



REGULAR MEETING AGENDA

Date: 1/24/2023
Time: 6:00 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 895 9656 3902 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Cal. Gov. Code §54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Submit a written comment online up to 1-hour before the meeting start time:
city.council@menlopark.gov
Please include the agenda item number you are commenting on.
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 895 9656 3902
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 895 9656 3902
Press *9 to raise hand to speak
- Watch meeting:
 - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:
Channel 26
 - City Council Chambers

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

According to City Council policy, all meetings of the City Council are to end by midnight unless there is a super majority vote taken by 11:00 p.m. to extend the meeting and identify the items to be considered after 11:00 p.m.

Regular Session

A. Call To Order

B. Roll Call

C. Agenda Review

D. Public Comment

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under public comment other than to provide general information.

E. Presentations and Proclamations

E1. Proclamation: National Human Trafficking Awareness Month ([Attachment](#))
Not a California Environmental Quality Act (CEQA) project.

E2. Presentation: Update on recent storms ([Presentation](#))
Not a CEQA project.

F. Consent Calendar

F1. Accept the City Council meeting minutes for December 21, 22, 2022 and January 5 and 9, 2023 ([Attachment](#))
Not a CEQA project.

F2. Approve the Housing Commission 2022-23 work plan ([Staff Report #23-012-CC](#))
Not a CEQA project.

F3. Adopt a resolution authorizing submittal of a State Department of Water Resources Urban Community Drought Relief Grant Program application for the automated meter infrastructure, water main replacement and reservoir no. 2 roof replacement projects; authorize the public works director to execute the financial assistance agreement if awarded a grant ([Staff Report #23-013-CC](#))
Not a CEQA project.

F4. Receive and file 2021 priorities, work plan quarterly report as of December 31, 2022 and advisory body work plan update ([Staff Report #23-015-CC](#))
Not a CEQA project.

F5. Adopt a resolution to continue conducting the City’s Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings ([Staff Report #23-017-CC](#))
Not a CEQA project.

F6. Appoint a representative to the Bay Area Regional Water System Financing Authority
([Staff Report #23-018-CC](#))
Not a CEQA project

F7. Authorize the city manager to execute a revised agreement with HdL Companies for economic development services ([Staff Report #23-020-CC](#))
Not a CEQA project.

G. Regular Business

G1. Provide direction regarding City Council Procedure CC-86-0001, "Naming and/or changing the name of facilities" (1986); and a process to identify a name for the Menlo Park Community Campus project now under construction ([Staff Report #23-014-CC](#)) ([Presentation](#))
Not a CEQA project.

H. Informational Items

H1. City Council agenda topics: January 31 – February 28, 2023 ([Staff Report #23-016-CC](#))
Not a CEQA project.

H2. Update on the Middle Avenue complete streets project ([Staff Report #23-019-CC](#))
Not a CEQA project.

H3. Menlo Park Community Campus project updates ([Staff Report #23-021-CC](#))
Not a CEQA project.

H4. Personnel activity report as of December 31, 2022 ([Staff Report #23-022-CC](#))
Not a CEQA project.

H5. Electric vehicle charging for City operations – status update and next steps
([Staff Report #23-023-CC](#))
Not a CEQA project.

I. City Manager's Report

J. City Councilmember Reports

K. Adjournment

At every regular meeting of the City Council, in addition to the public comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during the City Council's consideration of the item.

At every special meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.gov/agendas and can receive email notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 1/19/2023)

TAKING A STAND AGAINST HUMAN TRAFFICKING IN THE BAY AREA

WHEREAS, the United States Senate designated January 11 as National Human Trafficking Awareness Day in 2007 and, beginning in 2010 by Presidential Proclamation, each January has been designated National Slavery and Human Trafficking Prevention Month; and

WHEREAS, human trafficking involves commercial sexual exploitation and labor exploitation. Sex trafficking is defined as “a commercial sex act that is induced by force, fraud, or coercion,” but if the person has not attained the age of 18 years old, force, fraud or coercion is not required. Labor trafficking is defined as, “the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery”; and

WHEREAS, human trafficking is a human rights violation, and a violation of both federal and California law, it also promotes the breakdown of families and communities, fuels organized crime, deprives countries of human capital, undermines public health, and imposes large economic costs; and

WHEREAS, the FBI has identified California and the San Francisco Bay Area as an area of high prevalence for human trafficking. Although human trafficking is illegal, victims often do not recognize their victimization, do not know that help is available, or where to seek assistance; and

WHEREAS, forced labor, involuntary domestic servitude, and commercial sexual exploitation of adults and youth and have been found to exist within local communities; and

WHEREAS, public awareness about human trafficking still needs to reach broader communities and communicate more information about the nuances of this crime; and

WHEREAS, the County of San Mateo has dedicated resources including the San Mateo County Human Trafficking Program, and has supported the efforts of the San Mateo County Police Chiefs and Sheriff Association, and has partnered with other governmental and non-governmental organizations to identify and address human trafficking within San Mateo County; and

NOW, THEREFORE, BE IT PROCLAIMED, that I, Jen Wolosin, Mayor of the City of Menlo Park, on behalf of the City Council and City, do hereby recognize January 2023 as Human Trafficking Prevention Month, and encourage City Councilmembers, employees, and residents to support the County of San Mateo’s efforts in the fight against human trafficking.

Jen Wolosin, Mayor
January 24, 2023



UPDATE ON RECENT STORMS

Jan. 24, 2023 – City Council meeting





STORM UPDATE

- Preparation
- Response
- Communication





PREPARATION





PREPARATION

- Storm drain cleaning and inspections
- Tree trimming on 5-year maintenance cycle
- Stock sandbag stations
- Street sweeping and trash removal in accordance with stormwater permit
- Stormwater Master Plan under development



Aug - Sep

- SFCJPA 2-day maintenance walk
- City and Grassroots Ecology volunteer creek clean up

Oct

- Bi-weekly street sweeping
- Atherton Channel clean up

Nov - Feb

- Weekly street sweeping



PREPARATION

- Dec. 7, 2022 – Annual table top preparedness exercise with San Francisquito Creek Joint Powers Authority agency partners
- Weather monitoring began Friday, Dec. 30
- Sandbag stations were stocked
- The City's Emergency Operations Center opened virtually, Saturday, Dec. 31.
- The San Francisquito Creek Multi-Agency Coordination (SFC MAC) Operational Plan for Severe Storm and Flood Response was implemented
- SFC MAC coordination calls began Dec. 31.





RESPONSE





RESPONSE

- Staff from multiple departments have worked throughout the day and night, some on assignments much different than their normal day-to-day work, to assist the community and our residents.
 - City Hall staff provided assistance at sandbag stations.
 - Engineering staff helped with creek monitoring and storm drain debris removal.
 - Representatives from every department serve in the City's Emergency Operations Center coordinating the overall response.
- Monitoring of Atherton Channel and SF Creek conditions 24/7 through heaviest storms.
- More than 220 tons of sand; 11,000+ sandbags
- Overnight parking was temporarily suspended until Friday, Jan. 13.





RESPONSE

- Public Works crews addressed approximately 139 storm-related service calls including
 - Downed trees
 - Numerous branch and tree limbs down in traffic lanes
 - Clogged storm drains
 - Temporary surface flooding at several intersections
- Police dispatch center received approximately 189 storm-related calls, mostly reporting
 - Surface street and intersection flooding
 - Tree or branches down
 - Vehicle hazards/breakdowns or requesting other information





COMMUNICATION





COMMUNICATION



- City messaging began Dec. 26
- Saturday morning, Dec. 31, the City sent messages warning about the creek hitting flood monitoring stage and to take precautions.
 - Sent successfully to >9,500 residents.
 - Saturday evening, a smaller targeted message warned residents near the creek when water levels rose again.
- Team monitored and updated City social media channels with storm related information including Twitter, Nextdoor and Facebook.
- Storm update webpage at menlopark.gov/stormupdate linked from the homepage banner.
- Joined coordination calls with partner agencies in San Mateo County, the San Francisquito Creek JPA and Bay Area-wide.



COMMUNICATION



Web updates focused on informing residents about

- Storm updates
- Storm preparation and flooding tips
- Sandbag locations
- Who to contact to report downed trees or flooding
- How to sign up for emergency and non-emergency alerts via SMC Alert, City emails and texts, and social media
- Know Your Zone evacuation zone info





THANK YOU



SPECIAL MEETING MINUTES – DRAFT

Date: 12/21/2022
Time: 6:00 p.m.
Locations: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Special Session

A. Call To Order

Vice Mayor Taylor called the meeting to order at 6:04 p.m.

B. Roll Call

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

C. Agenda Review

None.

D. Regular Business

D1. Recognition of outgoing City Councilmember

- Charles Stone recognized City Councilmember Mueller.
- Henry Riggs recognized City Councilmember Mueller.
- Mickie Winkler recognized City Councilmember Mueller.
- Adina Levin recognized City Councilmember Mueller.
- Pam Jones recognized City Councilmember Mueller.

City Councilmember Combs read the proclamation (Attachment).

City Councilmember Mueller accepted the proclamation.

D2. Consider and interview candidates and adopt a resolution appointing a member to the office of Menlo Park City Council for District 5 for the unexpired term of City Councilmember Mueller (Staff Report #22-247-CC)

City Clerk Judi Herren made the presentation (Attachment).

The City Council interviewed the following candidates:

- Mark Noble
- Thom Phan – unable to participate in interview process.

- Edward Schor
- Maria Doerr
- Robin Glass

The City Council took a recess at 7:56 p.m.

The City Council reconvened at 8:14 p.m.

The City Council interviewed the following candidates:

- Paul Studemeister
- Catherine Carlton
- Diana No – unable to participate in the interview process.
- Noria Zasslow
- Nicole Kemeny
- Sally Cole

The City Council took a recess at 9:19 p.m.

The City Council reconvened at 9:29

- Jenny Michel spoke in support of appointing Maria Doerr.
- Caitlin Darke spoke in support of appointing Catherine Carlton.

The City Council discussed continuing the item to a future meeting, providing the applicants with more information on serving on the City Council through a candidate information session, and impacts of postponement to the Housing Element timeline.

ACTION: Motion and second Combs/ Nash, to continue this item to January 9, 2023 at 5 p.m., passed 4-0 (Mueller abstain)

D3. Swearing in of new City Councilmember

This item was continued to January 9, 2023.

E. Adjournment

Vice Mayor Taylor adjourned the meeting at 10:14 p.m.

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



SPECIAL MEETING MINUTES – DRAFT

Date: 12/22/2022
Time: 6:00 p.m.
Locations: Teleconference and
 City Council Chambers
 751 Laurel St., Menlo Park, CA 94025

Special Session

A. Call To Order

Vice Mayor Taylor called the meeting to order at 6:09 p.m.

B. Roll Call

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

C. Study Session

- C1. Continue study session to provide direction regarding revisions to the City's draft Housing Element in response to comments from the State Department of Housing and Community Development, and potential Zoning Ordinance and El Camino Real/Downtown Specific Plan amendments associated with the Housing Element Update project (Staff Report #22-248-CC) – **continued from December 6, 2022**

Principal Planner Tom Smith made the presentation (Attachment).

- Brian Kissel expressed concern related to the impacts to the Housing Element by postponing the District 5 City Council appointment.
- Maria Doerr requested information on the displacement strategies.
- Adina Levin spoke in support of tenant protections and affordable housing in Downtown.
- Karen Grove spoke in support of extending the 2019 Tenant Protection Act, including “just cause” for evictions, and relocation assistance increase.
- Jenny Michel spoke on concerns related to a lack of affordable housing impacts from the 5th Cycle Housing Element.
- Pam Jones spoke on the environmental justice element and outdated referenced policies and in support of urgent policies for anti-displacement, relocation assistance, and education and outreach for tenants.
- Marlene Santoyo spoke in support of tenant protections and extending the 2019 Tenant Protection Act, including “just cause” for evictions, and relocation assistance increase.
- Melissa Morris spoke in support of extending the 2019 Tenant Protection Act, including “just cause” for evictions, and relocation assistance increase.

The City Council received clarification on the next draft release date, residential carve-outs, horizontal mixed-use, density prioritization in the Specific Plan area, housing on the Veterans Affairs site, funding sources for anti-displacement strategies, the relationship between the Housing, Safety, and Environmental Justice Elements, and zoning overlays for housing.

The City Council discussed the District 5 City Council appointment impacts to the Housing Element, Flood School site, California Department of Housing and Community Development response letter, postponing zoning, Downtown and Specific Plan zoning districts, height, density, the use of parking lots for residential development, and community outreach before zoning change adoption.

The City Council took a recess at 7:56 p.m.

The City Council reconvened at 8:09 p.m.

The City Council received clarification on requiring commercial and office development to include housing, affordable housing percentage requirements, District 1 housing sites, density incentives, and current office construction in the Belle Haven neighborhood.

The City Council discussed the revitalization of Downtown, zoning across the City, housing/jobs linkage, requiring residential and limiting office uses, downzoning in District 1, and 100% affordable housing on City-owned land.

The City Council directed

- The intention of allotting 100% affordable housing for City owned parking lots
- Having adequate time to review the environmental justice and safety elements, and, if needed, bifurcate the environmental justice element and safety elements, while prioritizing environmental justice element (procedural – no Housing Element document changes)
- Zoning changes and downzoning, especially in District 1 (topics tracked separately – no Housing Element document changes)
- Strategic plan for additional services – identify opportunities for services near housing (procedural – no Housing Element document changes)
- Square footage versus units (e.g., “banking” or “net new monitoring”) (procedural – no Housing Element document changes)
- Office/housing linkage (potential Housing Element document changes)
- Requiring residential in all zoning districts (potential Housing Element document changes)
- Below Market Rate (BMR) inclusionary housing regulations and BMR triggers (procedural – no Housing Element document changes)

D. Adjournment

Vice Mayor Taylor adjourned the meeting at 9:19 p.m.

Judi A. Herren, Assistant City Manager/City Clerk



EMERGENCY MEETING MINUTES – DRAFT

Date: 1/5/2023
Time: 7:00 p.m.
Location: Teleconference

Special Session

A. Call To Order

Mayor Wolosin called the meeting to order at 7:07 p.m.

B. Roll Call

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

C. Regular Business

C1. Adopt a resolution ratifying the Director of Emergency Service’s proclamation of local emergency, pursuant to Government Code Section 54956.5 (Attachment)

City Manager Justin Murphy introduced the item.

- Sue Connelly requested more community engagement and outreach during local emergencies.
- Thomas Prussing spoke in concerns as to the lack of information provided to the community and in support of community groups working with the City on emergency preparedness.
- Lynne Bramlett spoke in support of community groups working with the City on emergency preparedness.

The City Council received clarification on community notifications and future emergency preparedness.

The City Council discussed the City’s efforts during and after the storms.

ACTION: Motion and second (Combs/ Nash), to adopt a resolution ratifying the Director of Emergency Service’s proclamation of local emergency, pursuant to Government Code Section 54956.5, passed unanimously.

D. Adjournment

Mayor Wolosin adjourned the meeting at 7:32 p.m.

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



SPECIAL MEETING MINUTES – DRAFT

Date: 1/9/2023
Time: 5:00 p.m.
Location: Teleconference

Special Session

A. Call To Order

Mayor Wolosin called the meeting to order at 5:11 p.m.

B. Roll Call

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

C. Regular Business

C1. Adopt a resolution appointing a member to the office of Menlo Park City Council for District 5 for the unexpired term of former City Councilmember Mueller (Staff Report 23-002-CC)

City Clerk Judi A. Herren made the presentation (Attachment).

- John McKenna spoke in support of appointing Maria Doerr.
- Tara Moran spoke in support of appointing Maria Doerr.
- Jenny Michel spoke in support of appointing someone who can improve housing in District 5.
- Maria Doerr spoke on their application to the District 5 vacancy.
- Catherine Carlton spoke on their application to the District 5 vacancy.

The City Council received clarification on the appointment process.

The City Council discussed a special election for filling the vacant seat.

ACTION: Motion and second (Nash/ Wolosin), to adopt a resolution appointing Maria Doerr to the office of Menlo Park City Council for District 5 for the unexpired term of former City Councilmember Mueller, 3-0 (Combs abstaining).

C2. Swearing in of new City Councilmember

City Clerk Judi A. Herren administered the Oath of Office to Maria Doerr.

D. Adjournment

Mayor Wolosin adjourned the meeting at 5:50 p.m.

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



STAFF REPORT

City Council

Meeting Date:

1/24/2023

Staff Report Number:

23-012-CC

Consent Calendar:

Approve the Housing Commission 2022-23 work plan

Recommendation

Staff recommends that the City Council approve the Housing Commission 2022-2023 work plan (Attachment A.)

Policy Issues

City Council Policy #CC-23-004 defines the policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees. Each commission is required to develop an annual work plan in support of the City Council work plan and seek City Council approval no later than September 30 of each year per the Policy (Attachment B.)

Background

The Housing Commission is charged primarily with advising the City Council on housing matters including housing policies and programs in the City. The last Housing Commission work plan approved by the City Council was for fiscal year 2020-21, and the Housing Commission continued its work plan last year. Due to the COVID-19 pandemic and staff transitions, progress on the 2022-23 work plan was delayed. At the November 2, 2022 Housing Commission meeting, the Housing Commissioners had an opportunity to evaluate and provide feedback on their current work plan to prepare for the 2022-23 work plan. The Housing Commission identified two priorities that align with work in the proposed Housing Element for their work plan. At the December 7, 2022, the 2022-23 Housing Commission work plan was recommended by the Housing Commission for approval by the City Council.

Analysis

The 2022-2023 Housing Commission work plan (Attachment A) includes goals, benefits of those goals, timelines and needed resources.

The following were discussed and recommended as goals for the 2022-2023 Housing Commission work plan:

1. Provide information and education related to tenant rights, tenant protections and anti-displacement efforts. This is a short-term goal and can be accomplished within six months and include hosting and cohosting local legal resources/presentations via the Housing Commission while expanding community engagement. Providing information and access to information to programs to persons with limited English proficiency is a program in the Housing Element.
2. The development of affordable housing on public lands like the downtown parking lots. This goal is a long-term goal and is outlined in the draft of the Housing Element Update and would expand beyond the

current work plan timeframe.

Impact on City Resources

There is no impact on City resources.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. Any projects identified through the Housing Commission's pursuit of these goals and priorities would be subject to environmental review under CEQA in the future.

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. Housing Commission 2022-2023 work plan
- B. City Council Policy CC-22-004 – Commission/Committees policies and procedures, roles and responsibilities

Report prepared by:
Arianna Milton, Acting Management Analyst I

Report reviewed by:
Eren Romero, Interim Housing Manager



HOUSING COMMISSION

City Manager’s Office
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620
menlopark.gov/housingcommission

WORK PLAN 2022-23

Mission Statement	
<p>We are affordable housing advocates.</p> <p>We make recommendations to the City Council on issues related to housing policy, implement City Council policy decisions, and represent the City where needed on housing matters.</p> <p>We are a conduit of information out to the community about affordable housing programs and a conduit of information back from the community regarding housing matters to the City Council.</p>	
Committee Members Listing and Term Expirations	
Lauren Bigelow – Chair	April 30, 2023
Heather Leitch	April 30, 2025
Jackelyn Campos	April 30, 2026
Chelsea Nguyen – Vice Chair	April 30, 2025
Adriana Walker	April 30, 2025
Nevada Merriman	April 30, 2025
John Pimentel	April 30, 2024
Priority List	
<p>The Housing Commission has identified the following priorities to focus on during 2022-23:</p> <p>Summary of common high-priority items:</p> <ul style="list-style-type: none"> • Short-term goal: community engagement to provide education on tenant rights and anti-displacement efforts • Long-term goal: consider City-owned land for housing (downtown parking lots) <p>Overarching goal</p> <p>We need to educate inform tenants and property owners of renter protection laws and housing programs/resources</p>	

Work Plan Worksheet						
Step 1 - Review the purpose of the Commission as defined by Menlo Park City Council Policy CC-23-004						
<p>Each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law. The Housing Commission is charged primarily with advising the City Council on housing matters, including housing supply and housing related problems. Specific focus areas include:</p> <ul style="list-style-type: none"> • Community attitudes about housing (range, distribution, racial, social-economic problems) • Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City • Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974 • Review and recommend to the Council regarding the Below Market Rate (BMR) program • Initiate, review and recommend on housing policies and programs for the City • Review and recommend on housing related impacts for environmental impact reports • Review and recommend on State and regional housing issues • Review and recommend on the Housing Element of the General Plan 						
Step 2 - Develop or review a Mission Statement that reflects that purpose (<i>Who we are, what we do, who we do it for, and why we do it</i>)						
No changes were made to the Mission Statement included above.						
Step 3 - Discuss any priorities already established by City Council						
Housing Element Update						
Step 4 - Brainstorm goals, projects or priorities of the Committee						
<u>Brainstorm goals, projects or priorities of the Committee</u>	<u>Housing Element Program</u>	<u>Benefit, if completed</u>	<u>Policy change? At Council level</u>	<u>Resources needed for completion</u> (Staff, subcommittees, funds)	<u>Estimated Completion Time</u>	<u>Measurement Criteria</u> (How will we know how we are doing?)
Community Engagement- <ul style="list-style-type: none"> • Provide information and education related to tenant rights, tenant protections, and anti-displacement efforts • Host and cohost local legal resources/presentations via the Housing Commission as part of expanding community engagement 	<ul style="list-style-type: none"> • H5C, D, E 	<ul style="list-style-type: none"> • Increase diversity of community participation and input • Prevent evictions and displacement 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Resources: staff, interpreters, ad-hoc and HC committee	June 2023; possibly ongoing	Two Informational events, 1 event every 6 months at Belle Haven location Multi-lingual inclusive events

<p>Focus on the development of affordable housing on public lands</p> <ul style="list-style-type: none"> This could include the development of affordable housing on downtown parking lots 	<ul style="list-style-type: none"> H4.G 	<ul style="list-style-type: none"> Affordable housing production- ELI, VL, LI Preferential for people with special needs Traffic reduction Achieve climate goals 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> Develop RFP (resources: staff, HC committee, consultants) Review current use and zoning (resources: staff, ad-hoc, consultants) Make recommendations (resources: staff, HC, ad-hoc, consultants) 	<p>Beyond 2023</p>	<ul style="list-style-type: none"> Site inventory complete, available to the public Study session or another public meeting to review current use and zoning HC votes on recommendations
<p>Step 5 – Prepare the final work plan for submission to the City Council for review and approval and attach the worksheet used to determine priorities, resources, and timelines.</p>						
<p>Step 6 – Once approved, use this plan as a tool to help guide you in your work as an advisory body.</p>						
<p>Step 7 – Regularly report on the status of item progress and alert City staff of any additional time or resources needed for successful item completion.</p>						

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803



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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

2

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

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

Role of City Council commission/committee liaison

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

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

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

City Staff Liaison

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

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

Recommendations, requests and reports

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

3

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

City Council referrals

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

Public appearance of commission/committee members

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

Disbanding of advisory body

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

Meetings and officers

1. *Agendas/notices/minutes*

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

2. *Conduct and parliamentary procedures*

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

4

3. *Lack of a quorum*

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

4. *Meeting locations and dates*

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

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

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

5. *Off-premises meeting participation*

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

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

6. *Selection of chair and vice chair*

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

5

G. Memberships

Appointments/Oaths

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

Application and selection process

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

Attendance

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

Compensation

- Members shall serve without compensation (unless specifically provided) for their services, provided, however,

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

6

members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

Conflict of interest and disclosure requirements

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

Qualifications, compositions, number

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

Reappointments, resignations, removals

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

Term of office

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

7

Roles and Responsibilities

Complete Streets Commission

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

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

Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Finance and Audit Committee

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

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

Housing Commission

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

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

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

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

Special Advisory Bodies

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

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

Procedure history

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631
Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803



STAFF REPORT

City Council
Meeting Date: 1/24/2023
Staff Report Number: 23-013-CC

Consent Calendar: **Adopt a resolution authorizing submittal of a State Department of Water Resources Urban Community Drought Relief Grant Program application for the automated meter infrastructure, water main replacement and reservoir no. 2 roof replacement projects; authorize the public works director to execute the financial assistance agreement if awarded a grant; determine this action is categorically exempt under California Environmental Quality Act Guidelines Section 15301, exemption for existing facilities**

Recommendation

Staff recommends the City Council adopt a resolution (Attachment A) authorizing submittal of a State Department of Water Resources (DWR) Urban Community Drought Relief Grant Program application for the automated meter infrastructure (AMI), water main replacement and reservoir no. 2 roof replacement capital improvement projects; authorize the public works director to execute the financial assistance agreement if awarded a grant ; and determine this action is categorically exempt under California Environmental Quality Act (CEQA) Guidelines Section 15301, exemption for minor alterations to existing facilities.

Policy Issues

Menlo Park Municipal Water (MPMW) is a city-owned water service provider for a portion of the City of Menlo Park, and the City Council acts as the governing body. The recommendation meets Policy LU-7.1 (Sustainability) of the 2016 General Plan to promote sustainable operational practices that conserve resources and minimize waste.

Background

MPMW supplies water to approximately half of the City's residences and businesses through 4,400 service connections (Attachment B.) MPMW's sole water supply is purchased from the San Francisco Public Utilities Commission (SFPUC) for MPMW's two distinct service areas - the upper zone in the Sharon Heights area, and the lower zone located north and east of El Camino Real.

In June 2022, the California legislature amended the Budget Act of 2021 to allocate an additional \$545 million to DWR to award grants for drought relief. This amount will be made available through a series of grant solicitations including the 2022 Urban Community Drought Relief Grant Program, which has \$190 million total funding available. Eligible project types include supporting immediate drought response, drought resiliency, water conservation activities, and other activities that provide reductions in water consumption or improvements to water supply reliability. Supplemental funding for ongoing programs may also be eligible. Past projects from other agencies that received funding from the 2021 Urban and

Multibenefit Drought Relief Grant included AMI, water main replacement and reservoir roof replacement projects.

