Council as a whole. Of course, a councilmember may clarify their vote on a matter by stating, for example, “While I voted against “X,” the City Council voted in support of it.” When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council’s position rather than that of an individual councilmember.

When dealing with members of the media, it is usually the Mayor who represents the position and interest of the City Council. When the City Manager or Department Heads are contacted, they too will refer the media first to the Mayor for comment. Similarly, when the City issues a Press Release, the Mayor is consulted in terms of any councilmember quotes or references. The City Manager decides whether staff are available to respond to media requests directly or not.

Local ballot measures

At times, measures that affect City Council policy may be placed on the ballot. There are restrictions regarding what actions a City Council or individual councilmembers may take on ballot measures. Guidelines as to what is permissible are available from the City Clerk or City Attorney upon request.

State legislation, propositions

The City has been a member of the League of California Cities for many years. In addition, the City has a representative on the City/County Association of Governments (C/CAG). Both of these groups actively track legislation at the state level. Either through the advisories received from these two organizations or as a result of City staff following key legislative bills of importance to the City, the Council is at times requested to take a position or an action on pending state legislation. Unless Council has previously acted on a similar bill in the recent past, in which the City’s position is clear, the Council has a practice of requiring analysis and discussion of bills before taking an official position. The analysis includes a summary of the legislation’s purpose and a listing of those entities both in support of and against the proposed legislation. As a framework for screening bills that are pending to determine if the City should weigh in, Appendix B serves as a Legislative Policy Guide, with the explicit understanding that the City will express itself on legislation dealing with issues that will directly effect its financial stability or effective operation, and that the City may enter into alliances with other entities to promote common goals.

Proclamations

Ceremonial proclamations are often requested of the City in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the city can make special recognition of an event (e.g., Recycling Week) or individual. As part of his/her ceremonial responsibilities, the Mayor is charged with administration of proclamations. Individual councilmembers do not issue proclamations. Proclamations can be sent to the requester or presented at a City Council meeting as arranged with the requesting body and at the Mayor’s discretion.

C H A P T E R 5

Interactions with City Staff

Overview

City Council policy is implemented on a daily basis through staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so that policies and programs may be implemented successfully. The City of Menlo Park has a long tradition of positive relationships between councilmembers and city staff. To maintain these effective relationships it is important that roles are clearly recognized.

Council-Manager form of government

Like most California cities, Menlo Park has adopted a City Council-City Manager form of government. The Council appoints a City Manager to implement policy, enforce laws, direct the daily operations of city government, and prepare and monitor the municipal budget. The Municipal Code specifies roles and responsibilities and requires that councilmembers work through the City Manager in dealing with City staff unless simply requesting information from department heads or other staff members. The City Manager is responsible to the City Council as a body rather than to individual councilmembers.

Council-Manager relationship

The employment relationship between the City Council and the City Manager reflects the fact that the City Manager is the chief executive officer of the City. The City Manager has an employment agreement with the City Council. Regular communication between the City Council and City Manager is important in maintaining effective interpersonal relations. All dealings with the City Manager, whether in public or private, should be consistent with the authority of the City Manager in administrative and personnel matters. Councilmembers should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more councilmembers. Further, councilmembers should avoid involving themselves in matters regarding individual City employees or related affairs.

The City Council evaluates the City Manager's performance on a regular basis to ensure that both the City Council and City Manager are in agreement about organizational performance and priority goals that are based on mutual trust and common objectives.

As in any professional relationship, it is important that the City Manager keep the City Council informed. The City Manager respects that the final responsibility for establishing the policy direction of the City is held by the City Council. The City Manager communicates with City Council in various ways. In addition to the formal City Council meetings, there are periodic briefing meetings with individual councilmembers and written memoranda and email. Communication must be undertaken in such a way that all councilmembers are treated similarly and kept equally informed. It is also important that the City Council provide ongoing feedback, information and perceptions to the City Manager including responses to written communications and surveys requesting feedback in a timely manner.

City Manager code of ethics

The City Manager is subject to a professional code of ethics that binds the City Manager to certain practices that are designed to ensure his or her actions are in support of the City's best interests. Violations of such standards can result in censure. Appendix D is a copy of the City Manager's Code of Ethics.

City Council-City Attorney relationship

The City Attorney is the legal adviser for the City Council, City Manager and departments. The general legal responsibilities of the City Attorney are to: 1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations and similar proceedings; 3) prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) keep the City Council and staff apprised of court rulings and legislation affecting the legal interest of the City. It is important to note that the City Attorney does not represent individual councilmembers, but the City Council as a whole.

Roles and information flow

Objectives: It is the intent of staff to ensure councilmembers have free and easy access to information from the City and to ensure that such information is communicated completely, with candor and without bias. Individual councilmembers may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, or executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual councilmembers, and to allow staff to execute the priorities given by management and the City Council as a whole without fear of reprisal.

City Council roles: The full City Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, service levels, workloads and schedules, departmental priorities, and the performance of City business. Councilmembers who wish to influence the actions, decisions, recommendations, workloads, work schedule and priorities of staff, must receive support from a majority of the City Council to do so as a matter of City Council policy.

Should a councilmember become dissatisfied about a department, he/she should always talk it over with the City Manager. Concerns about a department head must be taken to the City Manager only.

Access to information: Individual councilmembers as well as the City Council as a whole shall receive the full cooperation and candor of staff in being provided with any requested information. The City Manager or appropriate staff will inform council when a critical or unusual event occurs about which the public would be concerned.

To assist the City Manager in his ability to monitor the flow of information, requests for information are best tracked if submitted in writing, either in memorandum form or through email. And to ensure proper responsiveness, councilmembers are asked to "cc" both the department head and the City Manager on all correspondence with staff.

There are limited restrictions when information cannot be provided. Draft documents (e.g., staff reports in progress, administrative draft EIRs) under review are not available for release until complete and after review by city management. In addition, there are legal restrictions on the City's ability to release certain personnel information even to councilmembers. Certain aspects of Police Department affairs (access to restricted or confidential information related to crimes) may not be available to councilmembers.

