



SPECIAL AND REGULAR MEETING AGENDA

Date: 2/13/2024
Time: Special City Council Meeting 5:00 p.m.
Regular City Council Meeting 6:00 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 832 1285 7140 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods. If you have issues viewing the meeting, please email the city clerk at jaherren@menlopark.gov.

How to participate in the meeting

- Submit a written comment online up to one-hour before the meeting start time:
city.council@menlopark.gov
- Attend in person in the City Council Chambers
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 832 1285 7140
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 832 1285 7140
Press *9 to raise hand to speak

Watch meeting:

- Cable television subscriber in Menlo Park, East Palo Alto, Atherton and Palo Alto:
Channel 26 (Uverse channel 99)

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas)

Special Session

- A. Call To Order**
- B. Roll Call**
- C. Agenda Review**
- D. Closed Session**
- D1. Conference with legal counsel – anticipated litigation
Significant exposure to litigation (Paragraph (2) of subdivision (d) of Government Code §54956.9):
One potential case
Not a California Environmental Quality Act (CEQA) project.

- D2. Conference with legal counsel – existing litigation
Paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: Tobias Kunze and Liliana Kunze Briseno v. City of Menlo Park (Case No. 3-CIV-00590)
Not a CEQA project.

Regular Business

E. Call To Order

F. Roll Call

G. Report from Closed Session

H. Public Comment

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

I. Presentations and Proclamations

- I1. Proclamation: Black History Month ([Attachment](#))
Not a CEQA project.
- I2. Presentation: Youth Poster Exhibition
Not a CEQA project.
- I3. Presentation: American Public Works Association accreditation
Not a CEQA project.

J. Advisory Body Vacancies and Appointments

- J1. Consider applicants and make appointments to fill vacancies on the Library Commission ([Staff Report #24-021-CC](#))
Not a CEQA project.

K. Consent Calendar

- K1. Accept the City Council meeting minutes for January 23, 2024 ([Attachment](#))
Not a CEQA project.
- K2. Waive the second reading and adopt an ordinance repealing and replacing Municipal Code Chapter 5.26 – Tobacco Retailer Permit to adopt by reference in its entirety Chapter 4.98 of the San Mateo San Mateo County Ordinance Code ([Staff Report #24-019-CC](#))
Not a CEQA project.

- K3. Adopt a resolution authorizing the destruction of obsolete records ([Staff Report #24-022-CC](#))
Not a CEQA project.
- K4. Adopt a resolution approving the City Council Community Funding Subcommittee's recommendations for fiscal year 2023-24 community funding allocations
([Staff Report #24-023-CC](#))
Not a CEQA project.
- K5. Adopt a resolution authorizing applications to the Lifeline Transportation Program fiscal year 2024-25 and fiscal year 2025-26 to support operations of the City's Crosstown and Shoppers' shuttles
([Staff Report #24-024-CC](#))
Not a CEQA project.
- K6. Adopt a resolution amending City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities authorizing a stipend for the Planning Commission
([Staff Report #24-025-CC](#))
Not a CEQA project.

L. Public Hearing

- L1. Introduce and waive the first reading of an ordinance amending the City's master fee schedule to include aquatics fees ([Staff Report #24-018-CC](#)) ([Presentation](#))
Not a CEQA project.
- L2. Consider and adopt a resolution to amend the City of Menlo Park General Plan land use map for the parcel at 512 Durham St. and introduce and waive the first reading of an ordinance to rezone the parcel at 512 Durham St. and a portion of a parcel at 687 Bay Rd. for consistency with recently-adopted amendments to implement programs in the adopted 2023-2031 Housing Element ([Staff Report #24-020-CC](#)) ([Presentation](#))
Determine the proposed amendments are consistent with a previously-certified subsequent environmental impact report under the CEQA.

M. Regular Business

- M1. Adopt a resolution to amend the salary schedule effective Feb. 25, 2024 ([Staff Report #24-026-CC](#)) ([Presentation](#))
Not a CEQA project. ([Presentation](#))

N. Informational Items

- N1. City Council agenda topics: February – March 12, 2024 ([Staff Report #24-030-CC](#))
Not a CEQA project.
- N2. Update on the Coleman-Ringwood Avenues Transportation Study ([Staff Report #24-027-CC](#))
Not a CEQA project.

N3. Update on City-hosted community events planned in 2024 ([Staff Report #24-029-CC](#))
Not a CEQA project.

N4. Annual City Council goal setting workshop March 2 ([Staff Report #24-028-CC](#))
Not a CEQA project.

O. City Manager Report

P. City Councilmember Reports

Q. Adjournment

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

At every special meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. Special meetings of the City Council do not provide the opportunity for public comment on items not on the agenda (Cal. Gov. Code §54956.)

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

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

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.gov/agendas and can receive email notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 2/8/2024)

Proclamation

BLACK HISTORY MONTH FEBRUARY 2024

WHEREAS, each year, February is designated Black History Month, a time for honoring and exploring the unique culture and history of Black and African Americans and recognizing that our society's rich diversity is one of our greatest strengths; and

WHEREAS, during Black History Month, we celebrate the legacy of Black and African Americans whose power to lead, to overcome, and to expand the meaning and practice of American democracy has contributed significantly our Nation becoming a more fair and just society; and

WHEREAS, Black History Month provides opportunities for education and awareness, gaining a deeper understanding of Black and African American history, acknowledging centuries of ongoing struggle for equality and freedom, and calling our attention to the continued need to battle racism everywhere, including in our own city, thus empowering us to build a society that lives up to its democratic ideals; and

WHEREAS, we must not forget the men and women who worked tirelessly for freedom, equal rights, and justice for all persons and whose deeds contributed to broadening and enriching American culture; and

WHEREAS, during Black History Month, we honor and continue the work of Black and African Americans who have created a more fair and inclusive democracy, helping our Nation move closer to the realization of its full promise and potential for everyone; and

WHEREAS, the City of Menlo Park continues to work toward becoming an inclusive community in which all persons – past, present, and future – are respected, valued equally, and recognized for their contributions and potential contributions to our community, the city, the state, the country, and the world; and,

WHEREAS, on February 10th of this year, the City of Menlo Park held its second annual Black Liberation Month Celebration at the Belle Haven Library which included cultural entertainment, live music and dance performances, a Youth Poster Exhibition and more; and

WHEREAS, according to the San Mateo All Together Better website, Menlo Park has the second largest Black and African American population in San Mateo County; and

WHEREAS, the City of Menlo Park is proud to honor the history and contributions of Black and African Americans in our community, throughout our state, nation, and world; and

NOW, THEREFORE, BE IT PROCLAIMED I, Cecilia Taylor, Mayor of the City of Menlo Park, hereby proclaim and celebrate February 2024 as Black History Month in Menlo Park.

Cecilia Taylor, Mayor
February 13, 2024



STAFF REPORT

City Council

Meeting Date: 2/13/2024

Staff Report Number: 24-021-CC

Advisory Body Vacancies: Consider applicants and make appointments to fill vacancies on the Library Commission

Recommendation

Staff recommends the City Council consider applicants and make appointments to fill vacancies on the Library Commission (LC).

Policy Issues

City Council Policy CC-23-004 (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

The LC has unexpected vacancies, which should be filled before the annual recruitment in April 2024. The first vacancy will expire April 30, 2024 and the second will expire April 30, 2025.

The LC recruitment involved a period of advertisements and announcements Dec. 18, 2023 – Jan. 26.

The City Council can extend the application deadline and make appointments at a subsequent meeting.

The city clerk's office will provide onboarding and orientation for the new members. This includes the oath of office, commissioner handbook, introduction of advisory body liaison staff, and Brown Act training.

The city clerk's office regularly reviews all agendas and minutes, tracks attendance (Attachment B) and serves as the principal staff contact for all advisory body members. The City has designated staff to act as a subject matter expert and serves as a liaison between the advisory body and the City Council.

Analysis

Pursuant to City Council Policy CC-23-004, members must be residents of the City of Menlo Park and serve for the designated term at the time of appointment.

Residency for all applicants has been verified by the city clerk's office. In addition, the City Council's policy states the selection/appointment process by the City Council shall be conducted open to the public.

Note, all applications will be provided to the City Council under separate cover and are also available for public viewing at the city clerk's office during regular business hours or by request (Attachment C). 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.

Attachment D lists all applicants including their residency District and Attachment E lists currently seated members and their residency District. These appointments can be made by the City Council at this meeting.

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

Library Commission – two vacancies:

- Phillip Acedillo – District 3
- Michael Herrick – District 3
- Meg Marks – District 5
- David Pollack – District 3

The applicant appointed to the April 30, 2024 expiring term will have the opportunity to reapply for a “regular full-term” (i.e., four year through April 30, 2028) during annual recruitment. The City Council can also direct staff to fill the “regular full-term” through April 2028 at this meeting.

Note: Amisha Oza had applied to the Library Commission, was appointed to the Parks and Recreation Commission on Jan. 9 and subsequently withdrew their application from the Library Commission.

Impact on City Resources

Staff support for advisory bodies and funds for recruitment advertising are provided in the annual budget.

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-23-004
- B. Hyperlink – March 28, 2023 City Council attendance Staff Report #23-080-CC:
menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230328-city-council-agenda-packet.pdf#page=96
- C. Applications
- D. Applications by District
- E. Current advisory body members by District

Report prepared by:

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004
 Adopted June 27, 2023
 Resolution No. 6840



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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

2

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

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

Role of City Council commission/committee liaison

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

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

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

City Staff Liaison

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

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

Recommendations, requests and reports

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

3

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

City Council referrals

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

Public appearance of commission/committee members

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

Disbanding of advisory body

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

Meetings and officers

1. *Agendas/notices/minutes*

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

2. *Conduct and parliamentary procedures*

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

4

3. *Lack of a quorum*

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

4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit 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.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

5

G. Memberships

Appointments/Oaths

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

Application and selection process

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

Attendance

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

6

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).

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

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



Advisory body application

Submitted on 19 January 2024, 2:46PM
 Receipt number 92
 Related form version 9

Applicant's full name (first and last) Phillip Acedillo
 Desired advisory body (check all that apply) Library Commission
 Advisory body preference Library Commission

Applicant interest, experience and qualifications

Education BS Mechanical Engineering - UC Irvine 2011
 MS Software Engineering - SJSU 2020

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees N/A

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

The responsibility of the library commission is to collaborate with the library and community regarding library activities, maintenance and protection, evaluation and improvement of library service, acquisition of library materials, coordination with other library systems and long range planning and literacy, ESL programs and advise the city council on how to best support these aspects.

In a professional manner, I have started or been a part of several groups which have led efforts to establish baseline standards or implement or improve tools to help with visibility, execution and collaboration between different teams within a company. I believe that my tenure in these groups has provided me with transferrable skills to support the goals and priorities of the library commission

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

I want to serve on the library commission because I believe libraries are essential to a community and I would like to contribute and support an establishment in the ways that show my appreciation for my own library and how it supported me growing up.

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	0
Current City Council district	District 3
How did you hear about this opportunity (check all that apply)	Other: Instagram Post
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

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submitted on	29 December 2023, 4:13PM
Receipt number	89
Related form version	9

Applicant's full name (first and last)	Jessica Beeli
Desired advisory body (check all that apply)	<p>Complete Streets Commission</p> <p>Housing Commission</p> <p>Parks and Recreation Commission</p> <p>Planning Commission</p>
Advisory body preference	Planning Commission

Applicant interest, experience and qualifications

Education	<ul style="list-style-type: none"> - Bachelors in Political Science, with minors in Computer Science and Journalism Media Studies from San Diego State University - University of California, Berkeley, Haas School of Business Product Management Certificate
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	<p>Current</p> <ul style="list-style-type: none"> - Women at Adobe Social Committee Chair - Aztec Mentor Program <p>Past</p> <ul style="list-style-type: none"> - Adobe Action Circle Co-lead - Club Facilitator, Girls Who Code San Marino High School - Co-Founder and President of SISSTER (Sororities Invested in Survivor Support and Ending Rape)

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities

The advisory body is to review development proposals on public and private lands for compliance with the General Plan and zoning ordinance. Although I do not yet have professional experience in city development and planning, I am personally interested and passionate about the topic.

Generating answers for you...

The Menlo Park City Planning Advisory Body is responsible for reviewing development proposals on public and private lands for compliance with the General Plan and zoning ordinance 1. The commission is the final decision-making body for these applications unless appealed to the City Council 1. The Planning Commission also makes decisions in many areas of the land use process, including major subdivisions, rezoning, conditional development permits, zoning ordinance amendments, General Plan amendments, and environmental reviews and Below Market Rate (BMR) housing agreements associated with those projects 2.

As a member of the Planning Commission, I'd would have the opportunity to review and assess Menlo Park development proposals. Additionally, as a member I'll assist in making decisions in many areas of the land use process, including major subdivisions, rezoning, conditional development permits, zoning ordinance amendments, General Plan amendments, and environmental reviews and Below Market Rate (BMR) housing agreements.

Although I do not yet have extensive professional experience in city development and planning, I am personally interested and passionate about the topic. As a renter in Menlo park and someone who has been through the BMR housing

process I can provide unique insights to housing in the area. As a local walker, cyclist, transit taker and driver, I'm always thinking about how we can make our space easier to get around. As I experience life in our shared spaces in Menlo Park I'm conscientious of the balance and intentionally that is needed to make our shared space work for our whole community.

I believe in a cognizant, balanced approach to city planning, weighing the needs of different members of the community to create a harmonized and equitable plan. Although I do not have direct experience with city planning, I have extensive experience in project management, facilitating conflicting stakeholders, and orchestrating collaboration in both professional and volunteer positions. I am adept at playing both leadership and supporting roles. I hope to bring my experience collaborating successfully in other fields also to city planning.

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

Firstly, I want to serve my community. As a new member of the Menlo Park community, I am excited to get involved in making my new community a better place for my family and my neighbors. I hope to make Menlo Park my home for many years to come and I'm excited about the prospect of working on something I'm passionate about that will directly help improve the quality of life of our community. Secondly, I'm applying to this role because I believe it will give me a great opportunity to learn about city planning and my community. I am currently only theoretically knowledgeable on how the planning works and I am looking forward to listening and learning a lot about city planning in real life - rather than just reading about planning as I've done so far. I want to learn about the planning process, from understanding zoning and ordinances, to understand what makes a city well-planned. And eventually, impact and improve our community as well.

And finally, I feel as if I may help bring a new perspective to the planning commission. As someone new to the community, a renter, and in my late 20s, I don't fit the typical bill of someone who is getting involved with local government. However, I believe my generation needs to become more involved to both advocate for our interests and learn from those more experienced.

My family and I love Menlo Park and I'm hoping to help contribute to making it an even better place.

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	94025-5279
Business address	
Number of years as a Menlo Park resident	1
Current City Council district	District 4
How did you hear about this opportunity (check all that apply)	Other: Jen Wolosin

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

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge.

I agree

Signature



[Link to signature](#)

Advisory body application



Submitted on	25 January 2024, 8:26AM
Receipt number	94
Related form version	9

Applicant's full name (first and last)	Michael Herrick
Desired advisory body (check all that apply)	Library Commission
Advisory body preference	

Applicant interest, experience and qualifications

Education	B.A. Columbia University M.A. Yale University MLIS Simmons University TESOL Certification, Teacher's College, Columbia University
-----------	--

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees	All of my current service commitments are tied to my faculty position at San Francisco State. I currently chair the Linked Data Task Force of the CSU's Unified Library Management System Resource Management Committee and I serve on the Faculty Executive Board of San Francisco State's Library Faculty. While most of my past service has been within the professional field of Slavic languages and literatures study and teaching, I have gotten involved in committees and other bodies in graduate school and other communities where I have lived. For instance, while living in Central New York, I served as the Board Recorder for the Syracuse Real Food Cooperative Market.
--	--

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities	I see two roles for the Library Commission. First, city councillors can't dive into all details of city government functions and it is the role of commissioners to help them to keep tabs on what is going on in city services. Having community members with professional experience, like mine, engage regularly with managers and leaders in a way which understands their domain of expertise enables a more robust information flow both to and from the Council. This, in turn, enables the Council to more expertly allocate resources and provide more effective policy guidance.
--	--

I have been working as a library professional since the mid-1990s. While most of my experience has been in technical services of special collections and academic libraries, I became a librarian in large part because of my fundamental belief that libraries, of all varieties, are a key component in fostering democracies by supporting the civil society component of healthy and well-functioning communities.

The second role has to do with helping to establish a vision for future library services, within Menlo Park and as part of the broader San Mateo County system. My professional experience, for the past decade at both the Hoover Library and Archives and at San Francisco State, has focused increasingly on digital services for libraries and archives. I would be interested in exploring the infrastructure supporting this activity within the San Mateo system and the ways in which the Menlo Park branches are tapping into this area of library services.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member	Since moving to Menlo Park from Palo Alto several years ago, I, my wife and my young son have benefited from a great number of community services. The Burgess Park library stands out among them. It is a place through which our family encounters and engages with the wider world. It is always welcoming to my son and was one of the first public safe spaces he came to know. Librarians participated in my son's Menlo Children's Center classroom by modeling behaviors
--	--

of literacy from a young age. I, therefore, already have a lot to be grateful for and believe I can give back by sharing my professional expertise with the Menlo Park libraries. I think I can be a responsive sounding board for library management as they chart future services. Libraries are first and foremost physical places and they lend things. But they are also, more and more, service providers within their communities. The San Mateo Library network knits Menlo Park into a much broader community. I would be interested in working with other Commissioners and the library management to probe how to strengthen innovative service offerings at both Menlo Park-based branches and to investigate opportunities Menlo Park might have to tap into, foster and lead in terms of county-wide innovations.

Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	
Business phone	[REDACTED]
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	[REDACTED]
Number of years as a Menlo Park resident	3.5
Current City Council district	District 3
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: Yes Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submitted on 26 January 2024, 3:45PM
Receipt number 96
Related form version 9

Applicant's full name (first and last) Meg Marks
Desired advisory body (check all that apply) Library Commission
Advisory body preference Library Commission

Applicant interest, experience and qualifications

Education Bachelor of Science, Computer Science, UC Irvine

Civic affiliations and community activities, including service on other advisory bodies, commissions or committees
I served on Las Lomas Education Foundation for approximately four years.
My family and I have also been long time users of numerous local programs: sports programs through Parks & Recreation department; library users; sponsored music events; etc.
I am an active volunteer for activities sponsored by the Mountain View Chamber of Commerce.

Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities
Members of the advisory body must represent the local community as they partner with the city staff as advisors on the services provided by the library, access to programs for all residents, acquisition programs, and maintaining facilities (both physical and electronic).
I have been a long time user of the Menlo Park Public Library, along with other branches within the Peninsula Library system. This includes regular access to media for personal and family usage, story hours, and usage of meeting rooms.
My business background leading teams responsible for large scale, cross organizational software development projects has given me experience planning, budgeting, and delivering products which must meet stringent quality, performance, and scalability requirements. The development teams often span multiple organizations across worldwide locations, requiring succinct and timely communication and successful relationship management.
Additionally I have been responsible for managing annual budget planning and execution, excluding salary and related expenses, well above \$10M.

Describe why you want to serve on this advisory body and what you hope to accomplish as a member
I believe public library systems are an integral part to a community, providing to our residents a safe, welcoming space, access to materials which improve literacy and entertain users, spaces which can be used for collaborative work, and educational programs.
I have the bandwidth now to make long term civic engagement commitments. What better place to start than with the Menlo Park Library, of which I am an active user. I have been very happy with many of the program changes over the last number of years, and would like to help drive additional benefits to the community.

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	26
Current City Council district	District 5
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: No Home phone: No Email: Yes

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge. I agree

Signature



[Link to signature](#)

Advisory body application



Submitted on 26 January 2024, 9:57AM
Receipt number 95
Related form version 9

Applicant's full name (first and last) David Pollack
Desired advisory body (check all that apply) Library Commission
Advisory body preference

Applicant interest, experience and qualifications

Education The George Washington University
Civic affiliations and community activities, including service on other advisory bodies, commissions or committees Board Member, Mental Health Association of San Mateo
Describe your understanding of the responsibilities of the advisory body that you are applying for and how your personal community or professional experience relate to these responsibilities The Menlo Park Library Commission plays a vital role in overseeing and advising on matters related to the city's libraries and the library system. Raising three children, libraries and their programs have played a vital role in build enthusiasm for literacy and a sense of community with other families.
Describe why you want to serve on this advisory body and what you hope to accomplish as a member I wish to apply my experience and enthusiasm as a parent and an educator to share their my love of libraries and books with other children in the community.

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 Less than one year

Current City Council district

District 3

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: No

Application acknowledgement and submittal

I certify that the answers given herein are true and complete to the best of my knowledge.

I agree

Signature



[Link to signature](#)

Table 1: Library Commission applicants by District		
Advisory body	Applicant	District
Library Commission	Phillip Acedillo	3
Library Commission	Michael Herrick	3
Library Commission	Meg Marks	5
Library Commission	David Pollack	3

Member	Last appointment date	Expiration date	District
Ada Chen Rekhi	11/1/2022	4/30/2026	2
Alan Cohen	4/26/2022	4/30/2026	5
Carol Orton	4/25/2023	4/30/2027	5
Pavneet Singh	9/21/2021	4/30/2024	4
Jennifer Wise	4/25/2023	4/30/2027	5



SPECIAL AND REGULAR MEETING MINUTES – DRAFT

Date: 1/23/2024
Time: Special City Council Meeting 5:00 p.m.
Regular City Council Meeting 6:00 p.m.
Locations: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Special Session

A. Call To Order

Mayor Taylor called the meeting to order at 5:02 p.m.

B. Roll Call

Present: Combs, Nash, Taylor, Wolosin
Absent: Doerr
Staff: City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

C. Agenda Review

None.

D. Closed Session

- D1. Conference with legal counsel – existing litigation
Paragraph (1) of subdivision (d) of Section 54956.9
Name of case: James Pistorino v. City of Menlo Park (Case No. 23-CIV-05289)
- D2. Conference with legal counsel – existing litigation
Paragraph (1) of subdivision (d) of Section 54956.9
Name of case: Joseph Johnson v. City of Menlo Park (Case No. 24-CIV-00005)
- D3. Conference with legal counsel – anticipated litigation
Significant exposure to litigation (Paragraph (2) of subdivision (d) of Government Code §54956.9):
One potential case

Vice Mayor Combs was recused from item D3. and exited the meeting.

Regular Business

Vice Mayor Combs re-entered the meeting.

E. Call To Order

Mayor Taylor re-called the meeting to order at 6:17 p.m.

F. Roll Call

Present: Combs, Nash, Taylor, Wolosin

Absent: Doerr

Staff: City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant City Manager Stephen Stolte, Assistant to the City Manager/City Clerk Judi A. Herren

G. Report from Closed Session

No reportable actions.

H. Public Comment

- Tom McRae spoke on aquatic fees and pool safety protocols (Attachment).
- Youth Advisory Committee (YAC) members Jovi Wong, Ayla Karadogan and Lulu Maxcy spoke about upcoming YAC events.

I. Special Business

I1. Interviews of Planning Commission applicant (Attachment)

The City Council interviewed the following Planning Commission applicants:

- Jessica Beeli

J. Advisory Body Vacancies and Appointments

J1. Consider applicants and make an appointment to fill a vacancy on the Planning Commission (Staff Report #24-011-CC)

The City Council directed staff to include information on filing of statement of economic interests forms (i.e., Form 700) to the application.

- Ross Silverstein spoke in support of their application.

The City Council made an appointment to fill a vacancy on the Planning Commission:

- Ross Silverstein – term expiring April 30, 2025

K. Consent Calendar

K1. Accept the City Council meeting minutes for January 9, 2024 (Attachment)

K2. Waive the second reading and adopt an ordinance repealing and replacing Title 9 of the Menlo Park Municipal Code entitled “Animals” (Staff Report #24-015-CC)

The City Council discussed the County’s process as it relates to matters involving “dangerous”

animals and animal designations.

The City Council received clarification on adding a City Council appeal process.

City Council directed staff to return with an item for City Council direction on exploring additional City Council appeal options.

- K3. Authorize the city manager to execute a consulting services agreement with the Housing Endowment and Regional Trust of San Mateo County in the amount of \$94,980 for contract housing services (Staff Report #24-013-CC)
- K4. Adopt a resolution authorizing the city manager to enter into a memorandum of understanding with the County of San Mateo to develop a compost quality improvement campaign (Staff Report #24-017-CC)

ACTION: Motion and second (Nash/ Wolosin), to approve the consent calendar, passed 0-1 (Doerr absent).

L. Public Hearing

- L1. Consider and adopt a resolution amending the 2023-2031 Housing Element of the General Plan, as conditionally approved by the California Department of Housing and Community Development (Staff Report #24-009-CC) (Presentation)

Principal Planner Tom Smith and Community Development Director made the presentation (Attachment).

Mayor Taylor opened the public hearing.

- Jenny Michel spoke in support of the implementation of the Housing Element.
- Pam Jones spoke in support of the Housing Element.
- Jeremy Levine spoke in support of the Housing Element.

Mayor Taylor closed the public hearing.

The City Council received clarification on program H5.4 renter's protection for evictions.

ACTION: Motion and second (Wolosin/ Nash), to adopt a resolution to amend the 2023-2031 Housing Element of the General Plan, as conditionally approved by the California Department of Housing and Community Development, passed 0-1-1 (Combs dissenting and Doerr absent).

M. Regular Business

- M1. Waive the first reading and introduce an ordinance repealing and replacing Municipal Code Chapter 5.26 to adopt by reference in its entirety Chapter 4.98 of the San Mateo San Mateo County Ordinance Code (Staff Report #24-012-CC) (Presentation)

Assistant to the City Manager/ City Clerk Judi Herren made the presentation (Attachment).

ACTION: Motion and second (Combs/ Nash), to waive the first reading and introduce an ordinance repealing and replacing Chapter 5.26 to adopt by reference in its entirety Chapter 4.98 of the San Mateo County Code of Ordinances which provides uniform countywide regulations for tobacco retailers, consolidates and clarifies definitions, enacts additional permitting requirements, and designates the County of San Mateo to administer the ordinance on behalf of the City of Menlo Park, and set the second reading of the ordinance for Feb. 13, passed 0-1 (Doerr absent).

N. Informational Items

- N1. City Council agenda topics: February 2024 (Staff Report #24-010-CC)
- N2. Transmittal of city attorney billing (Staff Report #24-016-CC)
- N3. City Council fiscal year 2023-24 priorities work plan update (Staff Report #24-014-CC)

O. City Manager Report

None.

P. City Councilmember Reports

City Councilmember Nash reported out on the Emergency Services Council meeting (Attachment).

Q. Adjournment

Mayor Taylor adjourned the meeting at 7:46 p.m.

Assistant to the City Manager/ City Clerk Judi Herren



STAFF REPORT

City Council
Meeting Date: 2/13/2024
Staff Report Number: 24-019-CC

Consent Calendar: **Waive the second reading and adopt an ordinance repealing and replacing Municipal Code Chapter 5.26 – Tobacco Retailer Permit to adopt by reference in its entirety Chapter 4.98 of the San Mateo San Mateo County Ordinance Code**

Recommendation

Staff recommends the City Council waive the second reading and adopt an ordinance repealing and replacing Chapter 5.26 – Tobacco Retailer Permit to adopt by reference in its entirety Chapter 4.98 of the San Mateo County Code of Ordinances which provides uniform countywide regulations for tobacco retailers, consolidates and clarifies definitions, enacts additional permitting requirements, and designates the County of San Mateo to administer the ordinance on behalf of the City of Menlo Park (Attachment A).

Policy Issues

The proposed amendments clarify the County of San Mateo's (County) authority over tobacco retailer operations within incorporated areas and allows cities to continue designating the County to uniformly administer tobacco retailer operations regulations Countywide on behalf of cities by allowing cities to adopt the County's updated Tobacco Retailer Permit Ordinance by reference.

Background

The City Council waived the first reading and introduced the ordinance at the Jan. 23 meeting. The staff report and materials, including a map of tobacco retailers, are available in Attachment B.

To allow the County to continue administering the tobacco retailer ordinance, each city is required to pass an ordinance adopting the County's ordinance verbatim or in its entirety by reference, with no changes or additions.

Analysis

The County's updated ordinance is more comprehensive, contains broader definitions, and enacts a broader scope of regulation than was previously in place with the City's Chapter 5.26. The County Ordinance also updates administrative, permitting, enforcement and penalty provisions; all permitting and enforcement activities are handled by the County.

The County's Ordinance via §4.98.310 achieves uniformity by requiring a city which desires the County to administer its ordinance to adopt the County Ordinance in its entirety by reference or adopt an ordinance that contains each of the provisions of the County Ordinance verbatim. The City has evaluated the benefits of this approach and has determined it is in the best interests of the City, its residents, and its tobacco

retailer businesses to adopt the County Ordinance in its entirety by reference.

Impact on City Resources

There is no impact on City resources.

Environmental Review

This ordinance is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. In addition, the 19 retailers were mailed letters and, where applicable, emailed notice of this meeting Friday, Feb. 9.

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. Proposed ordinance
- B. Hyperlink – Jan. 23 City Council staff report: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240123/m1-20240123-cc-tobacco-retailer-ord.pdf

Report prepared by:

Judi Herren, Assistant to the City Manager/City Clerk

ORDINANCE NO. XXXX

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK REPEALING AND REPLACING CHAPTER 5.26 TO ADOPT BY REFERENCE IN ITS ENTIRETY CHAPTER 4.98 OF THE SAN MATEO COUNTY CODE OF ORDINANCES WHICH PROVIDES UNIFORM COUNTYWIDE REGULATIONS FOR TOBACCO RETAILERS, CONSOLIDATES AND CLARIFIES DEFINITIONS, ENACTS ADDITIONAL PERMITTING REQUIREMENTS, AND DESIGNATES THE COUNTY OF SAN MATEO TO ADMINISTER THE ORDINANCE ON BEHALF OF THE CITY OF MENLO PARK

WHEREAS, the County of San Mateo Department of Environmental Health Services has administered tobacco retailer operating permits for the City of Menlo Park and other cities in San Mateo County pursuant to both County and city ordinances; and

WHEREAS, in 2023, the County Board of Supervisors adopted amendments to the County's Tobacco Retailer Permit Ordinance which clarify the County's authority within incorporated areas and to, relatedly, reduce logistical challenges associated with administering and enforcing numerous city ordinances, many of which differ from both each other and the County's current ordinance in various ways; and

WHEREAS, in 2023, the San Mateo County Department of Environmental Health Services contacted all cities in San Mateo County notifying cities that want the County to continue administering the tobacco retailer permitting scheme within their jurisdiction, that such cities will be required to pass an ordinance adopting the County's new ordinance verbatim or in its entirety by reference, with no changes or additions; and

WHEREAS, the City of Menlo Park has evaluated the benefits of adopting the County's amended Tobacco Retailer Permit Ordinance and determined it is in the best interests of the City, its residents, and its tobacco retailer businesses to adopt the County Ordinance in its entirety by reference; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MENLO PARK:

Section 1. Repeal and replacement in full.

Chapter 5.26 of the Menlo Park Municipal Code is hereby repealed and replaced in its entirety by Chapter 4.98 of Title 4 of the San Mateo County Code of Ordinances which provides uniform Countywide regulations for tobacco retailers, consolidates and clarifies definitions, enacts additional permitting requirements, and designates the County of San Mateo to administer the Ordinance on behalf of the City of Menlo Park; and

Section 2. Full text of amended ordinance.

Chapter 5.26 of the Menlo Park Municipal Code is hereby repealed and replaced in full, and is amended to read as follows:

Chapter 5.26 – Tobacco retailer permit.

Adoption of chapter 4.98 of Title 4 of the San Mateo County Code of Ordinances in its entirety by reference.