The 2022 Urban Community Drought Relief Grant Program requires that 25 percent of total project costs be funded by the City or other non-State funding. This can include costs incurred on or after July 1, 2022, for planning, design and construction. Construction must be completed by December 31, 2026. Grant applications are due by January 31, 2023 and DWR will announce grant awards by March 2023.

In 2018, the City Council adopted the Water System Master Plan (WSMP) (Attachment C) which evaluated the MPMW water system. It prioritized and recommended future water capital improvement projects (CIP) that would maintain the water system infrastructure. The WSMP identifies several projects as high priority, and this grant application would request funding for three of the high priority projects, as listed below.

- Automated meter infrastructure:
MPMW currently relies on an outside meter reading contractor to manually read meters on a monthly basis. The AMI project will retrofit and/or replace existing water meters with new equipment capable of automatically transmitting hourly meter reads to MPMW. Doing so would improve meter read accuracy, enhance customer service, enable staff and water users to identify leaks earlier so corrective actions can be taken, and reduce water loss. The City Council approved the project July 26, 2022, at a total cost of \$5.75 million (current funds plus \$1,621,823 proposed for fiscal year 2023-24. This project has already received a \$500,000 grant from the Federal Bureau of Reclamation WaterSMART grant program. For the DWR grant, the City will request funding of \$4,315,500 which is 75 percent of total project cost.
- Water main replacements:
The City's water main replacement program occurs annually and focuses on the design and replacement of the City's aging water supply system to ensure continued public health protection and system reliability. In 2022, the City replaced 2,055 linear feet of water main on Haven Avenue. Based on the recommended priority list in the 2018 WSMP and 2022 Water Master Plan Supplement, the next two highest-priority pipeline replacement segments are on Continental Drive and Sand Hill Road. Continental Drive, between Tioga Drive and Monte Rosa Drive, is scheduled for replacement in fiscal year 2022-23 at an estimated \$2.77 million cost. The City has budgeted \$2.50 million in fiscal year 2022-23, and hence, \$270,000 additional funding is needed. Approximately 1,900 linear feet of 16-inch water main replacement along Sand Hill Road is tentatively scheduled to begin in fiscal year 2023-24 and the estimated cost is \$3.16 million. The current 5-year CIP proposes \$1.80 million for water main replacements in fiscal year 2023-24, so \$1.36 million additional funding is needed. As water main replacements are an ongoing program, the City can request supplemental grant funding under this grant application. An additional \$1.63 million in supplemental funding would be needed.
- Reservoir no. 2 roof replacement:
MPMW owns and operates two water reservoirs with a total capacity of 5.5 million gallons near Sand Hill Road, west of Interstate 280 in unincorporated San Mateo County. Potable water is pumped into the reservoirs and distributed to MPMW customers. Reservoir No. 2 was built in 1997 and its flat roof has started sagging and water is ponding. Additionally, the roof and structural connections to some of the joist are coming loose and water is penetrating through the roof causing the wood to start to rot. (Reservoir No. 1 was built in the 1960s and its roof was reconstructed in 2006.) Reservoir No. 2's roof will be replaced with a new aluminum roof ensuring continued public health protection and system reliability. The project includes the demolition of the existing wood roof, steel beams, pre-cast concrete columns and reservoir lining. The project also includes the construction of new shear walls along with a new liner and aluminum roof. New water mixing systems will be installed in both reservoirs as part of the project. Based on a 2021 engineer's estimate, the City has budgeted \$4.67 million in fiscal year 2022-23

for the project. Due to inflation and supply chain issues, staff estimates total cost will be 10 percent higher, therefore the updated project cost is \$5.14 million. For the DWR grant, the City will request funding of \$3.86 million which is 75 percent of total project cost.

Analysis

Staff recommends submitting one application for the Urban Community Drought Relief Grant Program for the three projects described above. The AMI project will help reduce water loss through MPMW’s system, and the water main replacement and reservoir roof replacement will ensure water supply reliability. Table 1 below provides the funding breakdown for each project, and the total amount of grant funding (approximately \$9.47 million) the City would request, which includes grant administration for the next four years.

Table 1: Funding breakdown			
Project	Requested grant funding, \$	City or other non-State funding, \$	Total project cost, \$
Grant administration	75,000	25,000	100,000
AMI	4,315,500	1,438,500	5,754,000
Water main replacements	1,222,500	407,500	1,630,000
Reservoir no. 2 roof replacement	3,855,000	1,285,000	5,140,000
Total	9,468,000	3,156,000	12,624,000

Per the Community Drought Relief Grant Program requirements, the City Council must adopt a resolution to authorize submittal of the grant application and authorizing staff to execute the grant funding agreement, if awarded funds.

Impact on City Resources

Should the City Council adopt the resolution in Attachment A authorizing the public works director to execute the Urban Community Drought Relief Grant Program application, the City will become eligible to receive up to \$9,115,961 in direct reimbursements from DWR to offset the costs of the identified projects through December 31, 2026.

Environmental Review

The recommendation is categorically exempt under California Environmental Quality Act (CEQA) Guideline §15301, Class 1 existing facilities. This section allows for minor alterations of existing facilities, as long as there is negligible or no expansion of use.

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

Staff Report #: 23-013-CC

- A. Resolution
- B. Map – MPMW service area
- C. Hyperlink - 2018 WSMP:
menlopark.gov/Government/Departments/Public-Works/Utilities/Menlo-Park-Municipal-Water/Water-projects-and-plans/Water-system-master-plan

Report prepared by:

Pam Lowe, Senior Civil Engineer

Esther Jung, Associate Civil Engineer

Report reviewed by:

Tanisha Werner, Assistant Public Works Director - Engineering

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING THE URBAN COMMUNITY DROUGHT RELIEF GRANT
APPLICATION, ACCEPTANCE AND EXECUTION FOR THE AUTOMATED
METER INFRASTRUCTURE, WATER MAIN REPLACEMENT, AND
RESERVOIR NO. 2 ROOF REPLACEMENT PROJECTS**

WHEREAS, the City of Menlo Park proposes to implement the Automated Meter Infrastructure, Water Main Replacement, and Reservoir No. 2 Roof Replacement projects;

WHEREAS, the City of Menlo Park has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, the City of Menlo Park intends to apply for grant funding from the California Department of Water Resources for the Automated Meter Infrastructure, Water Main Replacement, and Reservoir No. 2 Roof Replacement projects.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park as follows:

1. That pursuant and subject to all of the terms and provisions of Budget Act of 2021 (Stats. 2021, ch.240, &80) as amended (Stats. 2022, ch.44, &25), the City of Menlo Park Public Works Director, or designee is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources, and take such other actions necessary or appropriate to obtain grant funding.
2. The City of Menlo Park Public Works Director, or designee is hereby authorized and directed to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. The City of Menlo Park Public Works Director, or designee is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-fourth day of January, 2023, by the following votes:

AYES:

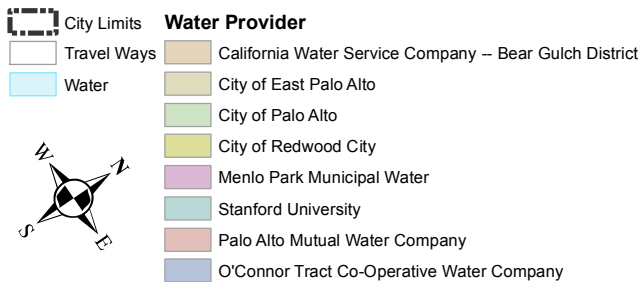
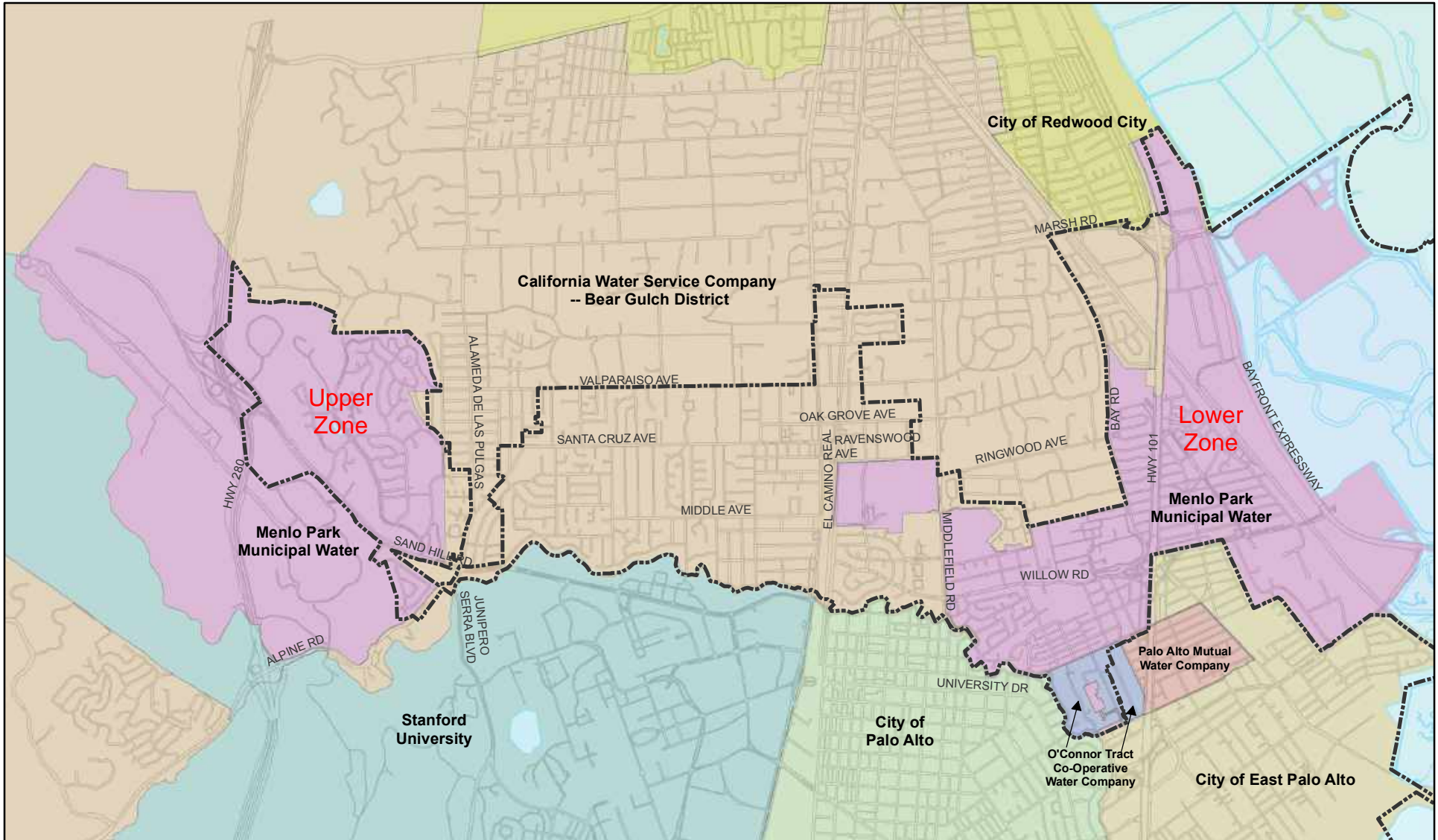
NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of January, 2023.

Judi A. Herren, City Clerk



Water Agencies Within and Surrounding Menlo Park





STAFF REPORT

City Council

Meeting Date:

1/24/2023

Staff Report Number:

23-015-CC

Consent Calendar:

Receive and file 2021 priorities, work plan quarterly report as of December 31, 2022 and advisory body work plan update

Recommendation

Staff recommends the City Council receive and file the 2021 priorities, work plan quarterly report as of December 31, 2022 and advisory body work plan update.

Policy Issues

City Council adopts annual priorities to prioritize limited resources.

Background

City Council adopted its 2021 priorities and work plan at the April 20, 2021, meeting. Staff has transmitted informational updates on the status of priorities:

- On September 21, 2021, as of July 31, 2021
- On February 8, 2022, as of December 31, 2021
- On April 12, 2022, as of March 31, 2022
- On July 12, 2022, as of June 30, 2022

Analysis

This report transmits an update as of December 31, 2022 (Attachment A) and contains the best information available at this time, reflecting work on City Council priorities, maintenance of regular operations, emergencies and unexpected demands, and staff attrition. As shown in Attachment A, the update includes two categories of work efforts:

- City Council priorities. Designation of a project as a priority clarifies that staff may strategically realign limited resources to achieve the stated milestones for priority projects. The realignment may delay work on other projects or impact services to the public.
- City Council work plan. Work plan projects reflect City Council goals. The distinction between a “priority” and a “work plan” project is that resources may be shifted away from work plan projects and public services, if necessary, to make progress on priority projects.

Staff has also compiled a list of requests and recent direction from the City Council from 2021 to-date (Attachment B.) Separately on the City Council agenda for February 14, 2023 will be an informational update about the 2023 goal setting process and timeline. Staff anticipates this report on the 2021 priorities and work plan will be the final update prior to new goals being adopted for the 2023 year.

In addition, staff has provided an update of the work plans for the following advisory bodies (Attachment C):

- Complete Streets Commission
- Environmental Quality Commission
- Finance and Audit Committee
- Housing Commission
- Library Commission
- Parks and Recreation Commission

Impact on City Resources

This report transmits an informational update on the status of the priorities and work plan efforts underway. As shown in Attachment A, resources are not available to advance all the priority and work plan efforts at this time.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

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

Attachments

- A. City Council adopted 2021 priorities and work plan progress report as of December 31, 2022
- B. City Council requested work efforts as of December 31, 2022
- C. Advisory body work plans as of December 31, 2022

Report prepared by:

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

Report reviewed by:

Justin Murphy, City Manager

Table 1: 2021 Adopted priorities			
Name	Project overview	12/31 status	12/31 update
01. Redistricting	Every ten years, local governments use new census data to redraw their district lines to reflect how local populations have changed. Assembly Bill 849 (2019) requires cities and counties to engage communities in the redistricting process by holding public hearings and/or workshops and doing public outreach, including to non- English-speaking communities.	Done	The Independent Redistricting Commission (IRC) adopted the updated District map on April 14, 2022 and the IRC Chair presented that map to the City Council on April 26, 2022. At the April 26, 2022 meeting, the City Council unanimously adopted a resolution affirming the IRC’s Redistricting Plan and the new City Council district boundaries set forth in Map 131.1 as adopted by the IRC. The new District map was used for November 8, 2022 election.
02. Reimagining public safety	City Council established a Re-imagining Public Safety Subcommittee, composed of Vice Mayor Wolosin, City Councilmember Taylor, the city manager, and the police chief. An academic, Dr. Terri Givens, was added to the team to facilitate public discussion on policing. Focus groups will be held to generate public feedback on policing, the department will conduct public presentations to increase transparency, and a Community and Police Advisory Team will be established to provide the department with a resource for public feedback and collaboration.	In progress	The Department has launched an initiative to provide a series of short videos from our officers helping to answer some of the lingering questions from the Safe Space Town Hall, so that our personnel can help the public with these areas of curiosity. The department has also begun arranging the program and schedule for a Community Police Academy , to begin in January 2023, and the first of no less than 5 transparency sessions on policing. The Department has already made substantive changes to the Compliment/Complaint page online, making reporting easier for the end-user, and is exploring a program to boost the community’s confidence and comfort with making reports. The Department has also added software to assist us in accountability and public feedback. Some residents will receive text-message surveys after non-traumatic calls for service, requesting feedback on the call-takers and initial responders. The initial roll-out has shown a response rate of over 50% (very high for surveys) and an initial positivity rate for the reviews of over 90%. Positive reviews are shared with all department members in near real time. The Department beginning to form the Community-Police Advisory Roundtable Group.
03. CAP #1 - Explore policy/program options to convert 95% of existing buildings to all-electric by 2030	Achieve the following milestones to project completion: 1. May 2021: Complete cost effectiveness analysis on various policy/program pathways toward achieving 95% electrification by 2030. 2. June 2021: Environmental Quality Commission (EQC) provides advice to City Council on cost effectiveness analysis and potential pathways to achieve electrification goals for existing buildings. 3. July/August 2021: City Council reviews policy/program options and EQC recommendations and directs staff on next steps.	In progress	Staff is working with the City Council CAP 1-5 subcommittee (Mayor Nash and Vice Mayor Wolosin) on various recommendations from staff, EQC, and Bay Area Reach Code Initiative to consider which measures to present at a City Council study session in early 2023. Staff is also exploring modifications to the Zoning Ordinance that would allow intrusion of electric equipment in garage space and setback areas up to an allowable amount.

Table 1: 2021 Adopted priorities

Name	Project overview	12/31 status	12/31 update
04. 2022 housing element and related zoning code updates and documents	Housing Elements are housing plans that are one part of the General Plan – a guide to all the ways each city, town or county is planned and managed, from our roads and sidewalks to our parks and neighborhoods. With an update required every eight years by the State of California, this Housing Element update will create a foundation for all the policies and programs related to housing.	In progress	The Planning Commission conducted a public hearing to receive comments on the Draft Subsequent Environmental Impact Report and a study session to introduce the concepts for the potential zoning ordinance amendments at their November 14 and December 1, 2022 meetings. The City Council conducted a study session to provide direction regarding revisions to the draft Housing Element in response to comments from the State Department of Housing and Community Development and potential zoning ordinance amendments at their December 6 and 22, 2022 meetings. Based upon guidance from the City Council, staff has been working to advance adoption of the Housing Element separately from the implementation zoning programs. Drafts of the EJ Element and Safety Element update were released on December 12, 2022. On January 12, 2023, the Planning Commission and Housing Commission recommended adoption of the Housing Element with modifications to several programs. The recommendations of the two Commissions will be presented to the City Council for action on January 31, 2023. Two community meetings on the draft EJ Element and Safety Element are scheduled for February 9 (in English) and February 10 (in Spanish) at the Belle Haven Branch Library.
05. ConnectMenlo community amenities list update	Review community amenities procedures and update community amenity list associated with bonus level developments in the Bayfront Area.	In progress	The City Council Subcommittee prepared an updated list and shared it in June 2022. The updated list will be scheduled for City Council action early in 2023. Staff has begun the process of updating the procedures.
06. Menlo Park Community Campus building	In December 2019, the City Council received a proposal from Facebook Inc. proposing to explore funding and development of a new multi-generational community center and library located in Menlo Park's Belle Haven neighborhood, replacing the existing community center, senior center, youth center, pool house, and library facilities. Identified as a City Council priority on January 28, 2020, this project would deliver the City's funding contribution to the project.	In progress	The MPCC project construction began in November 2021 and most of the construction is on schedule to be completed by March 2023. Unprecedented supply chain issues continue to impact the timely availability of critically important infrastructure, equipment, and materials, and there are confirmed supply chain delays with critical electrical infrastructure equipment which has shifted the overall project's completion timeline by several months to 2024. City Council will receive an informational report with additional project updates on January 24, 2023.
07. Reimagining downtown	Project scope has yet to be established. Requires City Council direction.	On hold-capacity	
08. Caltrain rail corridor quiet zone analysis	This study would fund a review of grade crossing improvements needed to consider a quiet zone along the Caltrain corridor at the Encinal, Glenwood, Oak Grove and Ravenswood Avenue crossings.	In progress	The consultant began work on the quiet zone study, identifying existing conditions, conducting risk analysis, and beginning to develop improvement options for the several crossings. Coordination with the California Public Utilities Commission on options is underway, including a site diagnostic meeting held December 13, 2022.

Table 1: 2021 Adopted priorities

Name	Project overview	12/31 status	12/31 update
<p>09. CAP #4 - Middle Avenue rail crossing and complete street</p>	<p>This project would provide a grade-separated crossing through the Caltrain railway to create a pedestrian/ bicycle connection near Middle Avenue, between Alma Street near Burgess Park and El Camino Real at the proposed open space plaza as identified in the El Camino Real/Downtown Specific Plan. The project would develop detailed design plans and construct the project. As part of the terms of the development agreement for Middle Plaza at 500 El Camino Real, Stanford University is required to make a contribution towards the cost of the project, 50 percent of the cost, up to \$5,000,000. In May 2020, the Santa Clara County Board of Supervisors also allocated \$1,000,000 in funds for this project through the Stanford University recreation mitigation fund established during the 2000 General Use Permit approvals.</p>	<p>In progress</p>	<p>For the undercrossing, staff continued to coordinate with Caltrain on design and construction approach. Staff pursued grant opportunities, including likely award of \$4m in federal community project funding and the regional One Bay Area grant program. For the complete streets project, staff conducted public outreach and developed concept designs for multiple improvement options. These were presented to the Complete Streets Commission in mid-2022 and City Council in September and October 2022. Staff are working on bringing forward actions for City Council to finalize the preferred design on February 14, 2023. The City received a grant from the SMCTA Measure A & W Pedestrian & Bicycle Program to fund final design and construction of the complete streets project.</p>

Table 2: 2021 Adopted work plan

Name	Project overview	12/31 status	12/31 update
10. Racial equity - NLC REAL program and baseline project	<p>Created in 2015 in the wake of social unrest in Ferguson, Missouri, NLC's Race, Equity And Leadership (REAL) program helps to empower and equip local officials with tools to address racial disparities in their communities.</p> <p>As local leaders look to reimagine government policies, procedures, and processes to build more equitable communities, REAL is available to help cities and towns learn the impact of historical inequities and design programs that dismantle structural and system racism. REAL provides training with local elected officials and municipal staff, seminars for municipal staff and local elected officials, customized training to match city needs.</p>	On hold-capacity	
11. CAP #2 - Set citywide goal for increasing EVs and decreasing gasoline sales	Defer implementation to the Beyond Gasoline Initiative (BGI) under Joint Venture Silicon Valley. Staff will continue to work with BGI within current staff capacity using existing communication mediums to promote and market information from BGI.	Done	
12. CAP #3 - Expand access to electric vehicle (EV) charging for multifamily and commercial properties	Resources will be used to monitor the effectiveness of state and regional charging infrastructure incentives, and the City will promote/market the incentives to multifamily property owners using existing databases and communication mediums. In addition, \$5,000 to \$10,000 in additional incentives will be allocated to further motivate at least two multifamily property owners with existing units/buildings to install electric vehicle (EV) charging infrastructure.	In progress	Staff is recommending increases to EV charging requirements as part of Phase 1 (November 2022) and Phase 2 (early 2023) reach codes proposals
13. CAP #4 - Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission	Resources will be used to focus on current work underway that would reduce VMT that includes the SB2 Housing grant, completion of the Transportation Management Association feasibility study, and implementation of VMT guidelines for new development adopted in June 2020. In addition, the Complete the Streets Commission's work plan includes prioritizing projects in the Transportation Master Plan that would reduce VMT. The Complete Streets Commission two-year work plan will be amended to include a future work effort to set a VMT reduction target in 2022 dependent upon staff resourcing to support this effort, provided it does not impact delivery of capital projects planned for the same timeframe.	In progress	The Complete Streets Commission Multimodal Metrics subcommittee reported out on work develop multimodal metrics in March 2022. Subcommittee priorities included safety, multimodal network connectivity, and tracking the status of Transportation Master Plan projects. Safety and connectivity metrics were identified in part to help demonstrate implementation of vehicle miles traveled (VMT) reduction strategies by providing a transportation network that enables travel by non-automobile modes of travel.
14. CAP #4a - Transportation management association (TMA) formation	The goal of a TMA is to coordinate logistics and TDM services amongst multiple member businesses. Instead of an individual business providing TDM services for their employees, a TMA allows multiple businesses to share TDM resources. TDM services may not be cost-effective and well-utilized at individual businesses, so a TMA creates cost-efficiency and a shared burden amongst everyone, allowing smaller businesses to access some services that they would normally not be affordable.	In progress	The City officially joined commute.org. Staff are continuing to coordinate with Manzanita Works.
15. CAP #5 - Eliminate the use of fossil fuels from municipal operations	Utilize current resources and available budget toward eliminating fossil fuels in building the new Menlo Park Community Campus. In addition, if there are fossil fuel appliances or assets at the end of its life, a non-fossil fuel option as a replacement will be the default unless infeasible. Additional appropriations may be required for non-fossil fuel assets or appliances that have a cost premium. Specifically in 2021-22, the City will focus on expanding a pilot program to transition landscaping equipment from gas to electric. In future years, as City contractor agreements are procured, the City will incorporate a request for landscaping equipment as well. A Sustainable Fleet Policy was adopted in 2020. There will be additional opportunities for comprehensive non-fossil fuel asset or appliance replacement planning through the upcoming Corporation Yard Needs Assessment and Facilities Inventory and Maintenance Plan, which were funded in 2021-22 capital improvement plan.	In progress	City Council approved the purchase of electric vehicles and equipment in October. Staff is working with Optony Inc to finalize a roadmap for city operations to be carbon neutral by 2030. An electric vehicle charging master plan for employees and fleet is underway. The Tesla police patrol pilot was also kicked off in October.