Councilmembers have a responsibility in this information flow as well. It is critical that they make use of staff reports and commission minutes. Councilmembers should come to meetings well prepared – having read staff reports and attachments, and requesting in advance any necessary and available information from staff. Councilmembers with questions on an agenda item should preferably contact staff before the meeting in order to allow staff members time to research a response for the meeting.

Staff roles: The City Council recognizes the primary functions of staff as serving the community, executing City Council policy and actions and in keeping the City Council informed. Staff is obligated to take guidance and direction only from the City Council as a whole or from the appropriate management supervisors through the City Manager. Staff is directed to report to the City Manager any attempts by individual councilmembers to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests made by individual councilmembers for information or assistance; provided that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council. Requests from an individual councilmember determined by the City Manager to take one hour or more of staff time to complete, may be included on the formal City Council agenda for full City Council discussion.

Information distribution

In cases where a staff response to an individual councilmember request involves written materials that may be of interest to other councilmembers, the City Manager will provide copies of the material to all other councilmembers. In making this judgment, the City Manager will consider whether the information is significant, new, otherwise not available to the City Council or of interest to the City Council.

Magnitude of information requests

Any information, service-related request, or revised policy position perceived as necessary by individual councilmembers, and that cannot be fulfilled based on the above guidelines, should be submitted by the individual councilmember in writing to the City Council as a whole. When raised at a City Council meeting, the full City Council can decide whether and when to agendaize the request for further consideration. The City Manager will seek necessary clarification as to whether the City Council desires staff research or a report prepared; and, if so, the relative priority that should be given to such a request in light of other priorities and potential workload impacts.

Staff relationship with advisory bodies

Staff support and assistance is typically provided to commissions and task forces. However, advisory bodies do not have authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the City Manager and the City Council. The members of the commission/ board/committee are responsible for the functions of the advisory body, and the chairperson is responsible for committee compliance with City policies and practices as outlined in the Commission Handbook.

Staff support often includes preparation of an agenda and its posting in compliance with the Brown Act. Staff may also prepare reports providing background on the issue, alternatives, a recommendation and appropriate backup materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues. The assigned staff person may take minutes as needed. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

It is important that advisory bodies wishing to communicate recommendations to the City Council do so through approved City Council agenda procedures. In addition, if a commission wishes to correspond with an outside agency, that correspondence will be prepared by staff for review by the City Manager and approval by the City Council. Individuals who would like staff to perform research or for the commission to review a particular issue must gain the approval for such a request from the full City Council before any work is planned or done. Each Commission establishes a 2-year work plan that is in line with the City Council's goals, which guides the commissions' activities and projects.

Restrictions on political involvement by staff

Local governments are non-partisan entities. Professional staff, as reflected within the principles of the Council-Manager form of government, formulates recommendations in compliance with City Council policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement through campaigns, fundraisers or other means.

By working for the City, staff members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Different restrictions apply to management and to general employees.

General employees have no restrictions while off the job. No participation in campaigns or other activities may take place while on the job. No City resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaign or other activities in a City uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate. The support of the City Council in these matters is requested. A councilmember asking staff to sign petitions or similar items can similarly create an awkward situation.

For management staff, the City Manager strongly discourages any involvement in a local campaign even while on personal time. Such involvement could erode the tenet that staff is to provide an equal level of service to all councilmembers. The City Manager specifically prohibits any political involvement in local campaigns by department heads.

C H A P T E R 6

Support provided to City Council

Staff support

General administrative support to councilmembers is provided through the City Manager's Office. Administrative services including scheduling of appointments and receipt of telephone messages are available as needed. Sensitivity to the workload of support staff members in the City Manager's Office is appreciated. Should requested tasks require significant time commitments, prior consultation with the City Manager is requested.

Office equipment/technology

To enhance councilmembers' ability to communicate with staff and the public, the City Council office is equipped with a computer and telephones with voicemail. The City Council can also receive and send email and faxes.

Councilmembers may be connected from their home to the City's computer network. Information Technology staff will provide initial assistance in setting up necessary software and hardware. While staff will maintain those computer applications related to City affairs, staff cannot provide assistance for personal computer applications. Each councilmember is provided the use of a tablet device. When individual councilmembers have completed their term of office, any technology must be returned to the City.

These technologies facilitate efficient communication by councilmembers. However, their use also raises important legal issues to which councilmembers must pay special attention. First, the Brown Act prohibits elected officials from using "technological devices" to develop a concurrence by a majority regarding an action to be taken by the legislative body. "Technological devices" under the Brown Act include phones, faxes, computer email, public access cable TV and video. Councilmembers should not use email, faxes or phones for communicating with other councilmembers in order to develop a majority position on any particular issue that may come before the full City Council. Particular caution is advised when using or responding to email received via the "CCIN" feature on the City's website and email directory. Correspondence sent using CCIN automatically goes to all five councilmembers, certain staff and to the local newspapers.

Second, be aware that most emails sent by councilmembers probably are public records under the Public Records Act. Even though it does not create paper, sending email is more similar to mailing a letter than placing a telephone call. The information in the email is stored on the computer network until deleted, and may continue to exist on the network's backup systems even after being deleted. As a result, emails can become records of the City maintained in the course of business, and thus available for public disclosure under the Public Records Act.

Finally, the City's email system is intended for the conduct of official business, and not for political reasons. See CHAPTER 8 for a detailed discussion on the prohibition against using City property and funds for personal or political purposes.

Meeting rooms

An office is available adjacent to the City Manager's Office for shared use by councilmembers. Councilmembers can also reserve larger meeting space for use by contacting the City Manager's Office staff.

Mail and deliveries

Councilmembers receive a large volume of mail and other materials from the public, private interests and staff. The City Manager's Office staff maintains a mailbox for each councilmember. Meeting agenda materials are available for pick up Thursday evenings and are posted on the City's website. Councilmembers are encouraged to return unwanted binders, reports and documents to staff.

