5:30 p.m. Study Session

A. Call to Order

Mayor Mueller called the meeting to order at 5:31 p.m.

B. Roll Call

Present: Carlton, Combs, Nash, Taylor, Mueller
Absent: None
Staff: City Manager Starla Jerome-Robinson, City Attorney Bill McClure, City Clerk Judi A. Herren

C. Pledge of Allegiance

Mayor Mueller led the Pledge of Allegiance.

SS1. Presentation: Prof. Bennon from Stanford Global Project Center – feasibility of tunnels for rails

Professor Michael Bennon made a presentation.

The City Council discussed the cost and benefits of tunneling, trenching, and grade separation. Also, received clarification on collaboration with Caltran, implications of working around the creek, and length of track factors. Bennon confirmed that diesel trains are not allowed underground and provided an overview of the maintenance costs and responsibility.

• Adina Levin spoke in support of the study session and increased density in downtown, but was also in opposition of tunneling.

SS2. City manager budget presentation

Finance and Budget Manager Dan Jacobson and Management Analyst II Brandon Cortez made a presentation (Attachment).

• Lynne Bramlett suggested that the City Council consider a 2-year budget cycle, had concerns with staffing increases, and requested increased transparency.

The City Council discussed pension liability, hiring of a full-time park ranger, and the budget reflecting City Council priorities and needs of the community. There was clarification given regarding the cost of maintaining the sprinkler system as a regulatory compliance.
City Council took a break at 6:43 p.m.

City Council reconvened at 6:50 p.m.

Items F2 and H1 were continued to June 4.

F2. Award contracts totaling $511,857 to Towne Ford Sales and Priority 1 Safety for hybrid vehicles and outfitting (Staff Report #19-106-CC)

H1. Authorize the City manager to amend a contract with ICF Jones & Stokes, Inc. to prepare an environmental impact report for the proposed willow village master plan project at 1350-1390 Willow Road, 925-1098 Hamilton Avenue, and 1005-1275 Hamilton Court for the amount of $967,522 and future augments as may be necessary to complete the environmental review for the proposed project (Staff Report #19-095-CC)

D. Presentations and Proclamations


   Mayor Mueller read the proclamation and Maintenance Worker I - Streets Maintenance Gary Lundstrom accepted.

   D2. Presentation: update on San Francisquito Creek JPA projects

   San Francisquito Creek Joint Power Authority Executive Director Len Materman made a presentation (Attachment).

   The City Council received clarification on the impacts of sea level rise to the project, viable financing options, and impacts to Webb Ranch.

Public Comment

   • Ron Shepherd was discouraged by the lack of discussion during the Finance and Audit Committee meetings and the process of agenda setting (Attachment).
   • Soody Tronson spoke on the Finance and Audit Committee charter and suggested additional changes and issues with meeting limitations.
   • Lynne Bramlett followed up on an email that evaluated the effectiveness of the role of advisory committees.
   • Adina Levin spoke on the cost factors of the San Francisquito Creek JPA and grade separation.

F. Consent Calendar

   F1. Adopt Resolution No. 6502, preliminary approval of the engineer’s report for the Menlo Park landscaping assessment district, and Resolution No. 6503, intention to order the levy and collection of assessments for the landscaping assessment district for fiscal year 2019-20 (Staff Report #19-105-CC)

   Staff confirmed that lists of sidewalk complaints and an inventory of property owners with street trees are maintained.

   F3. Authorize the city manager to execute agreements as required by conditions of approval for the
Menlo Gateway project and reimburse fees collected through the construction street impact fee (Staff Report #19-108-CC)

**ACTION:** Motion and second (Carlton/Taylor) to approve the consent calendar continuing item F2, passed unanimously.

G. **Public Hearing**

G1. Consider the Planning Commission’s recommendation and approve Resolution No. 6501 to amend and restate conditional development permit for the Sharon Hills development (1-45 Biltmore Lane; 1115-1135 Continental Drive; 2-55 Hallmark Circle; 1-15 Oliver Circle; 2-26 Susan Gale Court; 2300 Tioga Drive; 1200-1371 Trinity Drive) (Staff Report #19-102-CC)

Principal Planner Thomas Rogers made a presentation (Attachment) and corrected the 1-15 Olive Court address.

Applicant Fred Smith resident of Sharon Hills development made a presentation.

- Katherine Glassey spoke in support of the amendment.

The City Council confirmed support from the community and City Councilmember Combs suggested more similar models be brought to City Council to alleviate the Planning Commission workload.

**ACTION:** Motion and second (Carlton/Combs) to approve Resolution No. 6501 to amend and restate conditional development permit for the Sharon Hills development (1-45 Biltmore Lane; 1115-1135 Continental Drive; 2-55 Hallmark Circle; 1-15 Oliver Court; 2-26 Susan Gale Court; 2300 Tioga Drive; 1200-1371 Trinity Drive), passed unanimously.

H. **Regular Business**

H2. Complete Streets Commission update and approval of the Complete Streets Commission’s work plan and the Middle Avenue and Olive Street bike improvements project on a page (Staff Report #19-086-CC)

Associate Transportation Engineer Kevin Chen and Complete Street Commissioner Bill Kirsch made a presentation (Attachment).

- Adina Levin reported on the Complete Streets Commission process for this project.
- Steve Schmidt commented on the nine goals as an essential part of the process and that it is unfortunate the designs accompanied the goals
- Katie Behroozi commented that City Council should make Middle Avenue a complete street.
- Connie Conroy spoke about the history of how the Complete Streets Commission was formed and the need for more public input at Complete Streets Commission meeting.

The City Council expressed concern for the project on a page timeline, selection of preferred alternative, and amount of public outreach to residents on Middle Avenue.

**ACTION:** Motion and second (Carlton/Combs) to approve the Complete Street Commission’s work plan and the Middle Avenue and Olive Street bike improvements project on a page with the following amendments: 1) omission of the selection of a preferred alternative, timeline, activities, and design...
H3. Adopt Resolution No. 6504 approving the removal of on-street parking on Santa Cruz Avenue between Olive Street and Avy/Orange Avenue and identify a preferred conceptual design to accommodate the installation of bike lanes and sidewalks (Staff Report #19-109-CC)

Mayor Mueller was recused at 9:39 p.m.