Table 2: 2021 Adopted work plan

Name	Project overview	12/31 status	12/31 update
16. CAP #6 - Develop a climate adaptation plan to protect the community from sea level rise and flooding	Continue to participate in and monitor One Shoreline, a flood and sea level rise resiliency district, that was formed to support planning and mitigation measures for coastal erosion, sea level rise, and flooding threats up to 2100. Menlo Park is a member of this agency and pays dues annually through funds provided in the capital improvement plan. This work covers Menlo Park's neighborhoods adjacent to the bay and creeks. In February 2021, One Shoreline's board of directors authorized the Bayfront Canal and Atherton Channel Flood Protection and Ecosystem Restoration project to go out to bid. Bidding is currently underway for pre-qualified bidders and construction is expected to begin in mid-2021. Resources will be utilized to continue to actively work with neighboring communities and other agencies to close gaps not addressed by the above projects and seek further funding.	In progress	The recruitment for a management analyst in the Sustainability Division to support this work is underway.
17. CAP #6a - Menlo Park SAFER Bay implementation	This project provides funds to support the staff time needed to continue to implement SAFER Bay. In September 2020, PG&E approached the City about partnering on a FEMA grant opportunity to address sea level rise impacting the Ravenswood Electrical Substation consistent with the SAFER Bay project and the recently completed Dumbarton Bridge West Approach + Adjacent Communities Resilience Study. Following initial coordination, the City, SFCJPA and PG&E also reached out Facebook to consider providing additional funding to expand the project. The FEMA grant is a program offering up to \$50 million per project to reduce risks from disasters and natural hazards. The City Council authorized a letter of support for the application on November 17, 2020. PG&E, the SFCJPA, Facebook and the City collaborated on the required documentation for a Building Resilient Infrastructure and Communities (BRIC) application, which was submitted to CalOES by December 3, 2020. Cal OES submitted the grant application for FEMA consideration on January 27. FEMA notified the City in summer 2021 of potential award.	In progress	Staff is awaiting FEMA review of the application to formalize the award of funding.
18. Public health advocacy (COVID-19, mental health)	Project scope has yet to be established. Requires City Council direction.	On hold-capacity	
19. Caltrain grade separation	The existing Ravenswood Avenue Caltrain crossing is a critical rail crossing within Menlo Park. It is within the El Camino Real/Downtown Specific Plan Area and falls within the City's Priority Development Area. The project would fund the additional scope of work requested by the City Council in 2018 to evaluate a fully elevated alternative and advance engineering design of a chosen preferred alternative.	In progress	Project has been restarted. Consultant is identifying potential fully elevated alternatives for Council's consideration in early 2023.
20. Willow Road traffic calming	Project scope has yet to be established. Requires City Council direction.	On hold-pending direction	
21. Coleman and Ringwood Avenues Transportation Study	Joint project with San Mateo County to evaluate traffic calming and multimodal safety improvement options for Coleman and Ringwood Avenues.	In progress	Consultant and staff completed the first round of project outreach and an existing conditions report.

New City Council requests or direction to advance new initiatives			
Name	Date requested or direction provided	12/31 status	12/31 update
01. Study session on the Bay-Delta Plan	Requested by the City Council during adoption of the 2020 Urban Water Management Plan on May 25, 2021.	On hold-capacity	
02. Follow up on parks projects and Measure T funds	Requested by City Council on August 17, 2021.	On hold-capacity	
03. Follow up on the selected construction method for Chilco Street median islands	Requested by the City Council on September 21, 2021. City manager reported on October 23, 2021 regarding the outreach conducted, that a two-week roadway closure to allow construction was selected, and that construction was to be delayed until spring 2022.	Completed	
04. Follow up on pedestrian safety measures in the Bayfront area in response to development	Requested by the City Council on October 23, 2021.	Completed	
05. Request for future agenda item to add the identification of parks to the municipal code	Requested by the City Council on October 23, 2021.	In progress	On tentative agenda.
06. Study session on leaf blower restriction ordinance (enforcement, trade-in program, education)	Requested by the City Council on November 16, 2021.	Completed	Staff presented a zero emissions landscape equipment ordinance proposal on October 18, 2022.
07. Adopt wireless facility ordinance	Staff requested City Council direction on November 16, 2021 to return with an ordinance for adoption.	In progress	
08. Provide direction on restarting the Neighborhood Traffic Management Program	Requested by the City Council on November 16, 2021.	In progress	Staff presented to the Complete Streets Commission and received feedback on potential updates to the NTMP. Staff anticipates bringing an update to the City Council as time allows.
09. Annual update on the status of City's annex plan to the San Mateo County Local Hazard Mitigation Plan	Requested by the City Council on November 16, 2021.	Completed	Annual update was provided at the October 11, 2022 City Council meeting.
10. Follow up on Springline traffic	Requested by the City Council on December 7, 2021.	Future item	
11. Follow up on Sharon Rd/Eastridge Ave safety, if action or budget required by the City Council	Requested by the City Council on December 7, 2021.	Completed	
12. Adopt SB9 regulations	Staff requested City Council direction on December 14, 2021 to return with ordinance updates to respond to recent state housing legislation (SB9).	In progress	Staff conducted a study session with the Planning Commission on July 25, 2022. On January 9, 2023, the Planning Commission reviewed the draft SB 9 ordinance and voted to recommend that the City Council approve the proposed amendments to Zoning and Subdivision Ordinances in the Municipal Code with several modifications. The City Council is anticipated to review and take action on the draft ordinance in February 2023.
13. Provide direction on guidelines, regulations and restrictions for impact fees	Requested by the City Council on January 15, 2022.	On hold - capacity	
14. Develop permanent design guidelines and permitting process for downtown outdoor uses	Staff requested City Council direction on January 25, 2022.	In progress	Staff has reviewed nearby jurisdictions' parklet and sidewalk cafe standards and is in the process of drafting standards, the review process and submittal guidelines for an outdoor parklet program, which is anticipated to be reviewed by the City Council in the first quarter of 2023.

Advisory body work plan updates			
Advisory body	City Council approval date	Approved work plan	Work plan items for future City Council approval/action
Complete Streets Commission	October 12, 2021	<ol style="list-style-type: none"> To advance the goals of the city's newly adopted Climate Action plan by making alternatives to driving safer and more attractive. Advise City Council on the implementation of the TMP. Continue to advocate for and advise the Council on the planning and installation of the Middle Avenue pedestrian and bicycle rail crossing, and safe cycling/pedestrian infrastructure connecting the Burgess complex to the Middle Avenue corridor to Olive Street, and north on Olive Street to Hillview Middle School. Continue to support Council in ongoing initiatives to improve access to Downtown and support downtown businesses. Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation. Continue to support City Council's role as a stakeholder with regard to regional multimodal and transportation demand management programs projects to increase sustainable transportation for Menlo Park. 	<ul style="list-style-type: none"> -Update the transportation impact analysis guidelines to include multimodal study metrics -Evaluate the current process and procedure of the neighborhood traffic management program (TMP Project No.165) -Evaluate the current state of the safe routes to school program -Request the City Council to allocate staff resources to assist the multimodal Subcommittee to review future transit related study recommendations that could impact the City of Menlo Park and develop an action list for City Council approval
Environmental Quality Commission	February 8, 2021	<ol style="list-style-type: none"> Climate Action Plan (CAP). Urban canopy preservation. Green and sustainable initiatives. Gas Powered Leaf Blower Ordinance. 	Climate Action Plan related items
Finance and Audit Committee	August 17, 2021	<ol style="list-style-type: none"> Annual investment policy review Annual independent auditor's report review OpenGov transparency portal improvements and community training Capital improvement plan review 	None
Housing Commission	11/17/2020 City Council approval scheduled for 1/24/2023	<ol style="list-style-type: none"> Increase production of Accessory Dwelling Units (ADUs) Partner with and support Community Land Trusts (CLTs): Increase Density/Zoning (density and height): Identify sites where affordable housing can be built on publicly owned land and high opportunity sites Administration/Strategies Community Engagement 	<ol style="list-style-type: none"> Provide information and education related to tenant rights, tenant protections, and anti-displacement efforts. This is a short-term goal and can be accomplished within six months and include hosting and cohosting local legal resources/presentations via the Housing Commission while expanding community engagement. The development of affordable housing on public lands like the downtown parking lots. This goal is a long-term goal and is outlined in the latest draft of the Housing Element Update.
Library Commission	November 9, 2021	<ol style="list-style-type: none"> Support and advise the development of the Menlo Park Community Campus project (MPCC) in the areas of library programming, service integration, and library policies within the shared space environment in the new facility, as directed by City Council Support and advise the advancement of the overall Library Systems Improvement Program, as directed by City Council Establish a plan and timeline to periodically review the library's public-facing policies and recommend updates, as required, with a special focus on policies that may be impacted by shared space operations at the new MPCC Establish an understanding of and advise on the library needs of the community during the current COVID pandemic and in other emergencies. This may include a review of library policies and services related to adaptations made by the library in response to emergencies. Of particular interest is how the current pandemic is affecting user access, how library service is changing, the impact of technology on the provision of library services, and how the Commission might help increase equitable access for community members Establish a plan and timeline to periodically receive staff presentations and reports about major Library service areas and programs and Commissioner liaison reports about affiliates. Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly Encourage and facilitate robust public comment and participation at Commission meetings Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community. Support the filling of openings on the Commission and the effective onboarding of new Commissioners 	None
Parks and Recreation Commission	September 20, 2022	<ul style="list-style-type: none"> Facilitate the goals laid out in the 2019 Parks and Recreation Master Plan. Provide high quality programs and services for all Menlo Park residents. Maintain, upgrade, and modify existing programs and facilities to meet developing community needs. Focus on resident input and grow relationships with residents throughout the City of Menlo park. Prioritize accessibility, safety, and sustainability. Community engagement for community events 	None



STAFF REPORT

City Council
Meeting Date: 1/24/2023
Staff Report Number: 23-017-CC

Consent Calendar: **Adopt a resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings**

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings.

Policy Issues

Assembly Bill 361 was signed into law September 16, 2021 allowing cities to continue holding virtual meetings during any emergency proclaimed by the governor. AB 361 will expire when the state of emergency ceases or January 1, 2024, whichever is first. Governor Newsom recently announced an end to the state of emergency February 28, 2023, in which case AB 361 would expire on that date. The City Council would need to declare every 30 days that the City's legislative bodies must continue to meet remotely or in a hybrid format whereby City Councilmembers, appointed officials, staff and the public may participate in person or remotely, in order to ensure the health and safety of the public.

Background

The California Legislature approved AB 361, which was signed by the governor September 16, 2021. The bill allows local legislative bodies to continue to meet remotely through January 1, 2024. A local agency will be allowed to continue to meet remotely when:

- The local agency holds a meeting during a declared state of emergency
- State or local health officials have imposed or recommended measures to promote social distancing
- Legislative bodies declare the need to meet remotely due to present imminent risks to the health or safety of attendees

The City meets the requirements to continue holding meetings remotely in order to ensure the health and safety of the public:

- The City is still under a local state of emergency
- County Health urges that all individuals in public spaces maintain social distancing and wear masks

On September 13, 2022, Governor Newsom signed AB 2449 amending the Brown Act to provide additional teleconference procedures to allow members of a legislative body (included bodies appointed by the City Council) to participate remotely in public meetings. The new amendments to the Brown Act go into effect January 1, 2023 and provide complex procedures for holding hybrid public meetings. A hybrid meeting

allows members of City Council and advisory bodies, staff, and members of the public to participate in meetings either virtually and in-person.

On August 23, 2022, the City Council requested that staff begin the process of bringing advisory body meetings to a hybrid platform. Staff has connected with advisory body members to ensure that current meeting start times and days will work for in-person and hybrid meetings and gauge in-person participation. Staff has also identified technological and logistical needs to conduct advisory body meetings on a hybrid platform. Table 1 shows the hybrid implementation schedule:

Table 1: Advisory body implementation schedule		
Body	Location	Status
Complete Streets Commission	Downtown Conference Room (City Hall)	Fully hybrid
Environmental Quality Commission	Downtown Conference Room (City Hall)	Fully hybrid
Finance and Audit Committee	Downtown Conference Room (City Hall)	Fully hybrid
Housing Commission	Cypress Room (Arrillaga Family Recreation Center)	Fully hybrid
Library Commission	Senior Annex (Menlo Park Library)	Hybrid in January 2023
Parks and Recreation Commission	Cypress Room (Arrillaga Family Recreation Center)	Hybrid in January 2023
Planning Commission	City Council Chambers	Fully hybrid

Analysis

The City is still under a local state of emergency and the emergency findings required under AB 361 are still in effect. San Mateo County is still in the Low COVID-19 Community Level category and the Centers for Disease Control and Prevention (CDC) recommends that people may choose to mask at any time and people with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask. The resolution authorizes the use of hybrid meetings, whereby City Councilmembers, participants, and staff may choose to attend either remotely or in person due to health and safety concerns and needs. The City Council finds that reducing the number of persons present in City Council chambers may continue to reduce imminent health risks associated with large groups and/or members of varying households gathering indoors.

AB 2449 would allow local officials to hold remote public meetings and would authorize relaxed teleconferencing procedures beyond what is currently required by the Brown Act (meaning there would be no need to identify each teleconference location, post agendas at all teleconference locations, or allow the public to access the teleconference locations) if at least a quorum of the legislative body participates in-person at a single location identified on the agenda that is open to the public, and the legislative body follows certain requirements, including:

- The legislative body must provide either a two-way audiovisual platform or two-way telephonic service and a live webcasting of the meeting to allow the public to remotely hear and visually observe the meeting, and remotely address the legislative body.

- The agenda must identify and include an opportunity for all persons to attend via a call-in option, internet-based service option and at the in-person location of the meeting.
- A member of the legislative body can only participate remotely if one of the following are met:
 - the member notifies the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for “just cause”; or
 - the member requests the legislative body to allow them to participate in the meeting remotely due to “emergency circumstances” and the legislative body takes action to approve the request. The legislative body must request a general description (generally not exceeding 20 words) of the circumstances relating to their need to appear remotely at the given meeting.
- “Just cause” is defined as (i) a childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely; (ii) a contagious illness that prevents a member from attending in person; (iii) a need related to a physical or mental disability as defined by statute; or (iv) travel while on official business of the legislative body or another state or local agency.
- Members of the legislative body are prohibited from using AB 2449 to participate in remote meetings for more than three consecutive months or for 20% of the regular meetings in a calendar year.
- Members of the legislative body participating remotely must participate using both audio and visual technology. While the new law doesn’t specify whether audio and visual technology must be enabled at all times while participating remotely, we think the best reading of the law is that a member participating remotely should keep their camera on, and be able to participate via audio at all times during the meeting.
- Members of the legislative body participating remotely must publicly disclose whether any individual over the age of 18 is present in the same room as the member participating remotely.
- A meeting must be paused when there is any teleconference disruption for the public and no action can be taken if a disruption event prevents the legislative body from broadcasting the meeting.
- Real-time public comments must be allowed during the meeting.
- Legislative bodies must implement procedures for resolving requests for reasonable accommodations for individuals with disabilities.

Impact on City Resources

There is no impact on City resources.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is an organizational structure change that will not result in any direct or indirect physical change in the environment.

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. Resolution

Report prepared by:

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

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AND ON BEHALF OF COMMISSIONS AND COMMITTEES CREATED BY THE CITY COUNCIL PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54952(b) AUTHORIZING TELECONFERENCE MEETINGS IN COMPLIANCE WITH AB 361 (GOVERNMENT CODE SECTION 54953(e)) TO CONTINUE TO ALLOW MEMBERS OF THE PUBLIC TO SAFELY PARTICIPATE IN LOCAL GOVERNMENT MEETINGS**

WHEREAS, the City Council is committed to ensuring public access to observe and participate in local government meetings; and

WHEREAS, all meetings of the City Council and other legislative bodies created pursuant to Government Code Section 54952(b) are open and public, as required by the Ralph M. Brown Act, so that any member of the public may participate in local government meetings; and

WHEREAS, the AB 361, codified at Government Code section 54953(e), makes provisions for remote teleconferencing participation in local government meetings, without compliance with the requirements of 54953(b)(3), during a Governor-proclaimed state of emergency and if the local legislative body determines, by majority vote, that as a result of the emergency, meeting solely in person would present imminent risks to the health or safety of attendees; and

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency due to the outbreak of respiratory illness due to a novel coronavirus (now known as COVID-19) and that State of Emergency is still in effect in the State of California; and

WHEREAS, on March 11, 2020 the City Council proclaimed the existence of a local state of emergency within the City, pursuant to Section 8625 of the California Emergency Services Act in response to the COVID-19 pandemic; and

WHEREAS, COVID-19 continues to threaten the health and lives of City residents; and

WHEREAS, the SARS-CoV-2 Delta and Omicron Variants are highly transmissible in indoor settings; and

WHEREAS, the Omicron subvariants of the SARS-CoV-2 virus is overtaking other variants in San Mateo County; and

WHEREAS, according to data from the County's Health Administrator and County website, the County is averaging approximately 9 new cases per 100,000 of COVID-19 per day; and

WHEREAS, although the City has returned to in-person meetings, due to the prevalence of BA strains of the SARS-CoV-2 virus overtaking other variants in San Mateo County, the City Council finds that reducing the number of persons present in City Council chambers is necessary to reduce imminent health risks associated with large groups and/or members of varying households gathering indoors; and

WHEREAS, the State of California and the City of Menlo Park continue to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (DPH), and/or County of

San Mateo, as applicable, including facial coverings when required; and based upon that guidance, in-person attendance indoors at public meetings continues to present a health risk for certain segments of the population, necessitating the need to reduce the number of in-person meeting attendees; and

WHEREAS, the City Council, acting as a legislative body pursuant to Government Code section 54952(a) and for the benefit of the commissions, committees and other bodies that were created by the City Council pursuant to Government Code section 54952(b) (collectively referred to as “Legislative Bodies”), finds that the current conditions meet the circumstances set forth in Government Code section 54953(e)(3) to allow Legislative Bodies to continue to use teleconferencing to hold open and public meetings if the Legislative Bodies comply with the requirements set forth in Government Code section 54953(e)(2) to ensure the public can safely participate in and observe local government meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby:

1. Find that current conditions authorize teleconference public meetings of Legislative Bodies. Based on the California Governor’s continued declaration of a State of Emergency and current conditions, the City Council finds that meeting in person, without the option for certain populations and persons to participate remotely, would present imminent risks to the health or safety of attendees. The City Council does therefore find that Legislative Bodies and members of Legislative Bodies of the City may elect to use teleconferencing to hold public meetings in accordance with Government Code section 54953(e)(2) to ensure members of the public have continued access to safely observe and participate in local government meetings.
2. Authorize Legislative Bodies to conduct teleconference meetings. The Legislative Bodies are hereby authorized to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code section 54953(e)(2) and other applicable provisions of the Brown Act.
3. Authorize Legislative Bodies to conduct hybrid meetings. The Legislative Bodies are hereby further authorized to conduct meetings in a “hybrid” format, where both members of the Body may elect to be present in person, utilizing appropriate distancing and masking practices, or participate by teleconferencing technology. Such meetings of the Legislative Bodies that occur using teleconferencing technology will provide an opportunity for any and all members of the public who wish to address Legislative Bodies and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing.

//

//

//

//

//

//

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-fourth day of January, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of January, 2023.

Judi A. Herren, City Clerk



STAFF REPORT

City Council
Meeting Date: 1/24/2023
Staff Report Number: 23-018-CC

Consent Calendar: **Appoint a representative to the Bay Area Regional Water System Financing Authority**

Recommendation

Staff recommends that the City Council appoint City Councilmember Doerr to the Bay Area Regional Water System Financing Authority (RFA) for a term ending June 30, 2025, as required the Bay Area Water Supply & Conservation Agency (BAWSCA).

Policy Issues

The RFA was created by Senate Bill 1870 in September 2002 (Attachment A) and BAWSCA requires that the appointed members to BAWSCA also be appointed to the RFA.

Analysis

City Councilmember Doerr was appointed as the BAWSCA representative January 10 (Attachment B), filling an unexpired term created by the resignation of City Councilmember Combs.

Statutory qualifications:

- The appointee must be a resident of, and a registered voter in, the City.
- They may, but need not, be a member of the City Council.

Mechanics of the appointment process:

- The appointment must be made at a public meeting of the City Council and be properly agendaized.
- The appointment must be made by action of the full City Council.
- The appointment does not need to be memorialized in a resolution; a motion duly passed and recorded in the minutes of the meeting is sufficient.
- A copy of the record of the City Council actions making the appointment should be sent to BAWSCA.

The oaths of office must be administered before the appointee's first meeting as a director on the BAWSCA and RFA Boards.

Impact on City Resources

There is no impact on City resources associated with this action.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

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. Hyperlink – Senate Bill 1870: bawsca.org/docs/sb_1870_bill.pdf
- B. 2023 City Council assignments to regional boards

Report prepared by:

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

2023 CITY COUNCIL ASSIGNMENTS TO REGIONAL BOARDS AND ADVISORY BODIES



City Council
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6610
menlopark.gov/citycouncil

Regional assignments (Mayor and/or Vice Mayor)			
Assignment	Details	Meeting time / location	Representative / alternate
<p>Association of Bay Area Governments (ABAG)</p> <p>The Association of Bay Area Governments (ABAG) is the comprehensive regional planning agency and Council of Governments for the nine counties and 101 cities and towns of the San Francisco Bay Region. The region encompasses Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties. Its work covers areas such as land use, housing, environmental quality and economic development.</p>	<p>Type: Joint Powers Authority Brown Act body</p> <p>Started: 1961</p> <p>Website: https://abag.ca.gov/</p>	<p>Meets 1-2 times annually at 11 a.m. Bay Area Metro Center 375 Beale St, San Francisco, CA</p>	<p>Primary (Mayor): Wolosin</p> <p>Alternate (Vice Mayor): Taylor</p>
<p>League of California Cities – Peninsula Division</p> <p>The Peninsula Division includes 36 cities in San Francisco, San Mateo, and Santa Clara counties and provides members with the opportunity to exchange ideas and information and share the advantages of cooperative advocacy.</p>	<p>Website: https://www.calcities.org/get-involved/regional-divisions/peninsula-division</p>	<p>The Peninsula Division holds four meetings a year, with an occasional special meeting as warranted. Division dinners are open to all division members. Tentative meeting dates in various locations: January 25, 2023 March 22, 2023 June 22, 2023 September 13, 2023 (CitiPAC Event) – in-person: Filoli Historic House and Garden 86 Cañada Rd, Woodside, CA October 25, 2023</p>	<p>Primary (Mayor): Wolosin</p> <p>Alternate (Vice Mayor): Taylor</p>

CONTINUED ON NEXT PAGE

Regional assignments (Mayor and/or Vice Mayor) (continued)			
Assignment	Details	Meeting time / location	Representative / alternate
<p>Menlo Park Chamber of Commerce</p> <p>The Mayor and Mayor Pro Tem generally serve as the liaisons to the Chamber of Commerce and attend Chamber board meetings to provide updates and hear from board members.</p>	<p>Type: Community organization Not a Brown Act body</p> <p>Website: http://menloparkchamber.com</p>	<p>Meets monthly on the third Thursday with City representatives joining at 9 a.m. Chamber of Commerce-Board Room virtual</p>	<p>Primary (Mayor): Wolosin</p> <p>Alternate (Vice Mayor): Taylor</p>
<p>Peninsula Traffic Congestion Relief Alliance (Commute.org)</p> <p>Commute.org's mission is to reduce the number of vehicle miles traveled (VMT) by commuters to decrease congestion, improve the environment, and enhance quality of life. This is done by encouraging and supporting the use of sustainable alternatives to driving alone. They envision a region where all residents and employees have access to equitable, sustainable, affordable, and safe transportation options and use them as their primary modes when commuting on the Peninsula.</p>	<p>Type: Brown Act body</p> <p>Website: https://commute.org/about/</p>	<p>Five scheduled meetings each year at 8 a.m. Various locations</p>	<p>Primary: Wolosin</p> <p>Alternate: Combs</p>
<p>San Mateo County Council of Cities and City Selection Committee</p> <p>The San Mateo County elected officials meet once a month to discuss issues of interest and usually a speaker is part of the program. (Bylaws require the Mayor to be the voting member.)</p> <p>The City Selection Committee is required to appoint city representatives to board, commissions, and agencies as required by law (California Government Code §50270). City Selection Committee is comprised of Mayors of all 20 incorporated cities/towns in San Mateo County.</p>	<p>Type: Brown Act body</p> <p>Website: https://www.smcgov.org/ceo/city-selection-committee</p>	<p>The San Mateo County Council of Cities meets monthly, generally at 5:30 p.m., and typically on Fridays. Various locations</p> <p>The City Selection Committee meets annually in December. Colma Fire House 50 Reiner St, Colma, CA</p>	<p>Primary (Mayor): Wolosin</p> <p>Alternate (Vice Mayor): Taylor</p>

Regional board appointments			
Assignment	Details	Meeting time / location	Representative
<p>Bay Area Water Supply & Conservation Agency (BAWSCA)</p> <p>The Bay Area Water Supply & Conservation Agency (BAWSCA) was enabled by Assembly Bill No. 2058 and has the authority to coordinate water conservation, supply and recycling activities for its members; acquire water and make it available to other agencies on a wholesale basis; finance projects, including improvements to the regional water system; and build facilities jointly with other local public agencies or on its own to carry out BAWSCA's purposes.</p>	<p>Type: Brown Act body</p> <p>Website: http://bawasca.org</p>	<p>Meets on the third Thursday of every other month at 6:30 p.m. Various locations</p>	<p>Doerr through June 25, 2025</p>