C H A P T E R 7

Financial Matters

City Council compensation

State law and the Municipal Code provide for modest compensation to councilmembers. State law limits an increase in City Council salaries to 5 percent per year, effective only following the next election after adoption. Currently, councilmembers receive a stipend of \$640 per month. Councilmembers are also eligible for participation in group insurance benefits including retirement, medical, dental, vision, and life insurance plans available at the level provided to management employees.

Expenditure allowance

The annual city budget includes limited funding for members to undertake official City business. Eligible expenses include travel for attendance at conferences or educational seminars, and the purchase of publications and annual subscriptions. Travel expense reimbursement for meals does not allow reimbursement for alcohol. Donations to organizations are not eligible nor are meals for individuals other than councilmembers. Available funds are disbursed on a first come first served basis, with the Mayor and City Manager monitoring expenses during the year. City Council Policy #CC-91-0002 pertains to travel and meeting expenses.

Expenditure guidelines

It is important to note that any expense must be related to City affairs. Public property and funds may not be used for any private or personal purpose. Courts have ruled that this prohibition includes personal political purposes. For example, reimbursement could not be allowed to pay for meals at a meeting designed to discuss political or campaign strategies. It is also inappropriate for City funds to pay for a meal or other expenses of a private citizen.

City budgetary practices and accounting controls apply to expenditures within the City Council budget. Reimbursement requests should be made through the City Manager's Office monthly with receipts. Expenditure records are public information. Questions arising as to the proper application or interpretation of the adopted policy will result in the City Manager conferring with the Mayor.

C H A P T E R 8

Conflicts and Liability

Conflict of interest

State laws are in place to prevent an action by a councilmember that would or may constitute a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. At any time a councilmember believes a potential for conflict of interest exists, he/she is encouraged to consult with the City Attorney or private legal counsel for advice. Staff may also request an opinion from the City Attorney regarding a councilmember's potential conflict. Laws that regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

There are two primary laws that govern conflicts of interest for public officials in California - the Political Reform Act and Government Code §1090. In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; §1090 prohibits a public official from having an interest in government contracts.

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know that they have a financial interest. Therefore, if a public official has a conflict of interest, the official must disqualify himself or herself from acting on or participating in the decision before the City. Once a year councilmembers and certain staff are required to file statements of economic interests.

Government Code §1090 is similar to the Political Reform Act, but applies only to City contracts in which a public official has a financial interest. The financial interests covered by §1090 are different from those in the Political Reform Act. A councilmember having an interest in a contract may preclude the City from entering into the contract at all. In addition, the penalties for violating §1090 are severe. If a councilmember believes that he or she may have any financial interest in a contract that will be before the City Council, the councilmember should immediately seek advice from the City Attorney or the councilmember's personal attorney.

There are a number of other restrictions placed on City Council actions that are highlighted in the League of California Cities' Guide. Such restrictions include prohibitions on secrecy and discrimination as well as assurance that all city funds are spent for public purposes. Violations of these restrictions may result in personal liability for individual councilmembers.

City Attorney advice

The City Attorney has an affirmative duty to protect the City and City Council from conflicts of interest wherever possible. It is critical to note that while the City Attorney can render advice on the interpretation of State laws and regulations on conflict matters, such advice is solely an interpretation of the law. The only authority that can provide

binding interpretations on such matters is the State Fair Political Practices Commission (FPPC). Individual councilmembers or the full City Council may also solicit opinions on such matters directly from the FPPC; however, such opinions often take time to develop and may not readily respond to urgent matters. It is important to note that the City Attorney does not represent individual councilmembers, but the City Council as a whole.

Conflict of interest forms

Annual disclosure statements are required of all councilmembers, designated commissioners and senior staff which indicate potential conflicts of interest including sources of income, ownership of property and receipt of loans and gifts. councilmembers and the City Manager often serve on the governing board of other agencies as a result of their positions. These agencies also require submittal of disclosure forms. These forms require information including income, loans, receipt of gifts, and interest in real property among other items.

Liability

The City is a large institution offering a variety of services and may occasionally find itself subject to legal actions through lawsuits. For example, those involved in automobile accidents sometimes choose to take actions against a City since the accident occurred on a City roadway. The City must always approach its responsibilities in a manner that reduces risk to all involved; however, with such a wide variety of high-profile services all risk cannot be eliminated. The City belongs to an agency with other governments to manage insurance and risk activities.

It is important to note that violations of certain laws and regulations by individual councilmembers may result in that councilmember being personally liable for damages that would not be covered by the City's insurance. Examples may include discrimination, harassment or fraud.

C H A P T E R 9

Additional Training and Resource Materials

League of California Cities

The League is an association of virtually all cities in California. It provides many services including the production of educational conferences for local officials, publication of various newsletters and the monthly magazine *Western City*. The League has lobbyists on staff to represent the interest of cities before the state Legislature and federal government and supports committees having local officials as members that are organized to address issues as they arise. The City of Menlo Park participates in League activities through the Peninsula Division.

The League of California Cities produces a number of publications on substantive issues in city and local government. These publications are available for purchase from the League.

Local Government Commission

The Commission is a California-based organization that focuses largely on planning and resource conservation issues. It conducts workshops, offers periodic seminars and publishes newsletters.

International City/County Management Association (ICMA)

ICMA is a professional association of local government chief executives/city managers. The association has an extensive list of publications to assist local officials.

Institute for Local Government (ILG)

The Institute for Local Government also produces publications. For ILG publications please go to www.ca-ilg.org/publications.