Assistant Public Works Director Nikki Nagaya made a presentation (Attachment).

City Council received confirmation of the number of parking spaces to be removed and the replacement of asphalt sidewalk with cement with the exclusion of 1095 Lemon due to trees. City Council directed staff to increase the sidewalks up to 6-feet where possible and to replace the “no parking” signs with “no stopping” signs.

**ACTION:** Motion and second (Nash/Carlton) to adopt Resolution No. 6504 approving the removal of on-street parking on Santa Cruz Avenue between Olive Street and Avy/Orange Avenue and identify a preferred conceptual design to accommodate the installation of bike lanes and sidewalks including increasing the sidewalks up to 6-feet where possible and install “no stopping” signs rather than “no parking” signs, passed unanimously (4-0-1, Mueller recused).

Mayor Mueller returned at 9:53 p.m.

City Council took a break at 9:54 p.m.

City Council reconvened at 10:02 p.m.

I2. Update on best practices for addressing chronic homelessness (Staff Report #19-107-CC)

- Curt Conroy recommended the previous Flood School site be used for homeless housing.

H4. Adopt pilot program to implement the Institute for Local Government’s public engagement framework (Staff Report #19-098-CC)

Assistant City Manager Nick Pegueros made a presentation (Attachment).

- Lynne Bramlett spoke on the importance of written documents and the ability for the Finance and Audit Committee to also have a project on a page. Bramlett also spoke against the removal of the library system improvements position and in support of measuring public engagement.
- Adina Levin commented on the importance of the “who” the outreach extends to.
- Pamela Jones spoke in support of this being included in the City Council procedure manual and the need to outside-hire new positions.

Item H4. was continued to June 4.

I. Informational Items

I1. City Council agenda topics: June to August 2019 (Staff Report #19-104-CC)
J. City Manager's Report

K. City Councilmember Reports

City Councilmember Nash reported on the upcoming Stanford general use permit meeting in Palo Alto on May 30 at 6 p.m.

Mayor Mueller reported on a stakeholder meeting for those interested in public art. Mueller also reported out on a new Student Commission for the high schools that will be administered by school staff.

L. Adjournment

Mayor Mueller adjourned the meeting at 10:28 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of August 20, 2019.
AGENDA

- Key takeaways
- Budget message
- Budget overview
- Historical comparisons
- Capital Improvement Plan
- Long-term planning
- Questions and next steps
BUDGET TIMELINE

- Goal setting – February 2
- Budget principle adoption – March 5
- Executive summary info item – May 14
- Proposed budget released – May 17
- Study session – May 21
- Public hearing – June 4
- Budget adoption – June 18
Key takeaways

- Financial continuity and stability
- Plan to reduce pension liability
- Focus on maintaining progress
BUDGET MESSAGE
2018-19 ACHIEVEMENTS

- District Elections
- New City Manager
- Willow Road/U.S. Highway 101 interchange
- Belle Haven Branch Library space needs study

- Community Response Team
- Caltrain grade separation
- Tenant relocation assistance
- Affordable housing development funding
- Joint meeting with Fire District
DEDICATED TO CONTINUOUS IMPROVEMENT

Budget assumptions
- City Council adopted work plan
- Development activity life cycle
- Healthy growth in property taxes; full funding of excess ERAF
- Stability in transient occupancy taxes as economy stays strong
- Service level enhancements
DEDICATED TO CONTINUOUS IMPROVEMENT

Improvements to the budget

- Prioritization of CIP projects
- General tax revenues collected by district
- Enhanced communication
DEDICATED TO CONTINUOUS IMPROVEMENT
BUDGET OVERVIEW
BUDGET OVERVIEW

2019-20 All Funds
- $168.98 million in resources
- $171.33 million in requirements

2019-20 General Fund
- $70.04 million revenues
- $69.94 million expenditures
NEW BUDGET REQUESTS

Community enhancements
- Library staffing phase II, 3.25 FTE
- CIP staffing, 0.50 FTE provisional
- Community Services pilot project
- Contracted Bedwell Bayfront Park ranger
- Mobile Command Center

Good governance initiatives
- Accelerated unfunded pension payments
- Financial transparency initiative, 1.0 FTE provisional
- Police Tasers and body cameras
Regional or regulatory initiatives

- Flood and sea level rise resiliency agency
- Peninsula bikeway
- Zero waste implementation
- Fire panel and sprinkler testing
HISTORICAL COMPARISONS
TOP GENERAL FUND REVENUES

![Chart showing TOP GENERAL FUND REVENUES for years 2015-2016 to 2019-2020. The chart includes categories such as Taxes, Charges for Services, Licenses and Permits, and Other.](chart.png)
TOP GENERAL FUND EXPENDITURES

$ millions


- $10  $0  $10  $20  $30  $40  $50  $60  $70  $80

- $0  $10  $20  $30  $40  $50  $60  $70  $80  $90  $100

Salaries  Fringe Benefits  Services  Other
TOP ALL FUNDS REVENUES

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<thead>
<tr>
<th>$ millions</th>
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<tbody>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

- Taxes
- Charges for Services
- Other Financing Sources
- Other
CAPITAL IMPROVEMENT PLAN
CAPITAL IMPROVEMENT PLAN

CIP $72.37 million (89 projects)
- $48.87 million carryover appropriations
- $23.50 million new funding (33 projects)
CAPITAL IMPROVEMENT PLAN

Major capital projects

- Water Main replacement project
- Middle Avenue Caltrain Crossing study design and construction
- Street resurfacing
- Chrysler Pump Station improvement
CAPITAL IMPROVEMENT PLAN

Unfunded CIP needs

- Caltrain crossings at Ravenswood Avenue and Middle Avenue
- Belle Haven branch library
- Bedwell Bayfront Park master plan implementation
- Information technology master plan implementation
- Parks and Recreation master plan implementation
- Emergency operations center
LONG-TERM PLANNING
GENERAL FUND
10-YEAR FORECAST

