



COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: August 19, 2014
Staff Report #: 14-144

Agenda Item #: B-3

COMMISSION/COMMITTEE REPORT: Consider Applicants for Appointment to Fill Three At-Large Positions, Six Commissioner Positions and Two City Council Positions to Serve on the General Plan Advisory Committee

RECOMMENDATION

Staff recommends appointing three at-large positions, six Commissioner positions and two City Council positions to serve on the General Plan Advisory Committee.

BACKGROUND

On June 17, 2014, the City Council authorized the formation of a General Plan Advisory Committee (GPAC) to help guide the General Plan Update and M-2 Area Zoning Update over the next two years. The GPAC would be comprised of 11 members, including two City Council members, three at-large members, and one Commissioner from each of the following Commissions: Bicycle, Environmental Quality, Housing, Parks and Recreation, Planning and Transportation.

The GPAC would be a Brown Act body with a core mission as follows:

- (1) Serve as liaison to their respective body or community group.
- (2) Serve as an ambassador of the project and encourage people to participate in the process.
- (3) Guide the process and provide policy direction and feedback for staff.
- (4) Keep the process on track to comply with the following key milestones:
 - Fall of 2014: Conduct community workshops;
 - Spring of 2015: Complete the visioning phase;
 - Fall of 2015: Complete the draft versions of the Land Use and Circulation Elements and Zoning Ordinance Updates;
 - Summer of 2016: Adopt an updated General Plan and Zoning changes.

ANALYSIS

As the City Council considers the appointments, attendance and participation in meetings will be critical to the overall process. In addition, GPAC members would be expected to attend mobile workshops and other public events. The table below includes the tentative meeting dates through the end of December 2014. The general timeline has been refined with targeted meeting dates since the June 2014 adoption of the scope of work, but does not impact the overall completion date. The revised meeting schedule better reflects the timing for the flow of work and inputs needed to accomplish various tasks.

General Plan Update Meeting Schedule*			
Event	Meeting Date	Time	Location
GPAC Meeting #1	Monday, August 25, 2014	6-8 p.m.	Oak Room, Arrillaga Family Recreation Center
Workshop #1 (1 of 2)	Wednesday, September 3, 2014	6-8 p.m.	Senior Center Ballroom
Workshop #2 (2 of 2)	Thursday, September 11, 2014	6-8 p.m.	Menlo Park Presbyterian Church Social Hall
Symposia #1 (Growth Management & Economic Development)	Wednesday, September 24, 2014	6-8 p.m.	City Council Chambers
Mobile Tour #1	Wednesday, October 1, 2014	daytime	Menlo Park
Symposia #2 (Transportation – LOS Case Studies)	Wednesday, October 8, 2014	6-8 p.m.	City Council Chambers
Mobile Tour #2	Tuesday, October 14, 2014	daytime	Neighboring Communities
GPAC Meeting #2	Thursday, October 30, 2014	6-8 p.m.	Oak Room, Arrillaga Family Recreation Center
Planning Commission/City Council Study Session	Tuesday, November 18, 2014	7:00 p.m.	City Council Chambers
GPAC Meeting #3	Thursday, December 4, 2014	6-8 p.m.	Oak Room, Arrillaga Family Recreation Center
Workshop #2 (1 of 2)	Thursday, December 11, 2014	6-8 p.m.	Menlo Park Presbyterian Church Social Hall
Workshop #2 (2 of 2)	Thursday, December 18, 2014	6-8 p.m.	Senior Center Ballroom
*Note: Actual meeting dates, times, and locations are subject to change.			

One of the biggest factors affecting the overall timing is the completion of the 2014 transportation data collection. The data will be used for the background report for the Mobility (Circulation) Element as well as the environmental review for the project. Staff is suggesting to wait until late September 2014 to conduct the counts to allow for local schools, including Stanford University, to resume Fall session for a more accurate description of typical conditions. However, the deferred start minimizes the amount of flexibility in the schedule. A week delay in the traffic counts (due to weather or other unforeseen circumstances) would likely result in a month setback in the meeting schedule.

since moving the December meeting dates to later in the month would conflict with the holidays.