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Top-Six Priority Projects		Lead Department (Supporting Department(s))	Milestones		
Project	Summary		06/30/18	12/31/18	06/30/19
District Elections	Menlo Park is transitioning to a by-district election system effective for the November 2018 City Council election. Demand for election-related staff support is expected to be higher than normal.	City Manager's Office	Advisory Districting Committee to recommend district boundary maps and related election sequencing approved in April 2018. City Clerk to submit final maps to the San Mateo County Registrar of Voters in May 2018. Districts identified and submitted to the registrar of voters will be completed by June 2018. Candidates will begin pulling papers in July 2018 to run for elected office from their respective districts.	Completed by midyear	Completed by midyear
Transportation Master Plan	The Transportation Master Plan provides a bridge between the policy framework adopted within the Circulation Element and project level efforts to modify the transportation network within Menlo Park. The Plan, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an implementation strategy for both improvements to be implemented locally and for local contributions toward regional improvements. Following development of the Plan, a fee program update would provide a mechanism to modernize the collection of funds toward construction of the improvements identified and prioritized in the Master Plan.	Public Works (City Manager's Office, Community Development, Police)	Finalize goals and performance metrics. Develop the draft project and strategy list.	Release draft plan for public review.	Transportation Master Plan adopted in Spring 2019 and Fee Program update initiated.
Citywide Safe Routes to School Program (Non-infrastructure)	Safe Routes to School typically encompasses six program elements: education, encouragement, enforcement, equity, engineering and evaluation (6 E's). The development of a Safe Routes to Schools program would establish a partnership between the City, local schools, and parent groups to ensure issues that discourage students from walking and bicycling to school are addressed. This program would establish a stakeholder group to work collaboratively on Safe Routes issues and solutions, develop incentive and encouragement programs, and outline the framework to build and sustain the program over time. This program would not construct or fund infrastructure improvements, although it would establish a staff liaison to identify infrastructure needs within other capital project planning processes in the City. The Citywide Safe Routes to School Initiative (non-infrastructure) is an ongoing, multi-year program that will require annual funding.	Public Works (Police)	Release a request for proposal for consultant services. Authorize a consultant contract. Convene first stakeholder meeting.	Continue implementation. Identify prioritized list and schedule of Safe Routes to School infrastructure plans for each school.	Continue implementation.
Implement Downtown/EI Camino Real Specific Plan Biennial Review	Commence the Downtown/EI Camino Real Specific Plan Biennial Review and initiate associated amendments, which may encompass the following items: Revisions to the residential and commercial maximum allowable development levels, modify existing floor area ratio (FAR) and height limits in applicable zoning districts, potentially modify zoning to permit a mixed-use parking facility and possible revisions for the following: required setbacks and sidewalk standards; hotel, personal service and transit station area parking requirements; sign area requirements for larger parcels; and a hotel incentive analysis. Completion of this work with require the retention of a private consultant to assist City staff.	Community Development (City Manager's Office, Public Works)	Begin project planning after commencing review of the Guild Theatre project.	City Council approval of a Workplan, budget and consultant contracts.	Complete public outreach; environmental review underway.
Downtown Parking Garage	Determine potential uses, siting, funding and design of a downtown parking structure. Staff has evaluated a number of options for developing a parking structure and/or mixed use development. With that in mind, there is no consensus yet regarding the mix of uses, siting, funding strategy and design of a parking structure. Staff will research options for presentation to City Council with the known limitations and schedule a community meeting in March to pose these question to the business community, residents and other stakeholders and then report out to the City Council in a study session to be scheduled in April.	City Manager's Office (Administrative Services, Community Development, Public Works)	Community Meeting in March and Council study session in April.	Additional community outreach based on Council direction, Council funding of next steps.	To be determined - milestones will depend on Council direction.
The Guild Theatre - Land Use Entitlement Approval	Complete the approval of the necessary entitlements for the Guild Theatre. The proposed reuse of the Guild Theatre, by a private non-profit developer, will require an amendment to the EI Camino Real/Downtown Specific Plan. The proposal is to renovate and expand the current facility as a live entertainment venue for music acts, while also allowing for periodic film showings and community events. The facility would be a three-level (finished basement) 11,000 sq. ft. structure. Staff will retain a consultant to identify a new use definition, modify permitted floor area ratio (FAR) for the new use and determine if additional environmental review would be required. Additional analysis would be required for traffic, parking, and historic assessment. The developer would be responsible for construction and operation of the facility.	Community Development (City Manager's Office, Public Works)	A City Council Study Session is scheduled for February 13. Assuming development application submitted in February, completion of Planning Commission review and recommendation.	Final action by the City Council expected in July 2018.	Final action by the City Council expected in July 2018.