Most likely operating revenues
Most likely operating expenditures
Most likely net revenue
GENERAL FUND FORECAST SURPLUS/(DEFICIT)

$ millions

Most likely
Pessimistic case
Key takeaways

- Financial continuity and stability
- Plan to reduce pension liability
- Focus on maintaining progress
Next steps

- June 4, 2019 – Proposed budget public hearing
- June 18, 2019 – Budget adoption

Requests from City Council

- Areas for additional explanation
- Alternatives for proposed items
THANK YOU
FISCAL YEAR 2019-20 PROPOSED BUDGET

Next steps

- June 4, 2019 – Proposed budget public hearing
- June 18, 2019 – Budget adoption

Requests from City Council

- Areas for additional explanation
- Alternatives for proposed items
## GENERAL TAX REVENUES BY DISTRICT

<table>
<thead>
<tr>
<th></th>
<th>District 1</th>
<th>District 2</th>
<th>District 3</th>
<th>District 4</th>
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<tr>
<td>Property taxes</td>
<td>$3.76</td>
<td>$2.48</td>
<td>$3.79</td>
<td>$4.39</td>
<td>$5.74</td>
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<td>Sales and use taxes</td>
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<td>1.42</td>
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<td>Hotel and business taxes</td>
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<td>2.02</td>
<td>3.08</td>
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<td><strong>DISTRICT TOTAL</strong></td>
<td><strong>$8.12</strong></td>
<td><strong>$3.06</strong></td>
<td><strong>$6.66</strong></td>
<td><strong>$8.89</strong></td>
<td><strong>$9.70</strong></td>
<td><strong>$36.43</strong></td>
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<td>Share of total</td>
<td>22.3%</td>
<td>8.4%</td>
<td>18.3%</td>
<td>24.4%</td>
<td>26.6%</td>
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GENERAL FUND
HOTEL TAXES

$12

$10

$8

$6

$4

$2

$-

GENERAL FUND FRINGE BENEFITS

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<th>Retirement</th>
<th>Health</th>
<th>Other</th>
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<tr>
<td>2017-18</td>
<td>$6</td>
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<td>$2</td>
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<tr>
<td>2018-19 est act.</td>
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<td>$4</td>
<td>$2</td>
</tr>
<tr>
<td>2019-20 proposed</td>
<td>$8</td>
<td>$6</td>
<td>$2</td>
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GENERAL FUND TRANSFERS

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<td>2017-18</td>
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<tr>
<td>2018-19 est. act.</td>
<td>$6</td>
</tr>
<tr>
<td>2019-20 proposed</td>
<td>$4</td>
</tr>
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2019 Work Plan - 5 Priority Projects

- Transportation Master Plan
- Chilco Street Improvement Project
- Middle Avenue Pedestrian and Bicycle Rail Crossing
- Heritage Tree Ordinance Update
- Belle Haven Branch Library
2019-20 City Council Priorities and Work Plan

- City Manager’s Transmittal Letter; pg XVIII

Work Plan Projects
- 13 projects

Study Session Topics
- 6 topics

Referred to Advisory Board
- 3 referrals
DEPARTMENT BUDGETS
## 2019–20 OPERATING BUDGET: EXPENDITURES BY DEPARTMENT
($ MILLIONS)

<table>
<thead>
<tr>
<th>Department</th>
<th>FTEs</th>
<th>General Fund</th>
<th>Non-General Fund</th>
<th>Total</th>
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<tr>
<td>Public Works</td>
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<td>$13.47</td>
<td>$92.04</td>
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<td>Police</td>
<td>76.5</td>
<td>21.15</td>
<td>0.36</td>
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<td>Community Services</td>
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<td>10.25</td>
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<tr>
<td>Community Development</td>
<td>31</td>
<td>8.54</td>
<td>0.37</td>
<td>8.90</td>
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<tr>
<td>Library</td>
<td>21.25</td>
<td>4.11</td>
<td>-</td>
<td>4.11</td>
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<tr>
<td>Administration &amp; Support Departments</td>
<td>40</td>
<td>12.42</td>
<td>8.62</td>
<td>21.05</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>292</td>
<td><strong>$69.94</strong></td>
<td><strong>$101.39</strong></td>
<td><strong>$171.33</strong></td>
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</tbody>
</table>
NEW BUDGET REQUESTS

Community enhancements
- Library staffing phase II 3.25 FTE
- CIP staffing, 0.50 FTE provisional
- Community Services pilot project
- Contracted Bedwell Bayfront Park ranger
- Mobile Command Center

Good governance initiatives
- Accelerated unfunded pension payments
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- Police Tasers and body cameras
Regional or regulatory initiatives

- Flood and sea level rise resiliency agency
- Peninsula bikeway
- Zero waste implementation
- Fire panel and sprinkler testing
2019–20 PROJECTS

- 33 projects totaling $23.50 million
- 56 carry-over projects
- City Council Work Plan

Project types
- Master plans
- Planning/design/outreach
- Ongoing improvements/repairs
- Water
- Other
Proclamation

RECOGNIZING MAY 20 - 26, 2019
AS PUBLIC WORKS WEEK

WHEREAS, Public Works programs and services provided to our community are an integral part of our residents’ everyday lives; and

WHEREAS, the support and understanding of an informed citizenry are vital to the efficient operation of these programs and services; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, Public Works personnel are among the first responders during emergencies and disasters, often remaining after the departure of other first responders to ensure that services are restored and operations resume; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, public works, utilities, facilities and services could not be provided without the dedicated efforts of the professionals, engineers, managers and employees; and

WHEREAS, this year the National Public Works week theme "It Starts Here" emphasizes the impact of public works on modern civilization - from building and maintaining roads to providing clean drinking water and more. The quality of life in our community starts with public works.

NOW, THEREFORE, BE IT PROCLAIMED that I, Mayor Mueller, Mayor of the City of Menlo Park, on behalf of the City Council, recognize May 20 - 26, 2019 as Public Works Week. During this week, I call upon residents to recognize the contributions that Public Works employees make every day to residents’ health, safety, and quality of life.