San Mateo County Code of Ordinances

Chapter 4.98 – Tobacco retailer permit¹

4.98.100 Definitions.

- (a) "Characterizing Flavor" means a distinguishable taste or aroma, or both, other than the taste or aroma of tobacco, imparted by a Tobacco Product or any byproduct produced by the Tobacco Product. Characterizing flavors include, but are not limited to, tastes or aroma relating to any fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, menthol, mint, wintergreen, herb, or spice. A Tobacco Product shall not be determined to have a Characterizing Flavor solely because of the use of additives or flavorings or the provision of ingredient information. Rather, it is the presence of a distinguishable taste or aroma, or both, as described in the first sentence of this definition, that constitutes a Characterizing Flavor.
- (b) "Constituent" means any ingredient, substance, chemical, or compound, other than tobacco, water, or reconstituted tobacco sheet that is added by the manufacturer to a Tobacco Product during the processing, manufacture, or packing of the Tobacco Product.
- (c) "Consumer" means a person who purchases a Tobacco Product for consumption.
- (d) "Coupon" means any voucher, rebate, card, paper, note, form, statement, ticket, image, or other issue, whether in paper, digital, or other form, used for commercial purposes to obtain an article, product, service, or accommodation without charge or at a discounted price.
- (e) "Director" means the Chief of San Mateo County Health, or designee.
- (f) "Distinguishable" means perceivable by either the sense of smell or taste.
- (g) "Electronic Smoking Device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or ehookah. Electronic smoking device includes any component, part, or accessory of the device, and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine, and whether natural or synthetic. "Electronic Smoking Device" does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where such product is marketed and sold solely for such an approved purpose.
- (h) "Flavored Tobacco Product" means any Tobacco Product that contains a Constituent that imparts a Characterizing Flavor.
- (i) "Full Retail Price" means the price listed for a Tobacco Product on its Packaging or on any related shelving, advertising, or display where the Tobacco Product is sold or offered for Sale, plus all applicable taxes and fees if such taxes and fees are not included in the listed price.
- (j) "Labeling" means written, printed, pictorial, or graphic matter upon any Tobacco Product or any of its packaging.
- (k) "Packaging" means a pack, box, carton, or container of any kind or, if no other container, any wrapping (including cellophane) in which a Tobacco Product is sold, or offered for Sale, to a Consumer.
- (l) "Permit" or "Tobacco Retailer Permit" means a valid permit issued by the Director to a Person to act as a Tobacco Retailer.

¹ Ord. No. 04878, §2, adopted May 23, 2023, repealed the former Ch. 4.98, §§4.98.010—4.98.180, and enacted a new Ch. 4.98 as set out herein. The former Ch. 4.98 pertained to similar subject matter and derived from Ord. 4417, 04/08/08; Ord. 4438, 09/09/08; Ord. No. 04717, §10, 11-4-2014.

- (m) "Person" means any natural person, partnership, cooperative association, corporation, personal representative, receiver, trustee, assignee, or any other entity.
- (n) "Pharmacy" means any retail establishment in which the profession of pharmacy is practiced by a pharmacist licensed by the State of California in accordance with the Business and Professions Code and where prescription pharmaceuticals are offered for Sale, regardless of whether the retail establishment Sells other retail goods in addition to prescription pharmaceuticals.
- (o) "Sale" or "Sell" means transfer to, exchange, barter, or distribute for a commercial purpose.
- (p) "Self-Service Display" shall be defined as the open display or storage of Tobacco Products in a manner that is physically accessible to the general public without the assistance of the retailer or employee of the retailer and a direct face-to-face transfer between the purchaser and the retailer or employee of the retailer. A vending machine is a form of self-service display.
- (q) "Tobacco Paraphernalia" means any item designed or marketed for the consumption, use, or preparation of Tobacco Products.
- (r) "Tobacco" or "Tobacco Product(s)" means:
 - (1) any product containing, made of, or derived from tobacco or nicotine, whether natural or synthetic, that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus;
 - (2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine, and whether natural or synthetic; or
 - (3) any component, part, or accessory of subsection (1) or (2), whether or not any of these contains tobacco or nicotine, whether natural or synthetic, including but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, mouthpieces, and pipes.
 - (4) "Tobacco Product" does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where such product is marketed and sold solely for such an approved purpose.
- (s) "Tobacco Product Flavor Enhancer" means a product designed, manufactured, produced, marketed or Sold to produce a Characterizing Flavor when added to a Tobacco Product.
- (t) "Tobacco Retailer" means any Person who Sells, or offers for Sale, Tobacco Products. This definition is without regard to the quantity of Tobacco Products sold or offered for Sale.
- (u) "Youth-Populated Area" means a parcel of real property that is occupied, in whole or in part, by any of the following:
 - (1) a private or public school that educates children in grades kindergarten through high school;
 - (2) a library that is open to the public;
 - (3) a playground that is open to the public;
 - (4) a youth center, defined as a facility where children ages 6 to 17 come together for programs and activities;
 - (5) a recreation facility open to the public, defined as an area, place, structure, or other facility that is used either permanently or temporarily for community recreation, even though it may be used for other purposes. "Recreation facility" includes, but is not limited to, a gymnasium, playing court, playing field, and swimming pool;
 - (6) a public or private college or university that serves as an institution for education beyond the high school level;

- (7) a licensed child-care facility or preschool, other than a small-family day care home or a large-family daycare home as defined in California Health & Safety Code § 1596.78.
(Ord. No. 04878, §2, 5-23-2023)

4.98.110 Requirement for a Permit.

- (a) No Tobacco Retailer or other Person shall Sell or offer for Sale any Tobacco Product without a current and valid Tobacco Retailer Permit from San Mateo County for each location where such activities are conducted.
- (b) Permits are valid for one year and must be timely renewed annually by the Permit holder in order to continue to sell or offer for sale any Tobacco Product. A Retailer must obtain a separate Permit for each location at which any Tobacco Product will be sold, offered for sale or distributed. A Permit that is not renewed in a timely manner shall expire at the end of its term, and the Tobacco Retailer must obtain a new Permit prior to any further sale, offer for sale, or distribution of any Tobacco Product.
- (c) No Tobacco Retailer shall violate, or cause or allow the Tobacco Retailer's agents or employees to violate, any provision of this Chapter or any other local, state, or federal law applicable to Tobacco Products or Tobacco Retailing.
- (d) Tobacco Retailers are responsible for the actions of their employees and agents relating to the sale, offer to sell, and furnishing of tobacco products at the retail location. The sale of any tobacco product by an employee shall be considered an act of the tobacco retailer and the permit holder shall be responsible for any monetary penalties levied.
- (e) Nothing in this Chapter shall be construed to penalize the purchase, use, or possession of a Tobacco Product by any Person not engaged in Tobacco Retailing.
(Ord. No. 04878, §2, 5-23-2023)

4.98.120 Permit is Nontransferable.

- (a) Tobacco Retailer Permits are nontransferable as between Persons, locations, or otherwise. Any attempted transfer shall render the Permit null and void.
- (b) Notwithstanding any other provision of this Chapter, prior violations of this Chapter at a location shall continue to be counted against that location and Permit ineligibility and suspension periods shall continue to apply to that location unless:
- (1) One hundred percent of the interest in the stock, assets, or income of the business, other than a security interest for the repayment of debt, has been transferred to the new owner(s); and
- (2) The County is provided with clear and convincing evidence, including an affidavit, that the business has been acquired in an Arm's Length Transaction. An Arm's Length Transaction, for the purposes of this section, means a transaction in which two or more unrelated and unaffiliated parties agree on the transfer in question; the parties act independently and in their own self-interest; and the parties have equal bargaining power and symmetric information, leading the parties to agree upon fair-market terms.
(Ord. No. 04878, §2, 5-23-2023)

4.98.130 Permit Conveys a Limited, Conditional Privilege.

Nothing in this Chapter shall be construed to grant any Person or entity obtaining and maintaining a Permit any status or right other than the limited, conditional privilege to Sell Tobacco Products and act as a Tobacco Retailer at the location in the County identified on the face of the Permit for the period of time shown on the Permit. All Permits are issued subject to the County's right to amend this Chapter from time to time, and Retailers shall comply with all provisions of this Chapter, as amended.
(Ord. No. 04878, §2, 5-23-2023)

4.98.140 Application, Issuance and Renewal Procedure.

- (a) Application for a Tobacco Retailer's Permit or the renewal of a Tobacco Retailer Permit shall be submitted in the name of the Person proposing to conduct retail sales of Tobacco Products, referred to herein as the "Applicant," and shall be signed by such Person or an authorized agent thereof. All applications shall be submitted to the Director on a form supplied by the Director and contain, at a minimum, the following information:
- (1) The name, address, and telephone number of the Applicant;
 - (2) The business name, address, and telephone number of the location where Tobacco Products are proposed to be sold, offered for sale or distributed by the Applicant; and
 - (3) Proof that the location for which a Tobacco Retailer's Permit is sought has been issued a valid state license for the sale of Tobacco Products, if the Tobacco Retailer sells products that require such license;
 - (4) A statement whether or not the Tobacco Retailer or any agent of the Retailer has been found to have violated this Chapter or other applicable law governing Tobacco Products or Tobacco Retailing and, if so, the dates and locations of all such violations within the previous five years; and
 - (5) Such other information as the Director determines is necessary for implementation of this Chapter.
 - (6) An application for a new or renewal Permit will be denied if there are any outstanding fines or late fees issued by the Director, or during any period of suspension.
 - (7) It is the responsibility of each Permit holder to be informed regarding all laws applicable to Tobacco Retailing, including those laws affecting the issuance of a Tobacco Retailer Permit. No Permit holder may rely on the issuance of a Permit as a determination by San Mateo County that the Permit holder has complied with all laws applicable to Tobacco Retailing. A Permit issued contrary to this Chapter or any other law, or on the basis of false or misleading information supplied by the Applicant, shall be revoked. Nothing in this Chapter shall be construed to vest in any person or entity obtaining or maintaining a Tobacco Retailer's Permit any status or right to act as a Tobacco Retailer in contravention of any provision of law.

(Ord. No. 04878, §2, 5-23-2023)

4.98.150 Display of Permit.

Upon receipt of an application for a Tobacco Retailer Permit in compliance with the requirements of this Chapter, the Director or designee may issue a Permit which, if issued, must be prominently displayed in a publicly visible location at the location where Tobacco Product Sales are conducted and permitted.

(Ord. No. 04878, §2, 5-23-2023)

4.98.160 Prohibitions Regarding Coupons, Discounts, Pharmacies, Flavored Tobacco, and Electronic Smoking Devices.

- (a) No Tobacco Retailer shall do any of the following:
- (1) Honor or redeem, or offer to honor or redeem, a Coupon to allow a Consumer to purchase a Tobacco Product for less than Full Retail Price;
 - (2) Sell any Tobacco Product to a Consumer through a multiple package discount or otherwise provide any such product to a Consumer for less than the Full Retail Price in consideration for the purchase of any Tobacco Product or any other item; or
 - (3) Provide any free or discounted item to a Consumer in consideration for the purchase of any Tobacco Product.
- (b) No Person, Tobacco Retailer or other legal entity shall sell or distribute to a person any electronic smoking device that delivers natural or synthetic nicotine or any other substance(s) to the person inhaling from the device. This includes any component, part, or

accessory intended or reasonably expected to be used with the electronic device, whether or not sold separately.

- (c) No Person or Tobacco Retailer shall sell or offer to sell any Flavored Tobacco Product or Tobacco Product Flavor Enhancer. There shall be a rebuttable presumption that a Tobacco Product is a Flavored Tobacco Product if a manufacturer or any of the manufacturer's agents or employees, in the course of their agency or employment, has made a statement or claim directed to consumers or to the public that the Tobacco Product has or produces a Characterizing Flavor including, but not limited to, text, color, and/or images on the product's labeling or packaging that are used to explicitly or implicitly communicate that the Tobacco Product has a Characterizing Flavor.
 - (d) No Pharmacy or Pharmacy employee or agent shall sell or offer to sell any Tobacco Product. The Director shall not issue any new, or renew any existing, Tobacco Retailer Permit for any Pharmacy.
 - (e) Subdivisions (b) and (c) of this Section shall not apply to the duty-free stores located at the San Francisco International Airport.
- (Ord. No. 04878, §2, 5-23-2023)

4.98.170 Packaging and Labeling.

No Tobacco Retailer or other Person shall Sell or offer for Sale any Tobacco Product to any Consumer unless the Tobacco Product: (1) is Sold in the original manufacturer's Packaging intended for Sale to Consumers; (2) conforms to all applicable federal Labeling requirements; and (3) conforms to all applicable child-resistant packaging requirements.

(Ord. No. 04878, §2, 5-23-2023)

4.98.180 Self-Service Displays Prohibited; On-Site, In-Person Sales Required.

- (a) Tobacco Retailing by means of a Self-Service Display is prohibited
 - (b) All Sales of Tobacco Products and Tobacco Paraphernalia shall be conducted in person, over the counter, in the permitted location.
- (Ord. No. 04878, §2, 5-23-2023)

4.98.190 Notice of Minimum Age for Purchase of Tobacco Products.

Tobacco Retailers shall post conspicuously, at each point of purchase, a notice stating that Selling Tobacco Products to anyone under 21 years of age is illegal and subject to penalties. The form and content of such notice shall be subject to the approval of the Director.

(Ord. No. 04878, §2, 5-23-2023)

4.98.200 Positive Identification Required.

No Tobacco Retailer or other Person shall Sell or offer to Sell a Tobacco Product to another Person without first verifying by means of government-issued photographic identification that the recipient is at least the minimum legal sales age required under state law to purchase a Tobacco Product.

(Ord. No. 04878, §2, 5-23-2023)

4.98.210 Minimum Age for Individuals Selling Tobacco Products.

No Tobacco Retailer shall allow, at its Retail location, any individual who is younger than 21 years of age to Sell or offer to Sell Tobacco Products.

(Ord. No. 04878, §2, 5-23-2023)

4.98.220 Display or Offers to Sell Tobacco Products Without Tobacco Retailer Permit Prohibited.

A Tobacco Retailer without a current valid Permit:

- (a) Shall keep all Tobacco Products out of public view. The public display of Tobacco Products in violation of this provision shall constitute Tobacco Retailing without a Permit.
- (b) Shall not display any advertisement relating to Tobacco Products that offers the Sale of such products from the Tobacco Retailer's location.

(Ord. No. 04878, §2, 5-23-2023)

4.98.230 Limits on Eligibility for a Permit.

- (a) No Tobacco Retailer's Permit may be issued to authorize Tobacco Retailing at or from other than a fixed location. For example, Sales by Persons on foot or from vehicles or other forms of mobile vending are prohibited.
- (b) No Tobacco Retailer's Permit may be issued to authorize Sales of Tobacco Products at a temporary event, such as flea markets and farmers' markets.
- (c) No new Tobacco Retailer Permit may be issued to authorize Tobacco Product Sales at any location within 1,000 feet of a Youth-Populated Area, as measured by a straight line from the nearest point of the property line of any parcel on which a Youth-Populated Area is located and any point along the property line of the parcel on which the Permit applicant has or proposes to locate the business.
- (d) No new Tobacco Retailer's Permit may be issued for a location which is within 500 feet of a location already occupied by another Tobacco Retailer, as measured by a straight line from the nearest point of the property line of the parcel on which the applicant's business is located to the nearest point of the property line of the parcel on which an existing Tobacco Retailer's business is located.
- (e) Tobacco Retailers with a current and valid Permit as of the date of adoption of this ordinance shall be exempt from subsections (c) and (d) of this Section unless the existing Tobacco Retailer fails to timely renew the Permit prior to its annual expiration.
- (f) The Sale of Tobacco Products and accessories is prohibited in County owned structures and in any area of a structure leased by the County, wherever located.

(Ord. No. 04878, §2, 5-23-2023)

4.98.240 Fees for Permit.

Tobacco Retailers shall pay all applicable fees at the rates set forth in section 5.64.070 of this ordinance code. Fees shall be used by the Director to administer and enforce this Chapter.

(Ord. No. 04878, §2, 5-23-2023)

4.98.250 Enforcement.

- (a) The Director or the Director's designee shall enforce this Chapter consistent with the provisions herein.
- (b) Violations of this Chapter may be criminally prosecuted as infraction(s) or misdemeanor(s) at the discretion of the prosecuting attorney as the interests of justice require.
- (c) This Section shall not be interpreted to limit the applicable civil or administrative remedies available under law.

(Ord. No. 04878, § 2, 5-23-2023)

4.98.260 Public Nuisance.

Any violation of this Chapter is hereby declared a public nuisance, subject to all applicable civil, administrative, and criminal remedies and penalties according to the provisions and procedures

of contained in this Ordinance Code and state law, including but not limited to, an action for abatement or injunctive relief
(Ord. No. 04878, § 2, 5-23-2023)

4.98.270 Compliance Monitoring.

- (a) Compliance with this Chapter shall be monitored by the Director. In addition, any peace officer may enforce the provisions of this Chapter. The Director may designate additional persons to monitor and facilitate compliance with this Chapter.
 - (b) Individuals designated to enforce the provisions of this Chapter shall inspect each Tobacco Retailer at least two times during each twelve-month period to determine if the Tobacco Retailer is complying with all applicable laws. Compliance checks shall take place during normal business hours, with or without notice. If a violation has occurred, the Tobacco Retailer shall be inspected again within three months. All permitted premises must be open to inspection by designated persons during regular business hours.
 - (c) Nothing in this section shall create a right of action in any Tobacco Retailer or other person or entity against the County or its agents.
- (Ord. No. 04878, §2, 5-23-2023)

4.98.290 Suspension or Revocation of Permit.

- (a) Grounds for Suspension or Revocation.
 - (1) A Tobacco Retailer Permit may be suspended or revoked, as set forth below in subdivision (b), if any court of a competent jurisdiction determines, or the Director finds, based on a preponderance of the evidence after notice and opportunity for the Tobacco Retailer to be heard, that either of the following violations have occurred:
 - i. After the Permit was issued it is determined that the Application for the Permit is incomplete or inaccurate.
 - ii. The Tobacco Retailer or Tobacco Retailer's agent has violated any of the requirements, conditions, or prohibitions of this Chapter or any applicable local, state, or federal tobacco-related law.
 - (2) Notwithstanding the foregoing, a Tobacco Retailer Permit shall be suspended or revoked, for the maximum time periods and as set forth in subdivision (b), if any court of competent jurisdiction determines, or the Director finds, based on a preponderance of evidence and after notice and opportunity for the Tobacco Retailer to be heard, that the Tobacco Retailer, or any agent or employee of the Tobacco Retailer, has Sold Tobacco Products to any Person(s) under the age of 21 years.
- (b) Time Period of Suspension of Permit.
 - (1) Upon the first violation within any sixty (60) month period, the Permit to Sell Tobacco Products may be suspended for up to 30 days.
 - (2) Upon the second violation within any sixty (60) month period, the Permit to Sell Tobacco Products may be suspended for up to 90 days.
 - (3) Upon the third violation within any sixty (60) month period, the Permit to Sell Tobacco Products may be suspended for up to one year.
 - (4) Upon the fourth violation within any sixty (60) month period, the Permit to Sell Tobacco Products shall be revoked. If a Permit is revoked, the Retailer shall not be eligible for a new Permit for a period of five (5) years after the effective date of revocation.
- (c) Effective Date of Suspension or Revocation. Within ten (10) calendar days of the hearing, the Director shall issue written findings and an order regarding the suspension or revocation, which order will be effective ten (10) calendar days from the date such order was sent by certified mail to the Retailer, unless a timely appeal is filed in accordance with subsection (d).

- (d) Appeal of Suspension or Revocation. The decision of the Director is appealable to the San Mateo County Licensing Board and the procedural rules of the San Mateo County Licensing Board shall govern hearings on all appeals of suspensions and revocations.
- (1) An appeal must be in writing, be addressed to the Director and be hand-delivered to the offices of the Division of Environmental Health.
 - (2) An appeal must be received by the Director before the effective date of suspension or revocation provided by subsection (c) in order to be considered.
 - (3) The filing of a timely appeal will stay a suspension or revocation pending a decision on the appeal by the San Mateo County Licensing Board.
 - (4) The decision of the San Mateo County Licensing Board shall be a final administrative order, with no further administrative right of appeal.
- (Ord. No. 04878, §2, 5-23-2023)

4.98.300 Administrative Fine.

- (a) Grounds for Fine. A fine shall be imposed on a Tobacco Retailer upon findings made by the Director, based on a preponderance of the evidence, that any Tobacco Retailer, or any agent or employee of the Tobacco Retailer, has violated any of the requirements, conditions, or prohibitions of this Chapter. A fine shall be imposed in the maximum amounts set forth in subsection (b) of this section upon findings made by the Director that the Tobacco Retailer, or any agent or employee of the Tobacco Retailer, has Sold any Tobacco Product to any Person(s) under the age of 21 years. Any administrative fine shall be imposed solely against the Tobacco Retailer, not the Tobacco Retailer's employees or agents.
- (b) Amount of Fine. Upon written findings made by the Director under subsection (a), the person or entity holding the Tobacco Retailer Permit shall be subject to an administrative fine for each such violation as follows:
- (1) A fine not exceeding five hundred dollars (\$500.00) for a first violation within a sixty (60) month period; and
 - (2) A fine not exceeding one thousand dollars (\$1,000.00) for each subsequent violation within a sixty (60) month period.
- (c) Each day that Tobacco Products are Sold or offered for Sale without a Permit or otherwise in violation of this Chapter shall constitute a separate violation. A finding of "offered for Sale" in violation of this Chapter will be made if Tobacco Products are either actually Sold and/or displayed in the retail establishment, or if advertisements offering to Sell Tobacco Products are visible to customers.
- (d) Fine Procedures. Notice of the fine shall be served on the Tobacco Retailer by certified mail. The notice shall contain a description of the facts upon which the asserted violation is based and an advisement of the right to request a hearing before the Director contesting the imposition of the fine. Said hearing must be requested within ten calendar days of the date appearing on the notice of the fine. The decision of the Director shall be a final administrative order, with no administrative right of appeal.
- (e) Failure to Pay Fine. If a fine imposed pursuant to this Chapter is not paid within 30 calendar days from the date appearing on the notice of the fine or of the notice of determination of the Director after the review provided for under subdivision (c) of this Section, the fine may be referred to a collection agency within or external to the County. In addition, any outstanding fines must be paid prior to the issuance of any new Permit or renewal of a Permit.
- (Ord. No. 04878, §2, 5-23-2023)

4.98.310 Enforcement of this Chapter in Cities.

The Director may administer and enforce the provisions of this Chapter on behalf of any city located within San Mateo County, within the jurisdictional boundaries of that city, if the city council of that city does each of the following:

- (a) Adopts, and makes part of its municipal code:
 - (1) This Chapter 4.98 in its entirety by reference; or
 - (2) An ordinance that contains each of the provisions of this Chapter 4.98 verbatim with no additional provisions not included in this Chapter 4.98; and
- (b) Authorizes, by ordinance or resolution, the Director to administer and enforce, on behalf of that city, the provisions of this Chapter as adopted pursuant to subsection (a) of this section.
- (c) Pursuant to this Section 4.98.310, the City of Menlo Park hereby authorizes the Director to administer and enforce, on behalf of the City of Menlo Park, the provisions of this Chapter, and as this Chapter may be amended by the County in the future.
(Ord. No. 04878, §2, 5-23-2023)

Section 3. Severability.

If any section of this ordinance, or part hereof, is held by a court of competent jurisdiction in a final judicial action to be void, voidable or unenforceable, such section, or part hereof, shall be deemed severable from the remaining sections of this ordinance and shall in no way affect the validity of the remaining sections hereof.

Section 4. California Environmental Quality Act Determination.

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

Section 5. Effective Date and Publishing.

This ordinance shall take effect 30 days after adoption. The City Clerk shall cause publication of the ordinance within 15 days after passage in a newspaper of general circulation published and circulated in the city or, if none, the posted in at least three public places in the city. Within 15 days after the adoption of the ordinance, a summary of the ordinance shall be published with the names of the councilmembers voting for and against the ordinance.

//

//

//

//

//

//

//

//

//

//

INTRODUCED on the twenty-third day of January, 2024.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the thirteenth day of February, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Cecilia Taylor, Mayor

ATTEST:

Judi A. Herren, City Clerk



STAFF REPORT

City Council Meeting Date: 2/13/2024
Staff Report Number: 24-022-CC

Consent Calendar: Adopt a resolution authorizing the destruction of obsolete records

Recommendation

Staff recommends the City Council adopt a resolution authorizing the disposal of obsolete City records for the following departments: administrative services, city clerk, library and community services, police, and public works departments as specified in Exhibits A – E to the proposed resolution (Attachment A).

Policy Issues

The proposed action is consistent with the City's current policy and adopted records retention schedule (Attachment B).

Background

Section 2.54.110 of the Menlo Park Municipal Code (MPMC) authorizes the destruction of obsolete records according to the established retention schedule. It requires city attorney and City Council approval for requests for the destruction of original records.

The proposed resolution complies with the City's records retention schedule as amended May 26, 2020, by Resolution No. 6554. The proposed resolution allows for the annual destruction of obsolete records as defined by the City's record retention schedule.

The program provides for the efficient and proper management and protection of the City's records. The program also allows for the destruction of records deemed obsolete according to the City's adopted records retention schedule.

Analysis

The City is committed to managing its records according to best practices to ensure business, audit, legal and regulatory requirements are met. The California legislature has established guidelines, resources and support for retention of records by local governments and upon which the City's current schedule is largely based.

An adopted records retention schedule certifies the life, care and disposition of all agency records, and provides an agency with the legal authority to dispose of records entrusted in its care when they are no longer needed. Disposition may include sending appropriate records to an off-site storage facility, recycling unneeded records, and/or destroying unneeded records. Once records have fulfilled their administrative, fiscal or legal function, they should be disposed of as soon as possible in accordance with the established retention schedule.

Keeping records beyond the retention period causes a burden on staff with more documents to manage and may affect response time to public records requests. Compliance with the records retention schedule is highly recommended as it improves staff efficiency and customer service when the status of information is up-to-date and available when needed. State law governs the timeframe that cities must retain records and provides that certain categories of documents may be destroyed upon adoption of a resolution by the City Council.

Exhibits to Attachment A list the documents that exceed the timeframe for retention according to Government Code §§34090 and 34090.6 and MPMC Chapter 2.54. The proposed resolution authorizes the destruction of these obsolete records on a yearly basis per the Records Retention Schedule.

Impact on City Resources

There is no impact on City resources.

Environmental Review

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

Public Notice

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

Attachments

- A. Resolution
- B. Records retention schedule

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

Report reviewed by:
Nira F. Doherty, City Attorney

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING THE ANNUAL DESTRUCTION OF OBSOLETE CITY
RECORDS**

WHEREAS, the City of Menlo Park is committed to managing its records according to best practices to ensure business, audit, legal, historical and regulatory requirements are met; and

WHEREAS, the City of Menlo Park has an adopted Records Retention Schedule adopted November 27, 2001, by City Council Resolution No. 5351 and amended May 26, 2020, by City Council Resolution No. 6554; and

WHEREAS, Section 2.54.110 of the Menlo Park Municipal Code governs the destruction of public records; and

WHEREAS, the City's Records Management Program and Section 2.54.110 of the Menlo Park Municipal Code provides for the efficient and proper management and protection of the City's records and allows for the destruction of records deemed obsolete according the City's adopted Records Retention Schedule.

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore does hereby authorize the annual destruction of the obsolete records described in Exhibits A – E, attached hereto and incorporated herein by this reference.

BE IT FURTHER RESOLVED, that in accordance with Section 2.54.110 the Requests for Destruction of Obsolete Records have been forwarded to the city attorney for their written consent.

BE IT FURTHER RESOLVED, that once the records are destroyed, the City Clerk will maintain all original Certificates of Destruction.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the thirteenth day of February, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of February, 2024.

Judi A. Herren, City Clerk

Exhibits:

- A. Administrative Services – Finance
- B. City Manager's Office – City Clerk's Office
- C. Library and Community Services Department
- D. Police Department
- E. Public Works Department

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

Date: 1/31/2024

Department: Administrative Services – Finance

Current retention schedules show that the records listed below are now ready for destruction. Authorization by the parties listed below provides written consent to destroy these obsolete records in accordance with the retention schedule established by City Council resolution and in accordance with Government Code §§34090 and 34090.6.

RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD*
Accounts Payable/Vendor Files – FIN-002	Fiscal year 15-16 Fiscal year 16-17 Fiscal year 17-18	5 years
Accounts Receivable – Returned Checks – FIN-003	2007-2018	5 years
Deposits, Daily Cash Reports & Cash Receipts – FIN-014	Fiscal year 16-17 Fiscal year 17-18	5 years
Purchase Orders – FIN-027	Fiscal year 16-17 Fiscal year 17-18	5 years
State Board of Equalization – FIN-028	Fiscal year 01-02 Fiscal year 02-03 Fiscal year 03-04 Fiscal year 04-05 Fiscal year 05-06 Fiscal year 06-07 Fiscal year 07-08	5 years
Payroll Registers – FIN-034	Fiscal year 16-17 Fiscal year 17-18	5 years
Time Sheets – FIN-035	5/17- Fiscal year 17-18	5 years
Business License – FIN-048	Fiscal year 16-17 Fiscal year 17-18	5 years

DocuSigned by:
Brittany Mello

2/1/2024

Department Head

Date

DocuSigned by:
Justin Murphy

2/1/2024

City Manager

Date

DocuSigned by:
Mira Dolerty

2/6/2024

City Attorney

Date

City Clerk for City Council

Date

*based on approved records retention schedule


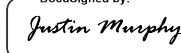

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

Date: 2/1/2024

Department: City Manager's Office – City Clerk

Current retention schedules show that the records listed below are now ready for destruction. Authorization by the parties listed below provides written consent to destroy these obsolete records in accordance with the retention schedule establish by City Council resolution and in accordance with Government Code §§34090 and 34090.6.

RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD*
Subpoenas	2014-2021	2 years
Proofs of publication, public hearing notices	2014-2021	2 years
FPCC Form 700 (Public Officials) elected and appointed	2013-2019	4 years
FPPC Forms 602/635, 801- 803	2013-2016	7 years
Board, Commissions, Committees applications – UNSUCCESSFUL and APPOINTED	2001-2010	4 years
Routine correspondence, before 2020	2009-2020	2 years
Drafts/notes/interagency memoranda	2009-2020	When no longer required
Ethics training certificates	2009-2018	5 years

DocuSigned by:  _____ Department Head	2/1/2024 _____ Date
DocuSigned by:  _____ City Manager	2/1/2024 _____ Date
DocuSigned by:  _____ City Attorney	2/6/2024 _____ Date
_____ City Clerk for City Council	_____ Date

*based on approved records retention schedule

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

Date: 1/25/2024

Department: Library and Community Services

Current retention schedules show that the records listed below are now ready for destruction. Authorization by the parties listed below provides written consent to destroy these obsolete records in accordance with the retention schedule established by City Council resolution and in accordance with Government Code §§34090 and 34090.6.

Arrillaga Family Recreation Center

RECORDS DESCRIPTION	DATES OF RECORDS	RETENTION PERIOD*
Accident / Incident Reports (medical and non-medical) CS-010	2015-2018	5 years
Class Instructor Agreements (all others go to Finance) CS-011	2014-2018	3 years
Evaluations / Surveys (of programs) CS-002	2009-2011	2 years
Facility Use Applications (Room Reservations, Parks, Tennis Key Forms, etc.) CS-013	2006-2020	2 years
Registration Forms and Emergency Cards: Part of Program Files (Includes Hold Harmless, Liability, & Waiver Agreements) CS-019	2016-2018	5 years

Belle Haven Child Development Center

RECORDS DESCRIPTION	DATES OF RECORDS	RETENTION PERIOD*
Licensed Child Care: Family File for Childcare Programs (includes registration forms and hold harmless, liability waiver agreements) CS-003	2015-2016	5 years
Licensed Child Care: Family File for Childcare Programs (includes registration forms and hold harmless, liability waiver agreements) CS-003	2016-2017	5 years
Licensed Child Care: Family File for Childcare Programs (includes registration forms and hold harmless, liability waiver agreements) CS-003	2017-2018	5 years
Licensed Child Care: Family File for Childcare Programs (includes registration forms and hold harmless, liability waiver agreements) CS-003	2017-2018	5 years
Licensed Child Care: Sign-in / Sign-out sheets	2016-2017	5 years

Licensed Child Care: Family File for Childcare Programs (includes registration forms and hold harmless, liability waiver agreements) CS-005		
Licensed Child Care: Family File for Childcare Programs (includes registration forms and hold harmless, liability waiver agreements) CS-003	2010-2013	5 years

Gymnastics

RECORDS DESCRIPTION	DATES OF RECORDS	RETENTION PERIOD*
Accident/Incident Reports (medical and non-medical) CS-010	2016-2018	5 years
Class Instructor Agreements (all others go to Finance) CS-011	2013-2020	3 years
Registration Forms and Emergency Cards: Part of Program Files (Includes Hold Harmless, Liability, & Waiver Agreements) CS-019	2016-2018	5 years

DocuSigned by:
Sean S. Reinhart
20E4408BDC594466

2/1/2024
Date

Department Head

DocuSigned by:
Justin Murphy
8379CA09D05E486

2/1/2024
Date

City Manager

DocuSigned by:
Mrs. Dolerty
44FFE23C8E6B458

2/6/2024
Date

City Attorney

City Clerk for City Council

Date

*based on approved records retention schedule

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

Date: 2/1/2024

Department: Police Department

Current retention schedules show that the records listed below are now ready for destruction. Authorization by the parties listed below provides written consent to destroy these obsolete records in accordance with the retention schedule established by City Council resolution and in accordance with Government Code Section 34090 and 34090.6.

RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD*
Correspondence – Routine / Supervisor Report	04/23/2020	2 years
Correspondence – Routine / Supervisor Report	05/10/2020	2 years
Correspondence – Routine / Supervisor Report	06/09/2020	2 years
Correspondence – Routine / Supervisor Report	07/26/2020	2 years
Correspondence – Routine / Supervisor Report	08/22/2020	2 years
Correspondence – Routine / Supervisor Report	09/17/2020	2 years
Correspondence – Routine / Supervisor Report	11/21/2020	2 years
Correspondence – Routine / Supervisor Report	11/29/2020	2 years
Correspondence – Routine / Supervisor Report	12/11/2020	2 years
Correspondence – Routine / Supervisor Report	12/17/2020	2 years
Correspondence – Routine / Supervisor Report	12/24/2020	2 years
Correspondence – Routine / Supervisor Report	12/31/2020	2 years
Correspondence – Routine / Supervisor Report	02/18/2021	2 years
Correspondence – Routine / Supervisor Report	02/27/2021	2 years
Correspondence – Routine / Supervisor Report	02/27/2021	2 years
Correspondence – Routine / Supervisor Report	03/04/2021	2 years
Correspondence – Routine / Supervisor Report	03/07/2021	2 years
Correspondence – Routine / Supervisor Report	03/25/2021	2 years
Correspondence – Routine / Supervisor Report	03/29/2021	2 years
Correspondence – Routine / Supervisor Report	04/05/2021	2 years
Correspondence – Routine / Supervisor Report	04/14/2021	2 years
Correspondence – Routine / Supervisor Report	05/17/2021	2 years
Correspondence – Routine / Supervisor Report	06/06/2021	2 years
Correspondence – Routine / Supervisor Report	07/17/2021	2 years
Correspondence – Routine / Supervisor Report	07/23/2021	2 years
Correspondence – Routine / Supervisor Report	08/14/2021	2 years
Correspondence – Routine / Supervisor Report	09/27/2021	2 years
Correspondence – Routine / Supervisor Report	10/04/2021	2 years
Correspondence – Routine / Supervisor Report	10/17/2021	2 years
Correspondence – Routine / Supervisor Report	11/06/2021	2 years
Correspondence – Routine / Supervisor Report	11/07/2021	2 years
Correspondence – Routine / Supervisor Report	11/07/2021	2 years
Correspondence – Routine / Supervisor Report	11/07/2021	2 years
Correspondence – Routine / Supervisor Report	11/16/2021	2 years
Correspondence – Routine / Supervisor Report	11/19/2021	2 years
Correspondence – Routine / Supervisor Report	12/18/2021	2 years
Correspondence – Routine / Supervisor Report	12/28/2021	2 years
Correspondence – Routine / Supervisor Report	01/03/2021	2 years
Internal Investigation / Civilian Complaint	02/24/2017	5 years
Internal Investigation / Civilian Complaint	07/25/2017	5 years
Internal Investigation / Civilian Complaint	02/27/2017	5 years


Internal Investigation / Civilian Complaint	02/27/2017	5 years
Internal Investigation / Civilian Complaint	UNK	5 years
Internal Investigation / Civilian Complaint	07/25/2017	5 years
Internal Investigation / Civilian Complaint	03/21/2017	5 years
Internal Investigation / Civilian Complaint	05/30/2017	5 years
Internal Investigation / Civilian Complaint	06/26/2018	5 years
Internal Investigation / Civilian Complaint	10/23/2017	5 years
Internal Investigation / Civilian Complaint	10/26/2017	5 years
Internal Investigation / Civilian Complaint	05/30/2017	5 years
Internal Investigation / Civilian Complaint	11/26/2018	5 years
Internal Investigation / Civilian Complaint	UNK	5 years
Internal Investigation / Civilian Complaint	05/30/2017	5 years
Internal Investigation / Civilian Complaint	08/30/2017	5 years
Internal Investigation / Civilian Complaint	07/17/2017	5 years
Internal Investigation / Civilian Complaint	10/12/2017	5 years
Internal Investigation / Civilian Complaint	10/23/2017	5 years
Internal Investigation / Civilian Complaint	10/30/2017	5 years
Internal Investigation / Civilian Complaint	10/24/2017	5 years
Internal Investigation / Civilian Complaint	10/31/2017	5 years
Internal Investigation / Civilian Complaint	05/16/2018	5 years
Internal Investigation / Civilian Complaint	05/16/2018	5 years
Internal Investigation / Civilian Complaint	10/30/2017	5 years
Internal Investigation / Civilian Complaint	01/24/2018	5 years
Internal Investigation / Civilian Complaint	11/20/2018	5 years
Internal Investigation / Civilian Complaint	11/26/2018	5 years
Internal Investigation / Civilian Complaint	11/26/2018	5 years
Internal Investigation / Civilian Complaint	11/27/2018	5 years
Internal Investigation / Civilian Complaint	11/27/2018	5 years
Internal Investigation / Civilian Complaint	11/28/2018	5 years
Internal Investigation / Civilian Complaint	12/03/2018	5 years
Internal Investigation / Civilian Complaint	12/05/2018	5 years
Correspondence – Routine / Supervisor Report	01/18/2022	2 years
Correspondence – Routine / Supervisor Report	01/25/2022	2 years
Correspondence – Routine / Supervisor Report	02/03/2022	2 years
Internal Investigation / Civilian Complaint	01/22/2019	5 years
Internal Investigation / Civilian Complaint	01/29/2019	5 years

DocuSigned by:

 6E947AA69FE4F7...
 Department Head


2/1/2024

Date

DocuSigned by:

 8379C4B3D05E766...
 City Manager

2/1/2024

Date

DocuSigned by:

 41FE2558E08456...
 City Attorney

2/6/2024

Date

City Clerk for City Council
 *based on approved records retention schedule

Date

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

Date: 1/25/2024

Department: Public Works

Current retention schedules show that the records listed below are now ready for destruction. Authorization by the parties listed below provides written consent to destroy these obsolete records in accordance with the retention schedule established by City Council resolution and in accordance with Government Code Section 34090 and 34090.6.

RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD*
Encroachments (Temporary - e.g. construction street openings, sidewalk ramps, debris box, etc.) Page PW-5 (PW-030)	1985-2002	2 years
Bonds - Project Funding Page PW-4 (PW-024)	2017-2020	When no longer needed
Truck Permits Page PW-16 (PW-108)	2001	4 years

DocuSigned by:
Azalea Mitch
3548917070C406...

Department Head

2/1/2024

Date

DocuSigned by:
Justin Murphy
897809502E100...

City Manager

2/1/2024

Date

DocuSigned by:
Mira Dolerty
447F2308E6D450...

City Attorney

2/6/2024

Date

City Clerk for City Council

Date

*based on approved records retention schedule

RESOLUTION NO. 6554

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING THE CITY RECORDS RETENTION SCHEDULE**

WHEREAS, pursuant to Chapter 2.54 of the Menlo Park Municipal Code, the City Council is responsible for the management of public records and is required to approve any retention schedules affecting the destruction of such public records; and

WHEREAS, the City strives to have a retention schedule for all pertinent public records; and

WHEREAS, the City Clerk has recommended amendments as outlined in Exhibit A and attached hereto and incorporated herein by this reference.

NOW, THEREFORE, the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore,

BE IT RESOLVED by the City Council of the City of Menlo Park that said City Council does hereby approve the amendments to the retention schedule as presented to the City Council for consideration at its meeting of May 12, 2020.

BE IT FURTHER RESOLVED, that the city clerk will incorporate the changes into the retention schedule, update the page numbers and update the index.

BE IT FURTHER RESOLVED, that Resolution 6031 is superseded by this resolution.

I, Judi Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twelfth day of May, 2020, by the following votes:


AYES: Carlton, Combs, Mueller, Nash, Taylor

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twelfth day of May, 2020

DocuSigned by:

39280A20D0BE491...

Judi A. Herren, City Clerk

HOW TO USE RETENTION SCHEDULES

©1995-2019 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an original record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"

RECORDS RETENTION SCHEDULE LEGEND

©1995 – 2019 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

OFR (Office of Record): The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

Records Description: The record series (a group of like records).

Transitory Records not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:

Active: How long the file remains in the immediate office area (*guideline*)

Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)

Total Retention: The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) – the form of the record:

Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, thumb drives, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD-r, DVD-r, WORM, or other media which **does not allow changes**

Scan / Import (*guideline*):

“S” indicates the record should be scanned into the document imaging system;
“I” indicates the record should be electronically imported into the document imaging system;
“M” indicates the record should be microfilmed

Destroy Paper after Imaged & QC’d: “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed) **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

GC§34090 is a base minimum retention; the “Total Retention” column is what has been adopted by the City Council.

INDEX – RECORDS RETENTION SCHEDULES

Abbreviations:

CW – City Wide

AS/FIN - Administrative Services / Finance

AS/HR - Administrative Services / Human Resources

AS/IT – Administrative Services / Information Technology

CA – City Attorney

CC – City Clerk

CD – Community Development

CM – City Manager

CS – Community Services

L – Library

PD – Police

PW – Public Works

SUS - Sustainability

1099's / W-9s / 1096, etc.	AS/FIN-1
941 Forms, PERS / FICA & Medicare Adjustments, etc.	AS/FIN-6
A	
AB 939 Compliance / Tonnage Reports	SUS-1
Abandonments	PW-4
Accident / Incident Reports (Child Care)	CS-1
Accident / Incident Reports (medical and non-medical)	CS-2
Accident / Incident Reports that Don't result in a Claim	AS/FIN-8
Accident Reports (vehicles and equipment) - NOT a Police Report	PW-9
Accident Reports (vehicles and equipment) - Police Reports – copies	PW-9
Accounting	AS/FIN-1 – AS/FIN-5
Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, P.O.s, Travel Expense Reimbursements)	AS/FIN-1

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

Accounts Receivable (All Records and Reports, including Housing loans, Utilities, Business Licenses, TOT, etc.) AS/FIN-1

Acquisition Projects (All): Correspondence, copies of permanent documents, etc. PW-7

Address Files, Planning Project Files CD-6

Administrative Correspondence CW-2

Administrative Files – Agreements & Contracts CW-1

Administrative Polices CM-1

Affidavits of Posting CC-1

Affordable Housing Plan CD-4

Agency NHS Portfolio Files / Portability Files (loans to others, emergency repair loans, appraisals) CD-2

Agenda Packets: City Council, Community Development Agency, CC-1

Agendas – City Council Subcommittees CW-2

Agendas - Library Commission. L-2

Agendas, Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL CW-1

Agreement - Library Consortium L-2

Agreements & Contracts - Forward ALL originals to City Clerk, a copy to Finance (copies) CW-1

Agreements & Contracts ALL, whether Approved by Council or not: INFRASTRUCTURE CC-1

Agreements & Contracts ALL, whether Approved by Council or not: NON-INFRASTRUCTURE CC-1

Agreements & Contracts Approved by Council: Land Use, Subdivisions, etc. CC-2

Agreements & Contracts Approved by Council: Mutual Aid, Joint Powers (JPAs) CC-1

Agreements & Contracts Approved by Council: Retirement Agreements (PERS) CC-2

Agreements & Contracts Approved by Council: Title Insurance, Land Records CC-2

Agreements & Contracts: Administrative Files CW-1

Agreements & Contracts: Unsuccessful Bids or Responses to RFPs CW-1

Agreements, Housing Loans AS/FIN-4

Alcohol Beverage Applications PD-1

Annexation / Deannexation Files CD-5

Annexations CC-2

Annexations, Abandonments PW-4

Annual Report (BMR Housing Program, etc.) CD-2

Appeals - Payment Delinquency & Impending Discontinuation AS/FIN-10

Applications - Boards, Commissions & Committees CC-2

Applications & Agreements – Volunteers (Child Care Only) CS-2

Applications & Agreements, Volunteer - Unsuccessful Applicants CS-4

Applications & Agreements, Volunteer CS-3

Applications (Utility Connects / disconnects) AS/FIN-9

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

Applications for Employment: Solicited, but candidates not hired AS/HR-1
 Applications for Loans: Rejected CD-2
 Applications for Vacancies for City Council CC-5
 Applications, Facility Use (Room Reservations, Parks, Tennis Key Forms, etc.) CS-2
 Applications, Unsuccessful - Recruitment Files / Cal Ops: Brochure, advertisement AS/HR-5
 Applications, Volunteer (Library) L-3
 Appointments - Library Commission L-2
 Appraisal Reports: Property NOT purchased PW-1
 Appraisal Reports: Purchased Property PW-2
 Appraisals (Real Estate) CW-5
 Appraisals, NHS Portfolio Files / Portability Files (loans to others, emergency repair loans) CD-2
 Arbitrage (Direct Investments) AS/FIN-4
 Articles of Incorporation - Library Commission L-2
 As-Builts (Improvement Plans, Grading, Utility) PW-5
 Assessment District Projects (Accounting / Payment Administration Records) AS/FIN-9
 Assessment District Projects (Maps, Engineer's Report, Diagrams, Spreadsheets, Improvement Plans) PW-4
 Auction - Fixed Assets AS/FIN-3
 Audio Recordings - Boards, Commissions, & Committees CW-1
 Audit Management Letters (not CAFR) AS/FIN-1
 Audits - Working Papers, Confirmation Letters, Schedules, Detail, Street Reports, Gas Tax Audits AS/FIN-1
 Audits (Consolidated Annual Financial Report) AS/FIN-1
 Authorization to give Medicine, etc. CS-1
B
 Backflow Inspections / Approvals PW-11
 Background Checks - Massage Establishments & Technicians PD-3
 Background Files - Employees, Volunteers & Reservists AS/HR-1
 Background Files - Employees, Volunteers & Reservists (Police) PD-1
 Backups - Network, All Files on Shared Drives (includes e-mail) AS/HR-7
 Bacterial Analysis (Chlorine, Nitrates, etc.) weekly water testing PW-12
 Balance Sheets, (MONTHLY OR PERIODIC) AS/FIN-5
 Bank Reconciliation & Statements (includes housing and loan bond statements), Trustee Statements AS/FIN-2
 Bank Robberies Police Reports PD-4
 Bank Statements AS/FIN-2
 Base Maps - Final (Drainage, Grading, Subdivision, Survey, Parcel Maps, Lot Line Adjustments, Utility, Street Light, Water) PW-6
 Bayfront Park Lab Analysis PW-13

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

Adopted: 11/27/2001 - Resolution 5351
Amended: 09/27/2005 - Resolution 5625
Amended: 11/15/2011 - Resolution 6031
Amended: 05/26/2020 - Resolution 6554

Bayfront Park Well Logs PW-14
 Bayfront Park Wells PW-13
 Below Market Rate Loans (BMR Purchase Program) CD-3
 Below Market Rate Waiting List (BMR Purchase or Rental Program) CD-3
 Bicycle Safety Training Program PW-15
 Bids, Unsuccessful CW-1
 Billing Records - Monthly (customer name, service address, meter reading, usage, payments, receipts) AS/FIN-9
 Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes CW-7
 BMR Housing Program CD-2
 BMR Housing Programs: Homeownership Housing Projects CD-4
 BMR Purchase Program CD-3
 Boards & Commission Maddy Act List CC-2
 Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL (AGENDAS, NOTICES, PROOF OF PUBLICATION) CW-1
 Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL (AGENDAS, NOTICES, PROOF OF PUBLICATION) CW-1
 Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL (MINUTES) CW-1
 Boards, Commissions & Committees – APPLICATIONS CC-2
 Boards, Commissions, & Committees: AUDIO RECORDINGS of Meetings CW-1
 Boards, Commissions, & Committees: VIDEO RECORDINGS of Meetings CW-2
 Body-Worn Cameras PD-3
 Bond Binders (issuing documents) See Bank Statements for statement retention AS/FIN-2
 Bonds - Project Funding PW-4
 Bonds & Certificates (City-owned): Fire, Life, Marine, Glass, Damage, etc. AS/FIN-8
 Bonds / Arbitrage (Direct Investments) AS/FIN-4
 Brochures – OTHER Department CW-6
 Brochures – YOUR Department CW-5
 Budget Hearing and/or Review - Working Files (Development Documents & Proposed Budget) AS/FIN-7
 Budget Transfer Requests & Journals AS/FIN-7
 Budgeting AS/FIN-7
 Budgets - Adopted AS/FIN-7
 Building Codes / Uniform Building Codes (CBC, UBC, UPC, UEC, etc.) CD-1
 Building Permit Database CD-1
 Building Permits (includes sub-permits - e.g. electrical, plumbing, mechanical, etc.) CD-1
 Building Plans - COMMERCIAL, BUILDINGS OF COMMON INTEREST / MULTI-UNIT DWELLINGS, POOLS, etc. CD-1
 Building Plans - RESIDENTIAL, APPURTENANCES (e.g. Fences) CD-1
 Building CD-1 – CD-2

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Business License Applications, Renewals, Notices, Audits, Register and Certificates AS/FIN-9
 Business Licenses - Accounts Receivable AS/FIN-1
 Bylaws - Library Commission L-2

C

CAD Dispatch Tapes, Tape Recordings PD-5
 CAFR - Comprehensive Annual Financial Report AS/FIN-2
 CAFR (Consolidated Annual Financial Report) AS/FIN-1
 Calendars CW-3
 California Building Codes / Uniform Building Codes (CBC, UBC, UPC, UEC, etc.) CD-1
 CalTrans Files PW-2
 Campaign Reports (FPPC 400 Series Forms & Form 501) CC-4
 Candidate Statements (to be printed in the sample ballot) CC-5
 Cannabis Citations PD-1
 Cannabis less than 28.5 grams PD-4
 Capital Improvement Projects (CIP): **Administration File** PW-4
 Capital Improvement Projects (CIP): **Permanent File** PW-5
 Cash Reports & Cash Receipts AS/FIN-3
 CDBG Housing Programs: Homeownership Housing Projects CD-4
 CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes CW-7
 Census, Demographics - Selected Historical Information CD-5
 CEQA / Environmental Documents - Capital Improvement Projects (CIP): Permanent File PW-5
 Certificates of Election CC-5
 Certificates of Occupancy (Commercial only) CD-1
 Certified Payrolls - Capital Improvement Projects (CIP): Administration File PW-4
 Chains of Custody PW-12
 Change Orders - Capital Improvement Projects (CIP): Permanent File PW-5
 Check Listing Audit Trail AS/FIN-2
 Check Registers AS/FIN-2
 Checklists CW-3
 Checks - Canceled (Cashed) or Voided AS/FIN-2
 Checks, Payroll (retained by ADP) AS/FIN-6
 Chemical Reports, includes Bacterial Analysis (Chlorine, Nitrates, etc.) weekly water testing PW-12
 Chemical Use Report Form PW-10
 Child Abuse (Substantiated) or Severe Neglect Police Reports PD-4
 Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive PD-5

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Adopted: 11/27/2001 - Resolution 5351
 Amended: 09/27/2005 - Resolution 5625
 Amended: 11/15/2011 - Resolution 6031
 Amended: 05/26/2020 - Resolution 6554

Child Care CS-1 – CS-2

Child Care: Registration Forms and Emergency Cards: Part of Program Files (Includes Hold Harmless) CS-1

Child Care: Sign-in / Sign-out sheets CS-1

Child Care: Staff Files / Employee Certifications CS-1

Child Care: Family File for Childcare Programs (includes registration forms and hold harmless, liability waiver agreements) CS-1

Child or Elder Abuse (Unsolved) Police Reports PD-4

Chronological Correspondence CW-2

CIP: **Administration File** PW-4

CIP: **Permanent File** PW-5

Citations - Payment Plans for outstanding parking citations received by indigent persons PD-1

Citations: Infractions & Parking PD-1

Citations: Marijuana / Cannabis PD-1

Citations: Misdemeanor or Criminal PD-1

Citizen Complaints/Concerns CW-2

Citizens Advisory Formed by CITY COUNCIL (MINUTES) CW-1

City Council Agenda Packets CC-1

City Council Minutes CC-7

City Council Resolutions CC-9

City Council Subcommittees: (AGENDAS, ANNOTATED AGENDAS, MINUTES, NOTICES, CORRESPONDENCE, etc.) CW-2

Civilian Complaints: Sustained, Not Sustained, Use of Force, and Officer Involved Shootings PD-2

Claim Forms CC-2

Claims AS/FIN-8

Claims, Potential PW-1

Claims, Workers Compensation (Employee Accident Reports) AS/HR-7

Class Instructor Agreements (all others go to Finance) CS-2

Classification Studies and Salary Surveys AS/HR-1

Closed Customer Accounts AS/FIN-9

Closed Session Materials and Memorandas CM-1

CMMS DATABASE PW-11

CMMS DATABASE PW-3

Code Enforcement (all except Standard Housing Conditions, which is Building Department) CD-5

Code Enforcement (all except Standard Housing Conditions, which is Building Department) PD-1

Code Enforcement (Only Standard Housing Conditions) CD-2

Collision Reports (copies of Sheriff's report) PW-2

Commissions & Committees – APPLICATIONS CC-2

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Commissions, & Committees: AUDIO RECORDINGS of Meetings CW-1
 Commissions, & Committees: VIDEO RECORDINGS of Meetings CW-2
 Commissions: Citizens Advisory Formed by CITY COUNCIL (AGENDAS, NOTICES, PROOF OF PUBLICATION, etc.) CW-1
 Commissions: Citizens Advisory Formed by CITY COUNCIL (MINUTES) CW-1
 Committees – APPLICATIONS CC-2
 Committees: AUDIO RECORDINGS of Meetings CW-1
 Committees: Internal attended by employees CW-2
 Committees: VIDEO RECORDINGS of Meetings CW-2
 Community Development Agency Agenda Packets CC-1
 Community Development Agency Minutes CC-7
 Community Development Agency Resolutions CC-9
 Community Services / Children’s Services CS-1 – CS-2
 Community Services / Recreation Services CS-2 – CS-4
 Complaints, Civilian: Sustained, Not Sustained, Use of Force, and Officer Involved Shootings PD-2
 Complaints/Concerns from Citizens CW-2
 Complaints: Odor / Taste / Visual Complaints about Potable Water PW-12
 Comprehensive Annual Financial Report (CAFR) AS/FIN-2
 Computer Backups - Network, All Files on Shared Drives (includes e-mail) AS/HR-7
 Computer Sign-ups CW-3
 Concerns / Customer Complaints: Odor / Taste / Visual Complaints about Potable Water PW-12
 Confirmation Letters - Audits AS/FIN-1
 Conflict of Interest Code CC-2
 Consignment Permits AS/FIN-9
 Consolidated Annual Financial Report AS/FIN-1
 Construction & Demolition Debris Re-use and Recycling SUS-1
 Construction & Demolition Debris Re-use and Recycling Database (Green Halo) SUS-1
 Construction Manager’s Logs - Capital Improvement Projects (CIP): Administration File PW-4
 Construction Notices / Inspection Notices CD-2
 Contract Services (Library): Performers, Machines, Heating, Instructors, Entertainment, Officials, etc. L-1
 Contracts - Forward ALL originals to City Clerk, a copy to Finance (copies) CW-1
 Contracts ALL, whether Approved by Council or not: NON-INFRASTRUCTURE CC-1
 Contracts ALL, whether Approved by Council or not: INFRASTRUCTURE CC-1
 Contracts Approved by Council: Land Use, Subdivisions, etc. CC-2
 Contracts Approved by Council: Mutual Aid, Joint Powers (JPAs) CC-1
 Contracts Approved by Council: Retirement Agreements (PERS) CC-2

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

Adopted: 11/27/2001 - Resolution 5351
Amended: 09/27/2005 - Resolution 5625
Amended: 11/15/2011 - Resolution 6031
Amended: 05/26/2020 - Resolution 6554

Contracts Approved by Council: Title Insurance, Land Records CC-2
 Copies or Duplicates of any Record CW-2
 Corrective Actions: WATER DISTRIBUTIONPW-13
 Correspondence - City Council Subcommittees CW-2
 Correspondence – **Routine** CW-2
 Correspondence – **Transitory/Preliminary Drafts** CW-3
 Correspondence (Agreements & Contracts) CW-1
 Correspondence, Council Member CM-1
 Correspondence: EPA, DHSPW-12
 Council meeting Video Recordings CC-9
 Council Member Correspondence CM-1
 Council Policies & Procedures CC-3
 Council Report (Weekly)CM-1
 Council Subcommittees: (AGENDAS, ANNOTATED AGENDAS, MINUTES, NOTICES, CORRESPONDENCE, etc.) CW-2
 County Election Services
 Credit Card Transmittals, Redemption Records AS/FIN-1
 Crime Report No. Log: Case Numbers Books (Old Cases) PD-2
 Crime Statistics: ANNUAL PD-2
 Crime Statistics: PERIODIC (Monthly, Bi-monthly, etc.) PD-2
 Criminal Citations PD-1
 Customer Accounts (Closed)AS/FIN-9
 Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints about Potable WaterPW-12
D
 Daily Cash Reports & Cash ReceiptsAS/FIN-3
 Daily Crime Report No. Log: Case Numbers Books (Old Cases) PD-2
 Daily Inspections - Capital Improvement Projects (CIP): Administration File PW-4
 Daily Logs - Capital Improvement Projects (CIP): Administration File PW-4
 Daily Water Production, Water Meters – WellsPW-15
 DE-6, DE-7, DE-9, W-3, & DE-166, 941 Forms, PERS / FICA & Medicare AdjustmentsAS/FIN-6
 Dealers Record of Sale Guns PD-2
 Deannexation Files CD-5
 Debris Re-use and RecyclingSUS-1
 Deeds, Easements, Encroachments, etc. CC-8
 Deeds: Property owned by City (property acquisition & disposition / sale / auction) CC-3
 Deferred Compensation Statements (Provider information, guides, prospectus, etc.)AS/FIN-6

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Demographics - Selected Historical Information	CD-5
Demolition Debris Re-use and Recycling	SUS-1
Department of Fair Employment & Housing (DFEH or EEOC) Claims	AS/HR-1
Department of Justice Validation Lists	PD-2
Department Reference Materials	CW-5
Department Reference Materials	CW-6
Deposits	AS/FIN-2
Deposits (Building or Planning Permits, etc.)	PW-2
Deposits (Charged to developers to cover project fees)	PW-7
Deposits, Daily Cash Reports & Cash Receipts	AS/FIN-3
Depreciation Schedules	AS/FIN-3
DFEH or EEOC Claims	AS/HR-1
Digging on Property - Underground Service Alerts from Utility Companies "USA's"	PW-3
Disadvantaged Business Enterprises	PW-6
Discontinuations of Residential Service	AS/FIN-10
Dispatch Tapes, Tape Recordings (CAD)	PD-5
Disposal - Fixed Assets	AS/FIN-3
DMV Pull Notices - WITH Suspension of a driver's license or DUI	AS/HR-2
Donations (Private) – Library	L-1
Drafts & Notes	CW-4
Drawings / As-Builts (Improvement Plans, Grading, Utility)	PW-5
Drawings, Plan (e.g. water, sewer, storm drain, etc.)	PW-6
Drug & Alcohol Testing	AS/HR-2
Drug Registrants (maintained in Suspect ID Jackets)	PD-2
Due Diligence Reviews	AS/FIN-5
Duplicates of any Record	CW-2
E	
Easements	CC-3
Easements	PW-5
Easements (Recorded)	CC-8
Economic Development Projects and Programs	CD-3
Economic Development	CD-2 – CD-5
Economic Interest Filings (FPPC Form 602 / 635) - Lobbyist Authorization / Reporting	CC-3
EEO-4 Reports	AS/HR-2
EEOC Claims	AS/HR-1

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

EIRs - Capital Improvement Projects (CIP): Permanent File PW-5
 EIRs - Environmental Impact Reports, Negative Declarations, etc. **Outside City boundaries** CD-5
 EIRs - Environmental Impact Reports, Negative Declarations, etc. **Within City boundaries** CD-6
 Elections - Campaign Reports (FPPC 400 Series Forms & Form 501) CC-4
 Elections - Candidate Statements (to be printed in the sample ballot) CC-5
 Elections - Certificates of Election CC-5
 Elections - Consolidated CC-4
 Elections - GENERAL, WORKING or ADMINISTRATION Files CC-5
 Elections - HISTORICAL File CC-5
 Elections - Nomination Papers: SUCCESSFUL CANDIDATES CC-5
 Elections - Nomination Papers: UNSUCCESSFUL CANDIDATES CC-6
 Elections - Petitions (Initiative, Recall or Referendum) CC-6
 Elections - Precinct Maps CC-6
 E-mail CW-3
 Emergency Cards: Part of Program Files (Includes Hold Harmless, Liability, & Waiver Agreements) CS-3
 Emergency Contact List L-1
 Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan PW-14
 Employee Accident Reports - Workers Compensation AS/HR-7
 Employee Assistance Program (Annual Reports, etc.) AS/HR-2
 Employee Associations Negotiations AS/HR-4
 Employee Certifications - Licensed Child Care CS-1
 Employee Committees CW-2
 Employee Exposure Records: HazMat Exposure Records / OSHA Log 200, MSDS / SDS (Safety Data Sheets) PW-1
 Employees, Background Files (Police) PD-1
 Employment: Solicited, but candidates not hired AS/HR-1
 Encroachments (Planning Review File) PW-5
 Encroachments (Recorded) CC-8
 Encroachments (Structures - e.g. awnings, signs, etc.) PW-5
 Encroachments (Temporary - e.g. construction street openings, sidewalk ramps, debris box, etc.) PW-5
 Energy Conservation PW-8
 Engineering PW-4 - PW-8
 Enterprise System Catalogue (posted online) CC-6
 Environmental Determinations - Environmental Impact Reports (EIRs), Negative Declarations, etc. **Outside City boundaries** CD-5
 Environmental Determinations - Environmental Impact Reports (EIRs), Negative Declarations, etc. **Within City boundaries** CD-6
 Environmental Impact Reports (EIRs), Negative Declarations, etc. **Outside City boundaries** CD-5

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Environmental Impact Reports (EIRs), Negative Declarations, etc. **Within City boundaries**..... CD-6
 Environmental Programs..... PW-8 – PW-9
 Equipment Inventory, Maintenance & Operations (e.g. pump stations, reservoir stations, etc.) PW-1
 Equipment Work Request PW-9
 Escheat (Unclaimed property or money) AS/FIN-3
 Esstopel Certificate of Completion / Signed Agreements CD-3
 Ethics Training & Harassment Prevention Training Certificates - All Required Filers AS/HR-3
 Ethics Training Certificates - All Required Filers CC-6
 Ethics Training CW-7
 Evaluations / Surveys (of programs) CS-1
 Evaluations / Surveys (of programs) CS-2
 Evidence Sheets (Property packaging) PD-2
 Exemptions - Capital Improvement Projects (CIP): Permanent File..... PW-5
 Exemptions (water) PW-13
 Expense Reimbursements, Postage, Credit Card Transmittals, Redemption Records AS/FIN-1