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2018 Remaining and Ongoing Workplan	Lead Department (Supporting Department(s))	06/30/18	Milestones 12/31/18	06/30/19
Responding to the development needs of private residential and commercial property owners				
Enhanced Housing Program	City Manager's Office (Community Development, City Attorney's Office)	Presentation of Housing Commission recommendations on housing policies		
Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers	Community Development	Complete Planning Commission review of the proposed regulations.	Council adoption of proposed amendments to the Building Code and Zoning Ordinance to implement new EV charging requirements are targeted for September, 2018.	
Single Family Residential Requirements and Guidelines	Community Development	Other priority projects will delay this work plan item	Council adoption of a work plan, inclusive of review and recommendations of the Planning Commission.	Conduct public outreach to refine goals for the revisions to the requirements and guidelines.
Stanford University 2018 General Use Permit Review	Public Works (Community Development, City Attorney's Office)	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Attracting thoughtful and innovative private investment to Menlo Park				
Downtown Streetscape Improvement Project (Specific Plan)	Public Works (City Manager's Office)	Begin/continue project planning.	Release request for proposals/consultant services.	Begin/continue project design.
Furthering efficiency in city service delivery models				
Cost allocation plan and user fee study	Administrative Services (All other departments)	Completed by June.		
Development of a Citywide Communications Program	City Manager's Office (All other departments)	Developing communications plan.	Present draft Communications Plan to City Council	Ongoing work.
Information Technology Master Plan Implementation	Administrative Services (Community Development, Public Works)	Finalize land management system replacement contract negotiations.	Complete initial QA testing and launch alpha testing.	Wrap-up alpha testing and launch beta testing.
Organizational Study for Public Works Maintenance Services	City Manager's Office (Public Works)	Release request for proposals/consultant services.	Hire consultant.	Project complete.
Organizational Study for Development Services	City Manager's Office (Community Development, Public Works)	Release request for proposals/consultant services.	Hire consultant.	Project complete.
Charter City Initiative	City Attorney's Office	First analysis of the Charter City will be heard by Council at the February 6 City Council meeting.	To be determined.	To be determined.
Employee Engagement/Organizational Development	All	Plan completed - implementation begins	Second survey complete.	Additional strategies from the plan underway.
Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently				
Haven Avenue Streetscape Improvement	Public Works	Identify funding and phasing strategy to complete project.	Release construction bid package.	Award construction contract.
Create Transportation Management Association	Public Works	Release request for proposals/consultant services.	Begin implementation.	Continue implementation.
High Speed Rail Coordination & Environmental Review	Public Works (City Manager's Office, Outside Legal Counsel)	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Oak Grove, University, Crane Bicycle Improvement Project	Public Works	Continue implementation.	Continue implementation.	Complete trial project evaluation.
Willows Neighborhood Complete Streets	Public Works (Police)	Finalize scope of work.	Release request for proposals/consultant services.	Continue project planning.
El Camino Real Corridor Study	Public Works	Complete analysis of northbound traffic conditions	Present findings of northbound traffic conditions	Begin design of crossing improvements
Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification	Public Works	Finalize scope of future improvements.	Release request for proposals/consultant services.	Award a contract/authorize an agreement for consultant services.
Willow/101 Interchange	Public Works (Police)	Schedule is dependent on an outside agency. Continued monitoring.	Schedule is dependent on an outside agency. Continued monitoring.	Schedule is dependent on an outside agency. Continued monitoring.
Chilco Streetscape and Sidewalk Installation	Public Works (Community Development)	Continue construction/implementation.	Continue construction/implementation.	Complete construction/implementation.
Ravenswood Avenue/Caltrain Grade Separation Study	Public Works	Complete project planning.	N/A	N/A
Middle Avenue Caltrain Crossing Study	Public Works (Community Development)	Continue project planning.	Continue project planning.	Complete project planning.
Maintaining and enhancing Menlo Park's municipal infrastructure and facilities				
Arrillaga Family Recreation Center HVAC System Upgrade	Public Works (Community Services)	Begin project planning.	Continue project design.	Continue project design.

2018 Remaining and Ongoing Workplan	Lead Department (Supporting Department(s))	Milestones		
		06/30/18	12/31/18	06/30/19
Burgess Pool Capital Improvements	Public Works (Community Services)	Begin project planning.	Continue project planning.	Continue project planning.
Gatehouse Fence Replacement	Public Works	Award a contract/authorize an agreement for consultant services.	Begin project design.	Complete project design.
Facilities Maintenance Master Plan	Public Works (Community Services)	Release request for proposals/consultant services.	Award a contract/authorize an agreement for consultant	Continue project planning.
Reservoir Reroof and Mixers	Public Works	Begin project planning.	Release request for proposals/consultant services.	Continue project design.
Library Landscaping	Public Works (Library)	Begin project design.	Continue project design.	Complete project design.
Water System Master Plan	Public Works (Administrative Services)	Release the Plan for public review	Begin plan implementation	Continue plan implementation
Chrysler Pump Station Improvements	Public Works	Continue project design.	Award construction contract.	Continue construction/implementation.
San Francisquito Creek Upstream of 101 Flood Protection Project	Public Works (City Manager's Office)	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Emergency Water Supply	Public Works	Release construction bid package.	Award construction contract.	Project complete.
Providing high-quality resident enrichment, recreation, and discovery				
Parks and Recreation Facilities Master Plan Update	Community Services (Administrative Services, Public Works)	Begin project planning.	Continue project planning.	Project complete.
Park Playground Equipment	Public Works (Community Services)	Release request for proposals/consultant services.	Award construction contract.	Continue construction/implementation.
Jack Lyle Park Restroom	Public Works (Community Services)	Release construction bid package.	Begin construction/implementation.	Complete project.
Willow Oaks Park Improvements	Public Works (Community Services)	Begin project design.	Continue project design.	Release construction bid package.
Burgess Park Snack Shack	Community Services (Community Development, Public Works)	Draft plans approved.	Final plans approved.	Construction started pending funding donation.
Equity in Education Joint Powers Authority (JPA)	City Manager's Office	Prior to June, the draft template of the JPA would be created and circulated for comments from the stakeholders.	Prior to December, comments from stakeholders will be incorporated into the JPA document.	The JPA document will be considered for approval by the stakeholders in early 2019.
Minimum Wage Ordinance	City Manager's Office (Economic Development)	No action - There is no staff capacity to work on this effort before June 2018	Per Council direction at goal setting, staff will research ordinances from other Cities and present one for Council action. There is no staff capacity for timely significant public outreach on this topic. Should the Council decide that timely significant public outreach is necessary, then resource augmentation will be necessary or the Council will have to prioritize reducing action on the Enhanced Housing Program, Parking Garage, Sister City Program, or Economic Development participation in the development process.	
Library Improvements	City Manager's Office (Library, Administrative Services, Community Development, Public Works)	Pending next steps approved by Council.	Pending next steps approved by Council.	Pending next steps approved by Council.
Realizing Menlo Park's vision of environmental leadership and sustainability				
Green Infrastructure Plan	Public Works	Continue project planning.	Continue project planning.	Release Plan for public review.
Update the Heritage Tree Ordinance	City Manager's Office (Community Development, Public Works)	Complete Project Planning and Community Engagement Underway.	Draft Ordinance Complete.	Ordinance Updates adopted by City Council.

