STAFF REPORT

City Council
Meeting Date: **8/25/2026**
Staff Report Number: **26-140-CC**

Advisory Body Vacancies: **Consider applicants and make an appointment to fill an unexpired vacancy on the Parks and Recreation Commission**

Recommendation
Staff recommends the City Council consider applicants for appointment to an unexpired vacancy on the Parks and Recreation Commission (PRC).

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

Background
Due to a commissioner resignation, the PRC has an unexpected vacancy which should be filled before the next annual recruitment in April 2027. The vacancy will expire April 30, 2028.

To fill the vacancy, the city clerk's office conducted a special recruitment from July 6 – July 31, which included digital outreach (Weekly Digest and city website), announcements at public meetings and reaching out to past applicants, culminating in a total of six applications received.

Following City Council's appointment, the city clerk's office and advisory body staff liaisons will provide onboarding and orientation for the new commissioner. This includes the oath of office, commissioner handbook, introduction of advisory body liaison staff, Form 700 Statement of Economic Interests filing (if applicable) and a copy of the Brown Act.

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

Residency for all applicants has been verified by the city clerk's office. In addition, CC-24-004 states the selection/appointment process by the City Council shall be conducted open to the public. Nominations will be made and a vote will be called for each nomination in the order received. Applicants receiving the highest number of affirmative votes from a majority of the City Council present shall be appointed. The number of votes for each City Councilmember is limited to the number of vacancies.

The city clerk's office has compiled all applications received and attached them to this staff report as Attachment B, with the applicants' personal contact information redacted. The redacted applications are

also available for public viewing at City Hall during regular business hours or by request. Additionally, unredacted versions of the applications were made available to the City Council for reference, as applicants were encouraged to contact the City Council to discuss their interest in serving on an advisory body ahead of the August 25 City Council meeting. Table 1 lists all applicants and their residency District. Table 2 lists currently seated members and their residency District.

The City received the following applications, listed in alphabetical order by last name.

Table 1: Applicants by last name	
Applicant	**District**
Robert Hubbell	2
Laura Lee-Rodgers	5
Maria Rosario Moreno Morales	2
Saikat Sen	1
Takiyah Smith	1
Djuna Woods	4

Table 2: PRC members by District			
Commissioner	**District**	**Last appointment date**	**Expiration date**
Yongdan Chunyu	5	4/29/2025	4/30/2029
Kevin Dawkins	3	8/13/2024	4/30/2027
Joseph Grass	3	4/16/2024	4/30/2028
Wonman Lee	1	4/25/2023	4/30/2027
Shilpa Patel	4	4/29/2025	4/30/2029
Justin Van Buren	4	4/28/2026	4/30/2030
Vacant			4/30/2028

Lastly, in lieu of making appointments at this meeting, the City Council also has the option to direct staff to reopen advisory body recruitment.

Impact on City Resources

Staff support for advisory bodies and funds for annual recruitment advertising are provided in the annual budget. Special recruitments generally do not include paid advertisements unless needed.

Public Notice

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

Attachments

A. City Council Policy CC-24-004
B. Applications

Report prepared by:
Sarah Sandoval, Deputy City Clerk

Report reviewed by:
Judi A. Herren, Assistant to the City Manager/ City Clerk

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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

CITY OF MENLO PARK

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 seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.

Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).

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.

Policies and Procedures

<u>Relationship to City Council, staff and media</u>

- 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

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 positons 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

<u>Recommendations, requests and reports</u>

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

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

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

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

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

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

Meetings and officers
1. *Agendas/notices/minutes*
   - All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
   - Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
   - Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
   - The official record of the commissions/committees will be preserved by preparation of action minutes.
2. *Conduct and parliamentary procedures*
   - Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
   - A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
   - The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
   - The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding 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.