F

Facilities: INFRASTRUCTURE Final Specifications and Plans (Buildings, Improvement Plans, Park Improvements PW-7
 Facility Use Applications (Room Reservations, etc.) - Library L-1
 Facility Use Applications (Room Reservations, Parks, Tennis Key Forms, etc.) CS-2
 Facility Use Forms, School District CS-3
 Factual Innocence Police Reports PD-5
 Falsification of Public Records Police Reports PD-4
 Family File for Childcare Programs (includes registration forms and hold harmless, liability waiver agreements) CS-1
 Fatal Traffic Collisions Police Reports PD-4
 Federal Reports: State Controller's Report, Street Report, Local Government Compensation Report AS/FIN-5
 Federal Tax Deposits, Adjustments, etc AS/FIN-6
 FEMA Claims or OES Claims CW-4
 FEMA Community Assistance PW-12
 FEMA Flood Insurance Maps, Letters of Map Amendments PW-12
 FEMA Reimbursement Records AS/FIN-3
 FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc AS/FIN-6
 Field Trip, Authorization to give Medicine, etc CS-1
 Final Specifications and Plans INFRASTRUCTURE (Buildings, Improvement Plans, Park Improvements, etc.) PW-7
 Final Specifications and Plans NON-INFRASTRUCTURE (Curb repairs, Slurry Seals, Street Paving, Tree Trimming PW-7
 Finance / Accounting..... AS/FIN-1 – AS/FIN-5

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Financial Reports (MONTHLY OR PERIODIC)	AS/FIN-5
Financial Services Database	AS/FIN-3
Fixed Assets - Auction / Disposal / Sales / Surplused	AS/FIN-3
Fixed Assets - Inventory, Schedule of Infrastructure and Buildings	AS/FIN-4
Fixed Charge Special Assessment Report	AS/FIN-5
Fleet Section	PW-9
Flood Control & Disaster Files (e.g. pump systems, CIP systems)	PW-1
Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) – Personnel Action Forms	AS/HR-5
FPPC 400 Series Forms & Form 501	CC-4
FPPC 700 Series Forms (Statement of Economic Interests): ALL ELECTRONICALLY FILED	CC-7
FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS	CC-7
FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS / 87200 FILERS	CC-7
FPPC Form 602 / 635 - Lobbyist Authorization / Reporting	CC-3
FPPC Form 801 (Gift to Agency Report)	CC-3
FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	CC-3
FPPC Form 803 (Behested Payment Report)	CC-3
FPPC Form 804 (Agency Report of New Positions)	CC-3
FPPC Form 805 (Agency Report of Consultants)	CC-3
FPPC Form 806 (Agency Report of Public Official Appointments)	CC-4
Friends of the Library	L-1
G	
Gas Tax Audits	AS/FIN-1
Gas Tax, MOE (Maintenance of Effort) Report	AS/FIN-5
General File Correspondence	CW-2
General Plan Elements and Amendments	CD-6
Geothermal Logs	PW-12
Gifts & Donations (Private) - Library	L-1
Grading Plans / Soil Reports	CD-2
Grants - LSTA: Grants given to local Non-profit organizations (REPORTS & PAYMENTS)	L-2
Grants (Financial Reports)	AS/FIN-4
Grants (Library)	L-1
Grants: Applications, Correspondence (Unsuccessful).....	CW-4
Grants: Applications, Correspondence (Unsuccessful).....	CW-4
Grants: Successful.....	CW-4
Grants: Unsuccessful Applications, Correspondence.....	CW-4

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

Grants: Unsuccessful Applications, Correspondence..... CW-4
 Groundwater ContaminationPW-12
 Groundwater Levels, Data TrendsPW-13
 Groundwater Monitoring Well Route BookPW-13
 Guns: Dealers Record of Sale PD-2
H
 Harassment Prevention Training Certificates - All Required Filers AS/HR-3
 Harassment Training..... CW-7
 Hazard Mitigation PlanPW-14
 Hazardous Materials Plans - Capital Improvement Projects (CIP): Administration File..... PW-4
 HazMat Exposure Records / OSHA Log 200, MSDS (Material Safety Data Sheets) / SDS (Safety Data Sheets) PW-1
 Historical Landmarks (Buildings on National or State Registers) CD-6
 Historical List (Roster) of Council MembersCM-1
 Historical Records CC-7
 Historical Records and Photographs L-2
 Historically Significant Reports and Studies CW-6
 HOME Housing Programs: Homeownership Housing Projects CD-4
 Home Occupation PermitsAS/FIN-9
 Homeownership Housing Projects BMR, CDBG & HOME CD-4
 Homicide Police Reports..... PD-4
 Housing Reports, Surveys, Collections, etc. CD-4
 Housing & Economic Development..... CD-2 – CD-5
 Housing and loan bond statements)AS/FIN-2
 Housing Authority Minutes CD-4
 Housing Loan Agreements and Documents (Rehab, BMR, etc.)AS/FIN-4
 Housing loans - Accounts ReceivableAS/FIN-1
 Housing Programs: Homeownership Housing Projects BMR, CDBG & HOME CD-4
 Housing Successor Agency Housing Assets Fund ReportAS/FIN-5
I
 I-9s AS/HR-3
 Incident Reports (Child Care) CS-1
 Incident Reports (medical and non-medical) CS-2
 Incident Reports (medical and non-medical) L-2
 Incident Reports that Don't result in a ClaimAS/FIN-8
 Infractions Citations PD-1

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Adopted: 11/27/2001 - Resolution 5351
 Amended: 09/27/2005 - Resolution 5625
 Amended: 11/15/2011 - Resolution 6031
 Amended: 05/26/2020 - Resolution 6554

INFRASTRUCTURE Final Specifications and Plans (Buildings, Improvement Plans, Park Improvements) PW-7

Initiative Petitions CC-6

Inspection Notices CD-2

Inspections - Capital Improvement Projects (CIP): Administration File PW-4

Instant Messaging CW-3

Instructor Agreements (all others go to Finance) CS-2

Insurance Certificates - Miscellaneous (from outside companies, that cannot be matched with a contract or agreement) CW-4

Insurance Certificates (e.g. Facility Rentals, etc) CS-3

Insurance Policies, Bonds & Certificates (City-owned) AS/FIN-8

Insurance Policies, Bonds & Certificates (City-owned): Fire, Life, Marine, Glass, Damage, etc. AS/FIN-8

Insurance: Loss Runs (from Insurance Carrier) AS/FIN-8

Internal Committees CW-2

Internal Investigations and Civilian Complaints: Sustained, Not Sustained, Use of Force, and Officer Involved Shootings PD-2

Inventory - Fixed Assets AS/FIN-4

Investigations and Corrective Actions: WATER DISTRIBUTION PW-13

Investments / Bonds / Arbitrage (Direct Investments) AS/FIN-4

Invoices, P.O.s, Travel Expense Reimbursements, Postage, Credit Card Transmittals, Redemption Records AS/FIN-1

Issues and/or projects will vary over time - e.g. Train Station, Solid Waste, etc.) CM-1

I STEA - Transportation Funding Programs PW-16

J

Job Requests / Service Repair Orders **CMMS DATABASE** PW-11

Job Requests / Service Repair Orders **CMMS DATABASE** PW-3

Job Requests / Service Repair Orders - **All Information Entered in CMMS Database** PW-3

Job Requests / Service Repair Orders - **All Information Entered in CMMS Database** PW-11

Job Requests / Service Repair Orders - **NOT entered in CMMS Database (or partial information)** PW-3

Job Requests / Service Repair Orders - **NOT entered in CMMS Database (or partial information)** PW-11

Joint Powers Authority Agreements (JPAs) CC-1

Joint Powers Insurance Authority Policies AS/FIN-8

Journal Entries AS/FIN-4

Journals, Ledgers, Reconciliations, Registers, Treasurer's Reports, Transaction Histories (MONTHLY OR PERIODIC) AS/FIN-5

Juvenile Cases Police Reports PD-5

K

Kidnapping Police Reports PD-4

L

Lab Analysis (e.g. Bayfront Park) PW-13

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Adopted: 11/27/2001 - Resolution 5351
 Amended: 09/27/2005 - Resolution 5625
 Amended: 11/15/2011 - Resolution 6031
 Amended: 05/26/2020 - Resolution 6554

Land Agreements..... CC-2
 Land Use Agreements CC-2
 Land Use and other Studies CD-6
 Leave Orders & Confirmations AS/HR-3
 Ledgers, Reconciliations, Registers, Treasurer's Reports, Transaction Histories, (MONTHLY OR PERIODIC) AS/FIN-5
 Legal Case Files CA-1
 Legal Opinions (Formal)..... CA-1
 Letters..... CW-2
 Liability (General & Public), Workers Compensation, Joint Powers Insurance Authority Policies AS/FIN-8
 Library Commission: Agendas, Summaries, Notices, Correspondence, etc. L-2
 Library Commission: Bylaws, Minutes, Resolutions, Articles of Incorporation, Appointments, Resignations L-2
 Library Consortium Agreement and Annual Reports L-2
 Library Consortium Monthly Reports L-2
 Library Grants: LSCA (Library Services and Construction) L-1
 Licensed Child Care: Registration Forms and Emergency Cards: Part of Program Files (Includes Hold Harmless) CS-1
 Licensed Child Care: Sign-in / Sign-out sheets CS-1
 Licensed Child Care: Staff Files / Employee Certifications CS-1
 Licensed Child Care: Family File for Childcare Programs (includes registration forms and hold harmless, liability waivers) CS-1
 Litigation Files / Legal Case Files CA-1
 Loan Agreements, Housing (Rehab, BMR, etc.) AS/FIN-4
 Loans / Promissory Notes CD-4
 Loans, Below Market Rate Loans (BMR Purchase Program) CD-3
 Loans, NHS Portfolio Files / Portability Files (loans to others, emergency repair loans, appraisals) CD-2
 Loans: Rejected CD-2
 Local Government Compensation Report AS/FIN-5
 Logs - Capital Improvement Projects (CIP): Administration File PW-4
 Logs..... CW-3
 Loss Runs (from Insurance Carrier) AS/FIN-8
 Lot Line Adjustments, Parcel Maps, etc. PW-8
 LSTA Grants: Grants given to local Non-profit organizations (REPORTS & PAYMENTS) L-2

M

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Maddy Act List CC-2
 Mailing List, Notices Prop. 215 proceedings CW-5
 Mailing Lists CW-3
 Maintenance & Operations (e.g. pump stations, reservoir stations, etc.) PW-1
 Maintenance / Fleet Section PW-9
 Maintenance / Streets PW-10 – PW-11
 Maintenance / Water PW-11 – PW-15
 Management Files: Reports, Surveys, Collections, etc. CD-4
 Management Team Meetings (Agendas, Minutes) CM-1
 Manuals – OTHER Department CW-6
 Manuals – YOUR Department CW-5
 Maps, Base Maps - Final (Drainage, Grading, Subdivision, Survey, Parcel Maps, Lot Line Adjustments, Utility, Street Light PW-6
 Marijuana / Cannabis Citations PD-1
 Marijuana / Cannabis less than 28.5 grams PD-4
 Massage Establishments & Technicians: Background Checks PD-3
 Massage Permits AS/FIN-9
 Material Data Safety Sheet (MSDS) / Safety Data Sheets (SDS) / Chemical Use Report Form PW-10
 Material Safety Data Sheets - MSDS PW-1
 Materials Testing Reports - Capital Improvement Projects (CIP): Permanent File PW-5
 Medical Records, Personnel "Green" Files AS/HR-4
 Medical Release Forms (Given to site provider - Coach, Instructor, etc.) CS-3
 Meeting Minutes - Capital Improvement Projects (CIP): Administration File PW-4
 Meeting Room Registrations CW-3
 Memorandas of Understanding AS/HR-3
 Memorandums CW-2
 Memoriums CC-8
 Meter Installation & Maintenance PW-13
 Military Leave Orders & Confirmations AS/HR-3
 Minutes – City Council Subcommittees CW-2
 Minutes (Redevelopment Agency or Housing Authority) CD-4
 Minutes- Library Commission L-2
 Minutes, Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL CW-1
 Minutes: City Council, Community Development Agency CC-7
 Miscellaneous Reports CW-2
 Misdemeanor Citations PD-1

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Missing Person Police Reports (unsolved)	PD-4
Misuse of Public Funds Police Reports	PD-4
MOU - Memorandas of Understanding	AS/HR-3
MSDS (Material Safety Data Sheets) / SDS (Safety Data Sheets)	PW-1
MSDS / Safety Data Sheets (SDS) / Chemical Use Report Form	PW-10
Municipal Code Administration, Distribution	CC-7
Mutual Aid Agreements	CC-1
N	
National Pollutant Discharge Elimination System Program (includes enforcement actions)	PW-6
Negative Declarations - Capital Improvement Projects (CIP): Permanent File	PW-5
Negative Declarations, etc. Outside City boundaries	CD-5
Negative Declarations, etc. Within City boundaries	CD-6
Negotiations: Employee Associations	AS/HR-4
Newsletters – OTHER Department	CW-6
Newsletters – YOUR Department	CW-5
Newsletters of Historical Value	CS-3
NHS Portfolio Files / Portability Files (loans to others, emergency repair loans, appraisals)	CD-2
Nomination Papers: SUCCESSFUL CANDIDATES	CC-5
Nomination Papers: UNSUCCESSFUL CANDIDATES	CC-6
NON-INFRASTRUCTURE Final Specifications and Plans (Curb repairs, Slurry Seals, Street Paving, Tree Trimming)	PW-7
Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	AS/FIN-10
Notes	CW-4
Notices – City Council Subcommittees	CW-2
Notices Prop. 215 proceedings	CW-5
Notices, Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL	CW-1
Notices, Construction Notices / Inspection Notices	CD-2
Notices, Proof of Publication, Public Hearing Notices (all subjects)	CC-8
Notices: Proofs of Publications	CW-5
Notices: Public Hearing Notices	CW-5
NPDES - National Pollutant Discharge Elimination System Program (includes enforcement actions)	PW-6
NPDES - Public Information	PW-8
NPDES - Water Pollution Prevention Program	PW-9
NPDES Reports (e.g. 1/2 year deliverable)	PW-13
NSF Checks / Adjustments to Customer accounts	AS/FIN-10
O	

OASDI, Federal Tax Deposits, Adjustments, etc AS/FIN-6
 Oaths of Office (required of all "City Officers") CC-8
 Obligation Payment Schedules AS/FIN-5
 OES Claims CW-4
 Offers of Dedication PW-1
 Offers of Dedication (property) PW-6
 Officer Involved shootings Police Reports PD-4
 Officer Recordings: Body-Worn Cameras PD-3
 Ordinances CC-8
 OSHA Log 200, MSDS (Material Safety Data Sheets) / SDS (Safety Data Sheets) PW-1
 OSHA Logs, Inspections & Citations AS/HR-4
 Overnight Parking Permits PD-3

P

P. O.s, Travel Expense Reimbursements, Postage, Credit Card Transmittals, Redemption Records AS/FIN-1
 Parcel Maps AS/FIN-1
 Parking Citations PD-1
 Parking Permits / Overnight Parking Permits PD-3
 Pavement Maintenance Inventory Records - "Deep Lift" or "Skin Patching" (repair) PW-10
 Pavement Maintenance Inventory Records PW-10
 Pawn Slips PD-3
 Payment Plans for outstanding parking citations received by indigent persons PD-1
 Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc AS/FIN-10
 Payroll Checks (retained by ADP) AS/FIN-6
 Payroll Registers AS/FIN-6
 Payroll AS/FIN-6 - AS/FIN-7
 Performers Contracts (Library) L-1
 Permissions to Receive Copies of Plans (to and from architects) CD-2
 Permissions: Field Trip, Authorization to give Medicine, etc CS-1
 Permit Index / Key – Water PW-14
 Permits, Parking Permits / Overnight Parking Permits PD-3
 Permits, Tree PW-8
 Permits, Truck PW-16
 Permits: Home Occupation AS/FIN-9
 Permits: Road Work (issued by Others) PW-13
 Permits: Taxicabs, Massage, Secondhand, Consignment, Solicitors, etc AS/FIN-9

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc. AS/FIN-6
 PERS Contract CC-2
 Personnel "Green" Files (Medical Records, Workers Compensation, Grievances, DOJ clearances, backgrounds) AS/HR-4
 Personnel Action Forms – Personnel Action Forms AS/HR-5
 Personnel Files (Department-level: Only the Supervisor's Folder should be maintained in the Department) CW-5
 Personnel Files (Includes Appeals Findings, Personnel Action Forms, Retirement Subscriptions AS/HR-5
 Personnel Rules & Regulations AS/HR-5
 Personnel Work Schedules CW-5
 Petitions - Dog Parks, Traffic, etc. (submitted to Council on any subject.) CC-8
 Petitions (Initiative, Recall or Referendum) CC-6
 Photos - Capital Improvement Projects (CIP): Administration File PW-4
 Pink Slips - Vehicle & Equipment Ownership & Title AS/FIN-5
 Plan Drawings (e.g. water, sewer, storm drain, etc.) PW-6
 Planning Address Files CD-6
 Planning CD-5 – CD-7
 Plans (e.g. Affordable Housing, Redevelopment Implementation Plan) CD-4
 Plans INFRASTRUCTURE (Buildings, Improvement Plans, Park Improvements, etc.) PW-7
 Plans NON-INFRASTRUCTURE (Curb repairs, Slurry Seals, Street Paving, Tree Trimming) PW-7
 Police Report Log (for Press - posted on Web) PD-3
 Police Report Log (Police only - contains confidential information) PD-3
 Police Reports: Felonies and Misdemeanors - ALL except those otherwise specifically mentioned in this retention schedule PD-4
 Police Reports: Homicide, Child Abuse (Substantiated) or Severe Neglect; Bank Robberies, etc. PD-4
 Police Reports: Marijuana / Cannabis less than 28.5 grams PD-4
 Police Reports: Missing Person Reports (unsolved) PD-4
 Police Reports: Sealed ("Factual Innocence") PD-5
 Police Reports: Sealed Juvenile Cases PD-5
 Police Reports: Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive PD-5
 Police Reports: Weapons, Lost / Stolen, Serialized, if no activity from date of report and CLETS purge PD-5
 Policies – OTHER Department CW-6
 Policies – YOUR Department CW-5
 Policies & Procedures, Council CC-3
 Policies, Administrative CM-1
 Policy on Discontinuation of Residential Service for Nonpayment AS/FIN-10
 Portability Files (loans to others, emergency repair loans, appraisals) CD-2
 Postage, Credit Card Transmittals, Redemption Records AS/FIN-1

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Postings, Affidavits of Postings	CC-1
Potential Claims	PW-1
Precinct Maps	CC-6
Preliminary Drafts	CW-3
Preliminary Studies / Project Assessments (Not Acquired): Title Reports, Environmental Reports, etc.	PW-6
Presentations / Proclamations	CC-8
Presentations / Proclamations / Commendations / Memoriums	CC-8
Press Releases	CW-5
Press Releases	CW-2
Prevailing Wages, Disadvantaged Business Enterprises	PW-6
Procedures – OTHER Department	CW-6
Procedures – YOUR Department	CW-5
Proclamations / Commendations / Memoriums	CC-8
Program Files (e.g. Recreation)	CS-3
Program Information: Reports from Housing Assistance Agencies	CD-5
Programs (e.g. Summer Reading)	L-2
Progress meetings - Capital Improvement Projects (CIP): Administration File	PW-4
Project Administration - Capital Improvement Projects (CIP): Administration File	PW-4
Project Administration (Agreements & Contracts)	CW-1
Project Assessments (Not Acquired): Title Reports, Environmental Reports, etc.	PW-6
Project Schedules - Capital Improvement Projects (CIP): Administration File	PW-4
Projects & Facilities: INFRASTRUCTURE Final Specifications and Plans (Buildings, Improvement Plans, Park Improvements . PW-7	
Projects (Issues and/or projects will vary over time - e.g. Train Station, Solid Waste, etc.)	CM-1
Projects: NON-INFRASTRUCTURE Final Specifications and Plans (Curb repairs, Slurry Seals, Street Paving, Tree Trimming . PW-7	
Promissory Notes	CD-4
Proof of Publication, Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL	CW-1
Proof of Publication, Public Hearing Notices (all subjects)	CC-8
Prop. 215 proceedings / Protest Letters, Mailing List, Notices	CW-5
Property Acquisition Projects (All): Correspondence, copies of permanent documents, etc.	PW-7
Property Address Files	CD-6
Property Management Plan	AS/FIN-5
Property owned by City (property acquisition & disposition / sale / auction)	CC-3
Proposals – Unsuccessful	CW-1
Protest Letters, Mailing List, Notices Prop. 215 proceedings	CW-5
Public Hearing Notices (all subjects)	CC-8

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

Public Hearing Notices.....	CW-5
Public Records Requests	CC-9
Public Records Requests.....	CW-2
Public Self Insurer Report (SIP Report)	AS/FIN-5
Public Works.....	PW-1 – PW-3
Punch Lists - Capital Improvement Projects (CIP): Administration File.....	PW-4
Purchase Orders	AS/FIN-5
Purchase Orders, Travel Expense Reimbursements, Postage, Credit Card Transmittals, Redemption Records	AS/FIN-1
Q	
Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc	AS/FIN-6
Questionnaires.....	CW-6
R	
Radio Communications / Dispatch Tapes, Tape Recordings (CAD)	PD-5
Rape Police Reports.....	PD-4
Reading Correspondence	CW-2
Real Estate Appraisal Reports	CW-5
Real Estate Appraisal Reports: Property NOT purchased	PW-1
Real Estate Appraisal Reports: Purchased Property	PW-2
Real Estate Appraisals - Capital Improvement Projects (CIP): Administration File	PW-4
Real Property owned by City (property acquisition & disposition / sale / auction)	CC-3
Recall Petitions	CC-6
Reconciliations, Registers, Treasurer's Reports, Transaction Histories, Balance Sheets, (MONTHLY OR PERIODIC)	AS/FIN-5
Recorded Documents: Deeds, Easements, Encroachments, etc.	CC-8
Recordings of Council meetings	CC-9
Recordings of Telephone & Radio Communications / Dispatch Tapes, Tape Recordings (CAD)	PD-5
Recordings, Audio - Boards, Commissions, & Committees	CW-1
Recordings, Video - Boards, Commissions, & Committees	CW-2
Recordings, Video - Department Activity (Employees Performing Work, Cashiering, Building Security, etc)	CW-7
Recordings, Video - Public Activity (Parks, Public Areas, etc.)	CW-8
Records Management: Retention Schedules	CC-8
Records Retention Schedules	CC-8
Recruitment Files / Cal Ops: Brochure, advertisement, unsuccessful applications, selection materials, tests, etc.	AS/HR-5
Recycling - Construction & Demolition Debris Re-use	SUS-1
Recycling / AB 939 Compliance / Tonnage Reports	SUS-1
Recycling and Administration	PW-9

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

Redemption RecordsAS/FIN-1
 Redevelopment Agency MinutesCD-4
 Redevelopment Implementation PlanCD-4
 Redevelopment ProjectsCD-5
 Reference Materials: Other Departments.....CW-6
 Reference Materials: Your DepartmentsCW-5
 Referendum PetitionsCC-6
 Refundable and Security Deposits (Charged to developers to cover project fees)PW-7
 Refundable Deposits (Building or Planning Permits, etc.)PW-2
 Registers, Treasurer's Reports, Transaction Histories, Balance Sheets, (MONTHLY OR PERIODIC)AS/FIN-5
 Registrants: Sex Offenders – AdultsPD-6
 Registrants: Sex Offenders – JuvenilesPD-5
 Registration DatabaseCS-3
 Registration Forms and Emergency Cards: Part of Program Files (Includes Hold Harmless)CS-1
 Registration Forms and Emergency Cards: Part of Program Files (Includes Hold Harmless, Liability, & Waiver Agreements)CS-3
 Report (BMR Housing Program, etc.)CD-2
 Report of Annual Discontinuations of Residential ServiceAS/FIN-10
 Reports and Studies (Historically Significant)CW-6
 Reports and Studies (Other than Historically Significant)CW-6
 Reports from Housing Assistance AgenciesCD-5
 Reports: Annual State or Federal: State Controller's Report, Street Report, Local Government Compensation ReportAS/FIN-5
 Request for Proposals (Agreements & Contracts).....CW-1
 Request for Proposals (RFPs)CW-1
 Requests & Permissions to Receive Copies of Plans (to and from architects)CD-2
 Requests for Public RecordsCC-9
 Requests for Public RecordsPW-14
 Reservoirs Water Level Data SheetsL-2
 Resignations - Library CommissionL-2
 Resolutions- Library CommissionCC-9
 Resolutions: City Council, Community Development AgencyPW-7
 Resource Files: (ABAG, etc.)CW-1
 Responses to RFPs (Agreements & Contracts)PD-6
 Restraining OrdersCC-8
 Retention SchedulesCC-2
 Retirement Agreements (PERS)AS/FIN-2
 Returned Checks

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Adopted: 11/27/2001 - Resolution 5351
 Amended: 09/27/2005 - Resolution 5625
 Amended: 11/15/2011 - Resolution 6031
 Amended: 05/26/2020 - Resolution 6554

Returned Mail	CD-6
RFIs & Responses - Capital Improvement Projects (CIP): Administration File.....	PW-4
RFPs.....	CW-1
Risk & Resiliency Assessment / Hazard Mitigation Plan	PW-14
Risk Management.....	AS/FIN-8
RMS Database	PD-6
Road Work Permits (issued by Others)	PW-13
Room Reservations Facility Use Applications (Library)	L-1
Roster of Council Members	CM-1
Routine Correspondence	CW-2
S	
Safety Committee	AS/HR-5
Safety Data Sheets – SDS	PW-1
Safety Data Sheets (SDS) / Chemical Use Report Form	PW-10
Safety Training (Attendance Rosters, Outlines and Materials)	AS/HR-6
Safety Training (Not Hazardous Materials) – copies	PW-2
Safety Training.....	CW-7
Sale of Property by Private Parties (NOT City property), Including BMR Units	CD-5
Sales - Fixed Assets	AS/FIN-3
Schedule of Infrastructure and Buildings - Fixed Assets	AS/FIN-4
Schedules, Detail – Audits	AS/FIN-1
School District Facility Use Forms	CS-3
SDS - Safety Data Sheet / Chemical Use Report Form	PW-10
SDS (Safety Data Sheets)	PW-1
Sealed Juvenile Cases Police Reports	PD-5
Sealed Police Reports	PD-5
Secondhand Permits	AS/FIN-9
Secretary of State Statement of Facts	CC-9
Security Deposits (Charged to developers to cover project fees)	PW-7
Service Connections	PW-14
Service Repair Orders CMMS DATABASE	PW-11
Service Repair Orders CMMS DATABASE	PW-3
Service Repair Orders - All Information Entered in CMMS Database	PW-3
Service Repair Orders - All Information Entered in CMMS Database	PW-11
Service Repair Orders - NOT entered in CMMS Database (or partial information)	PW-3

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

Service Repair Orders - NOT entered in CMMS Database (or partial information)	PW-11
Service Requests / Job Requests / Service Repair Orders CMMS DATABASE	PW-3
Service Requests / Job Requests / Service Repair Orders CMMS DATABASE	PW-11
Service Requests / Job Requests / Service Repair Orders - All Information Entered in CMMS Database	PW-3
Service Requests / Job Requests / Service Repair Orders - All Information Entered in CMMS Database	PW-11
Service Requests / Job Requests / Service Repair Orders - NOT entered in CMMS Database (or partial information)	PW-3
Service Requests / Job Requests / Service Repair Orders - NOT entered in CMMS Database (or partial information)	PW-11
Sex Offenders Registrants - Adults	PD-6
Sex Offenders Registrants – Juveniles	PD-5
Sexual Assault & Neglect Police Reports	PD-4
Shuttles	PW-16
Sign-in / Sign-out sheets - Licensed Child Care	CS-1
Soil Reports - Capital Improvement Projects (CIP): Administration File	PW-4
Soil Reports	CD-2
Solicitors Permits	AS/FIN-9
Solid Waste Recycling and Administration	PW-9
Speaker Slips (Requests to Speak at Council Meetings)	CC-9
Specific Plans	CD-6
Specifications & Addenda - Capital Improvement Projects (CIP): Permanent File	PW-5
Specifications and Plans INFRASTRUCTURE (Buildings, Improvement Plans, Park Improvements, etc.)	PW-7
Specifications and Plans NON-INFRASTRUCTURE (Curb repairs, Slurry Seals, Street Paving, Tree Trimming)	PW-7
Speed Surveys	PW-16
Speed Surveys	PW-3
Staff Files / Employee Certifications - Licensed Child Care	CS-1
Staff Reports (City Council) – copies	PW-7
State Board of Equalization (Sales tax reports)	AS/FIN-5
State Controller's Report	AS/FIN-5
State of California Information Files (CalTrans)	PW-2
State or Federal Reports: State Controller's Report, Street Report, Local Government Compensation Report	AS/FIN-5
Statement of Economic Interests: ALL ELECTRONICALLY FILED	CC-7
Statement of Economic Interests: DESIGNATED EMPLOYEES & CONSULTANTS	CC-7
Statement of Economic Interests: PUBLIC OFFICIALS / 87200 FILERS	CC-7
Statement of Facts	CC-9
Storm Drains, Lot Line Adjustments, Parcel Maps, etc.	PW-8
Street Report	AS/FIN-5

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

Adopted: 11/27/2001 - Resolution 5351
Amended: 09/27/2005 - Resolution 5625
Amended: 11/15/2011 - Resolution 6031
Amended: 05/26/2020 - Resolution 6554

Street Reports - Audits	AS/FIN-1
Streets	PW-10
Streets	PW-10 – PW-11
Streets, Intersections	PW-15
Streets, Storm Drains, Lot Line Adjustments, Parcel Maps, etc.	PW-8
Studies - Capital Improvement Projects (CIP): Administration File	PW-4
Studies (Historically Significant)	CW-6
Studies (Other than Historically Significant)	CW-6
Studies / Project Assessments (Not Acquired): Title Reports, Environmental Reports, etc.	PW-6
Subcommittees: (AGENDAS, ANNOTATED AGENDAS, MINUTES, NOTICES, CORRESPONDENCE, etc.)	CW-2
Subdivision Agreements	CC-2
Subdivisions	PW-8
Subject Files	CA-1
Submittals - Capital Improvement Projects (CIP): Administration File	PW-4
Subpoenas and Subpoena Logs (Police)	PD-6
Subpoenas, Requests for Public Records, Miscellaneous	CC-9
Successful Grants	CW-4
Successful Proposal - Capital Improvement Projects (CIP): Administration File	PW-4
Suicide Police Reports	PD-4
Supply Inventories	CW-3
Surplused - Fixed Assets	AS/FIN-3
Survey - Capital Improvement Projects (CIP): Administration File	PW-4
Survey Information (Legal plats and descriptions, Survey data and maps)	PW-8
Surveys (of programs)	CS-1
Surveys (of programs)	CS-2
Surveys/Questionnaires	CW-6
Suspect ID Jackets	PD-2
Suspect ID Jackets	PD-6
Suspicious Deaths Police Reports	PD-4
Sustainability Initiatives (Other)	SUS-1
T	
Tailgates	CW-7
Tax Deposits (Payroll)	AS/FIN-6
Tax Enforcement	AS/FIN-9
Taxicabs Permits	AS/FIN-9

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

Adopted: 11/27/2001 - Resolution 5351
Amended: 09/27/2005 - Resolution 5625
Amended: 11/15/2011 - Resolution 6031
Amended: 05/26/2020 - Resolution 6554