2018 Remaining and Ongoing Workplan	Lead Department (Supporting Department(s))	06/30/18	Milestones	
			12/31/18	06/30/19
Community Zero Waste Plan Implementation	City Manager's Office (Administrative Services, Community Development, Public Works)	a. Draft Update to City's Solid Waste Ordinance, Including Mandatory Participation in Recycling and Composting Programs. b. Draft Update to City's Construction and Demolition Ordinance Increasing Recycling Requirements.	a. Promotion of Universal Access to Recycling and Organics for Commercial and Multi-Family Waste Generators b. Implementation of Mandatory Participation in Recycling and Composting Programs c. Implementation of Construction and Demolition Ordinance and Implementation Updates d. Action Plan for SBWMA consideration of options for sorting of City Self-Hauled Waste	a. Retrofit existing city water fountains to refillable bottle stations b. Draft policy for requiring bottle filling stations in new development projects c. SBWMA consideration of options for sorting of City Self-Hauled Waste d. Action Plan for Community Recycling Ambassadors and Door-to-Door Outreach e. Action Plan for Support for Reuse, Repair, Leasing or Sharing Efforts
Planned 2018-19 Capital Improvement Projects				
Bayfront Canal and Atherton Channel Flood Protection	Public Works	Begin project design.	Continue project design.	Award construction contract.
Downtown Utility Undergrounding	Public Works (City Manager's Office)	Begin project planning.	Continue project planning.	Continue project planning.
Welcome to Menlo Park Monument Signs	Public Works (City Manager's Office)	Begin project planning.	Release request for proposals/consultant services.	Continue project design.
Climate Change Resiliency Plan	Public Works (City Manager's Office)	Begin project planning.	Continue project planning.	Continue project planning.
Santa Cruz and Middle Avenues Resurfacing	Public Works	Begin project design.	Complete project design.	Award construction contract.
Oak Grove Safe Routes to School and Green Infrastructure	Public Works	Release request for proposals/consultant services.	Continue project design.	Continue construction/implementation.
Bayfront Expressway, Willow Road and Marsh Road Adaptive Signal Timing	Public Works	Authorize implementation contract.	Continue implementation.	Complete implementation.
*Basic steps of a typical construction project: Scope project Develop Request for Proposal (RFP) Design Bid Award Construct Complete				

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Items not currently on the 2018 Workplan
Dumbarton Corridor Coordination
West Menlo Park Triangle Annexation
Quiet Zone
Public Art
Revenue Initiatives (voter-approved ballot measures)
Transparency Calendar Policy
Station 1300 Cut-Thru Analysis
Employee Head Tax (revenue measure)

City Council Work Plan (Draft City Council Minutes from 2/6/18)

- Add West Menlo Triangle Annexation (Subcommittee - information gathering
- Add “system” to what was previously included, clarification provided on the Belle Haven Branch and Main Library improvements
- Add language for the Equity in Education Joint Powers Authority (JPA) to include: “The JPA, along with other initiatives, will help to address education and inequality in Menlo Park.”

ACTION: Motion and second (Carlton/Keith) to approve the 2018 City Council Work Plan with modifications, passed unanimously.



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 2/28/2018

Staff Report Number: 18-004-PRC

Informational Item: Community Services Director's update and announcements

Recommendation

Staff recommends that the Commission receive the Community Services Director's update and announcements.

Policy Issues

City policies are not affected.

Background

I. Parenting Workshop: Help Eliminate the Morning Chaos

The Belle Haven Child Development Center is hosting a parenting workshop entitled "Three ways to Kill the Morning Chaos." There is always chaos in the morning with parents running around, children moving like molasses and never enough time to do it all. This workshop will help busy parents learn how to kill the chaos and reclaim their sanity. The workshop is the first of two that are open to the community, particularly those living in the Belle Haven neighborhood. The workshop will provide the opportunity to discuss, learn and provide support to parents of young preschool children. The workshop will be held Thursday, March 1, from 4:30-6 p.m. It is free to the community and Spanish translation will be provided.

The workshop will be facilitated by Kristen Reeder, who founded the award-winning and mom loved baby products company, Sprout Shell nine years ago. Since then, she's surrounded herself in all things baby and motherhood. Along the way she has made it her mission to help busy moms eliminate the day to day chaos so they can make the time they have with their children matter. She is the author of Joy in Motherhood, 30 Days to Becoming a More Confident, Happy Mom and she works with moms (and moms to be) in person and online to guide them through the stress and into confidence.

II. Belle Haven Child Development Center visits Belle Haven Elementary

The teachers at the Belle Haven Child Elementary school hosted a collaborative meeting with the lead teachers of the Belle Haven Child Development Center. The purpose of the meeting was to share thoughts, exchange ideas and help each program learn what happens at the individual facilities. As the Child Development Center focuses on kindergarten readiness, the elementary school teachers were able to provide insight and suggestions on what types of skill building the preschool teachers should focus on in their classrooms so that children are most successful after leaving preschool. The teachers

of both programs discussed some of the ongoing challenges in identifying behavioral and learning disabilities as well as what strategies have worked in various situations and the support systems that are in place in each of the sites. The groups invited each other to come and observe their classrooms during instruction time and identified themselves as support systems for each other.

The Belle Haven Child Development Center graduates roughly 60 children from the preschool program each year. Of these 60 children, half of them will attend schools in the Ravenswood City School District where Belle Haven Elementary is located. This collaborative meeting was the beginning of future working relationships between the two facilities as a way of ensuring that the transition between preschool and kindergarten would be as seamless as possible. By working together and starting at the preschool level, the number of children requiring remedial services in elementary school should decrease which benefits everyone in the long run. Meetings such as these have been proven successful for community partnerships and ensures that children are indeed ready for kindergarten.

III. Menlo Children's Center to host Kindergarten Readiness Workshop

Are your child's preschool years coming to an end? If so, your thoughts are probably turning toward kindergarten. Is your child ready to move on to the kindergarten classroom? How is a parent to know? The early skill development kindergarten teachers are looking for might surprise you. Kindergarten readiness is so much more than knowing colors, shapes, 123's and ABC's. While teachers would love children to come in with some letter and number recognition, they don't want you to drill your children on academic skills. There are equally — if not more — important readiness skills that set the stage for your child's learning. So what skills do kindergarten teachers expect their new students to have?