Regional assignments			
Assignment	Details	Meeting time / location	Representative / alternate
<p>Airport Community Roundtable</p> <p>Eighteen cities, the operator of San Francisco International Airport (SFO) the City and County of San Francisco and the County of San Mateo comprise the Roundtable, a voluntary public forum established in 1981 for the discussion and implementation of noise mitigation strategies at SFO.</p>	<p>Type: Voluntary public forum Brown Act body</p> <p>Started: 1981</p> <p>Website: http://sforoundtable.org</p>	<p>Generally, first Wednesday of the month at 7 p.m. Millbrae City Hall 621 Magnolia Ave, Millbrae, CA</p>	<p>Primary: Taylor</p> <p>Alternate: Combs</p>
<p>Caltrain Modernization Local Policy Group</p> <p>The Caltrain Modernization Program will electrify and upgrade the performance, operating efficiency, capacity, safety and reliability of Caltrain's commuter rail service.</p>	<p>Type: Advisory body Brown Act body</p> <p>Started: 2012</p> <p>Website: http://www.caltrain.com/projectsplans/CaltrainModernization/Local_Policy_Maker_Group.html</p>	<p>Meets monthly on the fourth Thursday, 5:30 p.m. Edward J. Bacciocco Auditorium, SamTrans Administrative Offices 2nd Floor, 1250 San Carlos Ave, San Carlos, CA</p>	<p>Primary: Wolosin</p> <p>Alternate: Nash</p>
<p>City/County Association of Governments (C/CAG)</p> <p>The City/County Association of Governments of San Mateo County (C/CAG) deals with issues that affect the quality of life in general; transportation, air quality, stormwater runoff, hazardous waste, solid waste and recycling, land use near airports and abandoned vehicle abatement. C/CAG provides a unique forum for the cities and the County to work together on common issues to develop cost-effective solutions. The Board consists of 21 members with one from each city (20) and the County of San Mateo.</p>	<p>Type: Joint Powers Authority Brown Act body</p> <p>Website: http://ccag.ca.gov</p>	<p>Meets monthly on the second Thursday at 6:30 p.m. San Mateo County Transit District Office 1250 San Carlos Ave, 2nd Floor Auditorium San Carlos, CA</p>	<p>Primary: Taylor</p> <p>Alternate: Nash</p>
<p>Stanford Community Resource Group</p> <p>The Stanford Community Resource Group (CRG) is composed of 8-12 members. The group serves as a mechanism for information exchange and perspectives on Stanford development issues. Members are appointed by the County Planning Director in consultation with the District 5 Supervisor.</p>	<p>Type: Brown Act body</p> <p>Website: https://plandev.sccgov.org/policies-programs/stanford-university/stanford-community-resource-group</p>	<p>Quarterly monthly on the second Thursday at 7 p.m. Palo Alto Art Center 1313 Newell Road, Palo Alto, CA</p>	<p>Primary: Nash</p> <p>Alternate: Doerr</p>

CONTINUED ON NEXT PAGE

Regional assignments (continued)			
Assignment	Details	Meeting time / location	Representative / alternate
<p>Emergency Services Council (San Mateo County Joint Powers Authority)</p> <p>The Emergency Services Council oversees the emergency planning, training and exercises in the various cities and reviews and recommends policies, programs and plans for adoption.</p>	<p>Type: Joint Powers Authority Brown Act body</p> <p>Website: https://www.smcgov.org/ceo/emergency-management-governance</p>	<p>Meets quarterly on Thursdays, 5:30 p.m.</p>	<p>Primary: Taylor</p> <p>Alternate: Combs</p>
<p>Facebook Local Community Fund</p> <p>The Facebook Local Community Fund, a partner fund of Philanthropic Ventures Foundation, designed to support 501(c)(3) non-profits serving the East Palo Alto and Belle Haven communities through grant funds awarded following review by the community fund board of directors.</p>	<p>Type: 501(c)(3) public charity Not a Brown Act body</p> <p>Website: http://www.venturesfoundation.org/programs/community-initiatives/facebook-local-community-fund/</p>	<p>Meets as needed.</p>	<p>Primary: Nash</p> <p>Alternate: Taylor</p>
<p>Grand Boulevard Initiative Taskforce</p> <p>The Grand Boulevard is a collaboration of 29 cities, counties, local and regional agencies united to improve the performance, safety and aesthetics of El Camino Real. Starting at the northern Daly City limit (where it is named Mission Street) and ending near the Diridon Caltrain Station in central San Jose (where it is named The Alameda), the initiative brings together for the first time all of the agencies having responsibility for the condition, use and performance of the street.</p>	<p>Type: Not a Brown Act body</p> <p>Website: http://grandboulevard.net</p>	<p>Meets annually.</p>	<p>Primary:</p> <p>Alternate:</p>
<p>HEART Board Member Agency Committee (MAC)</p> <p>The MAC is composed of nine public HEART Board Members and a City Council member from each member city that does not have a representative on the HEART Board. The purpose of the MAC is to engage with cities that are not on the HEART Board and to provide you with the opportunity to comment on HEART's financial and program activities.</p>	<p>Type: Brown Act body</p> <p>Website: https://www.heartofsmc.org/events/member-agency-committee-mac-annual-meeting/</p>	<p>Meets as needed at various times. County of San Mateo Dept. of Housing 264 Harbor Blvd Building A, Belmont, CA</p>	<p>Primary: Combs</p> <p>Alternate: Doerr</p>

CONTINUED ON NEXT PAGE

Regional assignments (continued)			
Assignment	Details	Meeting time / location	Representative / alternate
<p>Peninsula Clean Energy Authority (PCE)</p> <p>Peninsula Clean Energy is San Mateo County's official electricity provider. Peninsula Clean Energy offers lower rates and the added benefit of two electricity options, each with a different percentage of sustainable energy. ECOplus rates are 5% below PG&E's standard rates. ECO100 offers 100% renewable, ghg-free energy at a cost of just \$0.01 per kWh extra.</p>	<p>Type: Joint Powers Authority Brown Act body</p> <p>Started: 2016</p> <p>Website: http://www.peninsulacleanenergy.com</p>	<p>Meets monthly on the fourth Thursday at 6:30 p.m. Peninsula Clean Energy Office 2075 Woodside Rd, Redwood City, CA</p>	<p>Primary: Nash</p> <p>Alternate: Doerr</p>
<p>San Francisquito Creek Joint Powers Authority</p> <p>The San Francisquito Creek JPA is an agency empowered to protect and maintain the 14-mile San Francisquito Creek and its 45 square-mile watershed and address concerns regarding flooding and environmental preservation. Members include the cities of Menlo Park, East Palo Alto, and Palo Alto; the counties of San Mateo and Santa Clara; as well as Stanford and the Santa Clara Valley Water District.</p>	<p>Type: Joint Powers Authority Brown Act body</p> <p>Website: http://sfcjpa.org</p>	<p>Meets monthly on the fourth Thursday of the month at 3:30 p.m. Rotates: Menlo Park City Council Chambers 751 Laurel Ave, Menlo Park, CA East Palo Alto City Council Chambers 2415 University Ave, East Palo Alto, CA California Palo Alto City Council Chambers 250 Hamilton Ave, Palo Alto, CA</p>	<p>Primary: Combs</p> <p>Alternate: Taylor</p>
<p>San Mateo County Mosquito and Vector Control District</p> <p>San Mateo County Mosquito and Vector Control District uses an integrated pest management strategy to safeguard the health and comfort of the residents of San Mateo County. Their service area includes the entirety of San Mateo County</p>	<p>Type: Brown Act body</p> <p>Website: https://www.smcmvcd.org/board-of-trustees</p>	<p>Meets monthly on the second Wednesday of the month at 6 p.m. District Office 1351 Rollins Rd, Burlingame, CA</p>	<p>Primary: Carlton through December 31, 2024*</p>

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

CONTINUED ON NEXT PAGE

Regional assignments (continued)			
Assignment	Details	Meeting time / location	Representative / alternate
<p>South Bayside Waste Management Authority (SBWMA)</p> <p>RethinkWaste is a joint powers authority of twelve public agencies in San Mateo County, and organized to jointly manage the franchise agreement with Recology San Mateo County for the collection of garbage, recycling and green waste.</p>	<p>Type: Joint Powers Authority Brown Act body</p> <p>Website: https://rethinkwaste.org/about/board-of-directors/</p>	<p>Meets monthly on the fourth Thursday of the month at 3 p.m. Silicon Valley Clean Water Administrative Offices 2nd Floor, Pelican Conference Room 1400 Radio Rd Redwood Shores, CA</p>	<p>Primary: Taylor</p> <p>Alternate: Combs</p>

City Council advisory body members assignments			
Assignment	Details	Meeting time / location	Members
<p>Finance and Audit Committee (2 members, not liaisons)</p> <p>The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large.</p>	<p>Type: City Council-appointed advisory body Brown Act body</p> <p>Website: menlopark.gov/FAC</p>	<p>Meets third Thursday of every quarter at 5:30 p.m. Menlo Park City Hall-Downtown Conference Room 1st Floor, 701 Laurel St, Menlo Park, CA City Hall</p>	<p>Member:</p> <p>Member:</p>

Advisory body liaison assignments			
Assignment	Details	Meeting time / location	Liaison
<p>Complete Streets Commission</p> <p>The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation.</p>	<p>Type: City Council-appointed advisory body Brown Act body</p> <p>Website: menlopark.gov/CSC</p>	<p>Meets monthly on the second Wednesday, 6:30 p.m. Menlo Park City Hall-Downtown Conference Room 1st Floor, 701 Laurel St, Menlo Park, CA City Hall</p>	<p>Liaison: Taylor</p>
<p>Environmental Quality Commission</p> <p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability.</p>	<p>Type: City Council-appointed advisory body Brown Act body</p> <p>Website: menlopark.gov/EQC</p>	<p>Meets monthly on the third Wednesday, 6 p.m. Menlo Park City Hall-Downtown Conference Room 1st Floor, 701 Laurel St, Menlo Park, CA City Hall</p>	<p>Liaison: Nash</p>
<p>Housing Commission</p> <p>The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems.</p>	<p>Type: City Council-appointed advisory body Brown Act body</p> <p>Website: menlopark.gov/HC</p>	<p>Meets monthly on the second Wednesday, 6:30 p.m. Menlo Park City Hall-Downtown Conference Room 1st Floor, 701 Laurel St, Menlo Park, CA City Hall</p>	<p>Liaison: Doerr</p>
<p>Library Commission</p> <p>The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems.</p>	<p>Type: City Council-appointed advisory body Brown Act body</p> <p>Website: menlopark.gov/LC</p>	<p>Meets monthly on the third Monday, 6:30 p.m. Menlo Park Main Library- Senior Annex 800 Alma St, Menlo Park, CA 94025</p>	<p>Liaison: Wolosin</p>
<p>Parks and Recreation Commission</p> <p>The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation.</p>	<p>Type: City Council-appointed advisory body Brown Act body</p> <p>Website: menlopark.gov/PRC</p>	<p>Meets monthly on the fourth Wednesday, 6:30 p.m. Arrillaga Family Recreation Center-Cypress Room 700 Alma St, Menlo Park, CA 94025</p>	<p>Liaison: Combs</p>

CONTINUED ON NEXT PAGE

Advisory body liaison assignments (continued)			
Assignment	Details	Meeting time / location	Liaison
<p>Planning Commission</p> <p>The Planning Commission is organized according to State Statute.</p>	<p>Type: City Council-appointed advisory body Brown Act body</p> <p>Website: menlopark.gov/PC</p>	<p>Meets twice monthly on a Monday, schedule adopted once a year, at 7 p.m. Menlo Park City Council Chambers 751 Laurel Ave, Menlo Park, CA</p>	<p>Liaison: Doerr</p>

City Council outside agency liaison assignments			
Assignment	Details	Meeting time / location	Representative / alternate / member
School Districts		Meets as needed	Member:
Menlo Park Fire Protection District		Meets as needed	Member:
Flood and Sea Level Rise Agency (FSLR)	Website: https://resilientsanmateo.org/	Meets monthly on the second and fourth Monday at 4 p.m.	Primary: Taylor Alternate: Nash

City Council requested assignments			
Assignment	Details	Meeting time / location	Member
<p>Home for All</p> <p>Home for All SMC is a collaborative initiative comprised of the County of San Mateo, local governments, school districts, community-based organizations, faith-based organizations, advocacy groups and businesses. The mission of Home for All is to establish a climate in San Mateo County where a diversity of housing is produced and preserved so that San Mateo County is a culturally, generationally, and economically diverse community with housing for all. It is administratively supported and funded by the County of San Mateo.</p>	<p>Type: Not a Brown Act body</p> <p>Website: https://homeforallsmc.org/</p>	Meets as needed	Member: Taylor
<p>Palo Alto Community Fund Advisory Board</p> <p>Focuses on the unique needs of the community and channeling charitable giving of local donors to effective organizations that improve the quality of life for everyone in Palo Alto, East Palo Alto and Menlo Park.</p>	<p>Type: Not a Brown Act body</p> <p>Website: https://paloaltocommfund.org/about/team/</p>	Meets as needed	Member: Wolosin (Mayoral appointment)
<p>Searsville Advisory Group</p> <p>In 2011, Stanford University formed a faculty and staff Steering Committee to evaluate options and ultimately develop a recommended course of action to address the future of Searsville Dam and Reservoir. To ensure that the study process had the benefit of a broad range of community perspectives and expertise, Stanford University also invited a group of public agency representatives, non-government organizations and community members to be part of a Searsville Advisory Group.</p>	<p>Type: Not a Brown Act body</p> <p>Website: https://searville.stanford.edu/overview</p>	Annual meetings	Member: Nash



STAFF REPORT

City Council

Meeting Date:

1/24/2023

Staff Report Number:

23-020-CC

Consent Calendar:

Authorize the city manager to execute a revised agreement with HdL Companies for economic development services

Recommendation

Staff recommends that the City Council authorize the city manager to execute a revised agreement with HdL Companies for a range of economic development staffing services for an additional \$80,000 for the remainder of fiscal year 2022-23.

Policy Issues

The amendment to the existing agreement with HdL Companies would exceed the city manager's signing authority of \$86,000 for fiscal year 2022-23 and requires City Council approval. The proposed revised agreement totals an amount not to exceed \$165,000.

Background

The city has worked with the HdL Companies ECONsolutions team since November 2020 when the City Council first approved an agreement with the company to provide a range of economic development services and backfill a vacant staff position. HdL ECONsolutions has also worked with Redwood City, Cupertino, and Belmont to conduct business analytics and staff economic development support.

HdL ECONsolutions has expended most of the funding in their current agreement for \$85,000 for fiscal year 2022-23 (Attachment A). The company has submitted a proposal to extend economic development services for the remainder of the fiscal year for an additional amount not to exceed \$80,000 (Attachment B).

Analysis

Barry Foster, the Principal/Managing Director, and Kirstin Hinds, Senior Advisor, have supported the city's outdoor dining and parklet program, including the development of new outdoor dining design standards, ongoing work to formalize a more permanent outdoor dining program, and response to the Grand Jury report on outdoor dining, among other activities. As the City Council considers options to continue outdoor dining beyond the expiration of Governor Newsom's state of emergency order related to COVID-19, HdL ECONsolutions will be needed to further develop and implement the program in the coming months.

Impact on City Resources

The amendment to the current agreement will cost approximately \$80,000. Adequate funding is available in the economic development contract services account.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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. Agreement No. 3823 with HdL fiscal year 2022-23
- B. HdL amendment and proposal

Report prepared by:
Stephen Stolte, Assistant City Manager

PROFESSIONAL SERVICES AGREEMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



Agreement #: 3823
AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND HINDERLITER DE LLAMAS & ASSOCIATES (HdL)
THIS AGREEMENT made and entered into at Menlo Park, California, this <u>9/1/2022</u> , by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and HINDERLITER DE LLAMAS & ASSOCIATES (HdL), hereinafter referred to as "FIRST PARTY."
<p>WITNESSETH:</p> <p>WHEREAS, CITY desires to retain FIRST PARTY to provide certain professional services for CITY in connection with that certain project called: Economic development professional staffing services and economic development data analytics.</p> <p>WHEREAS, FIRST PARTY is licensed to perform said services and desires to and does hereby undertake to perform said services.</p> <p>NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND CONDITIONS of each of the parties hereto, it is hereby agreed as follows:</p>
1. SCOPE OF WORK
In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services as set forth in Exhibit "A," Scope of Services.
2. SCHEDULE FOR WORK
<p>FIRST PARTY's proposed schedule for the various services required pursuant to this agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other, or the other's employees and agents.</p> <p>FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this agreement.</p>
3. PROSECUTION OF WORK
FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services).

4. COMPENSATION AND PAYMENT

- A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$85,000 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable.
- B. FIRST PARTY's fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and services incurred by FIRST PARTY and used in carrying out or completing the work.
- C. Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY.
- D. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges.

5. EQUAL EMPLOYMENT OPPORTUNITY

- A. FIRST PARTY, with regard to the work performed by it under this agreement shall not discriminate on the grounds of race, religion, color, national origin, sex, handicap, marital status or age in the retention of sub-consultants, including procurement of materials and leases of equipment.
- B. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, marital status or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.
- C. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- D. FIRST PARTY shall state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, marital status or handicap.
- E. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.
- F. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY's agreement with all sub-consultants.

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

- A. FIRST PARTY shall not assign this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however, that claims for money due or to become due to the FIRST PARTY from the CITY under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.
- B. In the event there is a change of more than 30 percent of the stock ownership or ownership in FIRST PARTY from the date of this agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this agreement upon notice to FIRST PARTY. In the event CITY is not notified of any such change in stock ownership or interest, then upon knowledge of same, it shall be deemed that CITY has terminated this agreement.

7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the services and full control over the employment, direction, compensation and discharge of all persons assisting FIRST PARTY in the performance of FIRST PARTY's services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

8. CONSULTANT QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a skillful manner usual to the profession. The acceptance of FIRST PARTY's work by CITY does not operate as a release of FIRST PARTY from said understanding.

9. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Justin Murphy
 City Manager's Office
 City of Menlo Park
 701 Laurel St.
 Menlo Park, CA 94025
 650-330-6725
 jicmurphy@menlopark.org

Notices required to be given to FIRST PARTY shall be addressed as follows:

Barry Foster
 HdL
 120 S. State College Blvd., Suite 200
 Brea, CA 92821
 714-879-5000
 BFoster@HdLCompanies.com

Provided that any party may change such address by notice, in writing, to the other party and thereafter notices shall be addressed and transmitted to the new address.

10. HOLD HARMLESS

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.

11. INSURANCE

- A. FIRST PARTY shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.
- B. There shall be a contractual liability endorsement extending the FIRST PARTY's coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates shall be filed with the City.
1. Workers' compensation and employer's liability insurance:
The FIRST PARTY shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement" (not required if the FIRST PARTY is a Sole Proprietor).
 2. Liability insurance:
The FIRST PARTY shall take out and maintain during the life of this agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in aggregate, or one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.
 3. Professional liability insurance:
FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars (\$1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.
- C. CITY and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies, and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.
- D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.
- E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.

12. PAYMENT OF PERMITS/LICENSES

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

13. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

14. OWNERSHIP OF WORK PRODUCT

Work products of FIRST PARTY for this project, which are delivered under this agreement or which are developed, produced and paid for under this agreement, shall become the property of CITY. The reuse of FIRST PARTY's work products by City for purposes other than intended by this agreement shall be at no risk to FIRST PARTY.

15. REPRESENTATION OF WORK

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

16. TERMINATION OF AGREEMENT

- A. CITY may give thirty (30) days written notice to FIRST PARTY, terminating this agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:
1. Immediately discontinue all services affected (unless the notice directs otherwise); and
 2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this agreement, whether completed or in process.
- B. If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.
- C. If the termination is due to the failure of FIRST PARTY to fulfill its agreement, CITY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.
- D. If, after notice of termination for failure to fulfill agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Section.
- E. The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this agreement.
- F. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for services performed and expenses incurred through the termination date.

17. INSPECTION OF WORK

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

18. COMPLIANCE WITH LAWS

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and services provided pursuant to this agreement, including but not limited to compliance with prevailing wage laws, if applicable.

19. BREACH OF AGREEMENT

- A. This agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this agreement, shall constitute a breach of this agreement and may be cause for termination at the election of the CITY.
- B. The CITY reserves the right to waive any and all breaches of this agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of agreement.

20. SEVERABILITY

The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

21. CAPTIONS

The captions of this agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction, or meaning of any provisions of this agreement.

22. LITIGATION OR ARBITRATION

In the event that suit or arbitration is brought to enforce the terms of this agreement, the prevailing party shall be entitled to litigation costs and reasonable attorneys' fees. The Dispute Resolution provisions are set forth on Exhibit "B," 'Dispute Resolution' attached hereto and by this reference incorporated herein.

23. RETENTION OF RECORDS

Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency, and the state of California.

24. TERM OF AGREEMENT

This agreement shall remain in effect for the period of July 1, 2022 through July 30, 2023 unless extended, amended, or terminated in writing by CITY.

25. ENTIRE AGREEMENT

This document constitutes the sole agreement of the parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between parties not expressly stated in this document are not binding. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties to this agreement.

26. STATEMENT OF ECONOMIC INTEREST

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests with 30 days of approval of a contract services agreement with the City of its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

Based upon review of the Consultant's Scope of Work and determination by the City Manager, it is determined that Consultant IS NOT required to file a Statement of Economic Interest. A statement of Economic Interest shall be filed with the City Clerk's office no later than 30 days after the execution of the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

FOR FIRST PARTY:

DocuSigned by:
Andrew Nickerson
248303594812482...

8/31/2022
Date

Andrew Nickerson
Printed name

President/CEO
Title

[Redacted]
Tax ID#

APPROVED AS TO FORM:

DocuSigned by:
Mira F. Doherty
44FFE23C8E6B45B...
MIRA F. DOHERTY, City Attorney

8/31/2022
Date

FOR CITY OF MENLO PARK:

DocuSigned by:
Justin Murphy
8379C4D5DD3E486...
JUSTIN I. C. MURPHY, City Manager

9/1/2022
Date

ATTEST:

DocuSigned by:
Judi A. Herren
3928CA20D08E401...
Judi A. Herren, City Clerk

9/1/2022
Date

EXHIBIT "A" – SCOPE OF SERVICES**A1. SCOPE OF WORK**

FIRST PARTY agrees to provide consultant services for CITY's City Manager's Office. In the event of any discrepancy between any of the terms of the FIRST PARTY's proposal and those of this agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following services:

Provide general consultant services for projects as determined by the CITY. The detailed scope of work for each task the CITY assigns the consultant shall be referred to as Exhibit A -1, which will become part of this agreement. A notice to proceed will be issued separately for each separate scope of work agreed to between the CITY and FIRST PARTY.

FIRST PARTY agrees to perform these services as directed by the CITY in accordance with the standards of its profession and CITY's satisfaction.

A2. COMPENSATION

CITY hereby agrees to pay FIRST PARTY at the rates to be negotiated between FIRST PARTY and CITY as detailed in Exhibit A-1. The actual charges shall be based upon (a) FIRST PARTY's standard hourly rate for various classifications of personnel; (b) all fees, salaries and expenses to be paid to engineers, consultants, independent contractors, or agents employed by FIRST PARTY; and shall (c) include reimbursement for mileage, courier and plan reproduction. The total fee for each separate Scope of Work agreed to between the CITY and FIRST PARTY shall not exceed the amount shown in Exhibit A-1.

FIRST PARTY shall be paid within thirty (30) days after approval of billing for work completed and approved by the CITY. Invoices shall be submitted containing all information contained in Section A5 below. In no event shall FIRST PARTY be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by CITY before the commencement of the work.

A3. SCHEDULE OF WORK

FIRST PARTY'S proposed schedule for the various services required will be set forth in Exhibit A-1.

A4. CHANGES IN WORK -- EXTRA WORK

In addition to services described in Section A1, the parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional services including but not limited to:

- Change in the services because of changes in scope of the work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY's services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to the FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and the FIRST PARTY. Such supplemental agreement shall be executed by the FIRST PARTY and may be approved by the City Manager upon recommendation of the Deputy City Manager.

A5. BILLINGS

FIRST PARTY's bills shall include the following information: A brief description of services performed, project title and the agreement number; the date the services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount; Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY's discretion. Such expenses shall be FIRST PARTY's sole financial responsibility.

EXHIBIT "B" - DISPUTE RESOLUTION

- B1.0** All claims, disputes and other matters in question between the FIRST PARTY and CITY arising out of, or relating to, the contract documents or the breach thereof, shall be resolved as follows:
- B2.0 Mediation**
- B2.1** The parties shall attempt in good faith first to mediate such dispute and use their best efforts to reach agreement on the matters in dispute. After a written demand for non-binding mediation, which shall specify in detail the facts of the dispute, and within ten (10) days from the date of delivery of the demand, the matter shall be submitted to a mutually agreeable mediator. The Mediator shall hear the matter and provide an informal opinion and advice, none of which shall be binding upon the parties, but is expected by the parties to help resolve the dispute. Said informal opinion and advice shall be submitted to the parties within twenty (20) days following written demand for mediation. The Mediator's fee shall be shared equally by the parties. If the dispute has not been resolved, the matter shall be submitted to arbitration in accordance with Paragraph B3.1.
- B3.0 Arbitration**
- B3.1** Any dispute between the parties that is to be resolved by arbitration as provided in Paragraph B2.1 shall be settled and decided by arbitration conducted by the American Arbitration Association in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, as then in effect, except as provided below. Any such arbitration shall be held before three arbitrators who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of the arbitrators within fifteen (15) days, then such arbitrator(s) shall be appointed by the presiding Judge of the court of jurisdiction of the agreement.
- B3.2** The provisions of the Construction Industry Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration, subject, however to the following:
- B3.3** Any demand for arbitration shall be writing and must be made within a reasonable time after the claim, dispute or other matter in question as arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such claim, dispute or other matter would be barred by the applicable statute of limitations.
- B3.4** The arbitrator or arbitrators appointed must be former or retired judges, or attorneys at law with last ten (10) years' experience in construction litigation.
- B3.5** All proceedings involving the parties shall be reported by a certified shorthand court reporter, and written transcripts of the proceedings shall be prepared and made available to the parties.
- B3.6** The arbitrator or arbitrators must be made within and provide to the parties factual findings and the reasons on which the decisions of the arbitrator or arbitrators is based.
- B3.7** Final decision by the arbitrator or arbitrators must be made within ninety (90) days from the date of the arbitration proceedings are initiated.
- B3.8** The prevailing party shall be awarded reasonable attorneys' fees, expert and non-expert witness costs and expenses, and other costs and expenses incurred in connection with the arbitration, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.9** Costs and fees of the arbitrator or arbitrators shall be borne by the non-prevailing party, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.10** The award or decision of the arbitrator or arbitrators, which may include equitable relief, shall be final, and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.