All persons interested in appointment to the GPAC have completed an application (Attachment A) for consideration. The Council should consider making appointments that represent the broad interests of Menlo Park residents and businesses. Members should be committed to serve for the entire term, which is expected to be two years. Based on this two-year schedule, the GPAC meetings are currently scheduled to end in July 2015, but members are expected to stay active through the end of the process. The GPAC is anticipated to have eight meetings between August 2014 and July 2015, summarized as follows:

- August 2014 – Establish relationship with staff/consultant team; clarify roles and responsibilities; review material for Workshop #1
- October 2014 – Review of Guiding Principles, review findings from interviews, symposia and mobile workshops
- December 2014 – Review materials for workshop #2 - Alternatives
- January 2015 – Review findings from workshop #2 and recommend modifications
- March 2015 – Review materials for workshop #3 – Preferred Alternatives
- April 2015 – Review findings from workshop #3 and recommend modifications
- June 2015 – Review draft General Plan goals, policies and implementing programs and recommend modifications; review consistency analysis for the Open Space/Conservation, Noise and Safety Elements; review preliminary updated Zoning Ordinance provisions
- July 2015 – Review revised draft General Plan goals, policies, and implementing programs, and recommend modifications; review draft updated Zoning Ordinance provisions

Appointments

The City Council's Policy (CC-01-0004) (Attachment B) states that the selection/appointment process shall be conducted before the public at a regularly scheduled meeting of the City Council. Nominations should be made for each category and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the Council present shall be appointed.

Commissions

Each participating Commission has nominated one of its members to serve on the GPAC, and the City Council should confirm these nominations. The following members have been selected:

- Bicycle Commission - Matthew Zumstein
- Environmental Quality – Kristin Kuntz-Duriseti
- Housing – Michele Tate
- Parks and Recreation Commission - James Cebrian

- Planning Commission - Katherine Strehl
- Transportation Commission - Adina Levin

At-Large

Pursuant to the approved committee structure, the three at-large GPAC members may either live, work or own property in the City of Menlo Park. Residency within the City limits is preferred, but not required. Staff conducted recruitment for the three at-large positions by publishing ads in the Daily News and the Almanac, posting notices on the City's Facebook page and website, displaying ads on the electronic bulletin boards in the main library and other City recreation facilities, and by reaching out to the community through the social media site NextDoor, and the City Council's Weekly Digest newsletter.

Applicants for the three at-large positions are:

- Harry Bims
- David Bohannon II
- Vince Bressler
- Heidi Butz
- Reginald Harris
- Ryann Price
- Roger Royse
- David Rummler
- Rodney Savio
- Noria Zasslow

City Council

In addition to the Commission confirmations and three at-large appointments, the Council should also appoint two Council Members to serve on the GPAC. On January 14, 2014, the City Council appointed Mayor Mueller and Council Member Ohtaki to the General Plan Update Subcommittee. At that time, the Subcommittee was formed to help provide guidance to staff as an ad hoc committee or as part of a larger advisory body (such as the GPAC) that would be formed during the process. As part of the Subcommittee, Mayor Mueller and Council Member Ohtaki participated on the consultant selection panel.

As part of the GPAC appointments, the Council has the opportunity to reaffirm Mayor Mueller and Council Member Ohtaki as the Council's representatives on the GPAC or change the membership. The same two members must serve on both the Council Subcommittee and the GPAC. The Council may also wish to discuss whether the two Council representatives should serve as Co-Chairpersons of the GPAC, similar to the structure of the Housing Element Steering Committee.

IMPACT ON CITY RESOURCES

The formation of the GPAC is part of the approved General Plan Update scope of services contract for \$1,650,000 with PlaceWorks.

POLICY ISSUES

Council Policy CC-01-004 establishes the policies, procedures, roles and responsibility for the City's appointed Commissions and Committees.