[Signature]
Ray Mueller, Mayor
May 2019
Projects Update

Menlo Park City Council

May 21, 2019

Len Materman
Executive Director
The Big Picture:
San Francisquito Creek Area
Floodplains and Projects

SF Bay-Hwy 101: levees, floodwalls, bridge and boardwalk constructed

Upstream of Hwy. 101: EIR of bridges, banks and basins

SAFER shoreline: planning & design

Approximate number of parcels in the 100-year floodplains
- Creek floodplain only (3,500 parcels)
- Bay floodplain only, with sea level rise (over 2,700 parcels)
- Overlap of creek and Bay floodplains (2,200 parcels)
- Protect 3 miles of shoreline (in creek) against any flow & sea level 10 ft. above today’s high tide
- Create/restore 22 acres of habitat for an endangered fish, bird and mouse
- Enhance access to recreational/commuter trails
- Upgrade major gas and sewer pipelines, provide recycled water pipe to East Palo Alto
- $77 million in funding from locals (37), state (30), PG&E (10)
Project objectives along 11 miles of shoreline in two counties and three cities:

- Protect 5,000 properties & major infrastructure from flooding during a sea level up to 10 feet above today’s high tide
- Create and utilize shoreline marshes for protection in a way that sustains them
- Expand opportunities for recreation and connectivity
- Meet objectives regardless of neighboring action/inaction
- Utilize innovative financing strategies that reflect the diversity of beneficiaries
SAFER Bay project, Phase 1
Continue north on shoreline to:
• Protect over 1,600 properties
• Restore 600+ acres to marsh

Connects to completed Bay-Hwy. 101 creek project
Now that we have built the Bay through Highway 101 project, we’re also focused on upstream of Highway 101.

Current Conditions:
- Max flow that can reach Pope-Chaucer = 7,500
- < 5,800 should not flood anywhere
- > 5,800 floods at Pope-Chaucer Bridge
- > 7,200 floods also at Middlefield Road Bridge
San Francisquito Creek Flood Protection, Ecosystem Restoration, and Recreation Project Upstream of Highway 101

Draft Environmental Impact Report — April 2019

All meetings are from 7:00-8:30 p.m.

Thursday, May 23
Laurel School Upper Campus Atrium
275 Elliott Drive, Menlo Park, CA

Wednesday, May 29
East Palo Alto City Hall Community Room
2415 University Avenue, East Palo Alto, CA

Wednesday, June 5
Palo Alto Art Center Auditorium
1313 Newell Road, Palo Alto, CA
Outreach for Draft EIR public hearings

13,000 Postcards
Next Door posts in all three cities
E-blast to people signed up to receive these
Websites and website calendars
Announcements at SFCJPA Board and meetings of all three City Councils
Objectives of the Project

- Protect life, property, and infrastructure from floodwaters exiting the creek during flows up to 7,500 cubic feet per second (cfs), while minimizing impacts of the project on adjacent communities and the environment;

- Enhance habitat within the project area, particularly interconnected habitat for threatened and endangered species;

- Create new recreational opportunities and connect to existing bike and pedestrian corridors;

- Minimize operational and maintenance requirements; and

- Not preclude future actions to bring cumulative flood protection up to a 100-year flow event.
Alternatives Analyzed in the Draft EIR

After two levels of screening, four alternatives were analyzed.

1. No action / no project
2. Replace Pope-Chaucer Br. & railing at Woodland & Univ., widen bottlenecks
3. Construct one or more detention basins in upper watershed
4. Construct an underground bypass culvert
5. Replace Pope-Chaucer Br. & railing at Woodland & Univ., build floodwalls
6. Construct a culvert through Pope-Chaucer Bridge
7. Construct a channel around Pope-Chaucer Bridge
8. Replace Pope-Chaucer with a bridge for bikes and peds only
9. Remove and do not replace Pope-Chaucer Bridge
10. Increase the removal of debris and non-native vegetation
11. Deepen the channel
12. Construct multiple small-scale water detention facilities
13. Increase incentives for Low Impact Development (LID)
14. Utilize overland floodways
15. Construct a new pump station
16. Construct a new Ladera Dam
17. P-C Bridge, widen bottlenecks (Corps objective smaller flow + freeboard)
Preferred Alternative: Channel Widening

- Replace Pope-Chaucer
- Widen creek bottlenecks where bank is concrete
- Replace wooden parapet extension at Woodland & Univ. and match Palo Alto top of bank

Closed for ~9 months during construction

Project of the City of Palo Alto to replace Newell Bridge
Floodwall Alternative

- Replace Pope-Chaucer
- Construct floodwalls not more than 2 feet high
- Replace wooden parapet extension at Woodland & Univ. and match PA top of bank, widen creek at W. Bayshore

Closed for ~9 months during construction

Project of the City of Palo Alto to replace Newell Bridge
One or more basin(s) to be constructed.

Searsville Reservoir would fill when flows exceed capacity of a new orifice in the Dam (Stanford project).

Webb or Former Nursery basins would fill when flows exceed capacity of Pope-Chaucer Bridge.
San Francisquito Creek Flood Protection, Ecosystem Restoration, and Recreation Project

- Increase capacity by ~4,500 cfs to a total of 9,400 cfs (with sea level 10 ft. above current high tide)
- Increase capacity by 1,700 cfs to a total of 7,500 cfs
- Detain ~1,000 cfs during storm event

100-year event = 8,150 cfs at Pope-Chaucer Bridge
Preferred Alternative: Channel Widening

- Replace Pope-Chaucer
- Widen creek bottlenecks where bank is concrete
- Replace wooden parapet extension at Woodland & Univ. and match Palo Alto top of bank

Closed for ~9 months during construction

Project of the City of Palo Alto to replace Newell Bridge
Downstream of Pope-Chaucer, widen creek bottlenecks to increase flow capacity where the bank is concrete.