To help answer this question and many others, Menlo Children's Center is hosting a Kindergarten Readiness workshop Thursday, Feb. 15, from 6-7 p.m. for parents of kindergarten age children. During the workshop we will review the Kindergarten Readiness Guide and accompanying video series provided by The Center for Early Learning at Silicon Valley Community Foundation, which has worked to make high-quality early learning a priority in Silicon Valley since 2014. Find more information about The Center for Early Learning at Silicon Valley Community Foundation on their webpage.

IV. Gymnastics program reduces classes due to staff shortage

The Menlo Park Gymnastics program cut classes recently due to an ongoing staff shortage. When the program is at capacity it employs seven full-time employees and averages between 30-40 temporary part-time employees. The program relies heavily on part-time employees with much of the staffing consisting of high school and college aged students looking to work around their school schedule and other obligations. On average, the Gymnastics program needs between six and eight staff per hour to adequately provide the current mix of programming and student to teacher ratios. Currently, the program has four teaching staff per hour. Also, the staffing shortage was exacerbated with the recent retirement of a full-time gymnastics instructor along with other vacancies.

A temporary solution was implemented at the start of the winter session which reduced classes by one per hour, or roughly 40 classes per week, until enough staff can be hired to operate gymnastics programming at capacity. The classes that were cut had lower participation numbers than other classes at the same hour.

Hiring and retaining qualified staff is not unique problem to Gymnastics or to the other programs and

services provided by the City of Menlo Park in recent years. The Community Services Department and other departments in the City continue to experience high vacancies due in part to the high cost of living, long commutes, and a competitive job market among other factors. Other cities and employers on the peninsula face similar challenges.

Staff continue to reach out to various temporary employment websites and career fairs in the County to help recruit more employees. Recently the City raised wages for of many its part-time positions to coincide with the City's recent Classification and Compensation Study that was conducted. If anyone is interested in working in the Gymnastics program, please visit the employment opportunities page.

V. Our Fitness classes help support your New Year's Resolutions

Each year, millions of people make resolutions for the New Year which are often long forgotten by the time February rolls around. Sticking to a resolution can be extremely tough because they are often unrealistic and start to feel unattainable. According to U.S. News Health, approximately 80% of New Year's resolutions fail by second week of February. They assert that the first steps to success can be starting small and by keeping goals manageable and building on them to achieve a long-term change. The Arrillaga Family Recreation Center is helping you stay on track with your lofty health and fitness resolutions by offering some amazing and customizable classes for all levels that let you start small and progress by achieving manageable milestones that will guarantee future success. Check out our activity guide to view our diverse class offerings from dance to yoga to boot camp! We offer classes throughout the week in the mornings, afternoons and evenings for all interests and levels. Take that first step toward meeting your goals and register for a class online today!

VI. Summer Camp Fair

Looking for exciting summer activities for your children that promote social and physical development? Join the City of Menlo Park on March 2, 2018, 6:00-7:30 p.m. at the Arrillaga Family Recreation Center for our Summer Camp Fair! Parents and children are invited to attend to gain resources on summer programs in Menlo Park. Camp programs are geared for children aged 3-12 years as well as a Counselor in Training program for teens aged 13-15 years. At our camps we offer unique projects, weekly themes, learning through play, and enrichment activities all in warm, loving and engaging environments. Children will have the opportunity to explore Menlo Park, learn new skills, and develop friendships along the way. Some camps will fill up fast, so don't wait! The fair will feature free pizza, games, crafts, and a camp raffle for summer themed prizes and even a free week of camp. When you register your child at the event, you receive 10% off all city run camps. Camps included are: Sports Camps, Camp Menlo, Mini Madness, Munchkin Madness, Menlo Madness, Sky's the Limit, Menlo Palooza and many more. <https://www.menlopark.org/campfair>

VII. Parks and Recreation Facilities Master Plan Update

A number of events have been scheduled as part of the Community Engagement portion of the Master Plan Update. On March 21, the first meeting of the Oversight and Outreach Group will be held at 6:30 pm at the Arrillaga Family Recreation Center. Gates and Associates will be hosting intercept activities at the Egg Hunts on Saturday, March 31 at both Kelly and Burgess Parks. The purpose of the intercept events is to gather community input and create community awareness of the master plan project. The 1st Community Workshop is scheduled for April 26 at 6:30 p.m. at the Arrillaga Family Recreation Center. In the addition, the project website, Facebook and Instagram pages are scheduled to go live on March 2.

Analysis

Analysis is not required.

Impact on City Resources

There is no impact on City resources.

Environmental Review

Environmental review is not required.

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

None

Report prepared by:
Todd Zeo
Recreation Supervisor



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 2/28/2018

Staff Report Number: 18-005-PRC

Informational Item: Update on Team Sheeper Pool Operator Contract

Recommendation

This is an informational item and does not require any action by the Commission.

Policy Issues

Team Sheeper Inc., has been operating the Burgess Pool facility since 2006 and took over summer operations at Belle Haven Pool in 2012 and is now operating that pool, with limited hours, year-round. The City Council continues to support use of this alternative service provider given the history of outstanding customer service and the cost savings offered through outsourcing this program. Although lease renewal negotiations have been ongoing since May 2016, Team Sheeper Inc. recently indicated a desire to change from a lease to a more conventional contract program provider model, which has required time to explore and develop.

Background

The initial lease agreement with Team Sheeper expired in May 2011 and following a lengthy Request for Proposals (RFP) process, the Council approved the Lease Agreement (Menlo Park Aquatic Facilities) with Team Sheeper for five more years. This lease agreement was set to expire in May 2016 and at their meeting on May 5, 2015, the City Council approved the Parks and Recreation Commission's recommendation to negotiate with Team Sheeper to renew and extend the lease agreement for the City's aquatics operations and forego the RFP process.