3. *Lack of a quorum*
   - When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
   - The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
   - Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
   - All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.
4. *Meeting locations and dates*
   - Meetings shall be held in designated City facilities, as noticed.
   - All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
   - Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

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

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

5. *Off-premises meeting participation*
   While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:
   - Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
   - The off-premise location must be identified in the notice and agenda of the meeting.
   - Agendas must be posted at the off-premise location.
   - The off-premise location must be accessible to the public and be ADA compliant.
   - The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
   - For any one meeting, no more than one commission/committee member may participate from an off-premise location.
   - All votes must be by roll call.

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

G. Memberships

Appointments/Oaths

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

Application and selection process

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

Attendance

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

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

Compensation

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

Conflict of interest and disclosure requirements

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

Qualifications, compositions, number

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

Reappointments, resignations, removals

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

Term of office

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

Vacancies

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

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

Roles and Responsibilities

Complete Streets Commission

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

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

Environmental Quality Commission

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

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

Finance and Audit Commission

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

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

Housing Commission

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

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

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

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

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

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

Planning Commission
The Planning Commission is organized according to State Statute.

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

Special Advisory Bodies

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

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

Procedure history

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

Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840
Procedure adoption	2/13/20024	Resolution No. 6890

Advisory body application

Submitted on	30 July 2026, 1:30PM
Receipt number	237
Related form version	17

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

Applicant interest, experience and qualifications

Education	BS UC Berkeley CPA in California MBA The Wharton School, U of Penn www.linkedin.com/in/robert-hubbell
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	Neighborhood volunteer and activist for safe routes to schools, traffic mitigation and sidewalks. Scout master & little league coach. Active member of Menlo Aquatics.
Describe your understanding of the responsibilities of each advisory body you are applying to and how your personal community or professional experience relate to these responsibilities	Support the city council regarding city recreation facilities and programs. Do the homework needed to provide the city council with advice relating to city parks and recreation facilities and programs.
Describe why you want to serve on your preferred advisory body and what you hope to accomplish as a member	I have been a city resident for over 30 years and would like to contribute my community to improve the quality of life. My main goals are to ensure that parks and recreation facilities and programs are accessible to all our community and serve the diverse needs of city residents and the wider community.

Planning Commission questionnaire

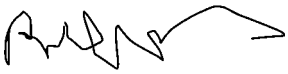
1. Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.	
2. Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?	
3. What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?	
4. What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these issues?	
5. What is your familiarity with the El Camino Real/Downtown Specific Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.	

Contact and residency information

Email	[redacted]
Cell phone	[redacted]
Home phone	
Business phone	
Address 1	[redacted]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	Over 30
Current City Council district	District 2

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

Application acknowledgement and submittal

	I agree
Signature	 Link to signature

Advisory body application

Submitted on	17 July 2026, 7:37AM
Receipt number	232
Related form version	17

Applicant's full name (first and last)	Laura Lee-Rodgers
Desired advisory body (check all that apply)	Parks and Recreation Commission
Advisory body preference	Parks and Recreation Commission

Applicant interest, experience and qualifications

Education	BM BCh (MD equivalent), Medicine - University of Oxford - Distinction (top 10%) BA (First-Class), Medical Sciences (Infection & Immunology) - University of Oxford - Multiple academic prizes
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	Volunteer, Patient Education and Advocacy Department - Bay Area Cancer Connections. Author of knowledge articles for client empowerment and democratization of information. Council Member, UK Digital Health Networks Clinical Safety Panel: authored safety white papers; launched national knowledge exchange events. Primary Care in Schools Lead: Developed outreach programs to support health education in schools. Designed regional health-equity initiatives and a multi-agency pediatric obesity program. Parkrun Family Medicine Lead, UK: community engagement for underserved groups, encouraging diversification of the event.
Describe your understanding of the responsibilities of each advisory body you are applying to and how your personal community or professional experience relate to these responsibilities	I understand the Parks and Recreation Commission provides advice to the City Council and staff on Menlo Park's parks, recreation programs, and open spaces, ensuring they meet the needs of a diverse and growing community. As a primary care physician, I have seen the vital role that parks and recreation play in physical health, mental wellbeing, and social connection. The common thread of my community work has been advocacy

and representation, through which I have learnt how to represent not just my own opinion on a panel such as this, but those of others I interact with locally. Communication is also a central tenet of my work and I would support bi-directional engagement with the community.
I would bring an evidence-based, collaborative approach, a strong public service ethos, and a commitment to ensuring parks and recreation opportunities are inclusive, rewarding and beneficial for residents of all ages and backgrounds.