120 S. State College Blvd.
Suite 200
Brea, CA 92821

Barry Foster
Mobile 714.879.5000
www.hdlcompanies.com

May 18, 2022

City of Menlo Park
Justin Murphy, Interim City Manager
701 Laurel Street
Menlo Park, CA 94205

Justin,

HdL has enjoyed working with Menlo Park the past 20 months and look forward to continuing to provide economic development services in FY 2022/23. The attached proposal includes a scope of work for our Economic Development Services including 1) INSIGHT Market Analytics package and 2) Economic Development Staffing Services.

Please feel free to contact me with any questions and we look forward to continuing to work with you and the City of Menlo Park.

Sincerely

A handwritten signature in blue ink that reads 'Barry Foster'.

Barry Foster
Principal/Managing Director

C. Kirstin Hinds, Senior Advisor-HdL ECONsolutions



120 S. State College Blvd.
Suite 200
Brea, CA 92821

Barry Foster
Mobile 714.879.5000
www.hdlcompanies.com

Proposal

Scope of Work

Fixed Fee Products & Services

INSIGHT Market Analytics Package

- Use of INSIGHT Market Analytics package for Menlo Park which includes 1) Consumer Demographic Profile, 2) Household Segmentation Profile, 3) Employment Profile and 4) Consumer Demand & Market Supply Assessment (Gap Analysis). The INSIGHT package includes the City and up to five trade areas.
- The INSIGHT package includes the initial preparation of the report and then an update approximately six months later when new data is available.

Compensation \$5,000

Time & Material Services

Economic Development (ED) Staffing Services

- Provide the following services:
 - Provide a business concierge service for new businesses, business expansion, reuse possibilities and/or development opportunities.
 - Create customized materials and marketing packets.
 - Facilitate establishing meaningful relationships with retailers, site selectors and real estate professionals to promote retail and business opportunities in Menlo Park.
 - Advise and coordinate economic development efforts and opportunities with city staff, local business groups including Downtown Merchant Alliance, Menlo Park Chamber of Commerce, San Mateo County, San Mateo County Economic Development Association.
 - Engage and work with local businesses through a business roundtable program.
 - Facilitate the continued use of outdoor dining and the parklets program.
 - Help facilitate Menlo Park's participation in the Choose Local San Mateo County program.
 - HdL shall act as Menlo Park's staff representative with the Silicon Valley Economic Development Association.
 - Help form and work with local businesses to pursue recovery from the Pandemic, via the Economic Recovery Action Plan.

Compensation

Not to Exceed \$69,950 in FY 2022/23 (based on hourly rates of \$235/hr. for Barry Foster-Principal, \$175/hr. for Kirstin Hinds-Senior Advisor (primary staff person for Menlo Park's Staffing Services) and \$100/hr. for Fienna Cheng-Analyst)

Total Compensation

For FY 2022/2023 shall not exceed \$85,000



120 S. State College Blvd.
Suite 200
Brea, CA 92821

Barry Foster
Mobile 714.879.5000
www.hdlcompanies.com

Delivery & Term of Work Product

The Term of the Services will be from July 1, 2022 through June 30, 2023 (end of FY 2022/23)

Representative

The Project Manager for the Economic Development Services representing HdL shall be Barry Foster, Principal/Managing Director for HdL-ECONsolutions. The primary person working on Menlo Park's ED Staffing Services shall be Kirstin Hinds, with some limited staff support from Barry Foster and Fienna Cheng - Analyst. The staff representatives for the City of Menlo Park shall be Justin Murphy, City Manager.

Accepted by HdL:



Barry Foster, Managing Director 05/18/22 Date

Accepted by City of Menlo Park:

Justin Murphy, City Manager Date

AGREEMENT AMENDMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620

ATTACHMENT B



Amendment #: 3823.1

AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND **HINDERLITER DE LLAMAS & ASSOCIATES (HdL)**

THIS FIRST AMENDMENT is made and entered into this _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and **FIRST PARTY**, hereinafter referred to as "FIRST PARTY."

1. Pursuant to Section 4. **COMPENSATION AND PAYMENT** of Agreement No. **3823**, ("Agreement"), Section 4. **COMPENSATION AND PAYMENT** [amendment to section] to read as follows"

"A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed **\$165,000** as described in Exhibit "A-1," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable"

Except as modified by this Amendment, all other terms and conditions of Agreement No. 3823 remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

SIGNATURE PAGE TO FOLLOW

FOR FIRST PARTY:

Signature

Date

Printed name

Title

Tax ID#

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney

Date

FOR CITY OF MENLO PARK:

Justin I. C. Murphy, City Manager

Date

ATTEST:

Judi A. Herren, City Clerk

Date

December 7, 2022

City of Menlo Park
Justin Murphy, Interim City Manager
701 Laurel Street
Menlo Park, CA 94205

Justin,

HdL has enjoyed working with Menlo Park the past 27 months and look forward to continuing to provide economic development services for the remainder of FY 2022/23. As discussed, we anticipate running out of the FY 2022/2023 Agreement #3823 total compensation of \$85,000 by January. The attached proposal includes a scope of work for our Economic Development Staffing Services and the amended total compensation for the agreement #3823.

Please feel free to contact me with any questions and we look forward to continuing to work with you and the City of Menlo Park.

Sincerely



Barry Foster
Principal/Managing Director

C. Kirstin Hinds, Senior Advisor-HdL ECONsolutions

Proposal

Scope of Work

Time & Material Services

Economic Development (ED) Staffing Services

- Provide the following services:
 - Provide a business concierge service for new businesses, business expansion, reuse possibilities and/or development opportunities.
 - Create customized materials and marketing packets.
 - Facilitate establishing meaningful relationships with retailers, site selectors and real estate professionals to promote retail and business opportunities in Menlo Park.
 - Advise and coordinate economic development efforts and opportunities with city staff, local business groups including Downtown Merchant Alliance, Menlo Park Chamber of Commerce, San Mateo County, San Mateo County Economic Development Association.
 - Engage and work with local businesses through a business roundtable program.
 - Facilitate the continued use of outdoor dining / parklets program.
 - Given that the proposed outdoor use design standards are approved by the City Council, assist staff in the implementation of the newly proposed outdoor use design standards, including working with existing sidewalk café and parklet owners to meet new outdoor use design standards.
 - HdL shall act as Menlo Park's staff representative with the Silicon Valley Economic Development Association.
 - Help form and work with local businesses to pursue recovery from the Pandemic, via the Economic Recovery Action Plan.

Compensation

Not to Exceed \$80,000 in FY 2022/23 (based on hourly rates of \$235/hr. for Barry Foster-Principal, \$175/hr. for Kirstin Hinds-Senior Advisor (primary staff person for Menlo Park's Staffing Services) and \$100/hr. for Fienna Cheng-Analyst)

Total Compensation

For FY 2022/2023 Agreement #3823 shall not exceed \$80,000 in addition to the original contract amount of \$85,000.

Total amended contract amount for FY 2022/2023 not to exceed \$165,000.

Delivery & Term of Work Product

Per agreement #3823, the Term of the Services will be from July 1, 2022 through June 30, 2023 (end of FY 2022/23).

Representative

The Project Manager for the Economic Development Services representing HdL shall be Barry Foster, Principal/Managing Director for HdL-ECONsolutions. The primary person working on Menlo Park's ED Staffing Services shall be Kirstin Hinds, with some limited staff support from Barry Foster and Fienna Cheng - Analyst. The staff representatives for the City of Menlo Park shall be Justin Murphy, City Manager.

Accepted by HdL:

 12/7/22

Barry Foster, Managing Director Date

Accepted by City of Menlo Park:

Justin Murphy, City Manager Date



STAFF REPORT

City Council

Meeting Date:

1/24/2023

Staff Report Number:

23-014-CC

Regular Business:

Provide direction regarding City Council Procedure CC-86-0001, “Naming and/or changing the name of facilities” (1986); and a process to identify a name for the Menlo Park Community Campus project now under construction

Recommendation

City staff recommends that City Council provide direction to City staff regarding:

1. Proposed revisions to City Council Procedure CC-86-0001, “Naming and/or changing the name of facilities” (Attachments A and B)
2. A proposed process to identify naming and/or dedications for a new City facility now under construction at 100-110 Terminal Avenue and currently referred to by the unofficial working name, “Menlo Park Community Campus.”

This is a discussion-only item to seek feedback and direction from City Council related to naming of City facilities. No City Council action related to facility naming is requested at this time. Additional details about a proposed process and timeline related to facility naming are provided in the Analysis section of this report.

Policy Issues

City Council Procedure #CC-86-0001, “Naming and/or changing the name of facilities” (Naming Policy) was adopted February 25, 1986, and provides guidance on the naming of City-owned facilities (Attachment A). The Naming Policy has not been revised since its adoption in 1986.

Notable and/or relevant policy statements in the Naming Policy include:

- “The Park and Recreation Commission, after considering inputs from the community, will recommend to City Council names for new... buildings and miscellaneous facilities. The naming will recognize: A deceased person (no sooner than five years after death), ethnic or other national and community groups, not yet honored in some fashion, who have made significant contributions to the City... and have not been previously honored in a meaningful way by the City.”
- “At those facilities having recreation buildings, the City from time to time may authorize placing of a memorial plaque inside a building when that facility is closely identified with a person or group, but the policy of the City is to retain the historic name of the facility.”
- “It shall be the policy of the City not to change the name of any existing recreation and park facility, particularly one whose name has City or national significance, unless there is the most extraordinary circumstances or City or National interest and no other new facility can be so designated.”
- “The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet

unrecognized.”

The Naming Policy also makes brief references to smaller-scale, more ephemeral commemorative amenities that honor private individuals in City parks such as memorial benches, and but it prescribes no criteria or procedures for evaluating and selecting such items, aside from generally encouraging them.

Background

Past Naming Policy exceptions

City Council has made exceptions to the Naming Policy in the past, for example to waive the policy element related to recognizing deceased persons no sooner than five years after their death, including:

- On November 14, 2017, the policy was waived to rename Market Place Park in honor of local war hero and community leader Karl E. Clark
- On April 5, 2011, City Council approved a recommendation to rename multiple facilities in the Burgess Park civic center campus – the recreation center, gymnasium and gymnastics center – in honor of real estate developer and philanthropist John Arrillaga and family
- In September 2008, the policy was waived to change the name of Bayfront Park to Bedwell Bayfront Park in honor of former City Manager Michael Bedwell
- In October 2004, the policy was waived to name the Burgess Park Little League field in honor of former Parks and Recreation Commission chairperson Tom Harrison.

In each of the above noted cases, the City Council determined that the Naming Policy standard for “major, overriding contributions” by these honorees had been met.

Onetta Harris Community Center

Before the adoption of the Naming Policy, the City Council in July 1983 renamed the Belle Haven Community Center in honor of community leader Onetta Harris, who had passed away the previous year. The Onetta Harris Community Center bore her name from 1983 until the building was demolished in 2021, along with multiple other City facilities on the same site, to make way for a new community facility.

Menlo Park Community Campus project

On December 16, 2019, Facebook (now Meta) submitted its proposal for exploring the funding and development of a new multiservice center to incorporate the Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center, Belle Haven Pool, and Belle Haven Branch Library into a single new community facility. In the Funding and Improvement Agreement executed with Meta, the City reserves sole discretion on the naming of the facility in accordance with its policies, subject to meeting and conferring with Meta.

On January 12, 2021, City Council approved the architectural control, use permit, funding and improvements agreement for the project located at 100-110 Terminal Avenue, which by then had come to be referred to by the unofficial working title, “Menlo Park Community Campus” (MPCC). City Council requested further review of several design elements of the proposed pool area. Those items were discussed January 26, 2021, and February 1, 2021. City Council approved the pool design elements February 1, 2021.

During summer 2021, four City buildings/facilities at 100-110 Terminal Avenue – the Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center, and Belle Haven Pool – were demolished to make way for the construction of the MPCC project. Programs that were previously housed in those facilities were temporarily relocated to interim service locations during the MPCC’s construction. The

Belle Haven Branch Library continues to operate in its current location at 413 Ivy Drive on the Belle Haven Elementary School campus, and will be relocated to the MPCC after construction is completed.

Construction of the MPCC project, which is primarily comprised of a single newly constructed multiservice facility, began in November 2021 and is anticipated to be completed in 2024. The new multiservice facility will be slightly larger in total square footage and substantially more modern, resilient, and environmentally sustainable than the five facilities it will replace.

Commemorative park amenities

On November 1, 2022, City Council reviewed a proposed Commemorative Park Amenities Policy to establish procedures and criteria for smaller-scale commemorative installations in City parks, for example memorial plaques on park benches and similar outdoor installations that are more numerous and typically have shorter lifespans than buildings by nature of their design and exposure to the elements. The City Council deferred action on establishing a City Council policy for such, and instead directed staff to add commemorative park amenities to the Parks and Recreation Commission (PRC) work plan with quarterly reporting to the City Council including any commemorative amenity requests reviewed by the PRC (Attachments C and D).

Analysis

Community interest in the new facility's name

The long-held dream of a new community facility in the Belle Haven neighborhood is visibly taking shape as the MPCC construction progresses and an inspiring new landmark rises at 100-110 Terminal Avenue. Since the project's inception, there has been substantial community interest in the name of the new facility.

Some community members have expressed a strong desire to honor Onetta Harris in the new facility's name. Some community members have expressed a strong desire to highlight the historic Belle Haven neighborhood in the new facility. Some have suggested a naming contest with community entries followed by voting or other selection methods. Some have offered the idea of attaching names or dedications to each of the facility's five primary functions (community center, public library, senior center, youth center and pool/aquatics center) as well as one overall name to denote the whole facility and campus.

Names of other City-operated facilities in the Belle Haven neighborhood

Before the start of the MPCC project construction, the City of Menlo Park operated seven community-serving facilities in the Belle Haven neighborhood (not including parks):

- Belle Haven Branch Library
- Belle Haven Child Development Center
- Belle Haven Pool
- Belle Haven Youth Center
- Menlo Park Senior Center
- Neighborhood Service Center
- Onetta Harris Community Center

When the MPCC project is completed, five of the above-noted programs (library, pool, youth center, senior center and community center) will be housed together in a single newly constructed facility. The other two programs (child development center and neighborhood service center) will continue to operate in their current facilities.

Potential revisions to the Naming Policy

Staff requests direction from City Council regarding potential revisions to City Council Procedure CC-86-0001. Attachment B includes potential revisions that would:

- Align the policy with current City Council expectations and community interests regarding the naming and/or dedication of public facilities operated by the City
- Establish criteria and procedures for the naming, renaming, and/or dedication of public facilities, including major programs that are housed together in multiservice facilities like the MPCC
- Establish criteria for recognizing individuals and/or groups who donate toward the costs of new and/or renovated public facilities
- Refer the criteria and procedures for smaller-scale commemorative amenities in City parks, for example memorial plaques on park benches, to the PRC work plan with quarterly reporting to the City Council including any commemorative amenity requests reviewed by the PRC.

Staff will incorporate City Council's feedback and direction into a revised Naming Policy for potential City Council adoption (or reaffirmation of the current policy if City Council desires no revisions) tentatively March 14.

Proposed MPCC facility naming process and timeline

City staff requests direction from City Council regarding a proposed process to identify:

- A name and/or dedication for the overall MPCC facility
- Names and/or dedications for each of the five major programs housed in the MPCC facility
- Recognitions for individuals and/or groups who donate toward the costs of the opening day furnishings, equipment, books, public art, and other amenities in the MPCC facility.

City staff recommends the following process and timeline for the MPCC facility naming process:

- January 24 – City Council provides direction to staff regarding potential revisions to the Naming Policy and a proposed MPCC facility naming process
- February 22 – PRC convenes a public study session to consider input from the community, City Council direction and the Naming Policy (including any potential policy revisions directed by City Council.) PRC opens a four-week public comment period during which time Menlo Park residents may offer their input and suggestions for naming/dedicating the new facility and/or each of its five major programs. City staff conducts outreach in English and Spanish through multiple formats and establishes a system to collect and compile input from community members
- March 14 – City Council reviews and adopts revisions to the existing City Council Procedure CC-86-0001 (Naming Policy; 1986), or reaffirms the current Naming Policy if no revisions are desired.
- March 22 – PRC convenes a public meeting to consider all community input received during the four-week public comment period, as well as City Council direction and the revised (or reaffirmed) Naming Policy. PRC recommends to City Council up to 3 potential names and/or dedications for the overall facility, and up to 3 potential names and/or dedications for each of the five major programs (community center, public library, senior center, youth center and aquatics center) that will be housed within the new facility.
- March 28 – City Council reviews the PRC's recommendations and hears additional public input, then selects a name and/or dedication for the overall facility, and selects names and/or dedications for each of the five major programs that will be housed therein.

Impact on City Resources

There are no substantive direct impacts to the City's General Fund associated with the requested City Council direction. Depending on the City Council's desired process for selecting a name for the new facility, there could be some indirect impacts in the form of staff time and effort and some minor expenditures for community outreach, which can be accommodated within existing City resources.

Environmental Review

The requested City Council direction is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. In addition, the City sent electronic notices via Nextdoor, Facebook and directly to project email and text update subscribers from the project page (Attachment E).

Attachments

- A. City Council Procedure CC-86-0001, Naming and/or changing the name of facilities. February 25, 1986
- B. Proposed redline revisions to City Council Procedure CC-86-0001
- C. Hyperlink – Staff report 22-213-CC, Commemorative Park Amenities Policy, November 1, 2022: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20221101-city-council-agenda-packet.pdf
- D. Hyperlink – City Council meeting, November 1, 2022 minutes: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/minutes/20221101-city-council-minutes.pdf
- E. Hyperlink – project page: menlopark.gov/communitycampus

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

NAMING AND/OR CHANGING THE NAME OF FACILITIES

City Council Procedure #CC-86-0001

Adopted February 25, 1986



Purpose and Scope

From time to time the City has the opportunity to name a new facility, or is requested to change the name of a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these requests, and to provide better guidelines to the public, the City does hereby adopt the following policy guidelines for the naming of facilities.

1. It shall be the policy of the City not to change the name of any existing recreation and park facility, particularly one whose name has City or national significance, unless there is the most extraordinary circumstances of City or National interest and no other new facility can so be designated.
2. The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet unrecognized.
3. The Park and Recreation Commission, after considering inputs from the community, will recommend to the City Council names for new parks, playgrounds, athletic fields, paths, tennis courts, flower beds, buildings and miscellaneous facilities. The naming will recognize:
A deceased person (no sooner than five years after death), ethnic or other national or community groups not yet honored in some fashion, who have made significant contributions to the City and/or the Park and Recreation Department and have not been previously honored in a meaningful way by the City.
4. It shall be the policy of the City generally to encourage plaques commemorating donations including tree memorials, horticultural collections or plant materials.
5. Where appropriate to the facility, the City encourages the donation of memorial benches.
6. At those facilities having recreation buildings, the City from time to time may authorize placing of a memorial plaque inside a building when that facility is closely identified with a person or group, but the policy of the City is to retain the historic name of the facility.
7. For other than naming a new facility, it is the policy of the City to take no action until at least six months from the receipt of a suggested name change or the adoption of these policies.

Procedure history

Action	Date	Notes
Procedure adopted	February 25, 1986	City Council adopted
Procedure reviewed	January 27, 1998	City Council reviewed and made no revisions

NAMING AND/OR CHANGING THE NAME OF FACILITIES

City Council Procedure #CC-86-0004XXX

Adopted February 25, 1986

Resolution No. XXXX



Purpose and Scope

From time to time the City has the opportunity to name and/or dedicate a new facility, or the individual programs or components within a new facility, or is requested to ~~change the re~~name of and/or rededicate a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these opportunities and requests, and to provide ~~better~~ guidelines to the public, the City ~~does hereby has~~ adopted the following ~~policy guidelines procedure and criteria~~ for the naming and/or dedication of facilities.

1. It shall be the policy of the City not to change the name of any existing ~~recreation and park City~~ facility, particularly one whose name has City, regional or national significance, unless there is the most extraordinary circumstances of City, regional or ~~National-national~~ interest and no other new facility can so be designated.
2. The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing place names only with the greatest reluctance and when naming or dedicating facilities in honor of a person or persons, only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet ~~unrecognized~~under-recognized by the City.
3. At the direction of the City Council, ~~the~~ Parks and Recreation Commission, after considering inputs from the community, ~~will may~~ recommend to the City Council names and/or dedications for ~~new~~ parks, playgrounds, athletic fields, park paths, tennis courts, ~~flower beds~~public gardens, recreation buildings and ~~miscellaneous-related~~ facilities. For all other City facilities, City Council will consider inputs from the community and identify names and/or dedications in a manner consistent with the purpose and intent of this procedure.
- 3.4. The naming, dedication, renaming and/or rededication of City facilities will recognize and take into consideration the following criteria:
 - A clear and compelling connection to significant local places, communities, neighborhoods, history, geographical features, people, achievements, events, and/or other attributes of the City and community of Menlo Park
 - Inclusion, belonging, access, fairness, and justice for the entire Menlo Park community and all of the people who are part of it
 - A deceased person (no sooner than five years after death) who made major, overriding contributions to the City and community of Menlo Park and whose distinctions are as yet under-recognized by the City
 - ~~ethnic or other n~~National, regional or community groups ~~not yet honored in some fashion, who that~~ have made significant contributions to the ~~City and/or the Park and Recreation Department~~Menlo Park community and have not been previously honored in a meaningful way by the City.
4. ~~It shall be the policy of the City generally to encourage plaques commemorating donations including tree memorials, horticultural collections or plant materials.~~
5. ~~Where appropriate to the facility, the City encourages the donation of memorial benches.~~
- 6.5. ~~At those facilities having recreation buildings, t~~The City Council from time to time may authorize a dedication, placing of a memorial plaque, or other recognition inside a building when that in or on a facility that is closely identified with a person or group, or to recognize individuals and/or groups who have donated to the facility and/or individual programs or components within it, but the policy of the City is to retain the historic name of the facility.
- 7.6. For other than naming and/or dedicating a new facility and its individual programs or components, it is the policy of the City to take no action until at least six months from the receipt of a suggested ~~name changer~~renaming or ~~the adoption of these policies~~rededication.

Procedure history

Action	Date	Notes

NAMING AND/OR CHANGING THE NAME OF FACILITIES

City Council Policy #CC-XX-XXX

Adopted

Resolution No. XXXX

Procedure adopted	February 25, 1986	City Council adopted
Procedure reviewed	January 27, 1998	City Council reviewed and made no revisions



NAMING AND/OR RENAMING FACILITIES

City Council – January 24, 2023



RECOMMENDATION

City staff requests City Council direction regarding:

1. Potential revisions to City Council Procedure CC-86-0001, “Naming and/or changing the name of facilities” (1986)
2. Proposed process to identify naming and/or dedications for the new City facility now under construction at 100-110 Terminal Avenue and currently referred to by the unofficial working name, “Menlo Park Community Campus.”

This is a discussion item to seek feedback and direction from City Council related to naming of City facilities. No City Council action related to facility naming is requested at this time.

NAMING POLICY (1986) – OVERVIEW



- City Council Procedure #CC-86-0001, “Naming and/or changing the name of facilities” (Naming Policy) was adopted February 25, 1986
- Attachment A to the staff report
- Provides guidance on the naming of City-owned facilities
- Also references smaller-scale, more ephemeral commemorative amenities in City parks, such as memorial benches
- The Naming Policy has not been revised since its adoption in 1986.

NAMING POLICY (1986) – EXCERPTS



Notable and/or relevant policy statements in the 1986 Naming Policy include:

- “The Park and Recreation Commission, after considering inputs from the community, will recommend to City Council names for new... buildings and miscellaneous facilities”
- “The naming will recognize: A deceased person (no sooner than five years after death), ethnic or other national and community groups, not yet honored in some fashion, who have made significant contributions to the City... and have not been previously honored in a meaningful way by the City.”

NAMING POLICY (1986) – EXCERPTS



- “The City from time to time may authorize placing of a memorial plaque inside a building when that facility is closely identified with a person or group, but the policy of the City is to retain the historic name of the facility”
- “It shall be the policy of the City not to change the name of any existing recreation and park facility... unless there is the most extraordinary circumstances or City or National interest and no other new facility can be so designated.”
- The existing place names within Menlo Park shall be deemed to have historic significance... The City will modify existing names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City... whose distinctions are as yet unrecognized.”

PAST EXCEPTIONS TO THE NAMING POLICY



City Council made past exceptions to the Naming Policy to waive the policy element related to recognizing deceased persons no sooner than five years after their death:

- November 14, 2017 - Renamed Market Place Park in honor of local war hero and community leader Karl E. Clark
- April 5, 2011 - Renamed the recreation center and gymnastics center in honor of real estate developer and philanthropist John Arrillaga and family
- April 27, 2010 - Named the gymnasium the Arrillaga Family Gymnasium
- September 2008 - Renamed Bayfront Park to Bedwell Bayfront Park in honor of former City Manager Michael Bedwell
- October 2004 - Named the Burgess Park Little League field in honor of former Parks and Recreation Commission chairperson Tom Harrison.

PAST NAMING – ONETTA HARRIS COMMUNITY CENTER



- Before the adoption of the Naming Policy, the City Council in July 1983 renamed the Belle Haven Community Center in honor of community leader Onetta Harris, who had passed away the previous year
- The Onetta Harris Community Center bore her name from 1983 until the building was demolished in 2021, along with multiple other City facilities on the same site, to make way for a new community facility.

MENLO PARK COMMUNITY CAMPUS PROJECT



- In January and February 2021, City Council issued key approvals for the project located at 100-110 Terminal Avenue, referred to by the unofficial working title, “Menlo Park Community Campus” (MPCC)
- In the Funding and Improvement Agreement executed with Facebook (now Meta), the City reserves sole discretion on the naming of the facility in accordance with its policies, subject to meeting and conferring with Meta.
- During summer 2021, four City facilities at 100-110 Terminal Ave. (Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center, Belle Haven Pool) were demolished to make way for the MPCC project
- Construction of the MPCC project began in November 2021 and is anticipated to be completed in 2024.