Every alternative includes widening the Palo Alto creek bank upstream of West Bayshore Rd. to align with and take advantage of the Bay-Hwy. 101 project downstream.
Widen three areas between Newell and Euclid where sacked concrete lines the Palo Alto creek bank.
Replace a large concrete terrace structure on the East Palo Alto bank with a natural creek bank.
Replace wooden Univ. Ave. Bridge parapet extension on Woodland Ave.
and match Palo Alto side top of bank
Preferred Project’s Significant and Unavoidable Impacts

- From the project alone:
  Noise during construction

- Cumulative effect of the project and other sources, such as Highway 101:
  Air quality during construction
Significant impacts made less than significant with mitigation

- Aesthetics
- Biological Resources
- Geology & Soils
- Hazard. Materials & Public Health
- Land Use & Agriculture
- Public Services
- Traffic & Transportation
- Energy

- Air Quality
- Cultural Resources
- Greenhouse Gases/Climate Change
- Hydrology & Water Resources
- Noise & Vibration
- Recreation
- Utilities


Permanent: Biological Resources, Geology & Soils, Hydrology & Water Resources
• Impacts to trees will be avoided and/or minimized wherever feasible
• Species include: coast live oak, magnolia, ginkgo, red horse chestnut, English hawthorn, redwood, buckeye, madrone, eucalyptus, elderberry, sycamore
• Trees removed during construction will be replaced along the creek in quantities based on City ordinances
Trees within the City of Menlo Park
• Middlefield Road near Woodland Ave and Palo Alto Ave is expected to experience the most significant increase in traffic delays during the temporary Pope-Chaucer Bridge closure.

• During construction of any feature, max traffic increase is 60 trips per day (20 truck, 40 worker)
• The largest anticipated # of workers at any one time is 20 for Pope-Chaucer Bridge replacement
• Channel widening activities would require the most construction haul trips in a given day
• Construction equipment will operate immediately adjacent to the yards of some properties for limited periods of time
• Construction truck traffic would generate intermittent increases in noise
San Francisquito Creek Flood Protection, Ecosystem Restoration, and Recreation Project

The Big Picture

Bay – Highway 101 Project

- Protect against max creek flow with sea level 10 ft above current high tide
- Completed Dec. 2018

Upstream of Highway 101 Project

- 7,500 cfs (1998 event) from Pope-Chaucer to the Bay
- Est. completion Dec. 2022
- 1,000 cfs detained upstream
- After 2022

100-year event = 8,150 cfs at Pope-Chaucer Bridge
Upon completion of the construction of the Bay-Hwy. 101 project, the modeled floodplain of 1998-sized (70-year) flood event.

Today

Post-project
(downstream of Middlefield Road, the creek should not flood)
This project’s environmental review process

Going Beyond the CA Environmental Quality Act

- **Oct. 2017 stakeholder workshops and public site tour**

**Timeline:

1. **December 2016**: Notice of Preparation Released
2. **January-February 2017**: Scoping Meetings
3. **April 2019**: Draft EIR Released
4. **May-June 2019**: Draft EIR Public Meetings

**Key Stages:

- **Easements, financing & permitting**
- **Final EIR Hearing & Approval**
- **Final EIR Released**

**Phased Construction**

- **Beginning 2020 or 2021**
- **Fall 2019-Spring 2020**
- **Fall 2019**
- **LATE SUMMER 2019**

**Ongoing Stakeholder Engagement**

**Presentations to City Councils**
Thank you
To: Honorable Council Members

From: Ronald Shepherd as a Menlo Park Resident

Date: May 21, 2019

Subject: FAC/Finance staff interface

I have been annoyed at FAC meetings when discussing detail related to a general topic listed on FAC agenda. Staff has requested that discussions cease as that item has not been properly agendized, and continuing discussion would be a violation of the Brown Act.

In preparing our agenda for the May 22, 2019 meeting, the Vice Chair and I spent considerable time to include all items we wanted to discuss so as not to have discussions limited by allegations of Brown Act violations.

The agenda for the May 22, 2019 was sent to Dan Jacobson Tuesday, May 14, 2019 at 2:08 PM for formatting and distribution. On Friday, Lenka Diaz emailed me stating she would like to discuss the agenda; however, I was unavailable. Staff’s reformatted agenda was sent to the Vice Chair and me about 11 AM Friday May 17, 2019. We both discussed this reformatted agenda and informed Lenka that it was not acceptable. She notified me that our agenda generally was not in compliance with the Brown Act and City Policies but was not specific. She also notified me that Dan Jacobson had cancelled our meeting and had emailed FAC members as to the cancellation.

Copies of Agendas and emails are attached to corroborate.

I view this treatment as administrative bullying. Staff must recognize that their role is support not policy making. After your review, should you agree with my conclusions, involved staff should be severely reprimanded. I would conclude that FAC is not the only committee receiving this treatment.

Should you not agree I will submit my resignation. In my desire to make sure that governmental entities be responsive to its constituent’s needs, fulfilling them on a long-term cost-effective basis, I might be more effective working as a private citizen, unencumbered by the Brown Act and administrative crap.
To: FAC Members
Copy: Dan Jacobson
From: Ronald W Shepherd
Date: May 9, 2019
Re: Agenda

FAC Agenda for May 22, 2019, Starting at 6 pm

A. Call to Order (Meeting will be audio-recorded for immediate publication on City’s website, in compliance with City and State regulations)

B. Roll Call

C. Approval of February 6, 2019 meetings minutes

D. Public Comment

E. Regular Business

E.1. Response and Decision of Council to FAC Recommendations Presented to Council on April 9, 2019 (owner, Ray Mueller) on:

E.1.a. Audit Report
   E.1.a.1. Audit Report Review
   E.1.a.2. Auditor Section

E.1.b. Investment Guidelines
   E.1.b.1. Use of more than one advisor
   E.1.b.2. Quarterly Listing of Investments

E.1.c. Capital Improvement Projects
   E.1.c.1. Capital Expenditure Prioritization and Reporting (website)
   E.1.c.2. Per FAC Memo Dated September 10, 2018

E.1.d. IT Master Plan, Inclusion of Finance Department Requirements and Metrics on Deliverables

E.1.e. Unfunded Pension Liability, posting of Realistic Balance Based on Recent CalPER’s

E.1.f. Investment Returns

E.1.g. Budget Process

E.1.h. Consultant/Contractor Policies

E.1.i. FAC Committee Structure
   The complete presentation can be viewed HERE

E.2. Review and Approval of Current Investment Policy/Guidelines (owner, Dan Jacobson to present and to provide link to current guidelines)

E.3. Review/Develop FAC Open Items (List Items Below – to be updated and amended as needed)
E.4. Discuss and recommend FAC Goals, Process, and Projects

E.5. Discuss the process and timeline of Annual Budget review and input by FAC to fulfill FAC’s responsibility to assist public understanding of City’s finances, in particular the operating and CIP budgets, and to assist Staff in achieving its financial transparency goals.