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

As a relative newcomer to the area, using these spaces and services has been my way to integrate and build a fulfilling network. I have explored or used many of them recently and have observed how various people interact with them with a keen interest in what works and what doesn't.
I have a particular interest in empowering families with young children through these spaces and activities. This includes ensuring that all types of play are supported: from the boisterous to the quiet and reflective. It encourages physical activity in an era when that is declining, without making young people feel conscious or pressurized. It supports social connection between the young people and all types of caregivers, when loneliness and isolation are on the rise.
I see parks and recreation as a crucial element of community health and want to influence wellness through this advocacy.

Planning Commission questionnaire

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

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

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

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

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

Contact and residency information

Email [redacted]

Cell phone	[redacted]
Home phone	
Business phone	
Address 1	[redacted]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	1
Current City Council district	District 5
How did you hear about this opportunity (check all that apply)	Email
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	**Cellphone:** No **Business phone:** No **Home phone:** No **Email:** Yes, No
The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?	Yes
Supplemental information	Laura Lee-Rodgers MD July 2026.docx.pdf

Application acknowledgement and submittal

	I agree
Signature	 Link to signature

Laura Lee-Rodgers, MD

Email: [redacted] • Mobile: [redacted] • LinkedIn: [redacted]

EXECUTIVE SUMMARY

Clinician-executive and digital health operator with 10+ years at the intersection of care delivery and SaaS. I scale virtual care programs through end-to-end strategy, operations, quality, and provider adoption across complex, multi-site systems. Track record: $4M in expansion revenue in <12 months, 50+ systems transformed, incidents halved, and a 20% throughput lift in primary care via virtual workflows. I build data-driven programs that raise access, utilization, and patient satisfaction while reducing cost and clinician burnout.

CORE SKILLS

- **Clinical & Commercial Strategy:** Primary Care Provision, Virtual Health Transformation, Pre-Sales Clinical Expertise, Go-to-Market Strategy, Value-Based Care, Population Health, Outcomes-Driven Narratives
- **Cross-Functional Collaboration:** Sales & Marketing Partnership, Product Design Influence, Client Success, Stakeholder Engagement, C-Suite Presentations, Change Management
- **Start-up Environment Acumen:** High-Growth Navigation, Agile Program Management, Resourceful Problem-Solving, Pipeline Management, KPI & OKR Tracking, Rapid Pilot Validation
- **Data & Technology:** Data Analytics & Storytelling, EHR Integration (Epic, Oracle, Optum), LLM/AI-Assisted Workflows, Performance Metrics & Dashboards, Risk Management

PROFESSIONAL EXPERIENCE

Clinical Solutions Executive, **Altera Digital Health (United States)** *Feb 2025–Present*

- Drove revenue expansion through increased utilization, driven by product improvements, end-user engagement, clinically-relevant messaging and tailored, multi-channel training.
- Provided clinical expertise and governance across product and development.
- Stood up a voice-of-customer engine (advisory board, user groups, in-app feedback) to inform virtual workflow design and accelerate adoption.
- Developed varied video content to generate engagement in new functionality for complex solutions.
- Led the go-to-market strategy for a unified healthcare data analytics platform by alignment with the Rural Health Transformation Program.
- Built C-suite clinical sponsorships that unlocked multi-site virtual program scale and sustained provider engagement.
- Peer-elected lead for AI adoption within Client Success; piloted LLM-assisted workflows to reduce provider burden and improve cycle times.