COMMEMORATIVE PARK AMENITIES



- On November 1, 2022, City Council reviewed a proposed Commemorative Park Amenities Policy to establish procedures and criteria for smaller-scale commemorative installations in City parks, for example memorial plaques on park benches and similar outdoor installations that are more numerous and typically have shorter lifespans than buildings by nature of their design and exposure to the elements
- The City Council deferred action on establishing a City Council policy, and instead directed staff to add commemorative park amenities to the Parks and Recreation Commission (PRC) work plan with quarterly reporting to the City Council including any commemorative amenity requests reviewed by the PRC.

NAMES OF OTHER CITY FACILITIES IN BELLE HAVEN



Before the start of the MPCC project construction, the City operated seven community facilities in the Belle Haven neighborhood (not including parks):

- Belle Haven Branch Library
- Belle Haven Child Development Center
- Belle Haven Pool
- Belle Haven Youth Center
- Menlo Park Senior Center
- Neighborhood Service Center
- Onetta Harris Community Center

COMMUNITY INTEREST IN THE NEW FACILITY'S NAME



Since the MPCC project's inception, there has been substantial community interest in the name of the new facility.

- Some have expressed a desire to honor Onetta Harris in the new facility's name
- Some have expressed a desire to highlight the historic Belle Haven neighborhood
- Some have suggested a naming contest with community entries followed by voting or other selection methods
- Some have offered the idea of attaching names or dedications to each of the facility's five primary functions (community center, public library, senior center, youth center and pool/aquatics center) as well as one overall name to denote the whole facility and campus.



POTENTIAL REVISIONS TO THE NAMING POLICY

Staff requests direction on potential revisions to City Council Procedure CC-86-0001 (Attachment B):

- Align the policy with current City Council expectations and community interests
- Establish criteria and procedures for naming, renaming, and/or dedicating public facilities, including major programs housed together in multiservice facilities
- Establish criteria for recognizing individuals and/or groups who donate toward the costs of new and/or renovated public facilities
- Refer the criteria and procedures for smaller-scale commemorative amenities in parks, for example memorial benches, to the PRC with quarterly reporting to the City Council.



PROPOSED MPCC FACILITY NAMING PROCESS AND TIMELINE

Staff requests direction from City Council regarding a proposed process to identify:

1. A name and/or dedication for the overall MPCC facility
2. Names and/or dedications for each of the five major programs housed in the MPCC facility
3. Recognitions for individuals and/or groups who donate toward the costs of the opening day furnishings, equipment, books, public art, and other amenities in the MPCC facility.



PROPOSED MPCC FACILITY NAMING PROCESS AND TIMELINE

City staff recommends the following process and timeline for the MPCC facility naming process:

- January 24 – City Council provides direction on potential revisions to the Naming Policy and a proposed MPCC facility naming process
- February 22 – PRC study session to consider input from the community, City Council direction and the Naming Policy (including any potential policy revisions directed by City Council)
- February 22 – PRC opens a four-week public comment period for Menlo Park residents to offer input and suggestions for naming/dedicating the new facility and/or each of its five major programs. City staff conducts outreach in English and Spanish through multiple formats and establishes a system to collect and compile input from community members.



PROPOSED MPCC FACILITY NAMING PROCESS AND TIMELINE (CONTINUED)

- March 14 – City Council reviews and adopts revisions to the Naming Policy or reaffirms the current policy if no revisions are desired
- March 22 – PRC convenes a public meeting to consider community input and recommend to City Council:
 - Up to 3 potential names and/or dedications for the overall facility
 - Up to 3 potential names and/or dedications for each of the five major programs (community center, public library, senior center, youth center and aquatics center) that will be housed in it.
- March 28 – City Council reviews the PRC’s recommendations and community input, then selects:
 - The name and/or dedication for the overall facility
 - Names and/or dedications for each of the five major programs (community center, public library, senior center, youth center and aquatics center) that will be housed in it.



DISCUSSION

City staff requests that City Council provide direction to City staff regarding:

1. The proposed revisions to City Council Procedure CC-86-0001, “Naming and/or changing the name of facilities” (1986)
2. Proposed process to identify naming and/or dedications for the new City facility now under construction at 100-110 Terminal Avenue and currently referred to by the unofficial working name, “Menlo Park Community Campus.”

City staff will pursue the revisions, process, and timeline as outlined in the staff report and presentation unless directed otherwise by the City Council.



STAFF REPORT

City Council

Meeting Date: 1/24/2023
Staff Report Number: 23-016-CC

Informational Item: City Council agenda topics: January 31 – February 28, 2023

Recommendation

The purpose of this informational item is to provide the City Council and members of the public access to the anticipated agenda items that will be presented to the City Council. The mayor and city manager set the City Council agenda so there is no action required of the City Council as a result of this informational item.

Policy Issues

In accordance with the City Council procedures manual, the mayor and city manager set the agenda for City Council meetings.

Analysis

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items, Attachment A, through February 28, 2023. The topics are arranged by department to help identify the work group most impacted by the agenda item.

Specific dates are not provided in the attachment due to a number of factors that influence the City Council agenda preparation process. In their agenda management, the mayor and city manager strive to compile an agenda that is most responsive to the City Council's adopted priorities and work plan while also balancing the business needs of the organization. Certain agenda items, such as appeals or State mandated reporting, must be scheduled by a certain date to ensure compliance. In addition, the meeting agendas are managed to allow the greatest opportunity for public input while also allowing the meeting to conclude around 11 p.m. Every effort is made to avoid scheduling two matters that may be contentious to allow the City Council sufficient time to fully discuss the matter before the City Council.

Public Notice

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

Attachments

A. City Council agenda topics: January 31 – February 28, 2023

Report prepared by:

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

Tentative City Council Agenda

#	Title	Department	Item type	City Council action
1	Mid-year budget amendment	ASD	Regular	Adopt resolution
2	Receive the annual comprehensive financial report for the fiscal year ended June 30, 2022	ASD	Consent	Receive and file
3	Existing litigation	CAO	Closed Session	No action
4	Housing Element	CDD	Regular	Approve
5	First reading/intro: Senate Bill 9 (SB 9) ord	CDD	Public Hearing	First read/intro ordinance
6	Parkline - Senate Bill 7 (SB 7)	CDD	Regular	Approve
7	Parkline/SRI NOP comment review	CDD	Regular	Approve
8	Second reading/adopt: SB 9 ord	CDD	Consent	Second read/adopt ordinance
9	Vesting Tentative Map Extension for 201 El Camino Real	CDD	Public Hearing	Adopt resolution
10	Adopt a resolution approving the City Council Community Funding Subcommittee's recommendations for 2022-23 community funding allocations	CMO	Regular	Adopt resolution
11	Adopt Resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public	CMO	Consent	Adopt resolution
12	Appoint City Councilmembers to various standing and ad hoc subcommittees, and disband inactive ad hoc subcommittees	CMO	Regular	Decide
13	City Council Finance and Audit Committee members	CMO	Regular	Direction to staff
14	City Council goal setting workshop	CMO	Informational	No action
15	First reading/intro: Outdoor dining ord	CMO	Public Hearing	First read/intro ordinance
16	Proclamation: Black History Month	CMO	Proclamation	No action
17	Study Session Reach Codes 2.0	CMO	Study Session	No action
18	Terminating the local emergency	CMO, CA	Consent	Adopt resolution
19	Second reading/adopt: Outdoor dining ord	CMO, PW	Consent	First read/intro ordinance
20	Approve a notice of funding availability for cultural and special events community grants	LCS	Regular	Approve
21	Menlo Park Community Campus-furniture and non-fixed equipment procurement	LCS	Regular	Approve
22	Parks and Recreation Facilities Master Plan update - Pickleball, MPCC	LCS	Informational	No action
23	Presentation: Youth Poster Exhibition: "What Black History Means to Me"	LCS	Proclamation	No action
24	Select an aquatics operator and authorize the city manager to negotiate agreement	LCS	Regular	Contract award or amend
25	Police department quarterly update – Q4 October 2022 - December 2022	PD	Informational	Receive and file
26	Adopt resolution abandon 10' wide public utility easements along the rear of properties at 1701 Bay Laurel Drive and 1715 Bay Laurel Drive	PW	Public Hearing	Adopt resolution
27	Adopt resolution authorizing City to apply for a SMCTA Measure A/W shuttle grant	PW	Consent	Adopt resolution
28	Adopt resolution to remove parking on Middle Avenue to implement complete streets project	PW	Regular	Adopt resolution
29	Approve service agreement with Caltrain for Middle Avenue undercrossing project	PW	Consent	Approve

Tentative City Council Agenda

#	Title	Department	Item type	City Council action
30	Authorize installation of left turn restrictions from Oak Grove Avenue to Garwood Way and Merrill Street	PW	Consent	Adopt resolution
31	Bid award Chrysler pump station	PW	Consent	Contract award or amend
32	Haven Avenue streetscape project	PW	Consent	Contract award or amend
33	Provide direction on whether to consider elevated alternatives for Caltrain grade separation	PW	Study Session	Direction to staff
34	Ravenswood Street Resurfacing	PW	Consent	Contract award or amend



STAFF REPORT

City Council

Meeting Date:

1/24/2023

Staff Report Number:

23-019-CC

Informational Item:

Update on the Middle Avenue complete streets project

Recommendation

This is an informational item and does not require City Council action. This report transmits an update to the City Council on the Middle Avenue complete street project in advance of anticipated City Council action February 14. This report includes a summary of City Council actions to date, remaining actions related to bike lane options, and a summary of notifications planned in advance of the City Council's February 14 meeting.

Policy Issues

This project is consistent with policies and programs stated in the 2016 General Plan Circulation Element (e.g., CIRC-1.7, CIRC-1.8, CIRC-2.7, etc.) These policies seek to maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe and active community and quality of life throughout Menlo Park.

Design and implementation of bicycle facilities on Middle Avenue between El Camino Real and University Drive fulfill "Mitigation Measure TRA-2.1" of the Mitigation Monitoring and Reporting Program (MMRP) established in the 500 El Camino Real (i.e., Middle Plaza) project final environmental impact report (FEIR) approved in 2017.

Background

The Middle Avenue complete streets project is a City Council priority with the following objectives:

- Enhance bicyclist and pedestrian visibility and improve safety of all street users
- Provide safe and comfortable cycling and pedestrian infrastructure and encourage sustainable mode of transportation
- Increase accessibility of the corridor by supporting improvements related to Middle Plaza and ongoing study of the grade-separated pedestrian and bicycle crossing

Since late 2021, staff have been conducting planning and outreach for this project, with support from Stanford University. Activities in the project to date include:

- March 2022 – staff conducted initial public outreach, including in person and virtual meetings and launched an online survey that received over 600 responses.
- May 11, 2022 – staff presented the findings of outreach to the Complete Streets Commission (CSC)
- July 13, 2022 – the CSC reviewed design options and made a recommendation to City Council.
- August 23, 2022 – City Council received an informational update on the project that included a complete record of the outreach and analysis. Attachment A provides a hyperlink to the staff report for this

meeting.

- September 13, 2022 and October 18, 2022 – City Council reviewed design options for the project, approved certain actions and provided additional direction to staff. Attachments B and C provide the hyperlinks to the September and October staff reports, respectively.

Analysis

At the September 13, 2022, and October 18, 2022, meetings, the City Council took the following actions related to the Middle Avenue complete streets project:

- Authorized installation a new all-way stop sign on at Middle Avenue and San Mateo Drive
- Authorized the temporary closure of Blake Street at Middle Avenue
- Directed staff to pursue reducing the speed limit on Middle Avenue between University Drive and Olive Street to 25 miles per hour (MPH) as part of a package of speed limit reductions on similar residential streets that are currently signed 30 MPH
- Directed staff to install traffic calming at regular intervals on Middle Avenue
- Directed staff to add a project to the five-year capital improvement plan (CIP) to install continuous sidewalk on the south side of Middle Avenue

In addition to these actions, the City Council also provided feedback to staff to explore a potential pilot of a bikeway that removed parking on both sides of the street and to return to City Council with options for the design of the bikeway that would retain some on-street parking. The City Council also directed staff to provide additional notice to residents about the forthcoming City Council decision.

Staff has identified three potential implementation options to implement bicycle lanes on Middle Avenue (Attachment D) and identified potential trade-offs of these options (Table 1):

- Pilot removal of parking on both sides of the street and install bicycle lanes that are generally seven-feet wide with three-foot buffers
- Remove parking from one side of the street and implement buffered bicycle lanes that are generally five-feet wide with two-foot buffers
- Remove parking from one side of the street with select additional parking removal on the other side of the street where there are generally reduced parking needs. Bike lane and buffer width would use the wider lane and buffer dimensions where parking is removed and the narrower lane and buffer options where parking is retained.

Table 1: Middle Avenue bicycle lane implementation options		
Implementation option	Advantages	Challenges
(1) Pilot parking removal from both sides	<ul style="list-style-type: none"> • Pilot enables testing of the idea with temporary materials • Wider bike lanes reduce conflicts with vehicles 	<ul style="list-style-type: none"> • Pilot adds significant demand on staff resources • Wider bike lanes and buffers may be used for passing turning vehicles
(2) Remove parking from one side	<ul style="list-style-type: none"> • Parking retained for users with high demand or limited supply, including Nealon Park/Little House, Menlo Community Church and apartments 	<ul style="list-style-type: none"> • Somewhat narrower bicycle lanes and buffer • Increased risk of dooring (bicycle collisions with people opening car doors) compared to option 1
(3) Remove parking on both sides, except in high need areas	<ul style="list-style-type: none"> • Parking retained for users with high demand or limited supply, including Nealon Park/Little House, Menlo Community Church and apartments 	<ul style="list-style-type: none"> • Somewhat narrower bike lanes and buffer in select areas, including by Nealon Park and Lyle Park. • Potential increase risk of dooring in select areas compared to option 1

At the February 14 meeting, staff will present a single resolution that the City Council can adapt to approve any of the three options identified above.

To provide more information about the status of this project, staff also recorded a short video that will be made available on the project webpage that explains the outreach findings, approved actions and bicycle lane options. The visualizations of the bikeway design options (Attachment D) will also be posted on the project webpage.

Staff will provide the following notifications for the February 14 meeting:

- Postcards will be sent to all residents who live on or within 500 feet of Middle Avenue, as well as all residents of cul-de-sacs that only have access via Middle Avenue
- Variable message signs will be placed on Middle Avenue approximately one week ahead of the meeting
- All individuals who have provided feedback or responded to the survey and provided their email will be receive an email notification about the upcoming meeting
- Additional notifications will be made via social media and the City newsletter

Impact on City Resources

The City was recently awarded a grant for \$1,100,00 from the San Mateo County Transportation Authority (SMCTA) Pedestrian and Bicycle program to fund traffic calming and other improvements on Middle Avenue. The City’s CIP includes \$200,000 for the Project, which serves as the required match for this grant. Design and construction of bikeway improvements along Middle Avenue between El Camino Real and University Drive is the responsibility of Stanford University. Stanford University’s responsibility only includes a single implementation (i.e., only the pilot or only the permanent installation if staff is directed to pursue a pilot) and does not include any of the traffic calming improvements, which are not part of the conditions of approval for Middle Plaza.

Depending on the direction received February 14, staff may need to return to City Council to program additional funding to accommodate the cost of the pilot bikeway, evaluation, permanent bikeway installation

and other project elements. For the pilot evaluation, existing resources from the Citywide traffic data collection agreement and the City's existing access to Streetlight data could be used to fund the evaluation. If additional resources are required, staff would return to City Council as part of the midyear budget tentatively planned for February 28 to request additional funding.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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

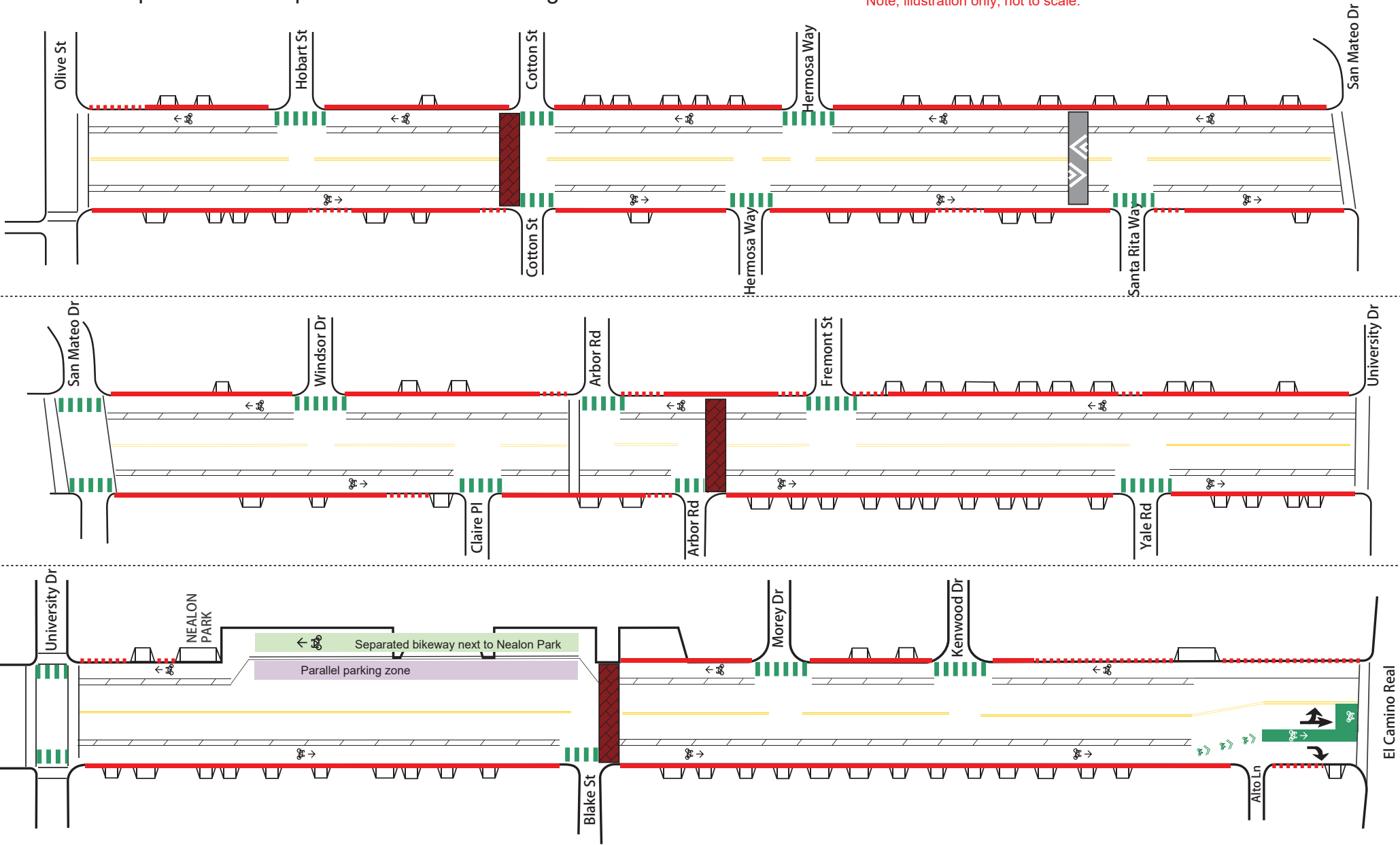
- A. Hyperlink – August 23, 2022 City Council staff report: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220823-city-council-agenda-packet.pdf#page=446
- B. Hyperlink – September 13, 2022 City Council staff report: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220913-city-council-agenda-packet.pdf#page=175
- C. Hyperlink – October 18, 2022 City Council staff report: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20221018-city-council-agenda-packet.pdf#page=161
- D. Visualization of Middle Avenue complete streets project bikeway options

Report prepared by:

Hugh Louch, Assistant Public Work Director – Transportation

Middle Complete Streets Option 1 - Remove Parking on Both Sides

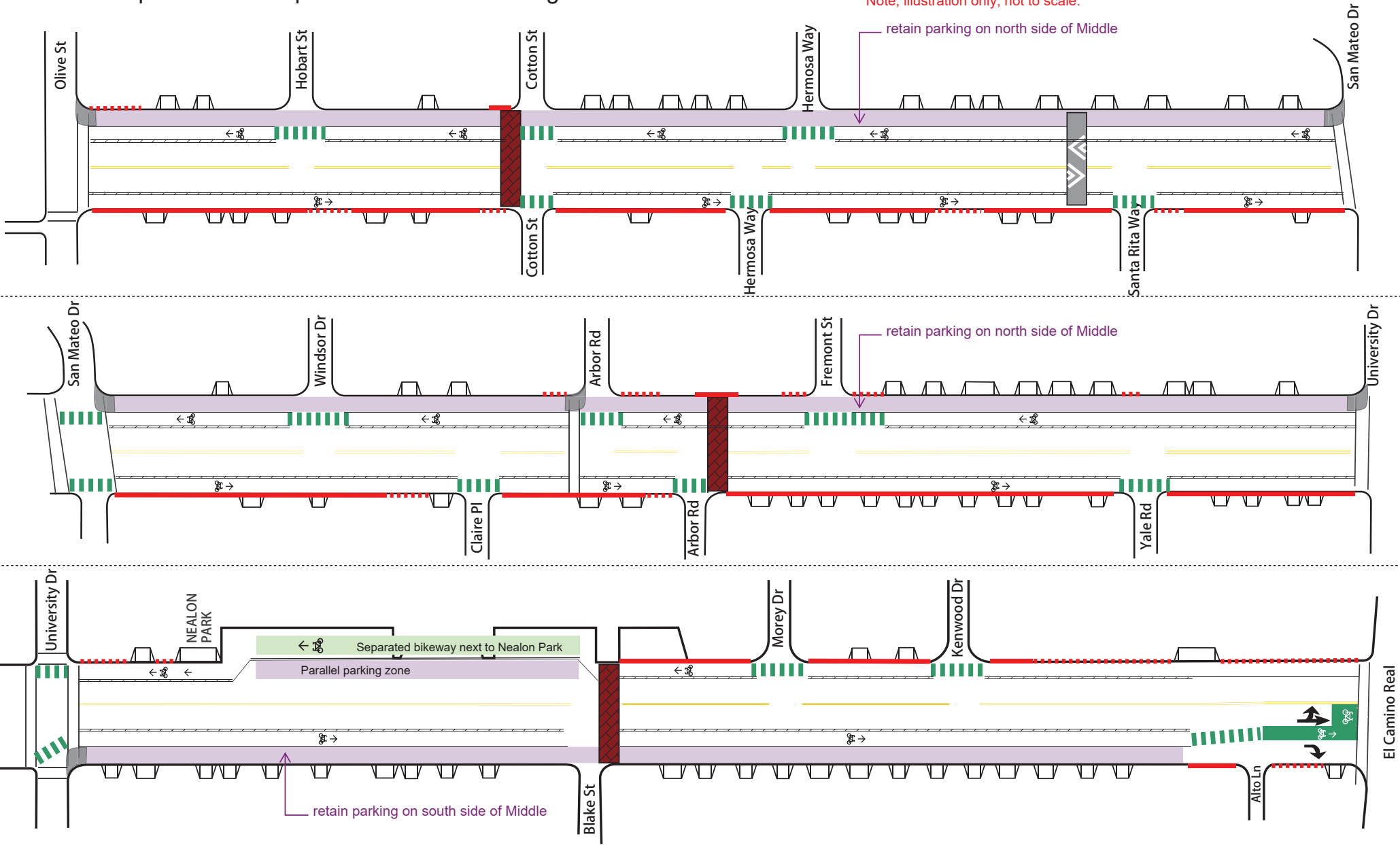
Note, illustration only, not to scale.