Telephone & Radio Communications / Dispatch Tapes, Tape Recordings (CAD) PD-5
 Telephone Messages..... CW-3
 Temporary Encroachments (e.g. construction street openings, sidewalk ramps, debris box, etc.) PW-5
 Terminated Police Employees Training (Attendance Rosters, Outlines and Materials) AS/HR-6
 Test Wells (e.g. Bayfront Park - may be done by private entities)PW-13
 Text Messages..... CW-3
 Thank Yous..... CW-3
 Time Sheets / Time Cards AS/FIN-7
 Title Insurance Agreements CC-2
 Tonnage Reports SUS-1
 TOT - Accounts Receivable AS/FIN-1
 Traffic Collision Reports (copies of Sheriff's report) PW-2
 Traffic Complaints PD-6
 Traffic Counts, Summaries, ReportsPW-15
 Traffic Counts, Summaries, Reports PW-2
 Traffic Information Files PW-2
 Traffic Information Files (does not include Accident Reports) PW-15
 Traffic Legends (painting) PW-10
 Traffic Legends (painting) PW-15
 Traffic Legends (painting) PW-2
 Traffic Reports (except those that are historically significant)PW-15
 Traffic Signals: Maintenance, Timing, Signs & Marking installations PW-2
 Traffic Signals: Maintenance, Timing, Signs & Marking installationsPW-15
 Traffic SignsPW-10
 Traffic Speed Surveys PW-16
 Traffic Speed Surveys PW-3
 Traffic StudiesPW-16
 Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety & Tailgates) CW-7
 Training - includes Safety Training (Attendance Rosters, Outlines and Materials) AS/HR-6
 Training - Terminated Police Employees (Attendance Rosters, Outlines and Materials) AS/HR-6
 Training Certificates - Ethics Training & Harassment Prevention AS/HR-3
 Training Certificates, Ethics CC-6
 Training Records (Police)..... PD-6
 Training, Including Safety Training (Not Hazardous Materials) – copies PW-2
 Train-wrecking Police Reports PD-4

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Transaction Histories, Balance Sheets, (MONTHLY OR PERIODIC) AS/FIN-5
 Transaction Statements AS/FIN-2
 Transitory Correspondence CW-3
 Transmittal Letters CW-3
 Transportation Funding Programs (ISTEA, etc.) PW-16
 Transportation Plans, Projects & Infrastructure PW-16
 Transportation Systems Management Program (TSM) – Shuttles PW-16
 Transportation PW-15 – PW-16
 Travel Expense Reimbursements, Postage, Credit Card Transmittals, Redemption Records AS/FIN-1
 Treason Police Reports PD-4
 Treasurer's Reports AS/FIN-7
 Treasurer's Reports, Transaction Histories, Balance Sheets, (MONTHLY OR PERIODIC) AS/FIN-5
 Tree Database (West Coast Arborists) PW-11
 Tree Database (West Coast Arborists) PW-8
 Tree Maintenance PW-8
 Tree Maps & Plats PW-8
 Tree Removal Permits PW-8
 Truck Permits PW-16
 Trustee Statements AS/FIN-2

U

Unalterable media that does not permit additions, deletions, or changes CW-7
 Unclaimed Mailings (Returned Mail) CD-6
 Undeliverable Envelopes CW-3
 Underground Service Alerts from Utility Companies "USA's" - (Digging on Property) PW-3
 Uniform Building Codes (CBC, UBC, UPC, UEC, etc.) CD-1
 Unsuccessful Bids or Proposals (Agreements & Contracts) CW-1
 Unsuccessful Grants (Applications, Correspondence) CW-4
 Unsuccessful Grants (Applications, Correspondence) CW-4
 USA's - (Digging on Property) PW-3
 Utilities - Accounts Receivable AS/FIN-1
 Utilities AS/FIN-1
 Utility Connects / disconnects AS/FIN-9 - AS/FIN-10
 Utility Connects / disconnects AS/FIN-9

V

Vacancies for City Council, Applications CC-5
 Variances, Exemptions (water) PW-13

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
 Do not duplicate or distribute without prior written consent

Adopted: 11/27/2001 - Resolution 5351
 Amended: 09/27/2005 - Resolution 5625
 Amended: 11/15/2011 - Resolution 6031
 Amended: 05/26/2020 - Resolution 6554

Vehicle & Equipment Ownership & Title (Pink Slips)	AS/FIN-5
Vehicle Maintenance History	PW-9
Vehicle Maintenance History (Public Works Vehicles only)	PW-3
Vehicle Service Requests, Inspections, or Work Orders	PW-9
Vendor Files (All Records and Reports - Includes Invoices, P.O.s, Travel Expense Reimbursements)	AS/FIN-1
Video Recordings - Boards, Commissions, & Committees	CW-2
Video Recordings - Department Activity (Employees Performing Work, Cashiering, Building Security, etc.)	CW-7
Video Recordings - Public Activity (Parks, Public Areas, etc.)	CW-8
Video Recordings of Council meetings	CC-9
Violations, Investigations and Corrective Actions: WATER DISTRIBUTION	PW-13
Visitors Logs	CW-3
Voice Mails	CW-3
Volunteer Applications & Agreements - Unsuccessful Applicants	CS-4
Volunteer Applications & Agreements	CS-3
Volunteer Applications & Agreements	L-3
Volunteer Applications & Agreements (Child Care Only)	CS-2
Volunteer Emergency Contact Forms	L-3
Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	PW-14
W	
W-2's	AS/FIN-7
W-4 Forms – Personnel Action Forms	AS/HR-5
W-9s / 1096, etc.	AS/FIN-1
Waiting List (BMR Purchase or Rental Program)	CD-3
Water – General	PW-14
Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	AS/FIN-10
Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	AS/FIN-10
Water Billing: NSF Checks / Adjustments to Customer accounts	AS/FIN-10
Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	AS/FIN-10
Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	AS/FIN-10
Water Billing: Report of Annual Discontinuations of Residential Service	AS/FIN-10
Water Level Data Sheets – Reservoirs	PW-14
Water Meters – Wells	PW-15
Water Permit Index / Key	PW-14
Water Plans (Various Projects)	PW-14
Water Pollution Prevention Program (NPDES)	PW-9

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

Water Production, Water Meters – Wells	PW-15
Water Service Connections	PW-14
Water Suppliers	PW-14
Water testing Chemical Reports, includes Bacterial Analysis (Chlorine, Nitrates, etc.)	PW-12
Water	PW-11 – PW-15
Weapons, Lost / Stolen, Serialized, if no activity from date of report and CLETS purge	PD-5
Webpages	CW-3
Well Logs (e.g. Bayfront Park)	PW-14
Well Measurements, Production: Daily Water Production, Water Meters	PW-15
Well Record Books, Graphs, Monitoring	PW-15
Wells (e.g. Bayfront Park - may be done by private entities)	PW-13
Wire Transfers	AS/FIN-2
Work Orders / Service Requests / Job Requests / Service Repair Orders CMMS DATABASE	PW-3
Work Orders / Service Requests / Job Requests / Service Repair Orders - All Information Entered in CMMS Database	PW-3
Work Orders / Service Requests / Job Requests / Service Repair Orders - NOT entered in CMMS Database (or partial)	PW-3
Work Orders / Service Requests / Job Requests / Service Repair Orders CMMS DATABASE	PW-11
Work Orders / Service Requests / Job Requests / Service Repair Orders - All Information Entered in CMMS Database	PW-11
Work Orders / Service Requests / Job Requests / Service Repair Orders - NOT entered in CMMS Database (or partial)	PW-11
Work Schedules	CW-5
Workers Compensation Annual & Monthly Reports	AS/HR-6
Workers Compensation Claims (Employee Accident Reports)	AS/HR-7
Workers Compensation, Joint Powers Insurance Authority Policies	AS/FIN-8
Working Files	CW-2
Working Papers - Audits	AS/FIN-1
WORM / DVD-r / CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes	CW-7
X	
Y	
Z	
Zoning Maps	CD-7
Zoning Ordinance Amendments	CD-7

Retention Schedule Index – Menlo Park

©1995-2015 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written consent

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
CITY-WIDE (Used by All Departments)										
City Clerk	CW-001	Agreements & Contracts - Forward ALL originals to City Clerk, a copy to Finance	Upon Completion		Upon Completion	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC \$34090.7
Lead Dept.	CW-002	Agreements & Contracts: ADMINISTRATIVE RECORDS (Correspondence, Insurance Certificates, Project Administration, RFPs, Schedules, etc.)	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years; Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Lead Dept.	CW-003	Agreements & Contracts: Unsuccessful bids	Bid Opening +2 years		Bid Opening +2 years		Ppr			City records are a minimum of 2 years; Special Districts are required to keep public works unaccepted bids for 2 years; GC §§34090, 34090.1
Lead Dept.	CW-004	Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL (AGENDAS, NOTICES, PROOF OF PUBLICATION , etc.)	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-005	Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL (MINUTES)	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	GC §34090
Personnel Staffing Dept.	CW-006	Boards, Commissions, & Committees: AUDIO RECORDINGS of Meetings	6 months		6 months		Tape (Mag)			City preference; Only required for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Staffing Dept.	CW-007	Boards, Commissions, & Committees: VIDEO RECORDINGS of meetings (ALL)	Indefinite		Indefinite		Tape (Mag)			City preference (stored in Granicus database); Video recordings are only required for 90 days; GC §34090.7
Staffing Dept.	CW-008	City Council Subcommittees: (AGENDAS, ANNOTATED AGENDAS, MINUTES, NOTICES, CORRESPONDENCE, etc.)	2 years		2 years		Mag, Ppr			All recommendations are given to full Council for action; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-009	Committees: Internal attended by employees	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-010	Complaints / Service Orders (operational)	3 years		3 years		Mag Ppr			Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
	CW-011	Copies or duplicates of any record	When No Longer Required		When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-012	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Reading, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)											
<p><i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>											
Dept. that Authors Document or Receives the City's Original Document	CW-013	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail or social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required								<p>Electronic and paper records are filed and retained based upon their CONTENT. E-mails, electronic records, or social media postings where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically, and retaining them for the retention period, based upon the content of the record. If not mentioned here, consult the Town Attorney to determine if a record is considered transitory / preliminary draft. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California. 2017</p>

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan
<p><i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>									
Lead Dept.	CW-014	Drafts & Notes: Drafts that are revised (retain final version), Telephone messages, etc.	When No Longer Required		When No Longer Required	Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Clerk to determine if a record is considered a draft. GC §34090, GC §6252
Lead Dept.	CW-015	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years	Mag, OD, Mfr, Ppr	S / I	Yes: When Inactive	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7
Lead Dept.	CW-016	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years	Mag, Ppr			GC §34090
Lead Dept.	CW-017	Insurance Certificates for Vendors / Agreements (e.g. A & C Insurance Certificates, General liability, workers compensation, errors and omissions, auto - required to do business with the City)	Expiration + 10 years		Expiration + 10 years	Ppr		Yes: Before Expiration	Departments are responsible for ensuring their contractors maintain appropriate insurance; Covers all statute of limitations; CCP §§337., 337.1(a), 337.15GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).									
Staffing Dept.	CW-018	Notices: Public Hearing Notices	2 years		2 years	Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
Human Resources	CW-019	Personnel Files (Department-level: Only the Supervisor's Folder should be maintained in the Department)	Transfer to Human Resources When Separated		Transfer to Human Resources When Separated	Before Separation	Mag, Ppr		Ensure records kept in Department files comply with City policy; Originals are maintained by Personnel; State & Federal laws require 2-3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Lead Dept.	CW-020	Personnel Work Schedules	2 years		2 years	Mag, Ppr			GC §34090
Lead Dept.	CW-021	Press Releases	2 years		2 years	Mag, Ppr			GC §34090
Lead Dept.	CW-022	Prop. 218 proceedings / Protest Letters, Mailing List, Notices		2 years	2 years	Ppr			GC §53753(e)(2)
Lead Dept.	CW-023	Real Estate Appraisal Reports: Property NOT purchased	2 years		2 years	Mag, Ppr			Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept.	CW-024	Real Estate Appraisal Reports: Purchased Property	2 years	3 years	5 years	Mag, Mfr, OD, Ppr		Yes: After Inactive	Consistent with other Financial records; time is sufficient to establish tax increment, if applicable; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept.	CW-025	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by YOUR Department	Minimum of 2 years		Minimum of 2 years	Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	CW-026	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by OTHER Departments	When Superseded or No Longer Required		When Superseded, or No Longer Required		Mag, Ppr			Copies; GC §34090.7
Lead Dept.	CW-027	Reports and Studies (other than Historically significant reports - e.g. Department Annual Reports, Customer Service Reports, etc.)	2 years		2 years		Mag, Ppr			Statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-028	Reports and Studies (Historically significant)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-029	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Lead Dept.	CW-030	<p>Training - ALL COURSE RECORDS</p> <p>(Attendance Rosters, Outlines and Materials; includes Ethics Training, Harassment Prevention, Safety Training & Tailgate Training Meetings)</p>	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	<p>Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 16202.31; LC §6429(c); GC §§12946, 34090, 53235.2(b); 53237.2(b)</p>
Lead Dept.	CW-031	<p>WORM / DVD-r / CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes</p>		P	P		OD			<p>For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..</p>
Lead Dept.	CW-032	<p>Video Recordings - Department Activity (Employees Performing Work, Cashiering, Building Security, etc.) See City Clerk's schedule for City Council Video Recordings</p>	1 year		1 year		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	<p>Does not record regular ongoing operations of the City; GC §34090.6 et seq.</p>

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	CW-033	Video Recordings - Public Activity (Parks, Public Areas, etc.) See City Clerk's schedule for City Council Video Recordings	When No Longer Required		When No Longer Requires	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Does not record regular ongoing operations of the City; GC §34090.6 et seq.	

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record (OFR)	Classification OR	Records Description	Retention / Disposition				Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>									
FINANCE / ACCOUNTING									
Admin. Services / Finance	FIN-001	1099's / W-9s / 1096, etc.	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; Other city shows permanent; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Admin. Services / Finance	FIN-002	Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, P.O.s (Purchase Orders), Travel Expense Reimbursements, Postage, Credit Card Transmittals, Redemption Records, etc.)	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 - 10 years; GC §34090
Admin. Services / Finance	FIN-003	Accounts Receivable (All Records and Reports, including Housing loans, Utilities, Business Licenses, TOT, etc.)	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 - 10 years; GC §34090
Admin. Services / Finance	FIN-006	Audit Management Letters (not CAFR)	P		P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services / Finance	FIN-007	Audits - Working Papers, Confirmation Letters, Schedules, Detail, Street Reports, Gas Tax Audits	5 years		5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Longer than 2 years for auditing purposes; GC §34090
Admin. Services / Finance		Audits (Consolidated Annual Financial Report)	2 years	P	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record (OFR)	Classification OR	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Admin. Services / Finance	FIN-008	Bank Reconciliation & Statements (includes housing and loan bond statements), Trustee Statements, Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Returned Checks	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For auditing purposes; Published articles show 3 - 4 years; Other cities show 7 - 10 years; GC §34090, 26 CFR 1.6001-1
Admin. Services / Finance	FIN-009	Bond Binders (issuing documents) See Bank Statements for statement retention.	Fully Defeased	10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336, 337.5(2); 26 CFR 1.6001-1(e); GC §43900 et seq.
Admin. Services / Finance	FIN-011	Check Registers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is 4 years; statewide guidelines propose Audit + 2 years; GC §34090, CCP § 337
Admin. Services / Finance	FIN-012	Checks - Canceled (Cashed) or Voided	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Admin. Services / Finance	FIN-013	Comprehensive Annual Financial Report (CAFR)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City Clerk retains original permanently; statewide guidelines propose 7 years; Other city shows 7 years; GC §34090.7

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record (OFR)	Classification OR	Records Description	Retention / Disposition				Vital?	Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention						
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>											
Admin. Services / Finance	FIN-014	Deposits, Daily Cash Reports & Cash Receipts	2 years	3 years	5 years		Mag, Ppr			Department Preference; Published articles show 3 - 6 years; Other city shows permanent; GC §34090	
Admin. Services / Finance	FIN-015	Depreciation Schedules	2 years	P	P		Mag, Ppr	S / I	Yes: After QC & OD	Published articles show 7 years after disposal; GC §34090	
Admin. Services / Finance	FIN-016	Escheat (Unclaimed property or money)	5 years		5 years		Mag, Ppr			Department preference; Meets municipal government auditing standards; Statute of Limitations is 1 year for seized property; CCP §340(4); GC §34090	
Admin. Services / Finance	FIN-017	FEMA Reimbursement Records	2 years	After Federal Audit, if required - Minimum 5 years	After Federal Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with other grants; 2 CFR 200.333; 24 CFR 570.502(b), 29 CFR 97.42, GC §34090	
Admin. Services / Finance	FIN-018	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090	
Admin. Services / Finance	FIN-019	Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; published articles show 3 - 6 years; GC §34090, CCP §337	

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record (OFR)	Classification OR	Records Description	Retention / Disposition			Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention				
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>									
Admin. Services / Finance	FIN-020	Fixed Assets - Inventory, Schedule of Infrastructure and Buildings	P		P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Includes permanent assets; GC §34090
Admin. Services / Finance	FIN-021	Grants (Financial Reports)	2 years	After Federal Audit, if required - Minimum 5 years	After Federal Audit, if required - Minimum 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090
Admin. Services / Finance	FIN-022	Housing Loan Agreements and Documents (Rehab, BMR, etc.)	Loan Payoff + 4 years		Loan Payoff + 4 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose audit + 4 years for accounts receivable; Published articles show 3 - 7 years; GC §34090
Admin. Services / Finance	FIN-023	Investments / Bonds / Arbitrage (Direct Investments)	2 years	Disposal + 7 years	Disposal + 7 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Published articles show disposal + 7 years for security brokerage slips; other cities show audit + 7 - 10 years; statewide guidelines propose permanent; Bond destruction must be approved by Council; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Admin. Services / Finance	FIN-025	Journal Entries	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC §34090, CCP §337

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record (OFR)	Classification OR	Records Description	Retention / Disposition			Vital?	Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Admin. Services / Finance	FIN-026	Journals, Ledgers, Reconciliations, Registers, Treasurer's Reports, Transaction Histories, Balance Sheets, Budget Adjustments (MONTHLY OR PERIODIC)	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Published articles show 3 - 6 years; statewide guidelines propose 2 years; GC \$34090	
Admin. Services / Finance	FIN-027	Purchase Orders	2 years	3 years	5 years	Mag, Ppr		Yes: Until Paid	Consistent with Accounts Payable; Published articles show 3 years; Statute of Limitations is 4 years; Other city shows permanent; GC \$34090, CCP \$337	
Admin. Services / Finance	FIN-028	State Board of Equalization (Sales tax reports)	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the Public; consistent with Accounts Payable; GC \$34090	
Admin. Services / Finance	FIN-029	Reports: Annual State or Federal: State Controller's Report, Street Report, Local Government Compensation Report, Property Management Plan, Obligation Payment Schedules, Due Diligence Reviews, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report) Housing Successor Agency Housing Assets Fund Report etc.	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets Auditing Standards; GC \$34090	
Admin. Services / Finance	FIN-030	Vehicle & Equipment Ownership & Title (Pink Slips)	Until Disposal		Until Disposal	Mag, Mfr, OD, Ppr	S / I	No	Transfer to new owner; GC \$34090	

PAYROLL

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record (OFR)	Classification OR	Records Description	Retention / Disposition			Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention				
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>									
Admin. Services / Payroll	FIN-031	DE-6, DE-7, DE-9, W-3, & DE-166, 941 Forms, PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid; Ca. FTB: 3 years; Published articles show permanent; Other city shows permanent; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Admin. Services / Payroll	FIN-032	Deferred Compensation Statements (Provider information, guides, prospectus, etc.)	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with proposed statewide guidelines; published articles for bank statements show 4-7 years; GC §34090, 26 CFR 16001.1
Admin. Services / Payroll	FIN-033	Payroll Checks (retained by ADP)	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Admin. Services / Payroll	FIN-034	Payroll Registers	2 years	3 years	5 years	Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Consistent with periodic journals & reports; Published articles show 3-10 years; Other Cities have adopted 8-20 years; statewide guidelines propose Permanent; 29CFR 516.5 - 516.6, GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record (OFR)	Classification OR	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Admin. Services / Payroll	FIN-035	Time Sheets / Time Cards	2 years	3 years	5 years	Yes: Until Paid	Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Department Preference; statewide guidelines propose audit + 7 years; IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 - 10 years; Other cities show 2 - 20 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); GC §34090
Admin. Services / Payroll	FIN-036	W-2's	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
BUDGETING										
Admin. Services / Budgeting	FIN-038	Budget Hearing and/or Review - Working Files (Development Documents & Proposed Budget)	When No Longer Required		When No Longer Required		Mag, Ppr			Drafts; GC §34090.7
Admin. Services / Budgeting	FIN-039	Budget Transfer Requests & Journals	2 years	3 years	5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; longer for administrative value; GC §34090.7
Admin. Services / Budgeting	FIN-040	Budgets - Adopted	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Must be filed with County Auditor; GC §34090, 40802, 53901
Admin. Services / Budgeting	FIN-041	Treasurer's Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Consistent with periodic reports; Published articles show 3 - 6 years; statewide guidelines propose 2 years; GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record (OFR)	Classification OR	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
RISK MANAGEMENT										
Admin. Services / Risk Manage	FIN-042	Accident / Incident Reports that Don't result in a Claim	2 years		2 years	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Admin. Services / Risk Manage	FIN-043	Claims (See City Attorney for Litigation)	Settle + 5 years		Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Admin. Services / Risk Manage	FIN-044	Insurance Policies, Bonds & Certificates (City-owned): Liability (General & Public), Workers Compensation, Joint Powers Insurance Authority	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After Expiration	For protection from litigation; GC §34090
Admin. Services / Risk Manage	FIN-045	Insurance Policies, Bonds & Certificates (City-owned): Fire, Life, Marine, Glass, Damage, etc.	Expiration + 10 years		Expiration + 10 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S	Yes: After Expiration	Department Preference for policies that do not involve liability; GC §34090
Admin. Services / Risk Manage	FIN-046	Insurance: Loss Runs (from Insurance Carrier)	5 years		5 years		Mag, Ppr			Protection from litigation; GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record (OFR)	Classification OR	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
TAX ENFORCEMENT										
Public Works	FIN-047	Assessment District Projects (Maps, Diagrams, Spreadsheets, Improvement Plans - e.g. landscape, sidewalk) (Accounting / Payment Administration Records)	Payoff of District + 5 years		Payoff of District + 5 years	Yes: Until Payoff	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Covers auditing standards; Public Works Maintains original Diagrams and Improvement Plans; GC §34090.7
Admin. Services / Tax Enforce.	FIN-048	Business License Applications, Renewals, Notices, Audits, Register and Certificates	2 years	3 years	5 years	Yes: Until Expiration	Ppr			Consistent with proposed statewide guidelines; Other cities show 5 - 7 years; GC §34090
Admin. Services / Tax Enforce.	FIN-049	Permits: Home Occupation	P		P		Mag, Mfr, OD, Ppr	S / I	No	Difficult to determine when occupation ceases; GC §34090
Admin. Services / Tax Enforce.	FIN-050	Permits: Taxicabs, Massage, Secondhand, Consignment, Solicitors, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Sheriff maintains copy; consistent with Accounts Receivable; GC §34090
UTILITIES - Meter Reading, Billing and Collection is Contracted Out										
Admin. Services / Utilities	FIN-051	Applications (Utility Connects / disconnects)	P		P		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services / Utilities	FIN-052	Billing Records - Monthly (customer name, service address, meter reading, usage, payments, receipts)	2 years	3 years	5 years	When Account Open	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Consistent with Accounts Receivable; GC §34090
Admin. Services / Utilities	FIN-053	Customer Accounts (Closed)	3 years after terminated		3 years after terminated		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Department preference; Published articles show 7 years for customer ledgers; GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record (OFR)	Classification OR	Records Description	Retention / Disposition				Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).									
Admin. Services / Utilities	FIN-054	Water Billing: Appeals - Payment Delinquency & Impending Discontinuance	Final Decision + 2 years		Final Decision + 2 years	Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC \$34090; H&S \$116908
Admin. Services / Utilities	FIN-055	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuance (Initial, Final)	When No Longer Required		When No Longer Required	Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC \$34090; H&S \$116908
Admin. Services / Utilities	FIN-056	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required	Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC \$34090; H&S \$116908
Admin. Services / Utilities	FIN-057	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Expiration or Completion of Payment Plan	Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC \$34090; H&S \$116910
Admin. Services / Utilities	FIN-058	Water Billing: Policy on Discontinuance of Residential Service for Nonpayment	When Superseded - Minimum 2 years		When Superseded; Minimum 2 years	Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S \$116906; GC \$34090
Admin. Services / Utilities	FIN-059	Water Billing: Report of Annual Discontinuances of Residential Service	Minimum 2 years		Minimum 2 years	Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S \$116918; GC \$34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>							
HUMAN RESOURCES							
Admin. Services / Human Resources	HR-001	Applications for Employment: Solicited , but candidates not hired	6 months	2 1/2 years	3 years	Ppr	EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 34090
Admin. Services / Human Resources	HR-002	Background Files - Employees, Volunteers & Reservists	Transferred from Police upon Termination	20-years, or Termination of Benefits + 5 years, Whichever is Longer	Separation + 30 years, or Termination of Benefits 5 years, Whichever is Longer	Mag, Mfr, OD, Ppr	Department Preference to match the Personnel File Retention; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c), 8 CCR §11040.7(C), GC §§12946, GC §34090
Admin. Services / Human Resources	HR-003	Classification Studies and Salary Surveys	Minimum 2 years		Minimum 2 years	Mag, Ppr	Department preference; GC §34090
Admin. Services / Human Resources	HR-004	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 2 years		Final Disposition + 2 years	Mag, Ppr	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>							
Admin. Services / Human Resources	HR-005	DMV Pull Notices - WITH Suspension of a driver's license or DUI	When Superseded or Upon Separation	When Superseded or Upon Separation	When Superseded or Upon Separation	Mag, Ppr	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Admin. Services / Human Resources	HR-006	Drug & Alcohol Testing	3 years	2 years	5 years	Ppr	D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1672.3(b)(v), GC §§12946, 34090, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq; 49 CFR 653.71 et seq.
Admin. Services / Human Resources	HR-007	EEO-4 Reports	2 years		2 years	Mag, Ppr	EEOC / FLSA has not adopted retention requirements; California allows substitution of EEO-4 reports for CEIR (2 year retention); 29 CFR 1602.12, 2 CCR §11013(c) 7287-0, GC §34090
Admin. Services / Human Resources	HR-008	Employee Assistance Program (Annual Reports, etc.)	2 years		2 years	Mag, Ppr	GC § 34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Admin. Services / Human Resources	HR-009	I-9s	Separation + 3 years		Separation + 3 years					Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 34090
Admin. Services / Human Resources	HR-010	Ethics Training & Harassment Prevention Training Certificates - All Required Filers	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	GC §53235.2(b); GC §53237.2(b);GC §34090
Admin. Services / Human Resources	HR-011	Insurance Plans (Health, Dental, Vision, etc.)	Plan Termination + 2 years		Plan Termination + 2 years		Mag, Ppr			EEOC / FLSA requires 1 year after plan termination; State requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 34090
Admin. Services / Human Resources	HR-012	Memorandas of Understanding	P		P		Mag, Mfr, OD, Ppr	S/I	No	Department Preference; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 34090
Admin. Services / Human Resources	HR-013	Military Leave Orders & Confirmations	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Admin. Services / Human Resources	HR-014	Negotiations: Employee Associations	Superseded + 10 years		Superseded + 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	Department Preference; For use in interpreting intent of MOU provisions; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; statewide guidelines propose permanent; 29 CFR 516.5, GC §§12946, 34090
Admin. Services / Human Resources	HR-015	OSHA Logs, Inspections & Citations	5 years		5 years		Mag, Ppr			OSHA requires 5 years; Calif. Labor Division is required to keep their records 7 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429c; OMB 1220-029
Admin. Services / Human Resources	HR-016	Personnel "Green" Files (Medical Records, Workers Compensation , Grievances, DOJ clearances, backgrounds & fingerprints)	Separation + 1 year	29 years, or Termination of Benefits + 5 years, Whichever is Longer	Separation + 30 years, or Termination of Benefits 5 years, Whichever is Longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 CFR 1910.1020(d)(1)(i); 29 CFR 1627.3

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p>										
Admin. Services / Human Resources	HR-017	Personnel Files (Includes Appeals Findings, Personnel Action Forms, Retirement Subscriptions, Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) W-4 Forms - Excludes Medical Records)	Separation + 1 year	29 years, or Termination of Benefits + 5 years, Whichever is Longer	Separation + 30 years, or Termination of Benefits 5 years, Whichever is Longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference; retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; ; 29 CFR 1602.14; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 34090; 29 USC 1113, LC §1198.5; GC §3105
Admin. Services / Human Resources	HR-018	Personnel Rules & Regulations	Superseded + 10 years		Superseded + 10 years	Yes: Until Superseded	Mag, Ppr			Department Preference; GC §§ 12946, 34090
Admin. Services / Human Resources	HR-019	Recruitment Files / Cal Ops: Brochure, advertisement, unsuccessful applications, selection materials, tests, etc.	3 years		3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); 8 CCR §11040.7(c), GC §§12946, 34090
Admin. Services / Human Resources	HR-020	Safety Committee	5-years		5 years		Mag, Ppr			OSHA requires 5 years; 8 CCR §3203(b)(1), GC §34090; LC §6429c; OMB 1220-029

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Admin. Services / Human Resources	HR-021	Training - includes Safety Training (Attendance Rosters, Outlines and Materials)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 16202.31; LC §6429(c); GC §§12946, 34090, 53235.2(b); 53237.2(b)
Admin. Services / Human Resources	HR-022	Training - Terminated Police Employees (Attendance Rosters, Outlines and Materials)	Transferred from Police upon Separation	Separation + 7 years	Separation + 7 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 16202.31; LC §6429(c); GC §§12946, 34090, 53235.2(b); 53237.2(b)
Admin. Services / Human Resources	HR-023	Workers Compensation Annual & Monthly Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	Consistent with Accounts Payable; Published articles show 3 - 6 years; Other cities show 7 - 10 years; GC §34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: i=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Admin. Services / Human Resources	HR-024	Workers Compensation Claims (Employee Accident Reports)	Close or Settlement + 2 years	28 years, or Termination of Benefits, Whichever is Longer, or Death of Employee	Separation + 30 years, or Termination of Benefits, Whichever is Longer, or Death of Employee	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CFR §3204(d)(1) et seq., GC §§12946, 34090; 29 CFR 1910.1020(d)(1)(i); 29 CFR 1627.3

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
INFORMATION TECHNOLOGY										
Admin. Services / Information Technology	IT-001	Backups - DAILY - Network, All Files on Shared Drives (includes e-mail)	When No Longer Required		When No Longer Required	Yes	Mag.			Department preference; Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Admin. Services / Information Technology	IT-002	Backups - MONTHLY or QUARTERLY - Network, All Files on Shared Drives (excludes e-mail)		When No Longer Required	When No Longer Required	Yes	Mag.			Department preference; Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).									
CITY ATTORNEY									
City Attorney	CA-001	Legal Opinions (Formal)	5 years	P	P	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	City Clerk also maintains copies; Statewide guidelines propose superseded + 2 years; GC §34090
City Attorney	CA-002	Litigation Files / Legal Case Files	Settlement or Final Judgment / Appeal Exhaustion + 1 year	4 years	Settlement or Final Judgment / Appeal Exhaustion + 5 years	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §34090, 34090.6, 68150; PC §832.5
City Attorney	CA-003	Subject Files	When No Longer Required - Minimum 2 years		When No Longer Required Minimum 2 years	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §34090, 34090.6, 68150; PC §832.5

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
CITY CLERK										
City Clerk	CC-001	Affidavits of Postings	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	CC-002	Agenda Packets: City Council, Community Development Agency, (excluding petitions to City Council and speaker cards)	1 year	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Retained for administrative value; GC §34090
City Clerk	CC-003	Agreements & Contracts ALL , whether Approved by Council or not: INFRASTRUCTURE: Buildings, bridges, park improvements, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water. Exceptions: Demolitions, landscaping, street paving	Completion + 2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337, 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	CC-004	Agreements & Contracts Approved by Council: Mutual Aid, Joint Powers (JPAs)	Superseded + 2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Administrative & legal value (Emergency Preparedness), GC §34090
City Clerk	CC-005	Agreements & Contracts ALL , whether Approved by Council or not: NON-INFRASTRUCTURE: Consultants, Landscaping, Slurry Seals / Repaving, Tree Trimming, Leases, Professional Services, (Not Infrastructure projects)	Completion + 2 years	3 years	Completion + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	See above. Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements.