Customer Success & Solutions Consultant, **Laguna Health (United States)** *FTC Dec 2024–Feb 2025*

- Supported pre-sales activities by authoring outcomes-driven virtual care narratives and training Account Executives, improving deal conversion by focusing on utilization and satisfaction KPIs.
- Partnered with sales and marketing to build a testimonial and outcomes pipeline, capturing and publishing ROI stories for proposals and QBRs

Clinical Transformation & Safety Director, **DrDoctor (United Kingdom)** *Oct 2022–Dec 2024*

- Thrived as the first clinician in this high growth SaaS startup. Embedded a clinical focus across the business.
- Scaled virtual pathways and patient-reported outcome-enabled workflows across 50+ systems, standardizing best practices that improved throughput, reduced appointment no-shows and enabled data-driven clinical care.
- Created an innovation partnership program yielding ~$5M pipeline plus rapid pilots to validate access and utilization gains.
- Instituted performance dashboards tracking access, utilization, and CSAT alongside clinical outcomes and cashable savings.

- Implemented a safety-by-design methodology to development, halving incidents without added spend or headcount.

Primary Care Physician & Digital Transformation Lead, **National Health Service (NHS) (United Kingdom)**

Aug 2020–Dec 2024

- Rebuilt access using virtual triage and demand/capacity modeling, delivering a 20% increase in problems resolved despite fewer staff, and alongside an improvement in patient experience.
- Launched and iterated a digital front door (questionnaires, secure messaging, remote monitoring) with quarterly provider training and impact reports.
- Handled ~150 digital triage cases/day, applying standardized protocols to optimize clinician time and patient experience.
- Designed regional health-equity initiatives and a multi-agency pediatric obesity program.

Clinical Content Consultant (UK Lead), **Tonic App (United Kingdom)** *Aug 2022–Nov 2025 (part-time)*

- Led U.K. localization and built decision-support calculators for 100+ topics across specialties.
- Validated LLM outputs for safety and usability; authored news items and interactive quizzes to drive engagement.

Clinical Lead, Digital First Program, NHS (London Region) (United Kingdom) *Oct 2020–Oct 2022*

- Directed regional procurement for online consultation and virtual care technology, covering contractis for 2.2M patients
- Enabled digital access across ~250 practices via structured change management.
- Developed the business case and oversaw build for a primary care knowledge management system.

EDUCATION

BM BCh (MD equivalent), Medicine - University of Oxford - Distinction (top 10%)

BA (First-Class), Medical Sciences (Infection & Immunology) - University of Oxford - Multiple academic prizes

LEADERSHIP & SERVICE

Volunteer, Bay Area Cancer Connections, US: advised on digital transformation for the education and research department.

Council Member, UK Digital Health Networks Clinical Safety Panel: authored safety white papers; launched national knowledge exchange.

Parkrun Family Medicine Lead: community engagement for underserved groups.

Advisory body application

Submitted on	23 July 2026, 4:56PM
Receipt number	236
Related form version	17

Applicant's full name (first and last)	Maria Rosario Moreno Morales
Desired advisory body (check all that apply)	Housing Commission Library Commission Parks and Recreation Commission
Advisory body preference	Parks and Recreation Commission