E.5.a. Review of 2019-2020 draft Budget (operating and CIP) by FAC presented by Staff to Council on May 21, 2019 (owner Dan Jacobson to provide digital copy to FAC no later than the time it is provided Council).

E.6. Staff Report on Finance Department IT Infrastructure (owner Dan Jacobson)

E.6.a. Progress and expenditure made to-date on the implementation of the Information Technology Master Plan (Staff Report Number 17-036-CC) presented to Council on February 7, 2017

E.7. Staff Report on updated ten-year Forecast (owner Dan Jacobson)

E.8. Election of Chair and Vice-Chair

F. Finance Staff Report of Significant Activities (owner Dan Jacobson)

G. Review and approval of Draft Minutes of May 22, 2019 Meeting

H. Adjournment

E.3. Review/Develop FAC Open Items (List Items Below – to be updated and amended as needed)

E.3.a. Time period for advance publications for review by Council and public and/or approval before Council meetings

E.3.a.1. Council agenda and staff reports

E.3.b. RFQs

E.3.b.1. Time period for advance posting of open RFQs and their pendency

E.3.c. OTHERS
Finance and Audit Committee

SPECIAL MEETING AGENDA

Date: 5/22/2019
Time: 6:00 p.m.
City Hall – “Downtown” conference room, 1st Fl
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. Presentations

C1. Roles and responsibilities of advisory bodies

D. Public Comment

Under “Public Comment,” the public may address the Committee on any subject not listed on the agenda. Each speaker may address the Committee once under Public Comment for a limit of three minutes. The Committee cannot act on items not listed on the agenda and, therefore, the Committee cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

F. Regular Business

F1. Selection of Chair and Vice Chair

F2. Approve the February 6, 2019 Finance and Audit Committee Special Meeting minutes (Attachment)

F3. Recommend City Council approval of the City’s investment policy (Attachment)

F4. Review the Finance and Audit Committee draft work plan and recommend approval to City Council (Attachment)

F5. Provide input on the fiscal year 2019–20 Budget in Brief document as a public communication tool (Attachment)

G. Informational Items

G1. City Council Work Plan Transmittal and Capital Improvement Program (CIP) process update memo (Attachment)

H. Reports and Announcements

I. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the
right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission’s consideration of the item.

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

Any writing that is distributed to a majority of the Commission 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 for inspection at the City Clerk’s Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk’s Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the “Notify Me” service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 5/17/2019)
From: Ronald Shepherd [mailto:ron@shepherd-insurance.com]
Sent: Thursday, May 09, 2019 11:38 AM
To: Soody Tronson <soody@stlgrp.com>; Roger Royse <rroyse@rroyselaw.com>; Ray Mueller <menlo.mueller@gmail.com>; Drew Combs <combs.drew@gmail.com>
Cc: Jacobson, Dan C <DC.jacobson@menlopark.org>
Subject: FAC Meeting

We would like to schedule a FAC meeting on Wednesday May 22 at 7 pm. An agenda will follow. Please advise Dan of your availability.

Thank you

Ron

Ronald W Shepherd, CPA
Treasurer/Principal
Shepherd & Associates Insurance Services
2055 Junction Avenue, Suite 212
San Jose, CA 95131
Phone: 408-526-1112
Fax: 408-526-1777
www.shepherd-insurance.com
LIC: #0B45304
Dan,

Thank you. We would like to start at 6 pm. I will forward the agenda to you shortly. Most items you have suggested are included. The CIP work plan could be considered under the report from Ray under Council’s response, or could be added.

Ron

Ronald W Shepherd, CPA
Treasurer/Principal
Shepherd & Associates Insurance Services
2055 Junction Avenue, Suite 212
San Jose, CA 95131
Phone: 408-526-1112
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LIC: #0B45304

Hi Ron,

We’ve received enough responses to constitute quorum for a meeting at that time. Please let me know what items you would like to have on the agenda. Three housekeeping items that we will need to include are:

- Selection of chair and co-chair
- Approval of minutes
- The City Council’s work plan and CIP memo

Other items that could use review are:

- Last year’s budget in brief and make recommendations to improve it
- The City’s investment policy

We can publish the special meeting agenda as late as the evening of May 21, but ideally it would be ready sometime before then, particularly as there is a Council meeting on the 21st.

Please let me know how staff can help.

Thanks,
Dan
Hi Lenka

Thank you for your email. We have a lot to discuss so adding a short presentation by Judi would be ok, but we must have time to discuss all the agenda items. Additionally I want to make sure that any agenda changes or reformatting would not result in limiting discussion because of Brown Act issues. We want a recording of the meeting so that we do not have any he said she said issues when preparing the minutes.

We look forward to working with you fulfilling our committee mission

Ron

Sent from my iPhone
Hi FAC Committee Members and Dan,

Attached is the agenda for our next meeting, May 22, 2019. **Note the start time of 6 pm.** Dan will send you an “official agenda” with related attachments (e.g. prior meeting minutes). Please reserve June 12, 2019 for our next meeting.