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference					
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention						
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).											
City Clerk	CC-006	Agreements & Contracts Approved by Council: Retirement Agreements (PERS)	2 years	P	P	Yes: Before Expiration Mag, Mfr, OD, Ppr	Media	Image: I=Impport M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	No	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 34090
City Clerk	CC-007	Agreements & Contracts Approved by Council: Land Use, Subdivisions, etc.	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Land Records; GC §34090	
City Clerk	CC-008	Agreements & Contracts Approved by Council: Title Insurance, Land Records	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090	
City Clerk	CC-009	Annexations	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	No	GC § 34090	
City Clerk	CC-010	Boards, Commissions & Committees - APPLICATIONS: APPOINTED	4 years		4 years		Mag, Ppr			Department preference; GC §34090	
City Clerk	CC-011	Boards, Commissions & Committees - APPLICATIONS: UNSUCCESSFUL	2 years		2 years		Mag, Ppr			GC §34090 et seq.	
City Clerk	CC-012	Boards & Commission Maddy Act List	2 years		2 years		Mag, Ppr			GC §34090	
City Clerk	CC-013	Claim Forms	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (Risk Management and Third Party Administrator manage the claim); GC §34090	
City Clerk	CC-014	Conflict of Interest Code	Superseded by Resolution		Superseded by Resolution		Mag, Mfr, OD, Ppr	S	No	GC §34090.7	

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
AS / City Manag.	CC-015	Council Policies & Procedures	Superseded + 2 years		Superseded + 2 years	Mag, Mfr, OD, Ppr No S Historic and Administrative Value; GC \$34090
City Clerk	CC-016	Deeds: Property owned by City (property acquisition & disposition / sale / auction)	2 years	P	P	Mag, Mfr, OD, Ppr Yes (all) S GC \$34090
City Clerk	CC-017	Easements	2 years	P	P	Mag, Mfr, OD, Ppr Yes (all) S GC \$34090
City Clerk	CC-018	Economic Interest Filings (FPPC Form 602 / 635) - Lobbyist Authorization / Reporting	7 years		7 years	Mag, Ppr Department preference; 2 CCR 18615(d)
City Clerk	CC-019	FPPC Form 801 (Gift to Agency Report)	7 years		7 years	Mag, Ppr Must post on website; FPPC Forms Retention Summary for Filing Officers; GC \$81009(e)
City Clerk	CC-020	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years	Mag, Ppr Should post on website for 4 years; FPPC Forms Retention Summary for Filing Officers; GC \$81009(e)
City Clerk	CC-021	FPPC Form 803 (Behested Payment Report)	7 years		7 years	Mag, Ppr FPPC Regulation 18734(c); FPPC Forms Retention Summary for Filing Officers; GC \$81009e
City Clerk	CC-022	FPPC Form 804 (Agency Report of New Positions)	P		P	Mag, Ppr FPPC Regulation 18734(c); FPPC Forms Retention Summary for Filing Officers; GC \$81009e
City Clerk	CC-023	FPPC Form 805 (Agency Report of Consultants)	P		P	Mag, Ppr FPPC Forms Retention Summary for Filing Officers; GC \$34090; GC \$81009(e)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).							
City Clerk	CC-024	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years	Mag, Ppr	Must post on website; 2 CCR 18702.5; GC \$34090; GC \$81009(e)
ELECTIONS - CONSOLIDATED							
City Clerk	CC-025	Elections - Campaign Reports (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES	2 years	P	P	Mfr, OD, Ppr	Paper must be retained for at least 2 years; CCP\$583.320(a)(3); GC \$81009(b)(g)
City Clerk	CC-026	Elections - Campaign Reports (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		5 years	Ppr	Paper must be retained for at least 2 years; GC \$81009(b)(g)
City Clerk	CC-027	Elections - Campaign Reports (FPPC 400 Series Forms): OTHER COMMITTEES (PACS)	7 years		7 years	Mfr, OD, Ppr	Paper must be retained for at least 2 years; GC \$81009(c)(g)
City Clerk	CC-028	Elections - Campaign Reports (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years	Mfr, OD, Ppr	Paper must be retained for at least 2 years; GC \$81009(b)(g)
City Clerk	CC-029	Campaign Filings (FPPC 400 Series Forms – ALL – Successful, Unsuccessful, etc): ELECTRONICALLY FILED	10 years		10 years	Mfr, OD, Ppr	Per FPPC Retention requirements; Statements filed electronically are required for 10 years; GC \$81009 et seq.; GC \$84615

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
City Clerk	CC-030	Elections - Candidate Statements (to be printed in the sample ballot)	Duration of Office + 4 years		Duration of Office + 4 years	Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; recommend term + 4 years for administrative value; GC § 34090
City Clerk	CC-031	Elections - Certificates of Election	8 years	P	P	Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; GC § 34090
City Clerk	CC-032	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications for Vacancies for City Council, County Election Services, etc.)	2 years		2 years	Used for a model for the next election, GC §34090
City Clerk	CC-033	Elections - HISTORICAL File (Sample ballot, copies of all Resolutions (calling the election, canvass, etc.), election summary)	8 years	P	P	Retained for Historical Value, GC §34090
City Clerk	CC-034	Elections - Nomination Papers: SUCCESSFUL CANDIDATES	Duration of Office + 4 years		Duration of Office + 4 years	Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).									
City Clerk	CC-035	Elections - Nomination Papers: UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years	Mag, Mfr, OD, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-036	Elections - Petitions (Initiative, Recall or Referendum. Applies to successful or unsuccessful petitions)	Results + 8 months or Final Examination + 1 year after petition examination if insufficient		Results + 8 months or Final Examination + 1 year after petition examination if insufficient	Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-037	Elections - Precinct Maps	When No Longer Required		When No Longer Required	Mag, Ppr			No specific legal requirement; Statewide guidelines propose 2 years; County Clerk sends to Secretary of State; EC §17501, GC §34090
(End of Elections - Consolidated Section)									
City Clerk	CC-038	Enterprise System Catalogue (posted online)	2 years		2 years	Mag, Ppr			GC §34090
City Clerk	CC-039	Ethics Training Certificates - All Required Filers	5 years		5 years	Mag, Mfr, OD, Ppr		Yes: After 1 year	GC §53235.2(b) GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
City Clerk	CC-040	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the City's Conflict of Interest code)	2 years	5 years	7 years	Mag, Mfr, OD, Ppr City maintains original statements; GC §81009(e)(g)
City Clerk	CC-041	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS / 87200 FILERS (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	2 years	2 years	4 years	Mfr, OD, Ppr City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
City Clerk	CC-042	FPPC 700 Series Forms (Statement of Economic Interests): ALL ELECTRONICALLY FILED	10 years		10 years	Mfr, OD, Ppr Per FPPC Retention requirements; Statements filed electronically are required for 10 years; GC §81009 et seq.; GC §84615
City Clerk	CC-043	Historical Records	P		P	Mag, Mfr, OD, Ppr City Manager Determines Historical Significance; GC §34090
City Clerk	CC-044	Minutes: City Council, Community Development Agency	P		P	Mag, Mfr, OD, Ppr GC §34090
City Clerk	CC-045	Municipal Code Administration, Distribution, etc.	When No Longer Required		When No Longer Required	Mag, Ppr Preliminary Drafts; GC § 34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
City Clerk	CC-046	Oaths of Office (required of all "City Officers")	Separation + 6 years		Separation + 6 years	Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-047	Ordinances	P		P	GC §34090 et. seq.
City Clerk	CC-048	Petitions - Dog Parks, Traffic, etc. (submitted to Council on any subject. Also see Elections for Initiative, Recall or Referendum)	1 year		1 year	Department Preference; Law requires 1 year for petitions; GC §50115
City Clerk	CC-049	Presentations / Proclamations / Commendations / Memoriums	2 years		2 years	GC § 34090
City Clerk	CC-050	Proof of Publication, Public Hearing Notices (all subjects)	2 years		2 years	The original is maintained with the subject file; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090
City Clerk	CC-051	Recorded Documents: Deeds, Easements, Encroachments, etc.	2 years	P	P	Land records; GC § 34090
City Clerk	CC-052	Records Management: Retention Schedules	2 years	P	P	GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-053	Resolutions: City Council, Community Development Agency	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-054	Secretary of State Statement of Facts	2 years		2 years					GC §34090 et. seq.
City Clerk	CC-055	Speaker Slips (Requests to Speak at Council Meetings)	After Adoption of the Minutes		After Adoption of the Minutes		Mag, Ppr			Transitory records used to produce the minutes; GC §34090 et seq.
City Clerk	CC-056	Subpoenas, Requests for Public Records, Miscellaneous	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-057	Video Recordings of Council meetings	Indefinite		Indefinite		Tape (Mag)			Department preference (stored in Granicus database); Video recordings are only required for 90 days; GC §34090.7

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p>										
COMMUNITY DEVELOPMENT / BUILDING										
Comm. Dev. / Building	CD-001	Building Permit Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Comm. Dev. / Building	CD-002	Building Permits (includes sub-permits - e.g. electrical, plumbing, mechanical, etc.)	1 year	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090, H&S §19850
Comm. Dev. / Building	CD-003	Building Plans - COMMERCIAL, BUILDINGS OF COMMON INTEREST / MULTI-UNIT DWELLINGS, POOLS, SPAS, ACCESSORY BUILDINGS	2 years	Life of Building	Life of Building	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5; H&S§19850, GC §34090
Comm. Dev. / Building	CD-004	Building Plans - RESIDENTIAL, APPURTENANCES (e.g. Fences)	Completion + 180 days		Completion + 180 days	Yes: Until Completion	Mag, Ppr			Department preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; CBC and UAC require plans be retained 180 days from completion date for residential and appurtenances; CBC §104.7 & 107.5; H&S§19850, GC §34090
Comm. Dev. / Building	CD-005	California Building Codes / Uniform Building Codes (CBC, UBC, UPC, UEC, etc.)	Current + 1 Prior		Current + 1 Prior		Mag, Ppr			GC §50022.6
Comm. Dev. / Building	CD-006	Certificates of Occupancy (Commercial only)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Statewide guidelines propose life of building; GC §34090

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference					
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>												
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>												
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>												
Comm. Dev. / Building	CD-007	Code Enforcement (Only Substandard Housing Conditions - other cases are handled by Police)	Case Closure + 2 years		Case Closure + 2 years	Yes: Until Resolution	Mag, Ppr					Case is open until satisfactorily resolved; GC §34090
Comm. Dev. / Building	CD-008	Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	Until Cleared or Project Completion		Until Cleared or Project Completion		Mag, Ppr					Preliminary documents not retained in the ordinary course of business; GC §34090
Comm. Dev. / Building	CD-009	Grading Plans / Soil Reports	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD			Department Preference; GC §34090
Comm. Dev. / Building	CD-010	Requests & Permissions to Receive Copies of Plans (to and from architects)	2 years		2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD			GC §34090 et seq.
HOUSING & ECONOMIC DEVELOPMENT												
Comm. Dev. / Hous. & Econ Dev.:	CD-011	Agency NHS Portfolio Files / Portability Files (loans to others, emergency repair loans, appraisals, loans originating from other agencies, etc.)	Loan Pay-off + 5 years		Loan Pay-off + 5 years		Mag, Mfr, OD, Ppr					Required for 3-4 years from expenditure or performance report; 24 CFR 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Comm. Dev. / Hous. & Econ Dev.:	CD-012	Annual Report (BMR Housing Program, etc.)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD			Department preference; Required for 3-4 years from expenditure or performance report; 24 CFR 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Comm. Dev. / Hous. & Econ Dev.:	CD-013	Applications for Loans: Rejected	5 years		5 years		Mag, Mfr, OD, Ppr					Required for 3-4 years from expenditure or performance report; 24 CFR 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Comm. Dev. / Hous. & Econ Dev.:	CD-014	Below Market Rate Loans (BMR Purchase Program) NO Recapture or Resale Restrictions	Loan Pay-off + 5 years		Loan Pay-off + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 3-4 years from expenditure or performance report; 24 CFR 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Comm. Dev. / Hous. & Econ Dev.:	CD-015	Below Market Rate Rental Program (BMR Rental Program) NO Recapture or Resale Restrictions	Termination of Tenancy + 5 years		Termination of Tenancy + 5 years	Yes: Before Tenancy Terminates	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 3-4 years from expenditure or performance report; 24 CFR 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Comm. Dev. / Hous. & Econ Dev.:	CD-016	Below Market Rate Waiting List (BMR Purchase or Rental Program)	10 years		10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC 34090
Comm. Dev. / Hous. & Econ Dev.:	CD-017	Economic Development Projects and Programs	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department preference; GC \$34090
Comm. Dev. / Hous. & Econ Dev.:	CD-018	Esstoppel Certificate of Completion / Signed Agreements	2 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	No	GC \$34090

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>									
Comm. Dev. / Hous. & Econ Dev.:	CD-019	Housing Programs: Homeownership Housing Projects BMR, CDBG & HOME, WITH Recapture or Resale Restrictions	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 92.508(a)&(c) & 570.502(a), 29 CFR 97.42, GC \$34090
Comm. Dev. / Hous. & Econ Dev.:	CD-020	Loans / Promissory Notes NO Recapture or Resale Restrictions	Loan Pay-off + 5 years		Loan Pay-off + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 3-4 years from expenditure or performance report; 24 CFR 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Comm. Dev. / Hous. & Econ Dev.:	CD-021	Management Files: Reports, Surveys, Collections, etc.	Minimum 2 years		Minimum 2 years	Mag, Mfr, OD, Ppr			GC \$34090
Comm. Dev. / Hous. & Econ Dev.:	CD-022	Minutes (Redevelopment Agency or Housing Authority)	2 years	P	P	Mag, Mfr, OD, Ppr	S	No	GC \$34090
Comm. Dev. / Hous. & Econ Dev.:	CD-023	Plans (e.g. Affordable Housing, Redevelopment Implementation Plan)	P		p	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC 34090

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).							
Comm. Dev. / Hous. & Econ Dev.:	CD-024	Program Information: Reports from Housing Assistance Agencies	5 years		5 years	Mag, Ppr	Required for 3-4 years from expenditure or performance report; 24 CFR 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Comm. Dev. / Hous. & Econ Dev.:	CD-025	Redevelopment Projects	2 years	P	P	Mag, Mfr, OD, Ppr	GC §34090
Comm. Dev. / Hous. & Econ Dev.:	CD-026	Sale of Property by Private Parties (NOT City property), Including BMR Units	P		P	Mag, Mfr, OD, Ppr	Department preference; Required for 3-4 years from expenditure or performance report; 24 CFR 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
PLANNING							
Comm. Dev. / Plann.	CD-027	Annexation / Deannexation Files	P		P	Mag, Mfr, OD, Ppr	GC §34090.7
Comm. Dev. / Plann.	CD-028	Census, Demographics - Selected Historical Information	10 years	P	P	Mag, Mfr, OD, Ppr	Department Preference; GC §34090.7
Comm. Dev. / Plann.	CD-029	Code Enforcement (all except Substandard Housing Conditions, which is Building Department)	Case Closure + 2 years		Case Closure + 2 years	Mag, Ppr	Case is open and retained until satisfactorily resolved (2 years starts after all issues are resolved); GC §34090
Comm. Dev. / Plann.	CD-030	Environmental Determinations - Environmental Impact Reports (EIRs), Negative Declarations, etc. Outside City boundaries	When No Longer Required		When No Longer Required	Ppr	Non-records

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Comm. Dev. / Plann.	CD-031	Environmental Determinations - Environmental Impact Reports (EIRs), Negative Declarations, etc. Within City boundaries	5 years	P	P	Yes: Until Project Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090.7
Comm. Dev. / Plann.	CD-032	General Plan Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After Amended	GC §34090
Comm. Dev. / Plann.	CD-033	Historical Landmarks (Buildings on National or State Registers)	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090
Comm. Dev. / Plann.	CD-034	Land Use and other Studies	5 years	P	P		Mag, Mfr, OD, Ppr	S or I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Dev. / Plann.	CD-035	Property Address Files: Includes staff reports and environmental determinations (EIRs), Conditional Use Permits, Environmental Assessments and Determinations, Rezone, Tentative Maps, Variance, Zone Amendments, etc. (Including associated Plans & Maps)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7
Comm. Dev. / Plann.	CD-036	Specific Plans	5 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Copies); City Clerk Maintains originals of all documents that were presented to Council; GC §34090
Comm. Dev. / Plann.	CD-037	Unclaimed Mailings (Returned Mail)	When No Longer Required		When No Longer Required		Ppr			GC §34090

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Comm. Dev. / Plann.	CD-038	Zoning Maps	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Comm. Dev. / Plann.	CD-039	Zoning Ordinance Amendments	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
CITY MANAGER, ADMINISTRATION						
City Manag.	CM-001	Administrative Polices	Superseded + 2 years		Superseded + 2 years	Mag, Ppr Department preference; GC \$34090
City Manag.	CM-002	Closed Session Materials and Memorandas	2 years		2 years	Mag, Ppr Not accessible to the public; GC \$34090
City Manag.	CM-003	Council Member Correspondence	2 years		2 years	Mag, Ppr GC \$34090
City Manag.	CM-004	Council Report (Weekly)	2 years		2 years	Mag, Ppr GC \$34090
City Manag.	CM-005	Historical List (Roster) of Council Members	P		P	Mag, Mfr, OD, Ppr Historical value; GC 34090
City Manag.	CM-006	Historical Photographs, articles (Council Member Photographs are transferred to the Historical Society)	P		P	Mag, Mfr, OD, Ppr Yes: When Inactive Select those of historical significance for preservation; GC \$34090
City Manag.	CM-007	Management Team Meetings (Agendas, Minutes)	2 years		2 years	Mag, Ppr GC \$34090
City Manag.	CM-008	Projects (Issues and/or projects will vary over time - e.g. Train Station, Solid Waste, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Mag, Ppr Yes: While Active Issues Department preference; GC \$34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
COMMUNITY SERVICES / CHILDREN'S SERVICES						
Comm. Service	CS-001	Accident / Incident Reports (Child Care)	5 years		5 years	Consistent with other State Licensing Requirements; GC §34090
Comm. Service	CS-002	Evaluations / Surveys (of programs)	2 years		2 years	Department Preference (Transitory record); GC §34090
Comm. Service	CS-003	Licensed Child Care: Family File for Childcare Programs (includes registration forms and hold harmless, liability waiver agreements)	5 years		5 years	Meets State Licensing requirements; GC §34090
Comm. Service	CS-004	Licensed Child Care: Registration Forms and Emergency Cards: Part of Program Files (Includes Hold Harmless, Liability, & Waiver Agreements)	5 years		5 years	Meets State Licensing requirements; GC §34090; Education Code 8482.3(g)(1)(F) and (2); 22 CCR 101221
Comm. Service	CS-005	Licensed Child Care: Sign-in / Sign-out sheets	5 years		5 years	GC §34090
Comm. Service	CS-006	Licensed Child Care: Staff Files / Employee Certifications	Separation + 5 years		Separation + 5 years	Meets State Licensing requirements; GC §34090; Education Code 8482.3(g)(1)(F) and (2); 22 CCR 101221
Comm. Service	CS-007	Permissions: Field Trip, Authorization to give Medicine, etc.	2 years		2 years	Meets State Licensing requirements; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>									
Comm. Service	CS-008	Volunteer Applications & Agreements (Child Care Only)	Separation + 5 years		Separation + 5 years	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department preference; Consistent with employee personnel files (some Courts have treated volunteers as employees); 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Comm. Service	CS-009	Volunteer Applications & Agreements - Unsuccessful Applicants (Child Care Only)	3 years		3 years	Ppr			Consistent with employee personnel files (Courts treat volunteers as employees); 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
COMMUNITY SERVICES / RECREATION SERVICES									
Comm. Service	CS-010	Accident / Incident Reports (medical and non-medical)	5 years		5 years	Mag, Ppr			Department preference; GC §34090
Comm. Service	CS-011	Class Instructor Agreements (all others go to Finance)	Completion + 2 years	3 years	Completion + 5 years	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Consistent with City-wide standards; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements.
Comm. Service	CS-012	Evaluations / Surveys (of programs)	2 years		2 years	Mag, Ppr			Transitory record; GC §34090
Comm. Service	CS-013	Facility Use Applications (Room Reservations, Parks, Tennis Key Forms, etc.)	2 years		2 years	Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference				
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention		Vital?	Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Comm. Service / City Clerk	CS-014	Insurance Certificates (e.g. Facility Rentals, etc)	5 years		5 years	Yes: Before Event Ppr				Department Preference; GC §34090
Comm. Service	CS-015	Medical Release Forms (Given to site provider - Coach, Instructor, etc.)	Upon Conclusion of Class or Program		Upon Conclusion of Class or Program	Yes: During Class or Program Ppr				Transitory record used to contact relatives in the event of an emergency; GC §34090
Comm. Service	CS-016	Newsletters of Historical Value	2 years	P	P	Yes: Until Project Completed Mag, Mfr, OD, Ppr	S / I		Yes: 1 year	Department Preference; GC §34090.7
Comm. Service	CS-017	Program Files (e.g. Recreation)	2 years		2 years	Mag, Ppr				Department Preference; GC §34090
Comm. Service	CS-018	Registration Database	Indefinite		Indefinite	Yes				Data Fields / Records are interrelated; GC §34090
Comm. Service	CS-019	Registration Forms and Emergency Cards: Part of Program Files (Includes Hold Harmless, Liability, & Waiver Agreements)	5 years		5 years	Yes: During Class or Program Mag, Mfr, OD, Ppr				Department Preference; GC §34090
Comm. Service	CS-020	School District Facility Use Forms	2 years		2 years	Mag, Ppr				GC §34090
Comm. Service	CS-021	Volunteer Applications & Agreements	Separation + 3 years		Separation + 3 years	Mag, Mfr, OD, Ppr	S		Yes: 1 year	Department preference; (some Courts have treated volunteers as employees); 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Comm. Service	CS-022	Volunteer Applications & Agreements - Unsuccessful Applicants	3 years		3 years		Ppr			Consistent with employee personnel files (Courts treat volunteers as employees); 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq.; GC §§12946, 34090

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
LIBRARY										
Library	LIB-001	Contract Services: Performers, Machines, Heating, Instructors, Entertainment, Officials, etc.	Completion + 2 years		Completion + 2 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090
Library	LIB-002	Emergency Contact List	When Superseded		When Superseded		Mag, Ppr			Transitory Record; GC §34090
Library	LIB-003	Facility Use Applications (Room Reservations, etc.)	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
Library	LIB-004	Friends of the Library	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090
Library	LIB-005	Gifts & Donations (Private)	2 years	2 years	4 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Matches other grant retentions; 24 CFR 85.42 & 570.502 & 982.158, 29 CFR 97.42, GC §§34090, 60201
Library	LIB-006	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act, IMLS (Institute of Museum & Library Services) , and PLF (Public Library Foundation) ONLY. For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information)	Final Expenditure + 5 years		Final Expenditure + 5 years		Mag, Mfr, OD, Ppr			Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
Library	LIB-007	Historical Records and Photographs	P		P	Mag, Mfr, OD, Ppr
Library	LIB-008	Incident Reports (medical and non-medical)	2 years		2 years	Mag, Ppr
Library	LIB-009	Library Commission: Agendas, Summaries, Notices, Correspondence, etc..	2 years		2 years	Mag, Ppr
Library	LIB-010	Library Commission: Bylaws, Minutes, Resolutions, Articles of Incorporation, Appointments, Resignations	P		P	Mag, Mfr, OD, Ppr
Library	LIB-011	Library Consortium Agreement and Annual Reports	P		P	Mag, Mfr, OD, Ppr
Library	LIB-012	Library Consortium Monthly Reports	2 years		2 years	Mag, Ppr
Library or Finance	LIB-013	LSTA Grants: Grants given to local Non-profit organizations (REPORTS & PAYMENTS)	5 years		5 years	Mag, Ppr
Library	LIB-014	Programs (e.g. Summer Reading)	2 years		2 years	Mag, Ppr

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>									
Library	LIB-015	Volunteer Applications & Agreements	Separation + 3 years		Separation + 3 years	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Library	LIB-016	Volunteer Emergency Contact Forms	When Superseded or Separated		When Superseded or Separated	Mag, Ppr		Yes: While volunteer is active	GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
POLICE										
	PD-001	Alcohol Beverage Applications	When No Longer Required		When No Longer Required		Ppr			Non-records; GC §34090
Human Resources	PD-002	Background Files - Employees, Volunteers & Reservists	Transfer to Human Resources upon Separation		Transfer to Human Resources upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	GC §34090
Human Resources	PD-003	Background Files - Unsuccessful Applicants	3 years		3 years		Mag, Ppr			Eligibility Lists are 1 year and can be extended 1 year; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 34090
Police	PD-004	Citations - Payment Plans for outstanding parking citations received by indigent persons	Fully Paid, Written off, or Forgiven + 5 years		Fully Paid, Written off, or Forgiven + 5 years		Mag, Ppr			Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090
Police	PD-005	Citations: Infractions & Parking	Minimum 2 years		Minimum 2 years		Ppr			Department preference; GC §34090
Police	PD-006	Citations: Marijuana / Cannabis Citations or Reports (less than 28.5 grams)	2 years		2 years		Ppr			GC §34090, H&S §11361.5
Police	PD-007	Citations: Misdemeanor or Criminal	Minimum 2 years		Minimum 2 years		Ppr			GC §34090
Police	PD-008	Code Enforcement (all except Substandard Housing Conditions, which is Building Department)	Case Closure + 2 years		Case Closure + 2 years		Mag, Ppr		Yes: Until Resolution	Case is open until satisfactorily resolved; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Police	PD-009	Crime Statistics: ANNUAL	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Historical Value; GC §34090
Police	PD-010	Crime Statistics: PERIODIC (Monthly, Bi-monthly, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Police	PD-011	Daily Crime Report No. Log: Case Numbers Books (Old Cases)	P		P		Mag, Ppr			GC §34090
Police	PD-012	Department of Justice Validation Lists	2 years		2 years		Mag, Ppr			Information received by DOJ; GC §34090
Police	PD-013	Drug Registrants (maintained in Suspect ID Jackets)	5 years		5 years		Mag, Ppr			Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police	PD-014	Evidence Sheets (Property packaging)	(Police Report Retention)		(Police Report Retention)		Ppr			Statute of Limitations is 1 year for property seized by officers; CCP §340(4); GC §34090
Police	PD-015	Guns: Dealers Record of Sale	When No Longer Required		When No Longer Required		Mag, Ppr			Dealers have an automated link to DOJ; PC §12070
Police	PD-016	Internal Investigations and Civilian Complaints: Sustained, Not Sustained, Use of Force, and Officer Involved Shootings	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>								
Police	PD-017	Massage Establishments & Technicians: Background Checks	Expiration of License + 2 years		Expiration of License + 2 years	M / S / I	No	GC §34090
Police	PD-018	Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data	P		P	Mag		PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police	PD-019	Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows retention for Evidence, Minimum 2 years		Follows the Retention of the Evidence, Minimum 2 years	Mag		PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police	PD-020	Officer Recordings: Body-Worn Cameras - that are NOT evidence	60 days		60 days	Mag		PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police	PD-021	Parking Permits / Overnight Parking Permits	2 years		2 years	Mag, Ppr		GC §34090
Police	PD-022	Pawn Slips	When No Longer Required		When No Longer Required	Ppr		Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police	PD-023	Police Report Log (for Press - posted on Web)	2 years		2 years	Mag, Ppr		GC §34090
Police	PD-024	Police Report Log (Police only - contains confidential information)	2 years		2 years	Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Police	PD-025	Police Reports: Felonies and Misdemeanors - ALL except those otherwise specifically mentioned in this retention schedule	7 years or upon DOJ Notification		7 years or upon DOJ Notification	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police	PD-026	Police Reports: Homicide, Child Abuse (Substantiated) or Severe Neglect; Bank Robberies, Fatal Traffic Collisions, Suspicious Deaths, Falsification of Public Records, Kidnapping, Unsolved Child or Elder Abuse, Sexual Assault & Neglect, Rape, Misuse of Public Funds, Train-wrecking, Treason, Suicide, Officer Involved shootings (Crimes Subject to Death Penalty or without statute of Limitations -- Includes Attempts)	3 years	P	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Department Preference; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799
Police	PD-027	Police Reports: Marijuana / Cannabis less than 28.5 grams	2 years or subject 18 years old		2 years or subject 18 years old		Ppr			GC §34090, H&S §11361.5
Police	PD-028	Police Reports: Missing Person Reports (unsolved)	2 years or Until Located	P	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Dept. Preference; Also see Crime Reports; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Police	PD-029	Police Reports: Sealed ("Factual Innocence")	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a) Statute of Limitations turns up to age of majority + 8 years; Sealing for Juveniles and Wards of the Court retained for 5 years; CCP §§340.1, GC §34090; W&I §781.7(d)
Police	PD-030	Police Reports: Sealed Juvenile Cases	Sealing date + 5 years (or Court Order)		Sealing date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr		Yes: After QC & OD	PC §§11169(c), 11170(a)(3)
Police	PD-031	Police Reports: Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive	No Further Report on Suspected Abuser + 10 years		No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(c), 11170(a)(3)
Police	PD-032	Police Reports: Weapons, Lost / Stolen, Serialized, if no activity from date of report and CLETS purge	Until Found - Minimum 7 years		Until Found - Minimum 7 years		Ppr			PC§ 11108.2(b); GC §34090
Support Operations	PD-033	Recordings of Telephone & Radio Communications / Dispatch Tapes, Tape Recordings (CAD)	1 year		1 year		Mag			State law requires 100 days; Statute of Limitations for Civil Rights Claims is one year; other claims is 180 days; CCP§337 et Seq., GC, §§34090, 34090.6
Police	PD-034	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I §781(D)

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Police	PD-035	Registrants: Sex Offenders - Adults	P, or Death of Registrant		P, or Death of Registrant		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police	PD-036	Restraining Orders	Expiration of Order		Expiration of Order		Ppr			Department Preference; Non-records (Superior Court is OFR); GC §34090
Police	PD-037	RMS Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police	PD-038	Subpoenas and Subpoena Logs	2 years		2 years		Ppr			GC §34090
Police	PD-039	Suspect ID Jackets	No Activity + 10 years		No Activity + 10 years		Mag, Ppr			Consistent with Felony Crime Report retentions; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police	PD-040	Traffic Complaints	2 years		2 years		Mag, Ppr			GC §34090
Police	PD-041	Training Records	Transfer to Human Resources upon Separation		Transfer to Human Resources upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
PUBLIC WORKS										
Fire, Public Works	PW-001	Employee Exposure Records: HazMat Exposure Records / OSHA Log 200, MSDS (Material Safety Data Sheets) / SDS (Safety Data Sheets)	2 years	28 years	30 years	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Claims can be made for 30 years for toxic subst. exposure; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Public Works	PW-002	Equipment Inventory, Maintenance & Operations (e.g. pump stations, reservoir stations, etc.)	5 years		5 years	Yes	Mag, Ppr			Covers auditing standards; Statute of Limitations for contracts is 4 years; CCP §§ 337 et seq.; GC §34090
Plann. / Public Works	PW-003	Flood Control & Disaster Files (e.g. pump systems, CIP systems)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	statewide guidelines propose 2 years; GC §34090
Public Works	PW-004	Offers of Dedication	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090
Public Works	PW-005	Potential Claims	2 years		2 years	Yes (all)	Mag, Ppr			GC §34090
Lead Dept: City Manag., Plann., or Public Works	PW-006	Real Estate Appraisal Reports: Property NOT purchased	2 years		2 years		Mag, Ppr			Statewide Guidelines show 2 years; GC §§34090, 6254(h)