The General Plan and M-2 Zoning update process will consider a number of policy issues.

ENVIRONMENTAL REVIEW

The proposed action does not require environmental review.

The General Plan and M-2 Zoning update is subject to the California Environmental Quality Act (CEQA) and an Environmental Impact Report (EIR) will be prepared at the appropriate time in the process.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting. In addition, the City sent an email update to subscribers of the General Plan Update project page. This page provides up-to-date information about the project, allowing interested parties to stay informed of its progress and allow users to sign up for automatic email bulletins, notifying them when content is updated or meetings are scheduled. The page is currently available at the following location: www.menlopark.org/generalplanupdate.

ATTACHMENTS

- A. GPAC Applications (transmitted under separate cover)*
- B. Council Policy CC-01-004

*Attachment A will not be posted on-line. Applications are available for public viewing in the City Clerk's office upon request.

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Purpose

To define policies and procedures and roles and responsibilities for Menlo Park appointed Commissions and Committees.

Authority

Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park”.

Background

The City of Menlo Park currently has eight active and three inactive Commissions and Committees. The active advisory bodies are: Bicycle Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, Planning Commission, and Transportation Commission. The inactive advisory bodies are the Arts Commission, Community Mediation Service Committee and the Las Pulgas Committee. 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 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.

Seven of the eight 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 (GC 65100 et seq., 65300-65401).

The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.

Policies and Procedures**A. Relationship to Council, Staff and Media**

1. Upon referral by the Council, the Commission/Committee shall study referred matters and return their recommendations and advise to the Council. With each such referral, the Council may authorize the City staff to provide certain designated services to aid in the study.
2. Upon its own initiative, the Commission/Committee shall identify and raise issues to Council’s attention and from time to time survey pertinent matters and make recommendations to the Council.
3. 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 Council.
4. Each April the Commissions and Committees and their support staff shall review their approved work plans

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and modify if needed. If changed, the work plan must be taken to the Council for approval.

5. Commissions and Committees should 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 and 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.
6. Additional or other staff support may be provided upon a formal request to the City Council.
7. The Staff Liaison shall act as the Commission's lead representative to the media concerning matters before the Commission. Commission members should refer all media inquiries to their respective Liaisons for response. Personal opinions and comments may be expressed so long as the Commissioner clarifies that his or her statements do not represent the position of the City Council.
8. Commission and Committee Members will have mandatory training every two years regarding the Brown Act and parliamentary procedures. The Commission and 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 Council.

B. Recommendations, Requests and Reports

Near the beginning of each regular Council meeting, there will be an item called "Commission/Committee Vacancies, Appointments and Reports". At this time, Commissions and Committees may submit recommendations or reports in writing 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 provided to the Council must be approved by a majority of the Commission at a Commission meeting prior to submittal to the City Council. The Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

C. Council Referrals

The Assistant City Manager 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.

D. Public Appearance of Commission/Committee Members

When a Commission/Committee member appears in a non-official, non-representative capacity before the public, for

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example in a Council meeting, the member shall indicate that he or she is speaking only as an individual. 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 Council meeting is asked to address the Council on a matter, the member should represent the viewpoint of the particular Commission/Committee as a whole (not a personal opinion).

E. 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.

F. 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, cancelled 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, cancelled 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.

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.

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

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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 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.
- 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 Council and made available to the public.
- 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. Selection of Chair and Vice Chair

- The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each Commission/Committee shall annually rotate its Chair and Vice Chair.

G. Memberships

Appointments/Oaths

1. The City Council is the appointing body for all Commissions and Committees. All members serve at the pleasure of the City Council for designated terms.
2. 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 Council present.
3. Prior to 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 his/her designee.
4. Appointments made during the middle of the term are for the unexpired portion of that term.