Applicant interest, experience and qualifications

Education	Student at Menlo College pursuing undergraduate studies.
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	Community Engagement Coordinator (Intern) at ¡Levantar! (formerly Generations United), participating in community outreach, youth/family program assistance, and supporting local community drives (such as the backpack drive) in partnership with regional organizations like Hope Horizon in East Palo Alto. Also involved in the Federal Work-Study (FWS) Community Service Program through Menlo College.
Describe your understanding of the responsibilities of each advisory body you are applying to and how your personal community or professional experience relate to these responsibilities	The Housing, Library, and Parks & Recreation Commissions advise the City Council on policy decisions affecting community infrastructure, resident services, and public spaces. Through my hands-on community service work at ¡Levantar!, I have engaged directly with local families, organized community initiatives, and managed logistics for community programs. This experience gives me first-hand insight into the practical housing, educational, and recreational needs of Menlo Park residents, enabling me to offer grounded, equity-focused input across all three commission areas.
Describe why you want to serve on your preferred advisory body and what you hope to accomplish as a member	As a Menlo Park resident and active community coordinator, I am passionate about expanding accessible, high-quality public facilities and inclusive recreational spaces for residents of all ages. On the Parks and Recreation Commission, I hope to advocate for accessible youth programs, vibrant neighborhood

parks, and community-driven events that bring families together and strengthen local civic connections.

Planning Commission questionnaire

1. Describe your understanding of the responsibilities of the Planning Commission and how your personal, community or professional experience relates to these responsibilities.	
2. Please tell us about your views of the Planning Commissions relationship with the City Council and the Commission's relationship with City staff?	
3. What is your understanding of the time commitment that is necessary in order to be well prepared for Planning Commission meetings?	
4. What major issues do you foresee the Planning Commission dealing with and what would the Commission's role be in dealing with these issues?	
5. What is your familiarity with the El Camino Real/Downtown Specific Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.	

Contact and residency information

Email	[redacted]
Cell phone	[redacted]
Home phone	
Business phone	
Address 1	[redacted]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	

Number of years as a Menlo Park resident	
Current City Council district	District 1
How did you hear about this opportunity (check all that apply)	City website
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	**Cellphone:** Yes **Business phone:** Yes **Home phone:** Yes **Email:** Yes
The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?	Yes
Supplemental information	Moreno Morales Resume 2026 (1).pdf

Application acknowledgement and submittal

	I agree
Signature	Maria Moreno Link to signature

Maria Rosario Moreno Morales

[redacted] | Menlo Park Ca | [redacted] | [redacted]

EDUCATION

Menlo College Atherton, CA

Bachelor of Science in International Business "2027"
Latino Leadership Program
Tri Alpha Honor Society

Canada College

AA Business Administration

AA Economics Redwood City, CA

EXPERIENCE

Best Bay Area Cleaner Menlo Park, CA

Business Owner Jan '05 - Present

- **Revitalized** office services, including records management & budget preparation, using Google Workspace & Excel, achieving a 25% increase in productivity & streamlining operations by 25%
- **Implemented** strengths-based, technical, & behavioral skills assessments during the hiring & training of cleaning professionals, boosting service quality & operational efficiency by 60%
- **Headed** a 6-member team utilizing strategic planning frameworks to enhance project efficiency by 30% & significantly boost team morale
- Enhanced logistics operations using Garmin GPS systems & Google Maps to achieve a 75% increase in delivery speed & significantly improve service reliability across multiple locations

Titan Insurance Inc Fremont, CA

Data Entry Clerk Jun '22 - May '24

- **Supported** 98% accuracy in data entry tasks while leveraging Microsoft Excel & specialized data entry software, reducing errors by 50 entries & enhancing overall data quality
- **Bolstered** customer support for a team of 10+ members utilizing LiveChat, managing over 100 calls daily to enhance client satisfaction & streamline response times
- **Coordinated** special projects using project management & data analysis tools, enhancing operational efficiency by 15% throughout the company

Stanford Dining Department Stanford, CA

Pantry Distribution Jan '98 - Jan '03

- **Transformed** inventory management processes within 1 month using specialized software, driving a 25% boost in distribution efficiency & operational productivity
- **Boosted** building security & enhanced emergency response protocols by deploying key-code & smart card access control systems, achieving a 50% increase in premises safety
- **Delivered** high-quality service, supplying to 100+ customers daily, enhancing customer satisfaction by 20%