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept: City Manag., Plann., or Public Works	PW-007	Real Estate Appraisal Reports: Purchased Property	2 years	5 years	7 years	Yes: Until Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Auditing standards are 7 years after audit; time is sufficient to establish tax increment; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Finance	PW-008	Refundable Deposits (Building or Planning Permits, etc.)	When No Longer Required		When No Longer Required	Yes: Until Closed	Mag, Mfr, OD, Ppr			Finance maintains originals; GC §34090.7
Public Works	PW-009	State of California Information Files (CalTrans)	2 years	10 years	10 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Administrative Value; GC §34090
Human Resources	PW-010	Training, Including Safety Training (Not Hazardous Materials)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			HR is OFR (all originals should be sent to HR, the department maintains a copy); OSHA requires 1 year; 8 Cal. Cod Reg. 3203(b)(2); GC §34090
Public Works	PW-011	Traffic Collision Reports (copies of Sheriff's report)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works	PW-012	Traffic Counts, Summaries, Reports	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
Public Works	PW-013	Traffic Information Files	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
Public Works	PW-014	Traffic Legends (painting)	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
Public Works	PW-015	Traffic Signals: Maintenance, Timing, Signs & Marking installations	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Public Works	PW-016	Traffic Speed Surveys	5 years		5 years		Mag, Ppr			Department Preference; Statewide guidelines propose 2 years; GC §34090
Public Works	PW-017	Underground Service Alerts from Utility Companies "USA's" - (Digging on Property)	3 years		3 years		Ppr			GC §§4216.2(fd) & 4216.3(d), GC §34090
Public Works	PW-018	Vehicle Maintenance History (Public Works Vehicles only)	Life of Vehicle + 2 years		Life of Vehicle + 2 years		Mag, Ppr			Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; GC §34090
Public Works / Division Providing Service / Work	PW-019	Work Orders / Service Requests / Job Requests / Service Repair Orders CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Public Works / Division Providing Service / Work	PW-020	Work Orders / Service Requests / Job Requests / Service Repair Orders - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts (the database is the original); GC §34090
Public Works / Division Providing Service / Work	PW-021	Work Orders / Service Requests / Job Requests / Service Repair Orders - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag, Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC-§§945-6; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
ENGINEERING										
Public Works / Engineer.	PW-022	Annexations, Abandonments	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	GC §34090
Public Works / Engineer.	PW-023	Assessment District Projects (Maps, Engineer's Report, Diagrams, Spreadsheets, Improvement Plans - e.g. water, sewer, undergrounding)	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	City Clerk Maintains Originals; GC §34090
Public Works / Engineer.	PW-024	Bonds - Project Funding	When No Longer Required		When No Longer Required	Yes: Until Completed	Mag, Mfr, OD, Ppr			Finance is OFR; GC §34090.7
Public Works / Engineer.	PW-025	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Hazardous Materials Plans, Meeting Minutes, Photos, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Specs=4 years; Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Public Works / Engineer.	PW-026	Capital Improvement Projects (CIP): Permanent File Specifications & Addenda, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineer.	PW-026	Drawings / As-Builts (Improvement Plans, Grading, Utility)	Completion + 2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineer.	PW-027	Easements	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; Recorded, therefore also maintained by City Clerk; GC §34090, 34090.7
Planning	PW-028	Encroachments (Planning Review File)	When No Longer Required		When No Longer Required		Mag, Ppr			Planning is OFR; GC §34090.7
Public Works / Engineer.	PW-029	Encroachments (Structures - e.g. awnings, signs, etc.)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose Permanent; GC § 34090
Public Works / Engineer.	PW-030	Encroachments (Temporary - e.g. construction street openings, sidewalk ramps, debris box, etc.)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Destroy Paper after Imaged & QC'd?	Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?			Media	Image: I=Import M=Mfr S=Scan
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Public Works / Engineer.	PW-031	Maps, Base Maps - Final (Drainage, Grading, Subdivision, Survey, Parcel Maps, Lot Line Adjustments, Utility, Street Light, Water, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Some maps are recorded and maintained by City Clerk; some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineer.	PW-032	NPDES - National Pollutant Discharge Elimination System Program (includes enforcement actions)	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Statewide guidelines propose permanent; Federal law requires between 3-5 years for hazardous materials discharge; 40 CFR 122.28
Public Works / Engineer.	PW-033	Offers of Dedication (property)	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Land records; GC §34090
Public Works / Engineer.	PW-034	Plan Drawings (e.g. water, sewer, storm drain, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineer.	PW-035	Preliminary Studies / Project Assessments (Not Acquired): Title Reports, Environmental Reports, etc.	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; GC §34090
Public Works / Engineer.	PW-036	Prevailing Wages, Disadvantaged Business Enterprises	2 years after revised		2 years after revised		Mag, Ppr			Non-record used for reference; GC § 34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention			
(OFR)								
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>								
Public Works / Engineer.	PW-037	Projects & Facilities: INFRASTRUCTURE Final Specifications and Plans (Buildings, Improvement Plans, Park Improvements, Right of Way, Sewers, Street Widening, etc.)	Completion + 2 years	P	P	Yes (all) Mag, Mfr, OD, Ppr	Image: I=Import M=Mfr S=Scan Vital? Media Destroy Paper after Imaged & QC'd?	Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, GC §34090
Public Works / Engineer.	PW-038	Projects: NON-INFRASTRUCTURE Final Specifications and Plans (Curb repairs, Slurry Seals, Street Paving, Tree Trimming, etc.)	Completion + 2 years	3 years	Completion + 5 years	Yes: Until Completed Mag, Mfr, OD, Ppr	S S	Statewide guidelines propose Term + 5 years, 2 years for blueprints & specifications; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, GC §34090
Finance	PW-039	Property Acquisition Projects (All): Correspondence, copies of permanent documents, etc.	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Completed Mag, Ppr		Original Deeds or other Recorded Documents are maintained by the City Clerk, depending upon the project; All original agreements are maintained by Finance; GC §34090.7
Public Works / Engineer.	PW-040	Refundable and Security Deposits (Charged to developers to cover project fees)	2 years	3 years	5 years	Yes: Until Completed Mag, Ppr		For auditing purposes; published articles show 3 years; Other city shows permanent; GC §34090
Public Works / Engineer.	PW-041	Resource Files: (ABAG, etc.)	When No Longer Required		When No Longer Required	Mag, Ppr		GC §34090
Public Works / Engineer.	PW-042	Staff Reports (City Council)	P		P	Yes: Until Completed Mag, Mfr, OD, Ppr	S	City Clerk Maintains Originals for 5 years; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference					
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>												
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>												
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).												
Public Works / Engineer.	PW-043	Streets, Storm Drains, Lot Line Adjustments, Parcel Maps, etc.	P		P	Yes (all)						Department Preference; Planning also maintains some originals; GC § 34090 et seq.
Public Works / Engineer.	PW-044	Subdivisions	Completion + 2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S		Yes: 1 year		Department Preference (City Clerk is OFR); GC §34090.7
Public Works / Engineer.	PW-045	Survey Information (Legal plats and descriptions, Survey data and maps)	Completion + 2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S		Yes: 1 year		Department Preference; GC §34090
Public Works / Engineer.	PW-046	Tree Database (West Coast Arborists)	Indefinite		Indefinite	Yes	Mag					Data Fields / Records are interrelated; GC §34090
ENVIRONMENTAL PROGRAMS												
Public Works / Env.	PW-047	Energy Conservation	5 years		5 years		Mag, Mfr, OD, Ppr	S		No		Department Preference; GC §34090 et. seq.
Public Works / Env.	PW-047	NPDES - Public Information	5 years		5 years		Mag, Mfr, OD, Ppr	S		No		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 et. seq.
Public Works / Env.	PW-048	Tree Maps & Plats	Until Superseded	P	P		Mag, Mfr, OD, Ppr	S / I		Yes: 2 years		Department Preference; GC §34090
Public Works / Env.	PW-049	Tree Maintenance	2 years	1 year	3 years		Mag, Mfr, OD, Ppr	S / I		Yes: 2 years		Department Preference; GC §34090
Public Works / Env.	PW-050	Tree Removal Permits	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I		Yes: 2 years		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Public Works / Env.	PW-051	Solid Waste Recycling and Administration	5 years		5 years		Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090 et. seq.
Public Works / Env.	PW-052	Water Pollution Prevention Program (NPDES)	5 years		5 years		Mag, Mfr, OD, Ppr	S	No	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 122.44 GC §34090 et. seq.
MAINTENANCE / FLEET SECTION										
Maint. / Fleet	PW-053	Accident Reports (vehicles and equipment) - NOT a Police Report	3 years		3 years		Mag, Ppr			Covers statute of limitations; CCP §337 et seq.; GC §34090
Police	PW-054	Accident Reports (vehicles and equipment) - Police Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Police is OFR - Do not retain in Department because it contains some private information; GC §34090.7
Maint. / Fleet	PW-055	Equipment Work Request	When No Longer Required		When No Longer Required		Mag, Ppr			The "original" record (Pink) is maintained in other departments; GC §34090
Maint. / Fleet	PW-056	Vehicle Maintenance History	Life of Vehicle + 2 years		Life of Vehicle + 2 years		Mag, Ppr			Consistent with CHP requirements; OSHA requires 1 year; 8 CCR §3203(b)(1); GC §34090
Maint. / Fleet	PW-057	Vehicle Service Requests, Inspections, or Work Orders	Life of Vehicle or CHP Inspection		Life of Vehicle or CHP Inspection		Mag, Ppr			Some functions are outsourced to Contractors; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>									
MAINTENANCE / STREETS									
Maint. / Streets	PW-058	Material Data Safety Sheet (MSDS) / Safety Data Sheets (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		30 years	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B), GC §34090
Maint. / Streets	PW-059	Pavement Maintenance Inventory Records	Data Superseded		Data Superseded	Mag, Mfr, OD, Ppr	S	Yes: After 1 year	GC § 34090
Maint. / Streets	PW-060	Pavement Maintenance Inventory Records - "Deep Lift" or "Skin Patching" (repair)	2 years		2 years	Mag			GC § 34090
Maint. / Streets	PW-061	Streets	5 years		5 years	Mag, Ppr			Department Preference; GC § 34090
Maint. / Streets	PW-062	Traffic Legends (painting)	5 years		5 years	Mag, Ppr			Covers all Statute of Limitations; Department Preference; GC §34090, CCP §337 et seq.
Maint. / Streets	PW-063	Traffic Signs	5 years		5 years	Mag, Ppr			City Clerk maintains originals of installation / ownership, etc; Covers all Statute of Limitations; Department Preference; GC §34090, CCP §337 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>										
Maint. / Streets	PW-064	Tree Database (West Coast Arborists)	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Public Works / Division Providing Service / Work	PW-065	Work Orders / Service Requests / Job Requests / Service Repair Orders CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Public Works / Division Providing Service / Work	PW-066	Work Orders / Service Requests / Job Requests / Service Repair Orders - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts (the database is the original); GC §34090
Public Works / Division Providing Service / Work	PW-067	Work Orders / Service Requests / Job Requests / Service Repair Orders - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	3 years		3 years		Mag, Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945-6 , GC §34090
MAINTENANCE / WATER										
Water	PW-068	Backflow Inspections / Approvals	5 years		5 years		Ppr			Domestic water system inspection with County administration (State Program - Title 17) GC §34090 (City took over from San Mateo County in 2009)

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Water	PW-069	Chains of Custody	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.25; 22 CCR \$64470, 40 CFR 141.33(a); 40 CFR 141.91
Water	PW-070	Chemical Reports, includes Bacterial Analysis (Chlorine, Nitrates, etc.) weekly water testing	2 years	8 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR \$64692
Water	PW-071	Correspondence: EPA, DHS	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: 2 years	Department Preference; GC \$34090
Water	PW-072	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints about Potable Water	5 years		5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Water	PW-073	FEMA Community Assistance	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference; GC \$34090
Water	PW-074	FEMA Flood Insurance Maps, Letters of Map Amendments	Until Superseded	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference; GC \$34090
Water	PW-075	Geothermal Logs	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Historical Data; GC \$34090
Water	PW-076	Groundwater Contamination	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Historical Data; GC \$34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Water	PW-077	Groundwater Levels, Data Trends	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Historical Data; GC §34090
Water	PW-078	Groundwater Monitoring Well Route Book	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference; GC §34090
Water	PW-079	Lab Analysis (e.g. Bayfront Park)	2 years	8 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Water	PW-080	Meter Installation & Maintenance	Life of Meter		Life of Meter		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	GC §34090
Water	PW-081	NPDES Reports (e.g. 1/2 year deliverable)	3 years		3 years		Mag, Ppr			Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Water	PW-082	Permits: Road Work (issued by Others)	Completion of Project + 2 years		Completion of Project + 2 years		Ppr			GC §34090
Water	PW-083	Test Wells (e.g. Bayfront Park - may be done by private entities)	2 years	Closing of Well	Closing of Well		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Administrative Value for monitoring wells; GC §34090
Water	PW-084	Variances, Exemptions (water)	Expiration + 5 years		Expiration + 5 years		Mag, Mfr, OD, Ppr	S	No	40 CFR 141.33(d)
Water	PW-085	Violations, Investigations and Corrective Actions: WATER DISTRIBUTION	Last Action + 5 years		Last Action + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	40 CFR 141.33(b)

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Water	PW-086	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	When Superseded - Minimum 2 years		When Superseded Minimum 2 years	Mag, Ppr	Confidential; 42 USC 3001-2(d); GC §34090 et seq.
Water	PW-087	Water - General	10 years		10 years	Mag, Mfr, OD, Ppr	GC § 34090
Water	PW-088	Water Level Data Sheets - Reservoirs	P		P	Mag, Mfr, OD, Ppr	Administrative Value; GC §34090
Water	PW-089	Water Plans (Various Projects)	Completion + 5 years	P	P	Mag, Mfr, OD, Ppr	Drafts should be destroyed; All infrastructure contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, GC §34090
Water	PW-090	Water Service Connections	2 years	3 years	5 years	Mag, Ppr	Department preference; covers auditing standards; GC §34090
Water	PW-091	Water Suppliers	10 years		10 years	Mag, Mfr, OD, Ppr	GC § 34090
Water	PW-092	Water Permit Index / Key	P		P	Mag, Mfr, OD, Ppr	GC §34090
Water	PW-093	Well Logs (e.g. Bayfront Park)	When No Longer Required		When No Longer Required	Mag, Mfr, OD, Ppr	Non-records (private entities perform this); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Water	PW-094	Well Measurements, Production: Daily Water Production, Water Meters	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference; GC \$34090
Water	PW-095	Well Record Books, Graphs, Monitoring	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference; GC \$34090
TRANSPORTATION										
Public Works. / Trans.	PW-096	Traffic Counts, Summaries, Reports	5 years	15 years	20 years		Mag, Ppr			Department Preference; GC \$34090
Public Works. / Trans.	PW-097	Bicycle Safety Training Program	2 years		2 years		Mag, Ppr			GC \$34090
Public Works. / Trans.	PW-098	Streets, Intersections	5 years	5 years	10 years		Mag, Ppr			Department Preference; GC \$34090
Public Works. / Trans.	PW-099	Traffic Information Files (does not include Accident Reports)	5 years	5 years	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC \$34090
Public Works. / Trans.	PW-100	Traffic Legends (painting)	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC \$34090
Public Works. / Trans.	PW-101	Traffic Signals: Maintenance, Timing, Signs & Marking installations	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC \$34090
Public Works. / Trans.	PW-102	Traffic Reports (except those that are historically significant)	5 years	5 years	10 years		Mag, Ppr			Department Preference; Statewide guidelines propose 2 years; GC \$34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>											
Public Works. / Trans.	PW-103	Traffic Speed Surveys	5 years	5 years	10 years		Mag, Ppr				Department Preference; Statewide guidelines propose 2 years; GC §34090
Public Works. / Trans.	PW-104	Transportation Funding Programs (ISTEA, etc.)	2 years	After Funding Agency Audit, if Required - Minimum 4 years	After Funding Agency Audit, if required - Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive		Uniform Admin. Require. for Grants to Local Govern. is 3 years from expenditure report; HUD 2228.2 rev-3, 24 CFR 85.42, 24 CFR 982.158, 29 CFR 97.42, GC §34090; Grant issuer has requirements under various CFR's
Public Works. / Trans.	PW-105	Transportation Plans, Projects & Infrastructure	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD		Department Preference; GC §34090
Public Works. / Trans.	PW-106	Transportation Systems Management Program (TSM) - Shuttles	5 years		5 years		Mag, Ppr				Consistent with CHP inspection requirements; OSHA Requires 1 year; Cal. Code Reg. 3203(b)(1), GC §34090
Public Works. / Trans.	PW-107	Traffic Studies	5 years	5 years	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD		GC §34090
Public Works. / Trans.	PW-108	Truck Permits	4 years		4 years	Yes: While Active	Mag, Ppr				Covers all Statute of Limitations; GC §34090, CCP §337 et seq.

RECORDS RETENTION SCHEDULE: SUSTAINABILITY

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?		Media	Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).									
SUSTAINABILITY									
Sustain-ability	SUS-001	Construction & Demolition Debris Re-use and Recycling	2 years		2 years		Mag, Ppr		GC §34090
Sustain-ability	SUS-002	Construction & Demolition Debris Re-use and Recycling Database (Green Halo)	Indefinite		Indefinite	Yes	Mag		Data Fields / Records are interrelated; GC §34090
Sustain-ability	SUS-003	Recycling / AB 939 Compliance / Tonnage Reports	2 years		2 years		Mag, Ppr		GC §34090
Sustain-ability	SUS-004	Sustainability Initiatives (Other)	2 years		2 years		Mag, Ppr		GC §34090



STAFF REPORT

City Council Meeting Date: 2/13/2024
Staff Report Number: 24-023-CC

Consent Calendar: Adopt a resolution approving the City Council Community Funding Subcommittee's recommendations for fiscal year 2023-24 community funding allocations

Recommendation

The City Council Community Funding Subcommittee (Subcommittee) recommends that the City Council adopt a resolution (Attachment A) approving the Subcommittee's recommended 2023-24 community funding allocations to local nonprofit agencies totaling \$350,000.

Policy Issues

The Subcommittee's recommendations are consistent with the City Council's current community funding program policy.

City Council Subcommittee Member Taylor indicated she is affiliated with two applicants: JobTrain and So Many Choices Community Project.

Background

The City of Menlo Park adopted a formal policy guiding allocation of general fund dollars to community organizations in 1996 (Attachment B) to leverage City funds in response to the human service needs of Menlo Park residents.

The policy guidelines stipulate that eligible programs must address a verified community need and have a significant Menlo Park client base. Priority service areas include emergency assistance for those who are homeless or low-income; assistance to the disabled; help for seniors to be independent; senior day care support; youth services including recreational and summer academic support; crisis and family counseling; and substance abuse prevention. Applicants must maintain accounting records with an independent audit at least once every two years.

Each fiscal year, according to the policy, no more than 1.7 percent of projected general fund property tax revenue (approximately \$615,400 in fiscal year 2023-24) may be allocated to the community funding program.

The approved general fund budget for fiscal year 2023-24 currently includes \$350,000 for community funding allocations. This is an increase from last fiscal year 2022-23 amount of \$317,000.

Analysis

Mayor Taylor and Vice Mayor Combs were appointed as the Subcommittee for fiscal year 2023-24. The Subcommittee is charged with evaluating funding requests and making recommendations to the full City Council as to the allocation of the funds budgeted for the community funding program.

Last year, the Subcommittee requested that the City increase awareness of the community funding program. The application period was extended an additional two weeks for a total of six weeks, Sept. 25 – Nov. 3, 2023. Additional promotion was conducted in print and online with two paper ads and an online ad that ran for two weeks in the Almanac, as well as two articles in the City's weekly Digest e-newsletter. The City also provided notice of the grant program to agencies that received funding in prior years as well as additional organizations referred by City Councilmembers and staff. Forty agencies responded with requests totaling \$784,040, an increase of \$358,540 from the total amount requested in fiscal year 2022-23. Seven agencies submitted applications that did not apply last year. Six agencies applied this year that have applied in the past but not in the prior fiscal year. Applicants provide services such as counseling, crisis intervention, employment assistance, shelter, hospice services, community health, risk reduction education and youth and senior services.

On Jan. 29 the Subcommittee met with the staff review team that included: Nicole Casados, Executive Assistant to the City Manager; Rondell Howard, Library and Community Services Supervisor; Rani Singh, Interim Finance and Budget Manager; and Nora Mercer, Librarian II. The Subcommittee reviewed the criteria established to assess the applications against factors aligned with the community funding policy such as: verified program results; impact on the Menlo Park community; percentage of total budget spent on administrative overhead; receipt of City funding in previous years; community need for the program; unduplicated service or, if duplicated, evidence of collaboration; and alignment with City Council goals for the program.

All agencies that applied for funding this year were recommended for awards of at least \$1,000. Note: Community Overcoming Relationship Abuse (CORA) submitted two applications for separate programs; the Crisis Support Services Program was recommended for funding but the Speak Up Community Education Program was not.

The largest recommended amounts were to Star Vista, \$22,500, for youth counseling services at Menlo Atherton High School; Peninsula Conflict Resolution Center, \$20,000, for restorative justice programming at Menlo Atherton High School; Samaritan House, \$18,000, for essential safety net services for low-income families; and Acknowledge Alliance, \$16,000, for mental health therapists and counselors at Menlo Atherton High school.

In total, the Subcommittee recommends a total \$350,000 in funding awards for fiscal year 2023-24. The table attached as Exhibit A to the Resolution outlines funding allocations approved by the City Council in fiscal year 2022-23, requests for fiscal year 2023-24, and the Subcommittee's recommendations for this year's funding.

Impact on City Resources

The fiscal year 2023-24 adopted budget includes \$350,000 for the community funding program. No additional funding is requested at this time.

Environmental Review

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

Public Notice

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

Attachments

- A. Resolution with Exhibit A Chart of fiscal year 2023-24 recommendations and Exhibit B Community funding agreement template
- B. City Council Policy #CC-01-1996 Community Funding Program

Report prepared by:

Nicole Casados, Executive Assistant to the City Manager

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
APPROVING THE CITY COUNCIL COMMUNITY FUNDING SUBCOMMITTEE
RECOMMENDATIONS REGARDING ALLOCATION OF FISCAL YEAR 2023-24
COMMUNITY FUNDING**

The City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing, THEREFORE

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Menlo Park that the City Council hereby approves the City Council Community Funding Subcommittee recommendations regarding fiscal year 2023-24 community funding allocations in the total amount of \$350,000, as more particularly set forth in Exhibit A of this Resolution presented to the City Council on February 13, 2024.

BE IT FURTHER RESOLVED by the City Council of the City of Menlo Park that the City Council hereby directs the City Manager to execute Community Funding Agreements, in substantially similar form the agreement attached hereto as Exhibit B to this Resolution for each of the approved community funding allocations set forth in Exhibit A.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the thirteenth day of February, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of February, 2024.

Judi A. Herren, City Clerk

Exhibits:

- A. Approved community funding allocations
- B. Community Funding Agreements

Table 1: Funding requests for fiscal year 2023-24

Agency	Fiscal year 2022-23 allocation	Fiscal year 2023-24 request	Subcommittee recommendation for fiscal year 2023-24
AbilityPath	\$ 3,000	\$ 5,000	\$ 5,000.00
Acknowledge Alliance	\$ 16,000	\$ 25,000	\$ 16,000.00
All Five	\$ 13,000	\$ 13,000	\$ 13,000.00
Bay Aares The True Light Resources for All	new	\$ 70,000	\$ 1,000.00
Beyond Barriers Athletic Foundation	new	\$ 15,000	\$ 7,500.00
Boys & Girls Clubs of the Peninsula	\$ 10,000	\$ 15,000	\$ 10,000.00
Community Overcoming Relationship Abuse (CORA) (Primary application)	\$ 5,000	\$ 10,000	\$ 10,000.00
Community Overcoming Relationship Abuse (CORA) (Secondary application)	\$ 5,000	\$ 10,000	-
County of San Mateo Jobs for Youth	\$ -	\$ 4,000	\$ 4,000.00
East Palo Alto Tennis and Tutoring (EPATT)	\$ 15,000	\$ 15,000	\$ 8,000.00
Family Connections	\$ 8,000	\$ 10,000	\$ 8,000.00
HIP Housing	\$ 12,000	\$ 15,000	\$ 12,000.00
JobTrain	\$ 10,000	\$ 10,000	\$ 10,000.00
Junior League Palo Alto Mid Peninsula	\$ -	\$ 64,040	\$ 7,500.00
Legal Aid Society of San Mateo County	\$ 8,000	\$ 10,000	\$ 8,000.00
LifeMoves	\$ 16,000	\$ 20,000	\$ 15,000.00
Live In Peace, Inc.	\$ 10,000	\$ 20,000	\$ 10,000.00
Menlo Rotary Community Foundation	\$ 3,000	\$ 2,000	\$ 3,000.00
MPC (Menlo Park Community) Ready	new	\$ 5,000	\$ 4,000.00
My New Red Shoes	\$ -	\$ 1,000	\$ 1,000.00
Nature Bloomers	new	\$ 9,000	\$ 2,500.00
Nuestra Casa de East Palo Alto	\$ 10,000	\$ 10,000	\$ 10,000.00
Ombudsman Services of San Mateo County, Inc.	\$ 3,000	\$ 3,000	\$ 6,500.00
Omnivare Networks	\$ 2,000	\$ 2,000	\$ 2,000.00
Peninsula Conflict Resolution Center	\$ 25,000	\$ 25,000	\$ 20,000.00
Peninsula Volunteers Inc. (PVI)	\$ 20,000	\$ 40,000	\$ 15,000.00
Ravenswood Classroom Partners	\$ 15,000	\$ 15,000	\$ 15,000.00
Ravenswood Education Foundation	\$ 15,000	\$ 15,000	\$ 7,000.00
Rebuilding Together Peninsula	\$ 10,000	\$ 10,000	\$ 10,000.00
Riekes Center for Human Enhancement	\$ -	\$ 20,000	\$ 8,000.00
Samaritan House	\$ 20,000	\$ 27,500	\$ 18,000.00
Service League of San Mateo County	\$ 3,000	\$ 3,000	\$ 3,000.00
So Many Choices Community Project	new	\$ 130,500	\$ 5,000.00
StarVista	\$ 25,000	\$ 35,000	\$ 22,500.00
Sustainable San Mateo County	\$ -	\$ 5,000	\$ 2,500.00
Tha Hood Squad	new	\$ 20,000	\$ 5,000.00
The Joy Culture Foundation	new	\$ 20,000	\$ 5,000.00
Upward Scholars	\$ 5,000	\$ 10,000	\$ 5,000.00
Vista Center for the Blind and Visually Impaired	\$ 15,000	\$ 15,000	\$ 15,000.00
WeHOPE	\$ -	\$ 20,000	\$ 10,000.00
Youth Community Service	\$ 10,000	\$ 10,000	\$ 10,000.00

COMMUNITY FUNDING AGREEMENT

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



Agreement #:
COMMUNITY FUNDING AGREEMENT BETWEEN THE CITY OF MENLO PARK AND «ORG»
THIS COMMUNITY FUNDING AGREEMENT ("Agreement") made and entered into at Menlo Park, California, this _____, by and between the CITY OF MENLO PARK, a municipal corporation ("City"), and «ORG», hereinafter referred to as "Recipient."
<p>WHEREAS, Recipient has submitted a Community Funding Program Application to the City to conduct the programs and/or services for residents of City during the fiscal year commencing July 1, 20XX, and ending June 30, 20XX and perform the scope outlined in Exhibit A:</p> <p>WHEREAS, City has reviewed said request and desires to allocate to Recipient the sum of \$«dollars», subject to all terms and conditions of this Agreement.</p> <p>NOW, THEREFORE, the parties hereto do hereby agree as follows:</p>
1. FINANCIAL ASSISTANCE
City shall allocate to Recipient the sum of «sum» (\$«dollars») for exclusive use by Recipient during the fiscal year commencing July 1, 20XX, and ending June 30, 20XX, solely for the purposes described in paragraph 2.
2. USE OF FUNDS
<p>Recipient shall use the funds provided pursuant to paragraph 1 solely for the Program purposes described in the approved Community Funding Program Application, set forth in Exhibit A of this Agreement and incorporated by reference.</p> <p>Except as specifically approved in writing by the City and set forth in Exhibit A, payments shall not be used for administrative costs or overhead of Recipient. Grantee shall not use funding under this Agreement to take any action or carry on any activity not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.</p>
3. CHANGES TO PROGRAM
No changes in the program described in this Agreement which are funded by the financial assistance provided under paragraph 1 shall be made without the prior written consent of City.
4. PAYMENTS
Payments of funds allocated pursuant to paragraph 1 shall be made to Recipient in a lump sum once the Agreement is executed.
5. STANDARD OF SERVICE
Recipient warrants to City that it will perform all Program activities funded hereunder in accordance with the highest standards and shall be responsible for, and hold City harmless from any failure to provide such activities in accordance with such standard. Recipient shall verify that all activities funded hereunder benefit residents within City's corporate limits.
6. ANNUAL REPORT
Recipient shall submit a narrative report to City at the end of the fiscal year describing the activities funded under this agreement. Said report shall include the total number of direct beneficiaries with demographic information regarding ethnicity, age and other data as required by City.

7. RECORDKEEPING; FINANCIAL STATEMENT/ANALYSIS; AUDIT

Recipient shall maintain records regarding the use of funding from this Agreement for a period of 5 years after the end of the Agreement term. Grantee shall maintain adequate records for the Project to enable the City to easily determine how the Agreement funds were expended, consistent with the compliance requirements set forth in the Agreement and the scope of the Project. Grantee's books and records must be made available for inspection by the City or its designee at reasonable times to permit the City to monitor and conduct an evaluation of operations under this Agreement.

Recipient shall make available to City, or the public, upon request, a financial statement and analysis setting forth in detail the manner in which, and the specific purposes for which, the funds paid hereunder were expended to the date of such accounting. In addition to the foregoing, and in any event, Recipient shall submit to City no later than **July 31, 20XX**, a detailed financial statement and analysis setting forth the foregoing information. Said statement and analysis may be combined with the end of the year narrative report submitted pursuant to paragraph 6.

City may audit the records and accounts of Recipient for the purpose of verifying expenditures by Recipient of funds provided hereunder or verifying statements or analyses made or provided by Recipient hereunder. Recipient shall respond to, and comply with, any audit exception made or taken by City relating to Recipient's performance or failure to perform hereunder. Recipient shall pay City the full amount owing to City determined to be owing as a result of any such audit exception.

8. MISCELLANEOUS

- a. The funding provided by City under this Agreement is solely a monetary contribution and not a co-sponsorship of the Recipient's activities or intended to create a partnership with the City.
- b. Recipient shall comply with any applicable regulations and permit requirements as may be required by law for the performance of Recipient's activities under this Agreement.
- c. This Agreement and any of the rights or obligations under this Agreement may not be assigned without the City's prior written consent.
- d. This Agreement is the entire agreement and supersedes any prior oral or written agreements or communications between the parties regarding its subject matter. The provisions of this Agreement are severable so that if any provision is found to be invalid, illegal, or unenforceable, such finding shall not affect the validity, construction, or enforceability of any remaining provision. This Agreement may be amended only by a mutual written agreement of the parties.
- e. This Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of California.

9. CONTRACTOR'S STATUS

In the performance of the obligations set forth in this agreement, Recipient shall have the status of an independent contractor and shall not be deemed to be an employee, agent or officer of City. Recipient shall be responsible for the manner and means of performance of Recipient's activities.

10. INDEMNIFICATION

To the fullest extent permitted by law, Recipient hereby agrees to defend, indemnify and save harmless City, its Council, officers, boards, commissions, agents, and employees (collectively, "Indemnities") against and from any and all claims, suits or actions of every name, kind and description, which may be brought against Indemnities, or any of them, by reason of any injury to, or death of, any person (including corporations, partnerships and association) or damage suffered or sustained by any such person arising from, or alleged to have arisen from, any act or omission to act, negligent or otherwise, of Recipient, its officers, agents or employees under this agreement.

The duty of Recipient to defend, indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Recipient to indemnify Indemnities against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

11. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Recipient shall be during the term of the Agreement, an equal opportunity employer and agrees to comply with all applicable state and federal regulations governing equal employment opportunity. Consultant will not discriminate against any employee or applicant for employment because of race, age, sex, creed, color, sexual orientation, marital status or national origin. During the performance of this Agreement, Recipient shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, or sexual orientation, either in Recipient's employment practices or in the furnishing of services to recipients. Consultant further acknowledges that harassment in the workplace is not permitted in any form, and will take all necessary actions to prevent such conduct.

Recipient hereby agrees that it will comply with the provisions of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) providing equal access and reasonable accommodations in employment programs and services to persons who are disabled.