Thank you
Ron

Ronald W Shepherd, CPA
Treasurer/Principal
Shepherd & Associates Insurance Services
2035 Junction Avenue, Suite 212
San Jose, CA 95131
Phone: 408-526-1112
Fax: 408-526-1777
www.shepherd-insurance.com
LIC: #0B45304
From: "Diaz, Lenka D" <LDDiaz@menlopark.org>
Subject: RE: FAC Agenda
Date: May 17, 2019 at 4:11:03 PM PDT
To: "Shepherd, Ronald" <ron@shepherd-insurance.com>, Soody Torison <soody@stgip.com>

Ron and Soody,

Please review the full staff report regarding City Council Policy #CC-01-0004 10, effective 1/29/2019, which describes Commissions/Committees policies and procedures, roles and responsibilities approved via Council Resolution No. 6477. An attachment to that staff report, the City's Commission Handbook, was reviewed at last week’s commissioner training to provide further guidance on the roles and responsibilities of the City’s commissions and committees. Staff nor commissioners/committee members may change City Council policy.

I cannot post your original draft agenda, as some items do not comply with the Brown Act, City policy or procedures. You have both indicated the changes to your draft proposed by staff to comply with the law and City policy is unacceptable. Therefore, we will not post the agenda, which means the Finance and Audit Committee will not be able to meet on May 22nd.

I would like to suggest that we have an in-person meeting to review the documents referenced above, and see if we can come to a common understanding about the regulations, policies, role, and responsibilities of the City of Menlo Park Finance and Audit Committee. I believe this would be the best approach to be able to move forward together, in line with City Council goals and procedures. I’m open to your suggestions as well.

Respectfully,
Lenka Diaz
Ronald Shepherd

From: Diaz, Lenka D. <LDDiaz@menlopark.org>
Sent: Monday, May 20, 2019 6:32 AM
To: Ronald Shepherd
Cc: Soody Tronson
Subject: RE: FAC Agenda

Hi Ron,

Dan emailed the committee Friday evening regarding the cancellation, along with releasing the budget information. I'm sorry that it wasn't more clear.

Could we please meet to put together an agenda? Going back and forth via email is challenging, as context can be lost. I would like to take the time to fully explain the concerns so we have a common understanding of the guidelines and rules. I can be available by phone over the next couple of days (510.366.6181), or in person after Thursday.

Thank you,
Lenka

Lenka D. Diaz
Administrative Services Director
City Hall - 2nd Floor
701 Laurel St.
tel 650-330-6677  |  fax 650-327-5382
menlopark.org

-----Original Message-----
From: Ronald Shepherd [mailto:ron@shepherd-insurance.com]
Sent: Saturday, May 18, 2019 3:24 PM
To: Diaz, Lenka D <LDDiaz@menlopark.org>
Cc: Soody Tronson <soody@stlgip.com>
Subject: FAC Agenda

Hi Lenka
I presume staff has notified FAC Committee members that the 5/22 meeting has been cancelled by you. Please send me a list of agenda items that are not in compliance with the Brown Act, City Policies and/or procedures and exact reasons why they are not in compliance. I did attend the meeting for committee and commission members. The first half or the meeting was a presentation on ethics the second half a presentation on the Brown Act I await your timely response

Ron Shepherd

Sent from my iPhone
SHARON HILLS CDP AMENDMENT
City Council – May 21, 2019
SHARON HILLS CDP AMENDMENT

- Conditional Development Permit (CDP) process allows “adjustment of the requirements of the district in order to secure special benefits, ...[and] to allow relief from the monotony of standard development; to permit the application of new and desirable development techniques; and to encourage more usable open space…”
SHARON HILLS CDP AMENDMENT

- CDP approved for 38-acre Sharon Hills in 1982, permitting:
  - 77 townhouse units and associated recreational facilities
  - 3 single-family parcels
  - Public park (Sharon Hills Park)
SHARON HILLS CDP AMENDMENT

- CDP requires Planning Commission approval of detailed project plans
- Original design approved and constructed in the early-/mid-1980s
- Sharon Hills Community Association (SHCA) oversees townhomes
Over time, townhouse owners have proposed small-scale modifications. Due to CDP provision, Planning Commission review is required for changes, in addition to detailed SHCA review/action. Limited interest/discussion from Commission and public on recent proposals.
SHARON HILLS CDP AMENDMENT

- SHCA proposing CDP amendment to streamline review for small-scale changes, removing the Planning Commission review requirement
- Detailed SHCA review/action would remain required, prior to applicable building permit
- Only changes within individual townhouse unit lot lines would be eligible, as described further in draft CDP
- Draft CDP comprehensively revised with input from applicant and City Attorney; reiterates key development standards and outlines new review process
- The 3 single-family parcels would remain unaffected
SHARON HILLS CDP AMENDMENT

- Public comment all supportive to date
- Planning Commission reviewed request on April 8, 2019, and unanimously recommended approval
- Staff recommending approval of CDP amendment
  - SHCA review/action would continue to be detailed and substantive
  - Likely cost and time savings for applicants, and improved efficiency for staff
  - Planning Commission review focused on more substantive projects
THANK YOU
Middle Ave occupies key geographic region between major trip generators. Connects multiple parks, schools, senior centers and athletic facilities and commercial areas. Fully connected, safe bike (ebike, scooter, etc.) lanes can provide congestion relief and promote healthier lifestyles.
Middle Ave connects many of the busiest locations in Menlo Park:

Nealon Park, Lyle Park, Burgess Park
Safeway, Big 5, Middle Plaza, ECR shopping areas and connection to downtown Menlo Park via University.
Separate Safeway bike entrance with bike parking.

Sidewalk moves to existing planting buffer adjacent to parking lot.