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Application/Selection Process

1. The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
2. 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.
3. 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.
4. 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 fax, email or submitted on-line are accepted; however, the form submitted must be signed.
5. After the deadline of receipt of applications, the City Clerk shall schedule the matter at the next available regular Council meeting. All applications received will be submitted and made a part of the 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.
6. Upon review of the applications received, the 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 Council.
7. If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
8. The selection/appointment process by the Council shall be conducted open to the public. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the Council present shall be appointed.
9. Following a 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.
10. An orientation will be scheduled by support staff following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

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Attendance

1. An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
 - 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 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.
2. 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 he/she will be absent.

Compensation

1. Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002).

Conflict of Interest and Disclosure Requirements

1. A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code Section 87300 et seq. Copies of this Code are filed with the City Clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the 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 thirty days of appointment and annually thereafter. A statement is also required within thirty days after leaving office.
2. 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 his or her official position to influence a governmental decision. Questions in this regard may be directed to the City Attorney.

Qualifications, Compositions, Number

1. In most cases, members shall be residents of the City of Menlo Park, at least 18 years of age and a registered voter.
2. Current members of any other City Commission or Committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership.
3. 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.

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4. There shall be seven (7) members on each Commission/Committee with the exception of the Finance and Audit Committee, which has five (5) members.

Reappointments, Resignations, Removals

1. 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 (the one year period is flexible subject to Council's discretion.).
2. Resignations must be submitted in writing to the City Clerk, who will distribute copies to City Council and appropriate staff.
3. The City Council may remove a member by a majority vote of the Council without cause, notice or hearing.

Term of Office

1. 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.
2. 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.
3. Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
4. If a member resigns before the end of his/her term, a replacement serves out the remainder of that term.

Vacancies

1. Vacancies are created due to term expirations, resignations, removals or death.
2. Vacancies are listed on the Council agenda and posted by the City Clerk in the Council Chambers bulletin board and on the City's website.
3. 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 ten working days after posting of the notice (Government Code 54974).
4. On or before December 31 of each year, an appointment list of all regular advisory Commissions and Committees of the City Council shall be prepared by the City Clerk and posted in the Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972,

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Roles and Responsibilities

The purpose of this section is to define and clarify the roles and responsibilities of the Commissions/Committees:

Arts Commission

This Commission is charged with advising the Council on matters related to City cultural programs established primarily for the residents of the City as artists and as an audience, including arts concerned with line, color, form (painting, sculpture, and architecture); arts concerned with sound (music and dance); and, arts concerned with the exploitation of words for both their musical and expressive value (literature, prose, poetry and plays).

Bicycle Commission

The Bicycle Commission is charged primarily with advising the City Council on ways to improve the bicycling environment, implementation of the bikeways plan and other related matters.

Community Mediation Service

This Committee is charged with providing mediation services for local residents and businesses. (It is guided by a separate policy statement and by its By-Laws).

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 & Audit Committee

The Finance & 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

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- 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
- Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program
- 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
- The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991).

Las Pulgas Committee

This Committee is charged with advising the City Council on matters regarding the activities of the City's Community Development Agency providing comments and recommendations on policies affecting the Las Pulgas Project Area, as well as on issues, projects and programs in the neighborhood.

Library Commission

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

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

Parks and Recreation Commission

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

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs

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- 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, re-zonings, conditional development permits, planned development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Transportation Commission

The Transportation Commission is charged primarily with advising the City Council on matters related to the adequacy and improvement of all types of public and private transportation within and across the City, including the best approaches to establishing and maintaining systems and facilities for the transport of people and goods around the City. Specific focus areas include:

- The coordination of motor vehicle, bicycle, mass transit, and pedestrian traffic facilities
- The development and encouragement of the most efficient and least detrimental overall transportation system for the City supporting the goals of the General Plan
- Coordination with regional transportation systems
- Serve as the appeals board for appeals from staff determinations concerning establishment of traffic signs, pavement markings, speed zones, parking regulations, traffic signals, bike lanes, bus stops, etc.

Special Advisory Bodies

The City Council has the authority to create ad-hoc 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 Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the 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 Council consideration and approval.