SKILLS & CERTIFICATIONS

- Bilingual (English & Spanish), Tableau, Specialized Data Entry Software, Microsoft 365, Intermediate Excel. Supply Chain Foundations, AI and Digital Marketing Trends, Project Management Foundations: Procurement

INTERNSHIPS

Levantar! Redwood City

Community Engagement Coordinator/Liason Present - Present

- **Orchestrated** community-facing promotional campaigns and standardized outreach procedures for events, successfully driving public attendance and increasing local brand awareness
- **Capitalized** on Salesforce CRM to manage constituent and partner relationships, streamlining communication workflows, and improving data tracking accuracy
- **Researched** and cultivated new strategic community partnerships to expand organizational outreach and maximize regional impact
- **Syncronized** special projects, including the design and execution of volunteer training programs, to enhance operational readiness and team onboarding efficiency

Advisory body application

Submitted on	20 July 2026, 5:07PM
Receipt number	235
Related form version	17

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

Applicant interest, experience and qualifications

Education	MBA - UC Berkeley MS in Comp Sc - UW Seattle BS in Comp Sc
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	Commissioner for Economic Vitality Commission for 3 years for city of Issaquah in WA before.
Describe your understanding of the responsibilities of each advisory body you are applying to and how your personal community or professional experience relate to these responsibilities	The Parks & Recreation Commission advises the City Council on parks, open spaces, and community amenities, helping ensure they are well-maintained and meet the needs of residents. I spent 20 years in WA state. I love trees, parks and green spaces and it is critical that they stay intact, and we are strict about zoning ordinances. Professionally, I have spent my ~30-yr career leading teams and orgs at Microsoft and Meta, negotiating, evaluating complex tradeoffs, and making data-driven decisions while balancing diverse stakeholder perspectives. I would bring a collaborative, thoughtful, and practical approach to helping the City make informed decisions that benefit the community.
Describe why you want to serve on your preferred advisory body and what you hope to accomplish as a member	As stated above, I want to serve on this Commission because parks and public spaces play an important role in building a healthy, connected community. Menlo Park has good amenities, and I would like to help preserve and improve them for residents of all ages. As a commissioner, I hope to bring thoughtful, data-driven

decision-making, encourage community engagement, and support investments that enhance recreation, accessibility, and the long-term quality of our parks and programs.

Planning Commission questionnaire

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

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

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

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

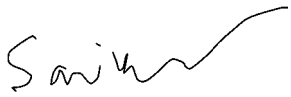
5. What is your familiarity with the El Camino Real/Downtown Specific Plan and what are your ideas about how the implementation can be a success? Please include an explanation of what you define as success.

Contact and residency information

Email	[redacted]
Cell phone	[redacted]
Home phone	
Business phone	
Address 1	[redacted]
Address 2	
City	Menlo Park
State	CA
Zip code	94025

Business address	
Number of years as a Menlo Park resident	2
Current City Council district	District 1
How did you hear about this opportunity (check all that apply)	Other: i have served before as a commissioner; applied out of self-interest
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	**Cellphone:** No **Business phone:** No **Home phone:** No **Email:** No
The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?	No
Supplemental information	

Application acknowledgement and submittal

	I agree
Signature	 Link to signature

Advisory body application

Submitted on	26 May 2026, 12:03AM
Receipt number	226
Related form version	17

Applicant's full name (first and last)	Takiyah A Smith
Desired advisory body (check all that apply)	Environmental Quality Commission
Advisory body preference	Environmental Quality Commission