- Existing "no parking" zone
- New "no parking" zone
- Parking area
- Raised crosswalk
- Speed hump

Middle Complete Streets Option 2 - Remove Parking from One Side

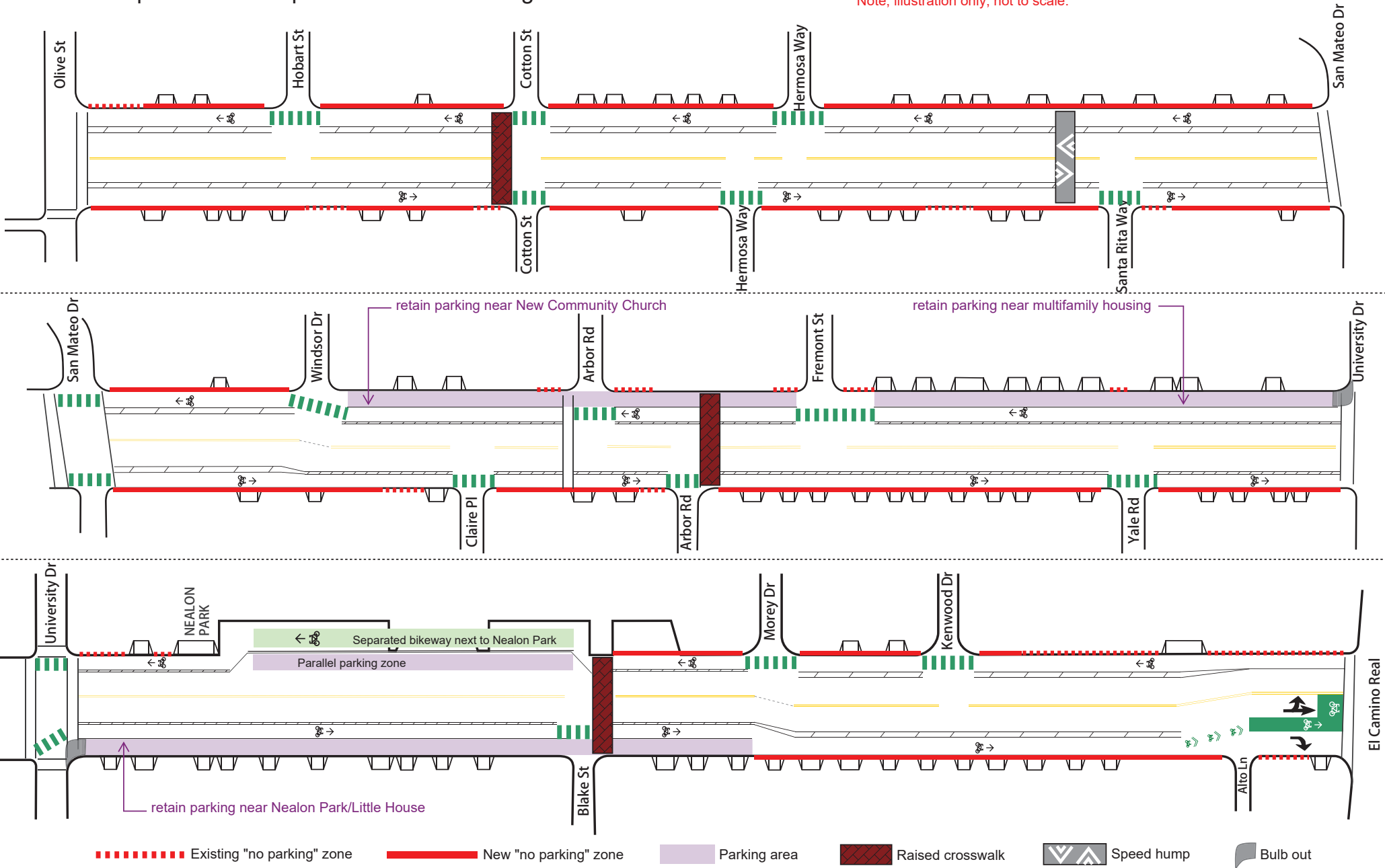
Note, illustration only, not to scale.



- Existing "no parking" zone
- New "no parking" zone
- Parking area
- Raised crosswalk
- Speed hump
- Bulb out

Middle Complete Streets Option 3 - Retain Parking in Select Areas

Note, illustration only, not to scale.



- Existing "no parking" zone
- New "no parking" zone
- Parking area
- Raised crosswalk
- Speed hump
- Bulb out



STAFF REPORT

City Council

Meeting Date: 1/24/2023

Staff Report Number: 23-021-CC

Informational Item: Menlo Park Community Campus project updates

Recommendation

Staff recommends that the City Council review this report containing updates about the Menlo Park Community Campus (MPCC) project. This is an informational report and no City Council action is needed.

Policy Issues

City Council sets policy and goals and provides direction to staff regarding municipal projects and services to the Menlo Park community. City Council established the MPCC project as one of the City's top priorities.

Background

On December 16, 2019, Facebook (now Meta) submitted its proposal for exploring the funding and development of a new multigenerational center to incorporate the former Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center (child care), Belle Haven Pool and Belle Haven Branch Library.

On January 12, 2021, City Council approved the architectural control, use permit, funding and improvements agreement for the MPCC project located at 100-110 Terminal Avenue. City Council requested further review of several design elements of the proposed pool area. Those items were discussed January 26, 2021, and February 1, 2021. City Council approved the pool design elements February 1, 2021.

City Council created the MPCC subcommittee to work with City staff and the community on the MPCC project. The MPCC Subcommittee is currently comprised of Vice Mayor Taylor and City Councilmember Nash. The MPCC subcommittee convened a working group of Menlo Park residents to support and advise the subcommittee's work.

A project webpage was created (Attachment A) to make project information readily accessible to the public, including the option to subscribe (Attachment B) to receive project updates and announcements by email or text message.

In summer 2021, four City facilities located at 100-110 Terminal Avenue (Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center, and Belle Haven Pool) were demolished to make way for the MPCC project construction. The programs formerly housed in those facilities were moved to interim service locations during construction, and will move into the new MPCC facility when it is completed, along with the Belle Haven Branch Library which is currently located at 413 Ivy Drive on the Belle Haven Elementary School campus.

Construction of the MPCC project began in November 2021 and is anticipated to be completed in 2024.

Analysis

Anticipated project budget enhancement requests

Staff is preparing project budget enhancement requests for potential City Council authorization in the context of the midyear budget review. What follows are brief summary estimates of the anticipated requests. More details and supporting information for the requests will be provided as part of the midyear budget review, tentatively scheduled February 28.

- Furniture and non-fixed equipment. A new one-time budget appropriation is needed to allocate funding for the procurement of the new facility's furniture, fitness equipment, library book sorter and other non-fixed items. Preliminary estimate \$1.4 million.
- Donation acceptance. Partner nonprofit organizations Friends of Menlo Park Library and Menlo Park Library Foundation have each committed donations of \$300,000 to the City (\$600,000 total) toward the City's costs for library furniture and equipment in the MPCC. Formal acceptance of the donations is needed as well as direction for recognizing the donations.
- Interim services extension. Budget adjustments may be needed to cover the costs of extending the lease on the youth center portables and other extended duration costs due to changes in the MPCC construction schedule. Preliminary estimate \$50,000.

Project cost escalation. City staff has been advised by Meta and the general contractor, Level 10 Construction of cost escalations that likely will exceed the City's previously committed \$15.75 million financial contribution toward the project for City requested enhancements. City staff is assessing, with input from Meta and Level 10 Construction, items that are likely to necessitate a budget amendment request. A budget amendment is anticipated to be needed to increase the City's contribution to offset some of the escalated costs and allow for contingency for any additional unforeseen issues that may arise.

Project timeline

The MPCC project construction began in November 2021 and the construction work has proceeded at a brisk pace. Unprecedented supply chain issues are prevalent throughout the construction industry, and continue to impact the timely availability of critically important infrastructure, equipment and materials. There are confirmed supply chain delays with critical electrical infrastructure equipment which has shifted the MPCC project's completion timeline by several months to 2024. Because the electrical infrastructure equipment is a critical path component that must be implemented before subsequent construction phases can be completed, the project team is preparing to temporarily demobilize construction activity to save costs while awaiting the necessary infrastructure equipment. The temporary demobilization is tentatively planned to begin in March 2023, with construction resuming in November 2023. During the temporary demobilization period, the project site will be temporarily closed and secured, and no major construction activity will occur. The construction fencing will be reconfigured to maximize public access to the parking areas to the greatest extent possible. City staff and the project team will focus on other project-related activities during this period, including preparations for staffing and operating the new facility, developing policies and partnerships to support its programs and services, and developing plans for renovating the athletic field at Kelly Park, among other preparatory work.

Preliminary considerations for MPCC staffing and operations

City staff is developing preliminary considerations for staffing to support ongoing MPCC operations when the new facility opens to the public. The MPCC staffing needs are informed by multiple factors including but not limited to: input from the City Council and MPCC subcommittee and working group; the recently completed survey of community needs and desired programs; past staffing to support pre-MPCC construction and pre-pandemic operations; current staffing to support interim services that will relocate to

MPCC (senior center, youth center, library); new staffing to support desired new programs and services in the MPCC that have not been provided before such as the makerspace and teen lounge, and to support an expanded public library space that spans two floors instead of one; and to accommodate an anticipated significant increase in overall usage which is commonly experienced when new facilities open to the public.

Based on the above considerations, staff preliminarily estimates that approximately 4-5 full-time equivalent (FTE) new staff, in addition to new temporary personnel, will be needed to support the gymnasium, recreation center, makerspace, teen lounge, expanded library space, and other desired new programs when the MPCC opens in 2024. Staff is developing a detailed staffing proposal for City Council review and potential authorization in the context of the fiscal year 2023-24 budget adoption process.

In the short term, there currently exists a critical need to fill a vacant management-level position in library and community services that has been staffed on an interim basis for over a year. With every vacancy, the organization's current and future personnel needs are evaluated prior to moving forward with a recruitment. As the opening of the new MPCC approaches, preparations for the new facility opening will intensify dramatically in 2023. Continuing to staff a key management role on an interim basis will be increasingly detrimental to the City's capabilities to effectively execute on the desired goals of the MPCC project and other City priorities. Qualified, effective oversight of the new MPCC facility, a multiservice center which will include five distinct programs covering a wide range of municipal services and disciplines (library, recreation, senior center, school age child care and aquatics), will be critical to the new facility's success. Ideally, it should be put in place up to 12 months in advance of MPCC opening to allow the manager to engage meaningfully in the planning and preparations for the start of operations in the new facility. The City organization is fortunate to have several current personnel who have extensive experience working in and serving the Belle Haven neighborhood and who would be qualified and competitive in an open recruitment for such a management-level position, in addition to the qualified external applicants such a recruitment opportunity would be expected to attract. For these reasons, staff is preparing a proposed new Library and Community Services Manager classification and salary range – with no net change to the City's current total FTEs or total expenditures – for City Council review and potential authorization during the midyear budget review February 28.

Facility naming policy, process and timeline

This topic is covered in more detail in a separate item on the January 24 City Council agenda. As noted in the staff report for that item, staff seeks direction from City Council related to the policy and process for naming the MPCC facility, including:

- Proposed revisions to City Council Procedure CC-86-0001, "Naming and/or changing the name of facilities"
- Proposed process and timeline to identify naming and/or dedications for the new City facility now under construction and currently referred to by the unofficial working name, "Menlo Park Community Campus."

Pool air source heat pumps and noise ordinance variance

To meet City Council's goals of sustainable design and construction for the MPCC project, no fossil fuels will be consumed in the operation of the building. To heat the two new pools using only electricity, the project plans call for five air source heat pumps (ASHPs), which will be in operation when heating the pool. The pool is expected to be open to the public year-round, including mornings which will necessitate running the heating equipment during the early morning and/or overnight hours. Electrical heating equipment generates more ambient noise than natural gas boilers.

Extensive research was undertaken to carefully select the most efficient and capable pool heating equipment that meets the City's sustainability goals, while minimizing the amount of noise created by the

equipment. The project team worked to reduce the noise as much as possible, and studied every reasonable way to reduce it, but studies have shown that it is not possible to limit all the noise. The project team carefully evaluated several noise mitigation strategies including aftermarket attenuators (dampeners) attached to the heat pumps to lower the output, sound walls around the heat pumps, and relocating pumps to other areas of the site. For various reasons, none of these strategies were found to be technically feasible and/or effective to reduce the noise levels at nearby residential property lines. As a result, there will be times when the heat pumps are running and exceed the Menlo Park noise ordinance. The noise sometimes could be as high as 60 decibels on some nights when the equipment is running, which is allowed during the daytime per the City's noise ordinance, but is higher than the nighttime limit of 50 decibels.

For this reason, staff is preparing to seek an exception to the noise ordinance at a Planning Commission meeting tentatively February 27. The Planning Commission previously considered an exception October 3, 2022, and deferred action at that time, and requested additional background information about mitigation efforts and additional outreach in the form of door-to-door contact at residences in the vicinity of the heat pumps. Staff is planning in early February to conduct door-to-door outreach at households in the area to ensure that affected residents are aware of the potential noise impacts and the City's efforts to mitigate the impacts, and that residents are aware and have the opportunity to provide their comments, questions and concerns to the Planning Commission in advance of the February 27 meeting, as well as how to attend and/or provide public comment at the meeting.

Parking management plan update

The Complete Streets Commission (CSC) held a study session December 14, 2022, to review considerations for a parking management plan related to the MPCC parking areas. The CSC reviewed preliminary options including: time limited parking to ensure parking is available for short term visitors; designating certain parking spaces during certain times of day for different types of visitors such as seniors and Beechwood School students; potentially restricting or placing limits of overnight parking such as a pre-defined "exit" time so overnight parking is less likely to impact early morning users; the quantity and location of bicycle parking, pedestrian routes; and other factors that pertain to the management of the parking area. Key elements of the planning process include: review relevant past parking studies and data; conduct public outreach to gather community input; develop a draft plan for review by the CSC in March; then present a final draft plan to City Council review and approval tentatively in April/May 2023.

Aquatics operator selection update

The City received three proposals by the November 30 submittal deadline for the City's request for proposals (RFP) for an aquatics operator at Burgess Pool and the MPCC aquatics center. A review panel comprised of experienced aquatics managers from East Bay municipalities, City staff, and the Parks and Recreation Commission chairperson independently evaluated all three proposals, then met December 15, 2022, to jointly evaluate the proposals. Based on that review, City staff December 21, 2022, conducted follow-up interviews with two of the respondents to seek clarification to various aspects of their respective proposals, and in January conducted reference checks with municipalities where those respondents are currently operating aquatics programs. City staff is currently preparing an analysis of all proposals received and will seek City Council direction on the preferred aquatics operator and authorization to negotiate the operator agreement tentatively February 28.

Impact on City Resources

Staff estimates the value of Meta's contribution toward the MPCC project completion at approximately \$40 million. The City's share of the project construction includes commitments at both a base level and project enhancements totaling approximately \$15.75 million from various funding sources authorized by the City

Council project approvals January 12, 2021 and February 1, 2021. Staff is preparing project budget enhancement requests for potential City Council authorization in the context of the midyear budget review. Summary estimates of the anticipated requests are in the Analysis section of this report. More details and supporting information for the requests will be provided during the midyear budget review, tentatively scheduled February 28.

The ongoing cost impacts of operating the new center will be established over the next several months as part of the MPCC operational planning process. As part of the new center opening, it is anticipated that existing services that are currently housed in interim locations will be relocated to the new center; some services that were suspended or reduced during the MPCC construction and/or due to pandemic impacts would likely be restored to pre-construction/pre-pandemic levels; and some service level enhancements could be necessary or desired in order to operate the center in the manner and capacity envisioned by the City Council and the community. The intent is to engage the community over the next several months through the MPCC operational planning process to identify what is desired regarding the center's programs and operations, which can then inform projected operating costs for the City Council to make budgeting decisions for fiscal year 2023-24.

Environmental Review

On January 12, 2021, the City Council found the MPCC project categorically exempt pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15302 Replacement of Existing Facilities. The project has substantially the same purpose and capacity as the existing facilities, and this exemption allows for reasonable increases in square footage to accommodate replacement facilities. On January 21, 2021, staff filed a notice of exemption with the San Mateo County Clerk.

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. Hyperlink – Project page: menlopark.gov/communitycampus
- B. Hyperlink – Subscription page: menlopark.gov/subscribe

Report prepared by:
Sean S. Reinhart, Library and Community Services Director



STAFF REPORT

City Council

Meeting Date: 1/24/2023

Staff Report Number: 22-022-CC

Informational Item: Personnel activity report as of December 31, 2022

Recommendation

This is an informational item and does not require City Council action.

Policy Issues

City Council authorizes the annual budget, including approved full-time equivalent (FTE) personnel budgets, and delegates personnel management to the city manager. The purpose of this report is to provide information on the number of vacancies and related recruitment activities.

Background

From time to time, staff has reported personnel activity to the City Council to identify the status of active and upcoming recruitments, new hires, and separations for regular appointed benefited employees. The COVID-19 pandemic has presented challenges in recruiting and retaining employees, which is evident in the Table 2 vacancy rate listing by department. As shown in Table 3, recruitments for many of these vacancies are in progress.

Analysis

At the end of fiscal year 2021-22, the City had 266.75 authorized FTE positions, excluding the five City Councilmember positions. In the fiscal year 2022-23 budget, City Council approved 18.75 FTEs for service level enhancements (SLEs), which includes restored and new positions, increasing the total authorized FTEs to 285.5, as shown in Table 1.

Table 1. Authorized FTEs as of December 31, 2022

Department	FY 21-22 authorized FTEs*	Service level enhancements	Total FY 22-23 authorized FTEs
Administrative Services	25.75	-	25.75
City Manager's Office	11	3	14
Community Development	35	1	36
Library and Community Services	60.5	5.75	66.25
Police	62.5	7	69.5
Public Works	72	2	74
Total	266.75	18.75	285.5

*Excludes five City Councilmember FTEs

The COVID-19 pandemic has presented a challenging era for recruitment and retention, requiring a multitude of strategies that agencies across the nation are utilizing: virtual interviews, signing/hiring bonuses, relocation/housing assistance, and hybrid/remote/flexible work schedules. Employees are relocating, changing jobs, and retiring at much higher rates.

At the end of June 2022, there were 32 vacancies citywide with an overall 12 percent vacancy rate. By December 31, 2022, with 18.75 FTEs added to the budget, the total vacancy rate rose to 17 percent with 47.75 vacancies, as shown in Table 2. However, if the added SLEs were excluded from the total, the current vacancy rate increased only slightly at 13 percent with 34 vacancies.

Table 2: Vacancy rate as of December 31, 2022

Department	Number of vacancies	Percent of authorized FTEs
Administrative Services	5	19%
City Manager's Office	5	36%
Community Development	7	19%
Library and Community Services	8.25	12%
Police	9.5	14%
Public Works	13	18%
Total	47.75	17%

The overall number of vacancies does not reflect the City’s recruitment efforts over the past six months, because as new employees start with the City, staff continue to turnover due to retirement, relocation or job changes. As shown in Table 3, a total of 36.75 recruitments have been completed as of December 31, 2022, and several recruitments are underway and in the planning stages with departments. To assist with recruitment efforts, a combination of internal staff resources and contract services are being utilized.

Table 3. Recruitment status as of December 31, 2022			
Department	Completed	In progress	Planned
Administrative Services	5.75	2.75	3.5
City Manager's Office	3	1	3
Community Development	5	4	3
Library and Community Services	9	3.75	6
Police	7	8	1.5
Public works	7	5	6
Total	36.75	24.5	23

Vacancies can impact programs and services provided by the City. However, City staff have worked diligently to continue providing a high level of service, covering gaps created by vacancies through accessing other resources (i.e., temporary employees, consultants, interim/acting appointments, extra help retired annuitants.) Vacancies also present professional development opportunities for those existing employees serving in interim/acting assignments whose growth assists with succession planning in the organization. While these strategies help ensure City services and projects can continue while recruitments are underway, it is not sustainable in the long term, as vacant positions require regular appointed employees to fill the roles.

In addition, the City has filled three key executive-level positions with Nicole Nagaya’s promotion to deputy city manager in December 2022, and the appointments of Assistant City Manager Stephen Stolte and Administrative Services Director Brittany Mello in January 2023.

Impact on City Resources

Staff resources and contract services funds are included within the current budget.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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.

Staff Report #: 23-022-CC

Report prepared by:

Mary Morris-Mayorga, Administrative Services Director – Extra Help Retired Annuitant

Brittany Mello, Administrative Services Director



STAFF REPORT

City Council

Meeting Date:

1/24/2023

Staff Report Number:

23-023-CC

Informational Item:

**Electric vehicle charging for City operations –
status update and next steps**

Recommendation

Staff recommends that the City Council review this informational report on the proposed plan and next steps to install electric vehicle (EV) charging equipment for City operations. This is an informational item and does not require City Council action.

Policy Issues

Menlo Park has a Climate Action Plan (CAP) with a goal to be carbon neutral by 2030 using six strategies. CAP strategy No. 5 envisions the city eliminating fossil fuels in its operations by 2030. The Sustainable Fleet Policy (Resolution No. 6552) prioritizes the purchase and use zero-emission fleet vehicles and equipment to replace fossil fuel-powered vehicles.

Background

The city's vehicle fleet makes up 23.6 percent of the City's operational greenhouse gas emissions, with 71 percent of vehicle emissions attributed to police vehicle usage. Purchasing EVs reduces vehicle emissions, improving air quality in the community, and helps the City meet its goal to be carbon neutral by 2030. Fleet electrification also provides financial benefits both in savings related to the social cost of carbon emissions (\$130-\$190/MTCO_{2e}) and approximately \$0.06/mile in fuel savings and a roughly 50-percent reduction in maintenance costs.

However, EV charging infrastructure is needed to support the transition to EVs. Over the last several months, staff has developed an EV charging plan for the city's vehicle fleet that will be implemented in two phases. The first phase would result in 12 new charging ports at multiple locations at the Burgess Campus and corporation yard. Sufficient budget is available to start Phase 1. However, an additional \$250,000 will be needed to complete construction, which staff plans to incorporate into the upcoming budget for fiscal year 2023-24. Staff is also pursuing multiple incentives that would be paid after the project is completed, and other financial mechanisms to reduce the cash flow impact on City budget. Additional information can be found in the City resources section below.

Addressing community-charging needs is also part of the CAP, but it is under a different CAP strategy (No. 3), and aims to increase EV charging infrastructure at or near multifamily properties that use shared parking spaces and/or in public/commercial parking areas. This project would not directly provide residents access to the new chargers, but would help by freeing up more chargers at the Civic Center Campus that are typically used by employees by potentially allowing employees to use fast charging.

Staff presented this information to the Environmental Quality Commission (EQC) January 18 (Attachment A) as an informational item. The EQC asked clarifying questions, provided a few design suggestions and

expressed appreciation for the presentation and the Phase 1 plan described later in this report. No formal action was taken by the EQC.

Analysis

To meet the EV charging needs for a fully electric City fleet and electrify city buildings, a dedicated new electrical service (i.e., transformer and separate billing meter) is recommended for EV chargers. However, the estimated timeline to bring a new or upgraded service online could be up to two years leaving the City without adequate vehicle charging for EVs that have been purchased, but not yet delivered, and upcoming vehicle purchases over the next two years.

In the fall of 2023, the City anticipates replacing seven to 10 gas powered vehicles with EVs. Currently, the city has 12 EVs in the fleet and only eight charging ports. The City will not be able to continue to purchase replacement EVs if additional chargers are not added soon. There is remaining capacity on the existing electrical service that could support some EV charging while still supporting electrifying natural gas equipment (e.g., furnaces, boilers, water heaters, etc.) at the Civic Center and Corporation Yard facilities. Staff proposes undertaking two project phases to meet the EV charging needs in the next two years and the fleet electrification needs more broadly. This would enable the City to continue to replace aging fleet vehicles with EVs. Information about the 2021 and 2022 vehicle replacement process and recent vehicle purchases are in Attachments B and C respectively.

Phase 1 (Immediate EV charging plan to install chargers in the next 9-12 months)

Phase 1 is intended to meet immediate EV charging needs over the next two years and current purchased vehicles that have not arrived yet. The overall scope would include work in five parking areas (Attachment D.) This phase would install four level 2 charging ports and 10 fast charging ports. The mix of charger types was established by working with Optony consultants and a group of stakeholders from the Police and Public Works Departments to evaluate the average daily mileage and operational demands of vehicles to determine which chargers could address charging needs. Fast charging is important for Police patrol operations where the vehicle duty cycles (i.e., 12-hour shifts) and the distances traveled are long and demands on the vehicle are unpredictable. Fast charging for non-patrol vehicles also provides an opportunity for redundancy in cases where a vehicle is not charged according to the charging schedule and may serve a function similar to existing gasoline and diesel fueling stations, enabling more vehicles to charge in a given day than might have been possible with assigned shared level 2 chargers. The battery-integrated fast chargers have further benefit by providing extremely fast charging without having to place stress on electrical demands that would require upgrading Pacific Gas and Electric (PG&E) services that can take long to implement.

To initiate Phase 1, staff would issue a request for proposal (RFP) for design preparation that would specify four level 2 charging ports and 10 fast charging ports. The fast-chargers would include two battery-integrated fast chargers (four ports.) These chargers are able to connect to the building electrical system with a low Level 2 input and load profile and use that to charge a battery in the charger that later delivers fast charging rates. The ability to deliver fast charging is a significant advantage considering the constraints on the electrical system. The chargers may also provide an opportunity to offset peak demand usage and costs, by charging the battery during times when the grid receives more renewable electricity and dispensing charge from the battery during peak demand hours in the evening. These chargers do have a higher upfront cost than the other chargers that were analyzed. Unlike other chargers, they could each deliver eight times the number of vehicle miles of charge and offset some of the cost through charge management described previously. Phase 1 also focuses on flexibility to adjust charger locations if needed, accounts for pre-wiring work for future charging needs in Phase 2, and ability to connect chargers to a dedicated EV charging meter in the future. This phase would also connect select chargers to the emergency

generators at City Hall and the corporation yard to allow for charging during emergencies and other power outages. A complete design is expected by early summer.

Menlo Park was selected to receive technical assistance from Peninsula Clean Energy (PCE) to support fleet electrification. As part of that program PCE would fund technical drawings, compile qualifying incentives programs, and provide rebates to help offset costs. Kickoff of the technical assistance partnership is anticipated to begin before the end of January. Incentive funds would be received after the project is completed. Following this informational item to the City Council, staff will prepare an RFP for the Phase 1 scope and review the program offering through PCE to confirm whether they will fund design and engineering work on Phase 1.

The City Council can expect to see information about this plan during the annual budget process, as outlined in the impact to City resources section. The current approved budget for this and related projects is \$1.1 million, which is sufficient to release a RFP for design and engineering services, and pay for installation of some chargers. An additional approximately \$250,000 will be needed to complete Phase 1, and will be requested as part of the five-year capital improvement program (CIP) annual budget process. The final construction contract is anticipated to come before City Council by late summer/early fall 2023 for award.

Phase 2 (EV charging plan to install chargers in the next seven years)

Phase 2 would meet the remaining EV charging demand to fully electrify the City fleet by 2030 and would install nine Level 2 and 11 fast-charging ports. Staff continues to work with Optony consultants and outside agencies to determine long-range EV charging needs and evaluate program offerings to bring new electrical infrastructure that is sized to support fleet, employee and community charging needs.

The City is evaluating a program through PG&E to assist local government agencies in upgrading electrical service equipment for EV charging for medium-size vehicles over the next five years. Staff is currently working on submitting an application to the program as part of the Phase 2 EV charging plan to see if planned vehicle replacements would be sufficient to qualify for an upgrade that would meet all the fleet charging. Wherever possible, staff will identify Phase 1 project costs that would be eligible for incentives and track those through the PG&E program as well.