During their meeting on May 5, 2015, the Council received public feedback from users of the Burgess Pool and instructed staff to consider the following items during their negotiations with Team Sheeper:

- Continue to include the Parks and Recreation Commission in negotiations of the lease agreement extension.
- Ensure that pool lane usage is maximized and lanes are utilized in the best possible way.
- Evaluate the availability of lap swim throughout the day at the pools, particularly in the mornings when the Master Swim Program is operating.
- Council members were supportive of the SOLO Swim Team's request to have SOLO team attire available in the Burgess Pool shop as well as access to lobby bulletin boards to promote the SOLO Swim Team.
- Determine market rate for lane usage at other aquatic facilities in the area.
- Council was concerned about SOLO's use of the term "fair" and recommended that SOLO submit a range of rates they would consider "fair".

Over the past two years, City staff has negotiated with the Team Sheeper on a renewal of the current lease with no major changes to most components of the lease agreement regarding reporting, safety standards,

program mix, insurance, customer service standards and more. Recommendations were made largely on operating experience over the past five years and from feedback received by the Council and the Parks and Recreation Commission. Audits of the pool infrastructure at both Burgess and Belle Haven Pools caused delays in coming to terms on a lease that would accurately reflect the actual costs of maintaining the aging infrastructure. Earlier this year staff reached an impasse with Team Sheepher over some material terms such as rent, repair and replacement expenses, and pass through of certain operating expenses, like sewer charges.

As a result, there have been a number of lease agreement extensions approved to allow for additional time to negotiate that began on March 3, 2016 and as recently as January 16, 2018 to extend to March 31, 2018.

Analysis

Through the negotiation process, the City's negotiation team has come to understand and appreciate the challenges of operating the Burgess and Belle Haven pools under the current lease model for what is largely a community service with low cost recovery. There is very little margin, year to year, after the bills have been paid to allow Team Sheepher to remain a viable business. Most municipal pools operate between 40 to 70 percent cost recovery with the General Fund (taxpayer dollars) subsidizing the balance. Over the past twelve years, the City's agreement with Team Sheepher Inc. for the operation of Burgess Pool, and later Belle Haven Pool, has saved the City hundreds of thousands of dollars and has been an arrangement coveted by many neighboring municipalities. The lease model functioned well in the first five years when expenses for the operator were lower and more predictable and the mission of the operator was largely focused on revenue generating programming. The next five years were more challenging with the addition of a lease payment as well as payments for repairs and maintenance and pool chemistry falling squarely on Team Sheepher.

Twelve years later, the City has an aging pool infrastructure and volatile market conditions where the costs of doing business are significantly higher, particularly in recruiting, hiring and retaining low wage staff which make up a significant cost of pool operations. Other important costs which have also increased significantly have been utilities and chemicals. The operation in 2017 was a particularly challenging for Team Sheepher with recent declines in summer swim school and youth swim participation, two of highest revenue generating programs allow which usually allow accumulation of reserves to support costs in the leaner winter months when overall participation at the pools decline.

The current lease model is not sustainable given these market conditions and aging facilities. City staff have not been able to identify a similar model with other municipal pools where a private operator is responsible for all the programming along with operations and maintenance of the facility. The most common examples of other privately operated pools include the operator running some or all of the aquatics programming similar to the way in which a recreation contractor offers programs and services at the City's community centers. In the contractor model, the City and the service provider share in a percentage of the revenue generated from programs and services. The contractor is responsible for all direct expenses related to programming including direct labor, liability insurance, worker's compensation, health insurance, supplies marketing and promotion. The City owns responsibility for its facility including capital replacement, repairs and maintenance.

In September 2017, Team Sheepher indicated that the lease model was no longer sustainable for the operation given the projected losses from the summer which included a 13% decline in Swim School revenue and 20% decline in Mavericks Youth Swim Team revenue which are two of the largest participation and revenue generating programs the pool offers. Usually after the summer months the pool operation has in excess of \$200,000 to hold the operation through the lean months going into November to March. As it

turned out they were a negative \$7,500 which at the end of the calendar year to be at a lost of \$100-\$150K. In addition to the declines in revenue, the business saw their personnel costs for swim instructors and lifeguards increase 25% from \$10-\$11/hr. to over \$15/hr. The ability to hire and retain staff on the peninsula has been a problem for the pool operation as well as for other municipalities and businesses. Team Sheeper had to invest in a recruiter at a cost of \$80,000 which as additional cost from previous years. Other costs that have increased include utilities and chemicals which are two of the largest expenses for the pool operation.

At their meeting on September 26, 2017, the Council approved another lease extension to allow City staff to explore an alternative cost and revenue sharing model similar to the agreement that Team Sheeper has with the City of Palo Alto and as other aquatics services providers have with other municipalities and organizations. As part of the lease extension, Council also approved modifications to the current lease which would require the City to be responsible for all pool repairs and maintenance, utilities, chemicals and forgoing rent while a new operational agreement is being developed.

The current lease extension will expire on March 31, 2018. City staff is working with Team Sheeper on the development of a revenue and cost sharing model and plan to present a proposal to Council in one or more closed sessions for them to provide authority and direction to the City's negotiation team with the goal of bringing a new agreement for their consideration at the earliest possible date.

Impact on City Resources

The extension of the current lease including modifications through March 31, 2018 is expected to reduce rental and reimbursement revenue by an estimated \$34,500, in addition to the \$69,000 approved with the second amendment on September 26, 2017 for a total reduction of \$103,500. In addition, the extension of the lease will increase operating expenditures by an estimated \$25,500, in addition to \$51,000 approved with second amendment for a total increase of \$76,500. Staff will include these changes in the mid-year budget adjustment report to the City Council.

Environmental Review

This item does not require environmental review.

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

None

Report prepared by:
Derek Schweigart
Interim Community Services Director