Applicant interest, experience and qualifications

Education	Merchandise Product Development Degree/ FIDM
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	Board President - San Francisco African American Cultural District - Present Leadership Chair - National Coalition of 100 Black Women, San Francisco - Present Parent board - Role - Community Engagement - Archbishop Riordan High School - Past Room Parent - Hamlin School for Girls - Past
Describe your understanding of the responsibilities of each advisory body you are applying to and how your personal community or professional experience relate to these responsibilities	My understanding is that the Commission advises the City Council on policies and programs related to climate, greenhouse gas reduction, land use and sustainability, waste reduction, tree preservation, energy efficiency, water conservation, and environmental impacts of development projects. The Commission also serves as a bridge between residents and local government by encouraging community engagement and helping ensure environmental priorities are incorporated into City planning and decision making.
Describe why you want to serve on your preferred advisory body and what you hope to accomplish as a member	I am applying to the Environmental Commission for Menlo Park because I value the Commission's role in helping the City make thoughtful, science-based, and community-centered decisions about sustainability, environmental stewardship, and long-term

resilience. Living and working in the Bay Area has given me firsthand awareness of the environmental challenges facing our region, including climate, sustainable transportation, urban growth, water conservation, and wildfire risk. I care deeply about maintaining Menlo Park's quality of life while supporting policies that promote sustainability and environmental responsibility for future generations. I believe successful environmental policy requires balancing technical feasibility, community input, and long-term sustainability goals. I would bring a collaborative mindset, a willingness to listen, strong leadership experience, and a deep commitment to public service to the Commission's work.

Planning Commission questionnaire

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

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

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

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

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

Contact and residency information

Email	[redacted]
Cell phone	[redacted]
Home phone	
Business phone	

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

Application acknowledgement and submittal

	I agree
Signature	 Link to signature

Advisory body application

Submitted on	17 July 2026, 1:48PM
Receipt number	233
Related form version	17

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

Applicant interest, experience and qualifications

Education	Bachelor of Arts in English, University of California, Irvine
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	Active participant in Menlo Park parks and recreation programs and community meetings. Attended a Parks and Recreation Commission meeting to better understand the commission's work and the concerns of residents and staff.
Describe your understanding of the responsibilities of each advisory body you are applying to and how your personal community or professional experience relate to these responsibilities	To better understand the responsibilities of the Parks and Recreation Commission, I attended a commission meeting and met the staff who support its work. Observing the meeting firsthand gave me a much clearer understanding of the commission's role. I saw residents advocate for improvements to recreational facilities and staff present challenges facing city programs. The meeting showed me that commissioners must carefully balance competing priorities, limited resources, and the needs of many different community members. During my career in Menlo Park real estate, I regularly helped people with different priorities work toward practical solutions. Listening carefully, weighing competing interests, and building consensus were essential parts of that work. Those are the same skills I would bring to my role on the Parks and Recreation Commission.
Describe why you want to serve on your preferred advisory body and what you hope to accomplish as a member	I would like the opportunity to serve on the Parks and Rec commission because I regularly use Menlo Park's parks and recreational facilities. The friendships and connections I have made while enjoying the parks have enriched my life. I believe that parks and recreational programs play an important role in

building a healthy, connected community. If appointed, I will work with my fellow commissioners and staff to help ensure that Menlo Park's parks and recreational programs remain inviting, accessible and sustainable while continuing to evolve to meet the community's needs. By listening carefully to residents, considering diverse perspectives and working collaboratively with fellow commissioners and staff, my goal is to contribute to thoughtful decisions that strengthen our parks and make responsible use of public resources.

Planning Commission questionnaire

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

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

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

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

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

Contact and residency information

Email	[redacted]
Cell phone	[redacted]
Home phone	
Business phone	
Address 1	[redacted]
Address 2	94025
City	Menlo Park

State	CA
Zip code	94025
Business address	[redacted]
Number of years as a Menlo Park resident	24
Current City Council district	District 4
How did you hear about this opportunity (check all that apply)	Other: Two current commissioners told me about the opportunity
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	**Cellphone:** No **Business phone:** No **Home phone:** No **Email:** Yes
The City Council often makes appointments to various bodies during the same meeting. Are you willing to be appointed to a body other than the ones you have chosen?	No
Supplemental information	

Application acknowledgement and submittal

	I agree
Signature	Djuna Woods Link to signature