Bidirectional bike lane extends along Safeway frontage to Caltrain undercrossing.
Undercrossing value is enhanced by quality paths leading to it. Need connections to Seminary/Vintage Oaks via Linfield (MP Fire District plan) and Willows via Clover Ln. Safe bike lanes plus tunnel provides faster bike trip times than driving.
SANTA CRUZ AVENUE REHABILITATION PROJECT-
PEDESTRIAN AND BIKE FACILITY IMPROVEMENTS
May 21, 2019
PROJECT AREA MAP
SANTA CRUZ AVENUE-EXISTING
Table 2: Project alternatives and impacts

<table>
<thead>
<tr>
<th>Project element</th>
<th>Alternative 1A 40-ft width, moving southern curb</th>
<th>Alternative 1B 40-ft width, moving northern curb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocate PG&amp;E and other communication/utility poles</td>
<td>10 PG&amp;E (not feasible to be completed in timeframe of project)</td>
<td>1 anchoring</td>
</tr>
<tr>
<td></td>
<td>1 communication</td>
<td></td>
</tr>
<tr>
<td>Remove heritage trees</td>
<td>5</td>
<td>None</td>
</tr>
<tr>
<td>Regrade driveways</td>
<td>None</td>
<td>6</td>
</tr>
</tbody>
</table>
PILOT PUBLIC ENGAGEMENT PROGRAM

Nick Pegueros, Assistant City Manager
CITY COUNCIL DIRECTION REQUESTED

- Adopt the Institute for Local Government’s (ILG) public engagement framework – “TIERS”
  - Local minimum wage ordinance
  - Branch library feasibility study
  - Commission/Committee (Advisory body) handbook overhaul

- Authorize dedicated staff (no new FTEs)
### WHAT IS PUBLIC ENGAGEMENT?

<table>
<thead>
<tr>
<th>Civic Engagement</th>
<th>Public Information/Outreach</th>
<th>Public Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents involving themselves in the civic and political life of their community. Ex. Little League coach, community garden, PTA, etc.</td>
<td>This kind of public engagement is characterized by one-way local government communication to residents to inform them about a public problem, issue or policy matter.</td>
<td>This is a general term we are using for a broad range of methods through which members of the public become more informed about and/or influence public decisions.</td>
</tr>
</tbody>
</table>
WHY ENGAGE THE PUBLIC?

- Better identification of the public's values, ideas and recommendations
- More informed residents - about issues and about local agencies
- Improved local agency decision-making and actions, with better impacts and outcomes
- More community buy-in and support, with less contentiousness
- Faster project implementation with less need to revisit
- More trust - in each other and in local government
TIERS LEARNING LAB
ILG TIERS LEARNING LAB OBJECTIVES

Training Objectives

- Learn a step-by-step framework and practical tools you can use to effectively engage residents
- Apply the TIERS process to your specific public engagement project
- Discuss strategies to overcome a variety of barriers and challenges
- Receive customized coaching and technical assistance from ILG staff
- Connect with others in your region to share real-world case studies and provide mutual support for successful public engagement work
# IAP 2 Spectrum of Public Participation

<table>
<thead>
<tr>
<th>Public Participation Goal</th>
<th>Inform</th>
<th>Consult</th>
<th>Involve</th>
<th>Collaborate</th>
<th>Empower</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or decisions.</td>
<td>To obtain public feedback on analysis, alternatives and/or decisions.</td>
<td>To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.</td>
<td>To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.</td>
<td>To place final decision-making in the hands of the public.</td>
<td></td>
</tr>
</tbody>
</table>

| Promise to the Public | We will keep you informed. | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. | We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. | We will implement what you decide. |
TIERS EXAMPLE STEP-BY-STEP

THINK

Step 1: Self-Assessment
- Public engagement project assessment
  - Quick Assessment (1-4 hours)
  - Deeper Assessment (8 hours - 6 weeks)
  - Template provided
- Agency assessment
  - Davenport Institute’s "How are WE Doing?” assessment tool

INITIATE

Step 1: Draft Public Engagement Approach
- Choose a mix of in-person and online activities
- Consider the timeline, budget, staff time implications (your department and other departments as applicable)
- Who will facilitate events? Who/ how will data gathered be input, analyzed, summarized?
- What might go wrong? How might your approach mitigate for challenges?
- Template provided
## ILG EXAMPLES OF PUBLIC ENGAGEMENT APPROACHES

<table>
<thead>
<tr>
<th>LOW</th>
<th>LOW TO MEDIUM</th>
</tr>
</thead>
</table>
| One public meeting (and meeting design elements to make the meeting productive)  
- Have people sit at round tables rather than rows  
- Have “softball” question to start the meeting (what do you like about living in x?)  
- Bring microphone to people  
- Ask for comments or opinion instead of asking questions  
- Have 3x5 cards on the table  
Info on the website | Three “coffee” meetings with community leaders  
- Ask for design team participation in two calls  
Three workshops  
Online survey  
- Have paper version as well  
Go to CBO meetings  
- Goal: two per month for ___ months. Make short presentation and gather feedback |

<table>
<thead>
<tr>
<th>MEDIUM TO HIGH</th>
<th>HIGH</th>
</tr>
</thead>
</table>
| Phase 1  
- Four to eight coffee meetings | Prep meetings  
- Four coffee meetings with target |
PILLAR 1 “THINK” – TAKEAWAYS

- Goals for your public engagement effort should be clear.
- Clarity on project timeline, budget (if any), staff time needs is critical for success.
- Relationships with community based organizations or community leaders are necessary.
CITY COUNCIL ROLE

- Pilot program
  - Adopt TIERS framework and dedicate staff
  - Approve public engagement plans
    - Establish IAP2 Spectrum of Public Participation: Inform / Consult / Involve / Collaborate / Empower
    - Budget scarce resources
    - Set expectations

- Budget for technology investment
  - Budget and financial transparency systems
  - Website, public records, open data platforms
  - Geographic Information Systems (GIS)
PUBLIC ENGAGEMENT MANAGER ROLE

- 1.0 vacant staff position approved as part of the Library System Improvement Project

- Example duties:
  - Develop and maintain centralized database of potential stakeholders
  - Build relationships with stakeholders
  - Participate in the selection of public transparency tools
  - Assist department in application of TIERS framework
  - Oversee consistent application of adopted public engagement plans
  - Coordinate media and outreach efforts
  - Facilitate engagement activities
  - Conduct “reality checks”
NEXT STEPS

- Immediately apply TIERS public engagement framework on:
  - Local minimum wage ordinance
  - Branch library feasibility study
  - Commission/Committee (Advisory body) handbook overhaul

- Dedicate staff

- Begin budget and financial transparency technology assessments
  - Best of breed
  - Piggyback contract
  - New budget software for 2020-21
THANK YOU