Impact on City Resources

Staff will continue to learn more about incentive and rebate programs available to support fleet electrification. The City has opted into a PCE EV fleet program to receive technical support and learn more about the various programs and different types of chargers and vehicles. Additionally, staff is working with PG&E to apply for their EV fleet program to cover the cost of dedicated transformers for EV charging at City facilities.

Project management of the EV charging projects will require time from Sustainability and public works staff. The estimated costs for the Phase 1 project can be seen in Table 1 on the following page, including information about what has already been approved in the five-year CIP for related projects and what is expected to be requested as part of the fiscal year 2023-24 budget process later this year. The project would utilize some of the approved funds for CPE001 the CAP, CPE002 EV charging and STE006 Civic Campus electrification study. The current five-year CIP can be viewed through the city webpage, hyperlink Attachment E. Phase 2 EV charging costs will be further analyzed and incorporated for consideration into the upcoming budget cycle(s.)

Table 1: Phase 1 EV charging project costs (FY 2022-24)	
Estimated project cost	\$1,350,920
Included in 5-year CIP	
CPE001 CAP	(\$200,000 ¹)
CPE002 EV chargers	(\$431,260)
STE006 Civic Campus electrical service upgrade study	(\$468,660)
Total	(\$1,099,920)
Additional funds needed	\$251,000

¹The \$200,000 represents only a portion of the CPE001 CAP budget for FY 2022-24

Environmental Review

This informational item does not constitute a project under the California Environmental Quality Act (CEQA.) Any work performed to implement the plans outlined in this report will be reviewed fully to comply with applicable CEQA regulations.

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. January 18 EQC presentation
- B. Hyperlink – 2021 vehicle purchase and Tesla patrol pilot staff report: menlopark.org/DocumentCenter/View/29903/F6-20211026-CC-Vehicle-purch
- C. Hyperlink – 2022 vehicle purchase staff report: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20221011-city-council-agenda-packet.pdf
- D. Phase 1 City fleet EV charging plan map
- E. Hyperlink – Five-year capital improvement plan project list: <https://stories.opengov.com/menlopark/published/08Ka1iMS8>

Report prepared by:
Ori Paz – Management Analyst II

Reviewed by:
Rebecca Lucky, Sustainability Manager



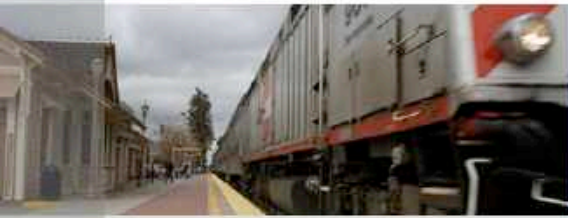
FLEET EV CHARGING PLAN

January 18, 2023 Environmental Quality Commission

AGENDA

- Why EVs?
- Fleet emissions
- EV chargers studied
- Immediate EV charging plan
- FY23-30 EV charging forecast
- Incentives
- Next steps

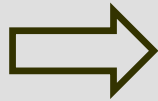




WHY EVS?



Reduce
vehicle
emissions



Improve air
quality
Improve health



Reach CAP
goals to fight
climate change



\$0.06/mi fuel
\$130/MTCO₂e
Reduce maint.
costs by ~50%

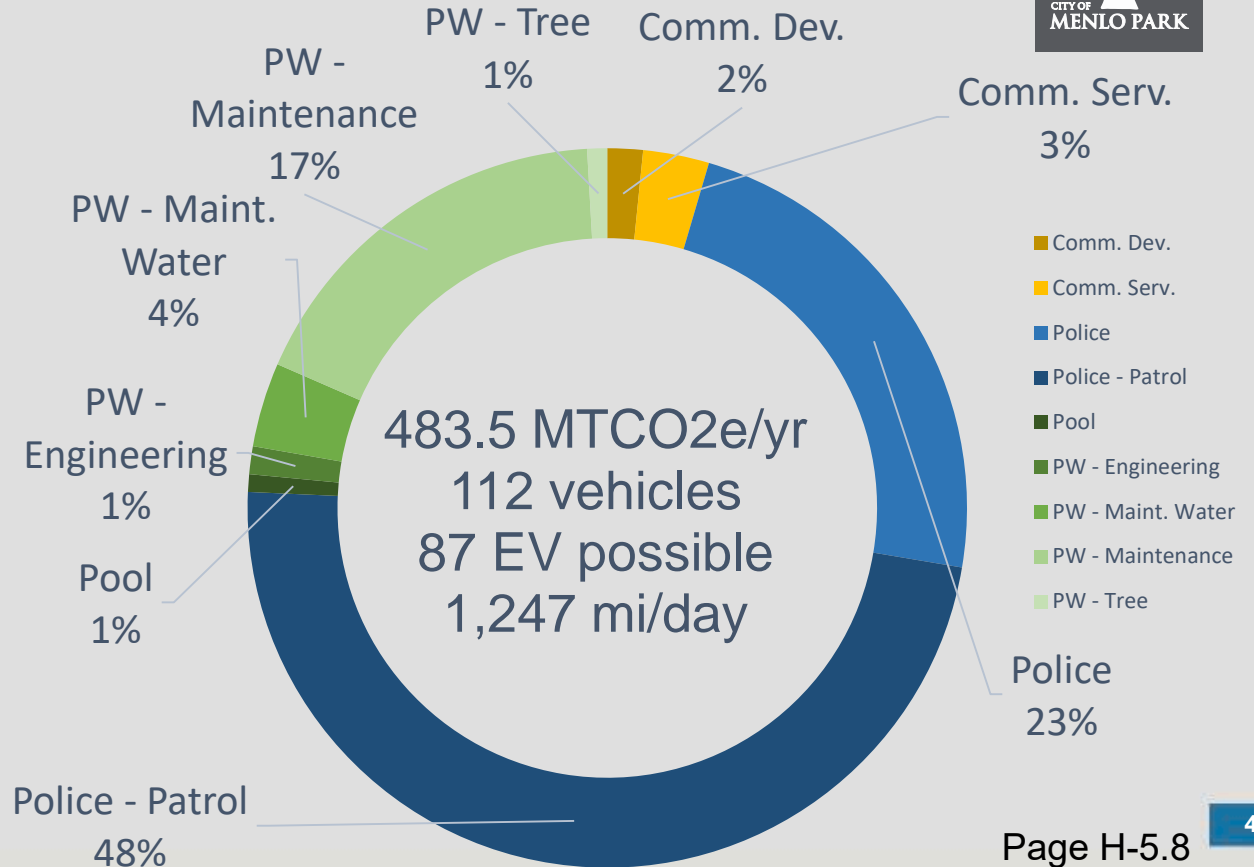
FLEET EMISSIONS & EV SAVINGS



Carbon cost
\$62,860/yr

EV fuel savings
-\$19,476/yr

Total savings
\$82,336/yr



CHARGER TYPES STUDIED



L2
(7kW)

57.2
mi/day

\$3,850



L2
(12kW)

99.7
mi/day

\$5,000



DCFC
(25kW)

216.8
mi/day

\$15,746



DCFC
(22.5kW)

195.1
mi/day

\$25,000



Expandable
CPXP+
(40kW)

346.8
mi/day

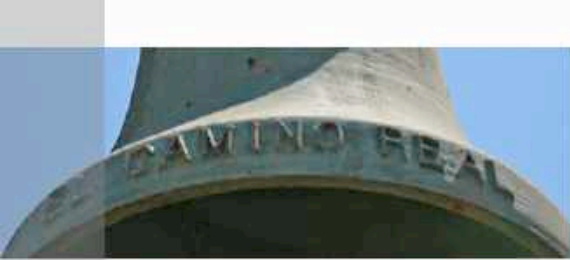
\$85,645



Battery-integrated
charger (BIC)
(7-200kW)

1734.1
mi/day

\$172,000



RECOMMENDED IMMEDIATE EVC PLAN



Site	Lvl 2 (7kW)	DCFC (22.5kW split)	Battery Integrated Charger (7-200kW split)	Cost (\$)	Miles/Day
PD Lower lot		6		\$318,478	650
PD upper lot			2	\$479,215	1,734
Council chambers lot	2			\$124,990	114
Corp yard	2		2	\$441,878	1,848
New port totals	4	6	4	\$1,350,920	4,346 mi

CIVIC CAMPUS & CORP YARD IMMEDIATE BUILDOUT



New L2
(7kW)



New
DCFC
(22.5kW)



New battery
integrated charger
(7-200kW)

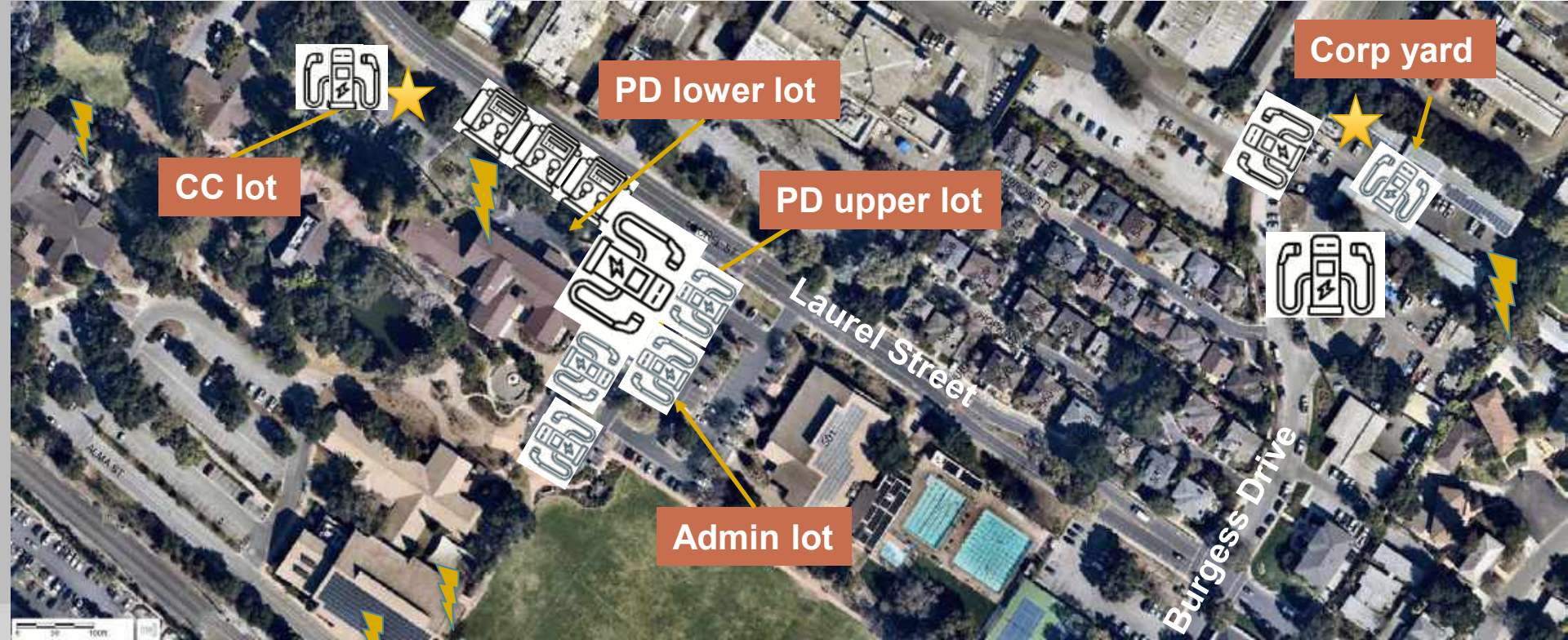


Existing Transformer

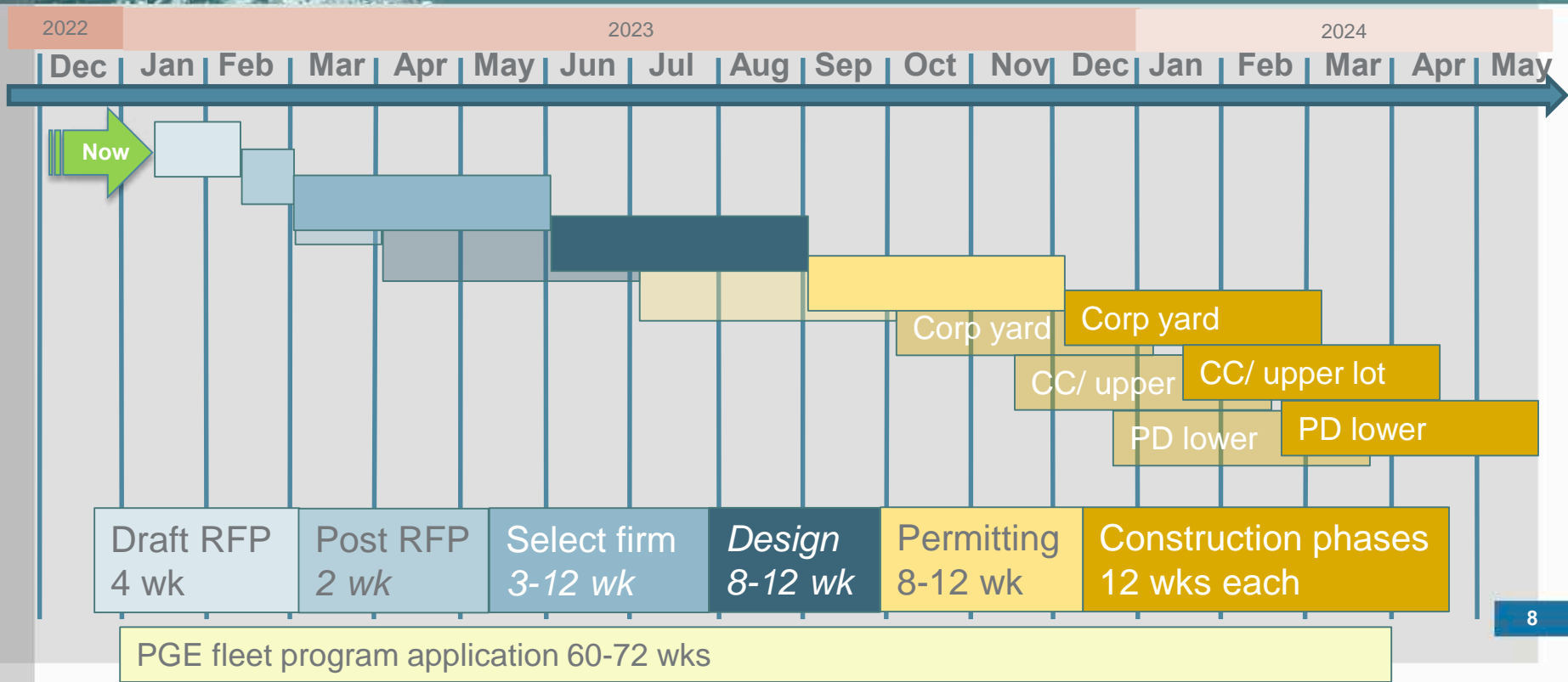


Project site

Existing L2
(7kW)



IMMEDIATE PHASE TIMELINE



CIVIC CAMPUS AND CORP YARD 2030 BUILDOUT



New L2 (7kW)



New DCFC (22.5kW)



New battery-integrated charger (7-200W)



Existing Transformer



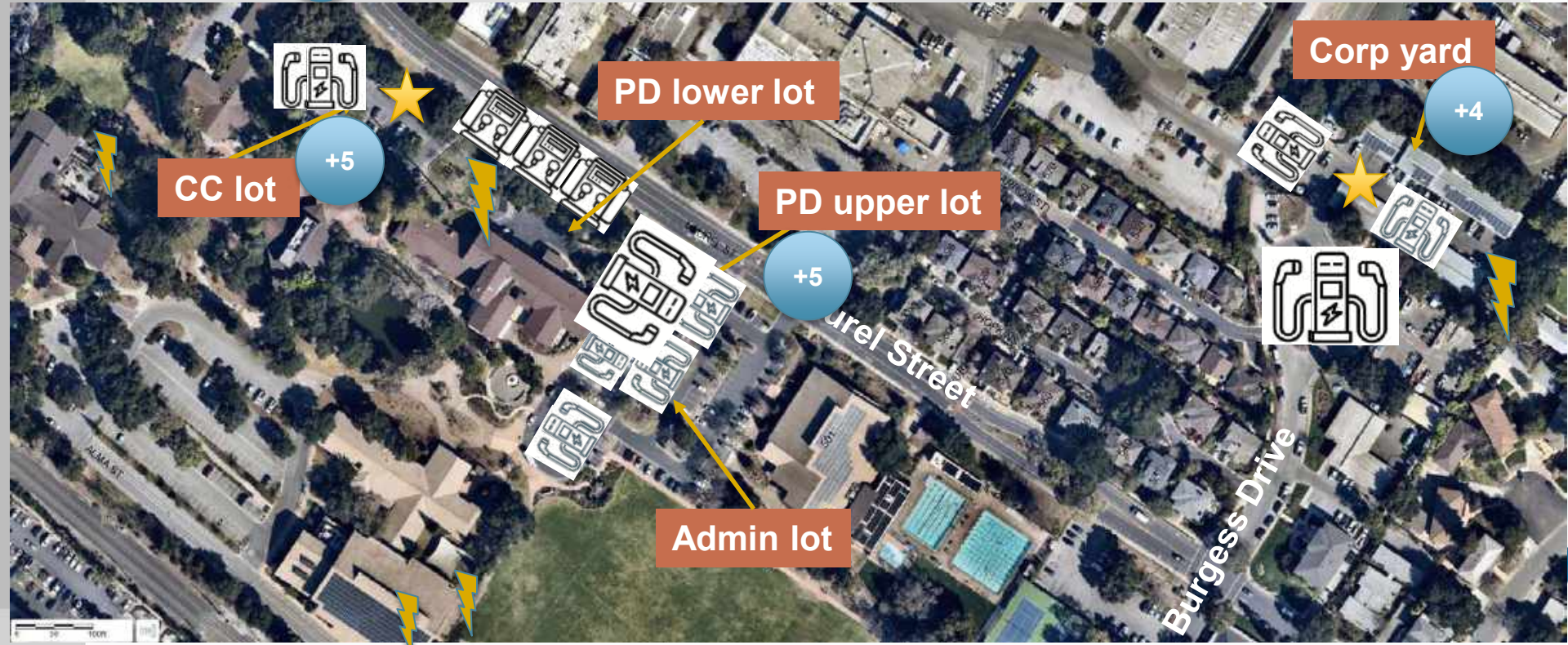
Existing L2 (7kW)



Future port count



Project site



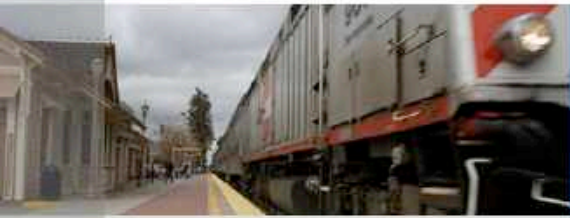


INCENTIVES



There are funding programs for EV charging infrastructure:

- PGE Fleet program – funding for front-of-the meter equip. (e.g. transformer, wiring, etc.) + \$7K/vehicle
- PCE EV Ready Program - funding for publically accessible chargers (employee charging counts)
- PCE EV Fleet – technical assistance (e.g. prelim planning, engineering) and chargers
- Charge! – competitive funding for publically accessible chargers (exceptions available upon request)



NEXT STEPS

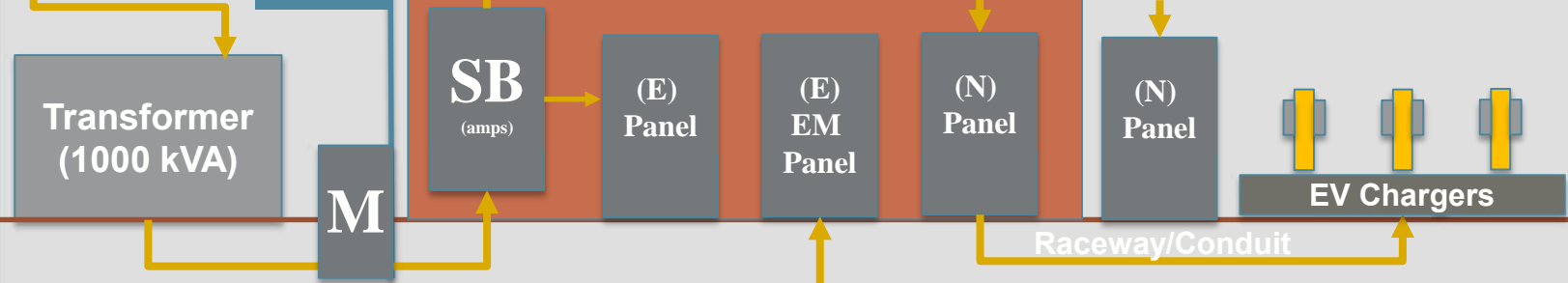
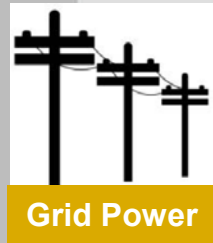


- CC info item for immediate phase (January 2023)
- Post RFP for immediate phase design/build (February, 2023)
- Leverage programs for long term EV charging needs
- Update five-year CIP with charging costs

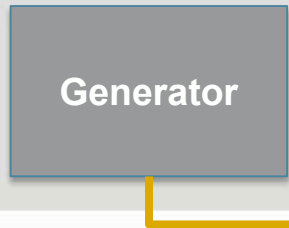


THANK YOU

Electrical components



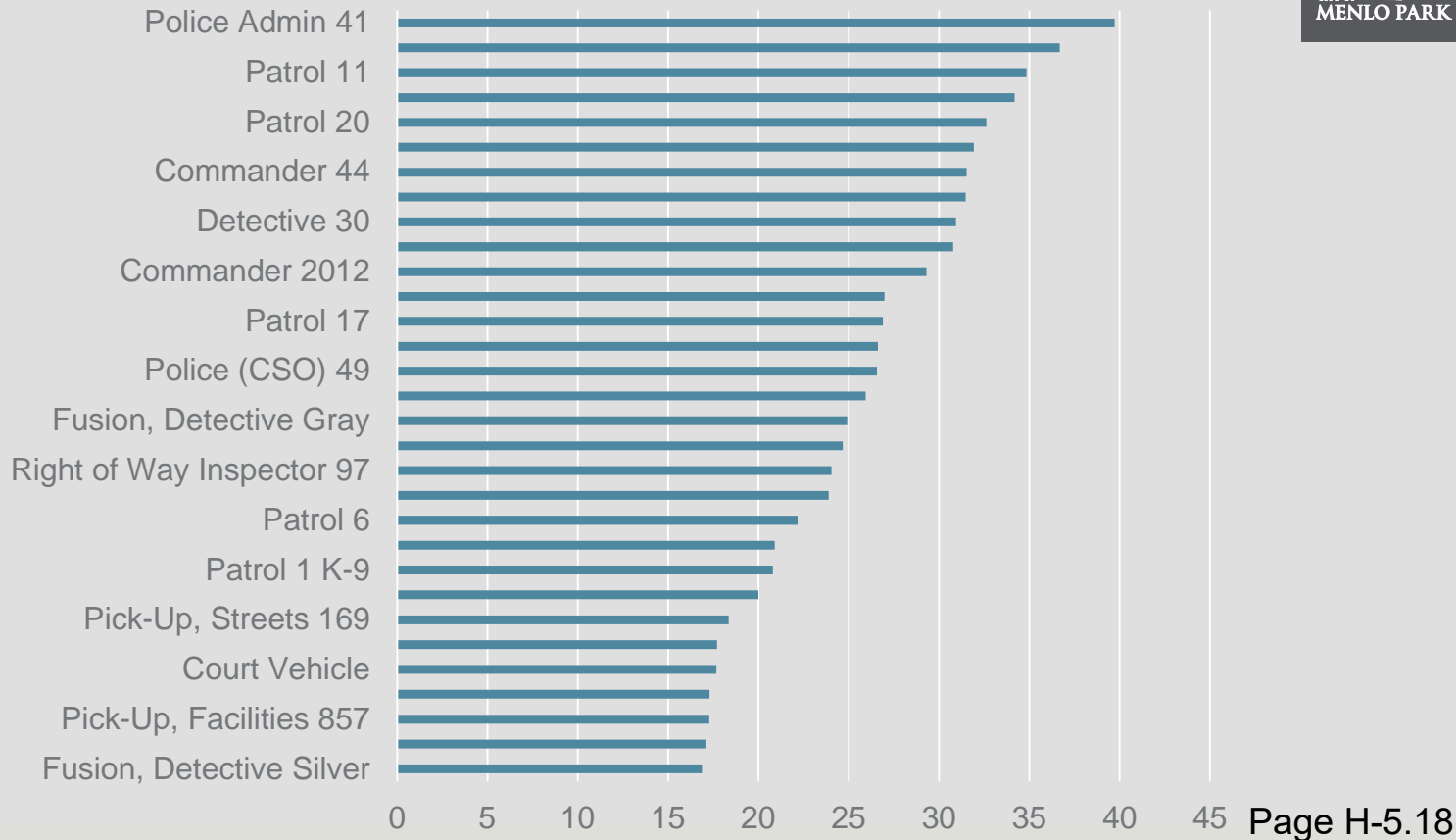
Electrical service upgrade can be transformer or switchboard



Legend
M = electric meter (inside bld)
SB = switchboard
EM panel = emergency panel



AVERAGE DAILY MILES (2021 TOP 30)



CIVIC CAMPUS & CORP YARD IMMEDIATE BUILDOUT

ATTACHMENT D



New L2
(7kW)



New
DCFC
(22.5kW)



New battery
integrated charger
(7-200kW)



Existing Transformer



Project site