12. INTELLECTUAL PROPERTY AND ARTIST RIGHTS

Intellectual property developed by Recipient under this Agreement shall be owned by Recipient, subject to the terms herein. Recipient shall communicate with and cooperate with the City in the identification and protection of all intellectual property developed under the Agreement. The City shall have the opportunity to comment on patent applications or other legal protection with Recipient's reasonable cooperation. Recipient shall grant the City the nonexclusive right to practice all intellectual property rights developed under the terms of this Agreement, as well as the ability to grant licenses for other not-for-profit organizations to practice such intellectual property rights.

If this Agreement involves the placement of artwork on City property, the Recipient shall obtain a waiver regarding artist moral rights from the artist in a form provided by the City. Execution of such document shall not waive any rights of the City to accept or reject a completed artwork in its sole discretion.

13. BREACH AND TERMINATION

The Agreement may be terminated for cause City in the event Recipient breaches any provision of this Agreement, including the failure to provide reports, properly document expenses or contributions, expenditure of Agreement funds in a prohibited manner, or failure to make reasonable progress on completing the programs or services contemplated under this Agreement, upon written notice to the Recipient. In the event the Agreement is terminated for cause, Recipient agrees to promptly return all funds provided by City under the Agreement.

14. INTEREST OF PUBLIC OFFICIALS

No members, officers, or employees or agents of the City of Menlo Park, no member of the City Council and no other public official who exercises any function or responsibility with respect to this agreement or Recipient's Program during his or her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this agreement or a related subcontract agreement, or the proceeds thereof. Recipient shall incorporate in all subcontract agreements hereunder a provision prohibiting such interest.

15. LOBBYING PROHIBITED

Recipient shall ensure that funding under this Agreement is not used for lobbying, carrying on propaganda, or otherwise attempting to influence legislation, or for participating in any political campaign on behalf of any candidate for public office.

16. RELIGIOUS ACTIVITY PROHIBITED

Recipient shall ensure that there shall be no religious worship, instruction or proselytizing as a part of, or in connection with the performance of this Agreement. Recipient shall accept the funding provided by City under this Agreement solely as payment for the costs of providing the programs or services detailed in Exhibit A, and to the extent applicable, shall comply with any legal restrictions on use of funding from the City, including without limitation, restrictions on receipt and use of funds for religious or sectarian purposes in California Constitution Article 16, section 5. Recipient shall not provide, nor require participation in, any religious or sectarian instruction as part of providing any services or programs under this Agreement.

17. PARAGRAPH HEADINGS

Paragraph headings and sub-paragraph headings are used herein are for convenience only and shall not be deemed to alter or modify the provisions of the paragraphs or sub-paragraphs headed thereby.

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

Recipient:

Signature

Date

Printed Name

Title

«Nonprofit_status_ID»

Tax ID#

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney

Date

CITY OF MENLO PARK:

Justin I. C. Murphy, City Manager

Date

ATTEST:

Judi A. Herren, City Clerk

Date

EXHIBIT A – APPROVED GRANT APPLICATION

COMMUNITY FUNDING PROGRAM

City Council Policy #CC-01-1996
Effective 06/04/1996



Purpose

To provide guidelines for the award of monetary support to local nonprofit agencies whose programs respond to the human service needs of Menlo Park residents. This funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant.

Policy

1. Goals and Philosophy

The City of Menlo Park recognizes that:

- 1.1 The availability of basic human service programs is a key determining factor in the overall quality of life of Menlo Park residents;
- 1.2 The most cost-effective and efficient manner to insure that these services are available to local residents is through the development of agreements with existing nonprofit agencies;
- 1.3 Contractual agreements with nonprofit agencies allow the City to influence the human service programs offered to Menlo Park residents; and
- 1.4 Financial assistance grants demonstrate the City's support of the activities of specific nonprofits and make it possible for these agencies to leverage additional funds that will benefit local residents.

2. Eligibility

- 2.1 All applicants must be formally incorporated nonprofit entities and must be tax exempt (under Section 501(c)(3) of the IRS Code, and Section 2370(d) of the California Revenue and Taxation Code).
- 2.2 All applicants must be agencies based in Menlo Park or agencies that provide services throughout the County of San Mateo who can demonstrate a significant Menlo Park client base.
- 2.3 All applications must provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
- 2.4 All applicants shall maintain accounting records that are in accordance with generally accepted accounting practices. The agency must have an independent audit performed at least once every two years.
- 2.5 The agency must have bylaws that define the organization's purposes and functions, its organization and the duties, authority and responsibilities of its governing body and officers.
- 2.6 Governance of the agency should be vested in a responsible and active board that meets at least quarterly and establishes and enforces policies. The board should be large enough and so structured to be representative of the community it serves. It should have a specific written plan for rotation or other arrangements to provide for new members.

- 2.7 The agency must provide for adequate administration of the program to insure delivery of the services. The agency must provide that it has a written job description for each staff position and an organizational chart approved by the board. One individual should be designated as the full time director of the agency.
- 2.8 No less than 85 percent of City funds granted must be used for direct services as opposed to administrative costs.
- 2.9 City grants can represent no more that 20 percent of an applicant's total operating budget.
- 2.10 All recipients agree to actively participate in City efforts to coordinate and to improve human services within the City.
- 2.11 The program described must respond to a verified community need as defined by the City Council:

Disabled. Emphasizes support of programs that will allow the disabled to actively participate in their community and maintain independence from institutional support.

Emergency Assistance and Low Income Support. Emphasizes support of programs that can meet emergency needs for people in crisis such as victims of homelessness, rape, and domestic violence and the basic needs such as food, etc., for low-income residents.

Seniors. Emphasizes support of programs which serve predominantly low income, frail and minority seniors; and those programs which make it possible for seniors to continue to be independent and active community participants.

Youth. Emphasizes support of delinquency prevention services including recreation; crisis and family counseling; substance abuse prevention; child care and acculturation of ethnic minorities.

3. Procedure

Any agency requesting financial assistance must complete the required application and submit it to the Administrative Services Department. The City Council Community Funding Subcommittee is responsible for reviewing all proposals and submitting recommendations for funding to the City Council.

4. Funding

Grants are funded by the General Fund. Each fiscal year, no more than 1.7 percent of general fund property tax will be allocated to the Community Funding Program.

EXHIBIT A – APPROVED GRANT APPLICATION

COMMUNITY FUNDING PROGRAM

City Council Policy #CC-01-1996
Effective 06/04/1996



Purpose

To provide guidelines for the award of monetary support to local nonprofit agencies whose programs respond to the human service needs of Menlo Park residents. This funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant.

Policy

1. Goals and Philosophy

The City of Menlo Park recognizes that:

- 1.1 The availability of basic human service programs is a key determining factor in the overall quality of life of Menlo Park residents;
- 1.2 The most cost-effective and efficient manner to insure that these services are available to local residents is through the development of agreements with existing nonprofit agencies;
- 1.3 Contractual agreements with nonprofit agencies allow the City to influence the human service programs offered to Menlo Park residents; and
- 1.4 Financial assistance grants demonstrate the City's support of the activities of specific nonprofits and make it possible for these agencies to leverage additional funds that will benefit local residents.

2. Eligibility

- 2.1 All applicants must be formally incorporated nonprofit entities and must be tax exempt (under Section 501(c)(3) of the IRS Code, and Section 2370(d) of the California Revenue and Taxation Code).
- 2.2 All applicants must be agencies based in Menlo Park or agencies that provide services throughout the County of San Mateo who can demonstrate a significant Menlo Park client base.
- 2.3 All applications must provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
- 2.4 All applicants shall maintain accounting records that are in accordance with generally accepted accounting practices. The agency must have an independent audit performed at least once every two years.
- 2.5 The agency must have bylaws that define the organization's purposes and functions, its organization and the duties, authority and responsibilities of its governing body and officers.
- 2.6 Governance of the agency should be vested in a responsible and active board that meets at least quarterly and establishes and enforces policies. The board should be large enough and so structured to be representative of the community it serves. It should have a specific written plan for rotation or other arrangements to provide for new members.

- 2.7 The agency must provide for adequate administration of the program to insure delivery of the services. The agency must provide that it has a written job description for each staff position and an organizational chart approved by the board. One individual should be designated as the full time director of the agency.
- 2.8 No less than 85 percent of City funds granted must be used for direct services as opposed to administrative costs.
- 2.9 City grants can represent no more that 20 percent of an applicant's total operating budget.
- 2.10 All recipients agree to actively participate in City efforts to coordinate and to improve human services within the City.
- 2.11 The program described must respond to a verified community need as defined by the City Council:

Disabled. Emphasizes support of programs that will allow the disabled to actively participate in their community and maintain independence from institutional support.

Emergency Assistance and Low Income Support. Emphasizes support of programs that can meet emergency needs for people in crisis such as victims of homelessness, rape, and domestic violence and the basic needs such as food, etc., for low-income residents.

Seniors. Emphasizes support of programs which serve predominantly low income, frail and minority seniors; and those programs which make it possible for seniors to continue to be independent and active community participants.

Youth. Emphasizes support of delinquency prevention services including recreation; crisis and family counseling; substance abuse prevention; child care and acculturation of ethnic minorities.

3. Procedure

Any agency requesting financial assistance must complete the required application and submit it to the Administrative Services Department. The City Council Community Funding Subcommittee is responsible for reviewing all proposals and submitting recommendations for funding to the City Council.

4. Funding

Grants are funded by the General Fund. Each fiscal year, no more than 1.7 percent of general fund property tax will be allocated to the Community Funding Program.



STAFF REPORT

City Council Meeting Date: 2/13/2024
Staff Report Number: 24-024-CC

Consent Calendar: **Adopt a resolution authorizing applications to the Lifeline Transportation Program fiscal year 2024-25 and fiscal year 2025-26 to support operations of the City's Crosstown and Shoppers' shuttles**

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) authorizing applications to the Lifeline Transportation Program fiscal years 2024-25 and 2025-26 call for projects to continue funding for operations and administration of the Crosstown and Shoppers' shuttles, and to authorize the city manager to enter into necessary funding agreements and any subsequent amendments within the budgeted amounts with grant agencies.

Policy Issues

This project is consistent with General Plan policies to support local and regional transit that is efficient, frequent, convenient and safe. These policies seek to promote the use of public transit and to promote the use of alternatives to the single-occupant automobile.

Background

The City manages a shuttle program that provides transit service to many residents, employees and visitors. The program has been funded by grants from the City/County Association of Governments of San Mateo County (C/CAG), San Mateo County Transportation Authority (SMCTA) and Metropolitan Transportation Commission (via C/CAG), along with a City funded match. These grants typically include a competitive application process, an executed agreement between parties, and a demonstrated adherence to the agreement details.

In February 2023, the City applied to the San Mateo County Shuttle Program (jointly funded by C/CAG and the SMCTA) to fund operations, marketing, and administration of the City's shuttles. The City was awarded \$1,196,800 to cover a portion of the M1-Crosstown, M3-Marsh Road, and M4-Willow Road shuttles. The City has not applied for funding for the Shoppers' shuttle since June 2018 because it was not competitive for funding from this source.

On Dec. 14, 2023, C/CAG issued a call for shuttle projects for fiscal years 2024-25 and 2025-26, with applications due Feb. 16. Cycle 7 of the Lifeline Transportation Program includes approximately \$4,500,000 for this two-year funding cycle, and direct costs for operations, marketing, and administration of shuttles are eligible for funding. Lifeline is a program of the Metropolitan Transportation Commission (MTC), with the grant process in San Mateo County managed by C/CAG.

Existing City shuttle program

The shuttle program provides "around town" transportation to many residents, employees, and visitors. The

program includes the following services, with additional details and maps available on the City's shuttle website (Attachment B):

- The M1-Crosstown shuttle provides an all-day, fixed-route service between Belle Haven and Sharon Heights. It serves several senior housing facilities, Menlo Park senior center facilities, the Belle Haven Community Campus once completed, the Veterans Affairs Medical Center, Menlo-Atherton High School, the main library and recreational programs at Burgess Park, Caltrain station, Little House, Safeway, Stanford Medical Center, Stanford Shopping Center, Palo Alto Medical Foundation, and a regional transit hub in downtown Palo Alto.
- The M3-Marsh Road shuttle provides fixed-route, peak-hour service between the Caltrain station and the business parks and office complexes along Marsh Road, Bohannon Drive, and the Bayfront Area. This shuttle also currently serves TIDE Academy, housing complexes along Haven Avenue, and will serve new housing currently under construction in the Bayfront Area.
- The M4-Willow Road shuttle provides fixed-route, peak-hour service between the Caltrain station and the business parks and office complexes along Willow Road and O'Brien Drive. This shuttle also serves Mid-Peninsula High School.
- The Shoppers' Shuttle is a door-to-door service, which operates three days per week providing transportation for those not near a shuttle route or that have limited mobility. Destinations include Little House, Menlo Park Senior Center, downtown Menlo Park, the main library, Safeway, Caltrain station, Stanford Shopping Center, and retail destinations in Menlo Park and Redwood City.

Comprehensive shuttle study

The City commenced a comprehensive shuttle study in summer 2023, funded in part by a Caltrans sustainable transportation planning grant. The comprehensive study is reviewing existing routes and ridership, reaching out to the community for feedback and input, and providing recommendations for route changes or new service, along with identifying funding opportunities and partnerships. The findings from this study will help to inform future budgets and funding for the shuttle program. The study is currently conducting outreach for proposed scenarios, including pop-up events and a survey in three languages open until the end of February, which can be viewed on the project website (Attachment C). Staff will bring an update to the City Council about the shuttle study later this year.

Analysis

Currently, funding for City shuttles comes from a combination of the San Mateo County Shuttle Program, the Lifeline Transportation Program, and City funds, with the Lifeline program contributing to the M1-Crosstown shuttle. Funding from the Lifeline program must support vulnerable populations, such as low-income and senior populations in defined Equity Priority Communities. The MTC, which oversees the funding, has directed that communities with established Community Based Transportation Plans (CBTP) will have priority for Lifeline program funding. The Southeast San Mateo County CBTP, which includes the Belle Haven neighborhood, is one of two CBTPs in San Mateo County. On May 23, 2023, City Council adopted a resolution supporting adoption of the plan. The plan was adopted by C/CAG in September 2023 (Attachment D). The plan includes supporting and enhancing City-operated shuttles serving Belle Haven.

Staff is proposing to request \$625,000 in Lifeline program funds for the M1-Crosstown shuttle and \$166,000 for the Shoppers' shuttle. \$625,000 is the maximum amount that can be awarded for each project. If awarded, the Lifeline program funds will cover approximately 40% of the M1-Crosstown shuttle cost and 50% of the Shoppers' shuttle in fiscal years 2024-25 and 2025-26, including expanding the Shoppers' shuttle service to provide service to Redwood City on a weekend day. This would increase service on the Shoppers' shuttle to four days of service per week from the current three. The City has secured funds from

the San Mateo County Shuttle Program for the remaining cost of the M1-Crosstown shuttle. The City would continue to fund approximately 50% for the Shoppers' shuttle, reduced from 100% currently in Measure A funds. An award from the Lifeline program would allow the City to use some of the funds allocated to the Shoppers' shuttle for other priorities.

Staff recommends the City Council adopt the resolution (Attachment A) in support of the Lifeline Transportation Program grant opportunity for continued shuttle operations and authorizing the city manager to enter into funding agreements necessary for this award.

Shuttle operations contract

The City participates in a joint contract with SamTrans and Commute.org to deliver shuttle operations. That contract expires on June 30, 2025 and SamTrans will be soliciting competitive bids for a new contract that that will commence on July 1, 2025. Actual costs of that new contract will be determined through the competitive bid process, but staff anticipate that operational costs will increase significantly due to increased labor costs and an ongoing driver shortage experienced by many transit agencies.

Pursuing Lifeline funding for the Crosstown and Shoppers' shuttle is consistent with past practice and also will help the City maintain these shuttle services as costs increase. If future applications are not successful for the M1-Crosstown shuttle, there may be a funding gap that could lead to the need to reduce service or find alternative funding sources in fiscal year 2025-26 or beyond. The ongoing comprehensive shuttle study will help inform any future City Council decisions about shuttle operations.

Staff have communicated with SamTrans past City Council requests to require electric vehicles as part of the next shuttle operations contract and will continue to coordinate with SamTrans on that issue. California Air Resources Board requirements for the electrification of transit fleets in California are currently being phased in, but would alone not require the use of electric vehicles in the next contract.

Impact on City Resources

The estimated total cost of the M1-Crosstown shuttle for fiscal years 2024-25 and 2025-26 is \$1,530,500. If this grant is successful, the funding for the M1-Crosstown shuttle would come from the MTC's Lifeline Transportation Program (approximately 40%) and San Mateo Shuttle Program (approximately 60%). If it is not successful, the City would be responsible for 25% and the San Mateo Shuttle Program would cover 75%.

The estimated total cost of the Shoppers' shuttle for fiscal years 2024-25 and 2025-26 is \$318,500. 100% of funding for the Shoppers' shuttle currently comes from Measure A funds allocated to the City. If this grant is successful, approximately 50% of the funding would come from the MTC's Lifeline Transportation Program.

Environmental Review

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

Public Notice

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

Attachments

- A. Resolution
- B. Hyperlink – menlopark.gov/shuttles
- C. Hyperlink – menlopark.gov/shuttlestudy
- D. Hyperlink – Southeast San Mateo County CBTP: https://mtc.ca.gov/sites/default/files/documents/2023-09/Southeast_San_Mateo_CBTP_09-18-2023.pdf

Report prepared by:
Nicholas Yee, Associate Transportation Planner

Report reviewed by:
Hugh Louch, Assistant Public Works Director - Transportation

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
SUPPORTING THE CITY'S SHUTTLE PROGRAM AND SUBMITTING AN
APPLICATION FOR THE LIFELINE TRANSPORTATION PROGRAM**

WHEREAS, there is a need for "around town" transportation to serve many residents, employees and visitors; and

WHEREAS, City of Menlo Park manages a Shuttle Program to provide commuter service to and from the Menlo Park Caltrain station and service to link residents to vital community services and destinations; and

WHEREAS, the Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program to assist in funding projects that 1) are intended to result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, 2) are developed through a collaborative and inclusive planning process and 3) are proposed to address transportation gaps and/or barriers identified through a substantive community-based transportation plan or are otherwise based on a documented assessment of needs; and

WHEREAS, MTC has designated the County Congestion Management Agency (or another countywide entity) in each of the nine Bay Area counties to help with recommending project selections and project administration in the Lifeline Transportation Program; and

WHEREAS, the City/County Association of Governments of San Mateo County (C/CAG) has been designated by MTC to assist with the Lifeline Transportation Program in San Mateo County on behalf of MTC; and

WHEREAS, C/CAG is conducting a competitive call for projects for the Lifeline Transportation Program Cycle 7 in San Mateo County; and

WHEREAS, the City will submit a project in response to the competitive call for projects; and

WHEREAS, the City wishes to sponsor the City's M1-Crosstown shuttle and Shoppers' shuttle to continue current operations of the M1-Crosstown shuttle and expand the Shoppers' shuttle to service four days a week from the current three; and

WHEREAS, for fiscal years 2024-25 and 2025-26 the estimated cost of the City's M1-Crosstown shuttle will be \$1,530,500 and City's Shoppers' shuttle will be \$318,500; and

WHEREAS, the City has received \$655,400 for the M1-Crosstown shuttle from C/CAG in the San Mateo County Shuttle Program call for projects for fiscal years 2023-24 and 2024-25; and

WHEREAS, the City seeks up to \$625,000 for the M1-Crosstown shuttle and up to \$166,000 for the Shoppers' shuttle in fiscal years 2024-25 and 2025-26; and

WHEREAS, C/CAG requires a letter of commitment from the City in support of the City's application for \$625,000 for the City's M1-Crosstown shuttle and \$166,000 for the City's Shoppers' shuttle from the Lifeline Transportation Program; and

WHEREAS, the City of Menlo Park agrees to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the Lifeline Transportation Program, provide for the required local matching funds, and satisfy all other conditions set forth by MTC; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park

1. Directs staff to submit an application for funding from the Lifeline Transportation Program for \$625,000 for the City's M1-Crosstown shuttle and \$166,000 for the City's Shoppers' shuttle.
2. Authorizes the City Manager to execute a funding agreement with the San Mateo County Transit District to act as the pass-through entity for Lifeline Transportation Program funds awarded by the City/County Association of Governments to the City of Menlo Park.
3. Let it be known the City commits to the completion of the City's M1-Crosstown shuttle and Shoppers' shuttle program if awarded the requested funds from the Lifeline Transportation Program.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the thirteenth day of February, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Judi A. Herren, City Clerk



STAFF REPORT

City Council Meeting Date: 2/13/2024
Staff Report Number: 24-025-CC

Consent Calendar: **Adopt a resolution amending City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities authorizing a stipend for the Planning Commission**

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) amending City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities (CC-24-004) authorizing a stipend for the Planning Commission in the amount not to exceed \$200 per month per Planning Commissioner.

Policy Issues

City Council approval is required to update and amend CC-24-004.

Background

On March 28, 2023, then Vice Mayor Taylor requested an agenda item for City Council discussion of advisory body and commissioner stipends. On April 4, 2023, City Council directed staff to proceed with a pilot stipend for the Planning Commission commencing with the 2024 annual recruitment for \$200 per month per Planning Commissioner.

Analysis

Staff is proposing the following edits to CC-24-004 (Exhibit A to the resolution):

- Inclusion of a Planning Commission stipend.

The City Council recognizes the proportionally higher legislative, technical and procedural demands placed upon Planning Commissioners and requested the inclusion of a stipend for members of the City's Planning Commission. The Planning Commission pilot will conclude in March 2025, before the 2025 annual recruitment. Staff will return to the City Council before the conclusion of the pilot for further direction.

Per the requirements of the Internal Revenue Service (IRS), public officials whether elected or appointed, are considered government employees for taxation purposes. Planning Commissioners, who are community members appointed by the City Council, are not employees for any other purpose and are not eligible for compensation beyond the stipend contained herein, benefits, or other term or condition of employment offered to City employees or City Council members.

Impact on City Resources

The fiscal year 2023-24 budget includes funding for the first three months of the pilot stipend starting in April. Ongoing costs would be \$16,800 per fiscal year.

Environmental Review

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

Public Notice

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

Attachments

A. Resolution

Report prepared by:

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

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
APPROVING AN AMENDMENT TO CITY COUNCIL POLICY CC-24-004
COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND
RESPONSIBILITIES**

WHEREAS, currently all members of City commissions, committees and advisory bodies are volunteers; and

WHEREAS, April 4, 2023, the City Council requested the inclusion of a stipend for members of the City's Planning Commission; and

WHEREAS, the Planning Commission pilot stipend was included in the fiscal year 2023-24 budget; and

WHEREAS, the City Council recognizes the proportionally higher legislative, technical and procedural demands placed upon Planning Commissioners; and

WHEREAS, 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.

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

Each member of the Planning Commission shall be eligible to receive stipend in an amount not to exceed \$200 per month.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the thirteenth of February, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of February, 2024.

Judi A. Herren, City Clerk

Exhibits:

- A. City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES



Resolution No. XXXX
 City Council Policy #CC-~~23~~24-004
 Adopted ~~June XX 27XX, 2023~~2024
 Resolution No. ~~6840XXXX~~

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-2324-004

Adopted ~~June XX 27XX~~, 2024~~3~~

Resolution No. ~~6840XXXX~~

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

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

Role of City Council commission/committee liaison

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

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

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

City Staff Liaison

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

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

Recommendations, requests and reports

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-2324-004

Adopted ~~June XX 27XX~~, 2024~~3~~

Resolution No. ~~6840XXXX~~

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

The City is authorized to pay appointed Planning Commissioners, by resolution under Government Code §36506, up to \$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 Page 6 of 7

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-2324-004

Adopted ~~June XX 27XX~~, 2024~~3~~

Resolution No. ~~6840XXXX~~

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.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-2324-004

Adopted ~~June XX 27XX~~, 2024~~3~~

Resolution No. ~~6840XXXX~~

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.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-2324-004

Adopted ~~June XX 27XX~~, 2024~~3~~

Resolution No. ~~6840XXXX~~

- 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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIESCity Council Policy #CC-~~2324~~-004Adopted ~~June XX 27XX~~, 2024~~3~~Resolution No. ~~6840XXXX~~

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

Roles and ResponsibilitiesComplete 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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-~~2324~~-004

Adopted ~~June XX 27XX~~, 2024~~3~~

Resolution No. ~~6840XXXX~~

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-~~23~~24-004

Adopted ~~June XX 27XX~~, 202~~4~~3

Resolution No. ~~6840~~XXXX

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
<u>Procedure adoption</u>	<u>X/XX/XXXX</u>	<u>Resolution No. XXXX</u>



STAFF REPORT

City Council

Meeting Date: 2/13/2024
Staff Report Number: 24-018-CC

Public Hearing: Introduce and waive the first reading of an ordinance amending the City's master fee schedule to include aquatics fees

Recommendation

Staff recommends that the City Council introduce and waive the first reading of an ordinance (Attachment A) amending the City's master fee schedule to incorporate proposed changes in fees to become effective April 1 after the ordinance is adopted to include aquatics fees.

Policy Issues

The City Council adopts fees to recover the cost for services to minimize the demand on general taxes for services that have an individual benefit. The most recent cost of services study was presented to the City Council at a study session Feb. 13, 2018 (Attachment B), which informs the structure of fees in the current and proposed master fee schedule. To guide the establishment of fees, the City Council last adopted revisions to the user fee cost recovery policy Aug. 23, 2022 (Attachment C).

The master fee schedule currently has no fees for aquatics programs. In the past, aquatics fees have been set at the discretion of the aquatics operator. The recommendation to add aquatics fees to the master fee schedule is consistent with the requirements in the new aquatics operator agreement authorized by City Council on Sept. 12, 2023 (Attachment D).

Background

On Jan. 9, City Council held a public hearing to introduce and waive the first reading of an ordinance amending the City's master fee schedule to include aquatics fees. City Council provided feedback to revise the proposed aquatics fees to reevaluate how best to prioritize access for residents, and to return with additional data on the aquatics operation. The revised proposed ordinance and fees in Attachment A incorporate City Council's Jan. 9 direction not to reduce nonresident fees below the rates currently imposed.

The master fee schedule reflects fees charged by all City departments. Amendments typically occur annually in order for fees to reflect the current costs of providing services; to bring fees closer to identified cost recovery targets; to add new fees when applicable for new City services; and/or to eliminate fees for discontinued services. The City imposes different categories of fees with different requirements regarding how fees are set or changed:

- Fees and charges for use of facilities, services and access to property: These fees are elective on the part of the customer/user. The purpose of these fees and charges is to generate revenues for access or use of the service or facility. The proposed aquatics fees fall into this category.
- Property development processing and impact fees: These include fees for building and use permits, variances, building inspections, map applications and planning services, and impact and capacity fees.

These fees cannot exceed the reasonable cost of providing the service or providing the facilities necessary to serve the new development. Any new fee or increase to existing fees in this category can be effective no sooner than 60 days following City Council approval. There are no changes recommended for any fees in this category at this time.

- Fees relating to public records act requests and copies of documents and reports: These fees are limited to the actual cost of copying (not including personnel time to copy) or the statutory amount, whichever is less. There are no changes recommended for any fees in this category at this time.

Analysis

Aquatics fees

On Sept. 12, 2023, City Council authorized a new aquatics operator agreement effective Oct. 1, 2023. The new agreement provides that aquatics user fees shall be subject to City Council approval in the Master Fee Schedule no later than six months after the agreement's effective date. By statute, the recommended aquatics fees in the ordinance in Attachment A, Exhibit A would take effect 30 days after the ordinance is adopted. The aquatics operator would begin charging those fees April 1, six months after the operator agreement effective date. The recommended aquatics fees are equivalent at both aquatics centers, and include the proposed new hyperlocal resident rate described later in this report.

Hyperlocal resident fee

The hyperlocal resident fee would apply to residents residing within the neighborhood service area of the Belle Haven Community Campus (BHCC) and would be approximately 65% of the resident fee (some of the hyperlocal resident fees are rounded to the nearest dollar for residents' convenience, and may not be precisely 65% of the resident fee). This new fee rate would apply to residents who live or attend K-12 school within the neighborhood service area of the BHCC, which includes Belle Haven Pool. The new hyperlocal resident aquatics fees, if adopted by City Council, would provide a major discount to Menlo Park residents who live within the BHCC service area.

The hyperlocal resident neighborhood service area is proposed as the geographic area of incorporated City of Menlo Park extending from Bay Road to San Francisco Bay. This service area encompasses all of District 1 and portions of District 2 near the pedestrian and bicycle overcrossing of US-101 at Ringwood Avenue. The intent of the hyperlocal resident rate is to prioritize neighborhood access and use of the BHCC, in recognition of historic inequity and generational harm caused by redlining, freeway construction and property loss, and other discriminatory practices of the past that uniquely affected the neighborhoods in the vicinity of BHCC. It is anticipated that the discount will result in overall lower revenues at Belle Haven Pool, but it is hoped that increased usage of the facility will offset the revenue loss to some degree.

Resident use target and priority access to City-owned aquatics centers

The City's agreement with the aquatics operator sets a target of 2/3 (66.7%) or more pool visitors at each location being verified incorporated City of Menlo Park residents. The intent of the resident use target is to prioritize resident access to City-owned aquatics centers, in recognition of residents' unique contributions to the construction and maintenance of the aquatics centers through funding sources supported by Menlo Park taxpayers including Measure T bond funds. City staff shall independently verify addresses as incorporated City of Menlo Park, using the City's geographic information systems database. The aquatics operator shall provide to City staff semiannual visitor reports showing the residence addresses of all pool visitors during the reporting period, including all the aquatics programs in which each visitor participated, including programs provided by subcontractors, and all the dates on which each visitor used the pool, and the numbers of residents and non-residents actively using each program, by pool site. This information will be used internally by City staff to verify the participation targets and not shared publicly except in aggregate

form.

Operating margins and cost recovery

Aquatics fees are the primary source of revenue to help offset the substantial costs of operating high-quality aquatics centers year-round, seven days per week. The financial operating margins are slim and any substantive reductions in revenue, for example by reducing fees, could potentially place the aquatics operation at risk of failing to meet its ongoing costs such as payroll for its lifeguards, instructors and office personnel.

For example, in calendar year 2022 the aquatics operator reported total operating income of \$2.14 million, offset by total operating expenses of \$2.10 million to operate Burgess Pool. This is an operating margin (profit) of \$40,000, or less than 2%. The operating margin was similarly slim in past years when both pools were open and overall revenues were higher. In calendar year 2019, before the coronavirus pandemic and with both the Burgess Pool and the former Belle Haven Pool operating for a full year, the aquatics operator reported total income of \$3.396 million offset by total expenses of \$3.220 million – an operating margin (profit) of \$176,000, or approximately 5%.

The aquatics operator is a local business that employs over 240 people during peak summer season, including many Menlo Park residents. They employ approximately 120 people during the winter offseason. As the cost of living in the Menlo Park area continues to rise, along with minimum wage increases and the need to stay competitive in the labor market, the aquatics operator must increase salaries to its employees in order to recruit and retain top talent. For this reason, the aquatics operator is planning to give cost-of-living salary increases to its front-line employees including lifeguards, swim instructors and office staff, which will result in a commensurate escalation in the aquatics operator's expenses.

Proposed future year aquatics fee escalations

A proposed schedule for future year aquatics fee escalations is provided in Attachment E. The proposed schedule phases in greater escalations in non-resident fees over time. This phased-in approach is intended to avoid sudden and sharp fee increases, which could encounter resistance from aquatics center users and could adversely impact the overall usage and revenues needed to sustain the aquatics operation. The recommended 2024 non-resident rates are generally consistent with the fees currently being charged by the aquatics operator, and generally are 10% greater than resident rates. In the proposed future year fee escalations, the non-resident rates would escalate to 20% greater than resident rates in 2025, and to 35% greater than resident rates in 2026. The City Council may only adopt one set of fees at a time and may not adopt future fee increases in the same action. Any future year fee changes would require separate actions by City Council at the future time when the fees are scheduled to change.

Comparisons to current and past aquatics fees

A comparison of the proposed master fee schedule aquatics fees to the current and past fees charged by the aquatics operator is provided in Attachment F. The comparison of proposed aquatics fees to current aquatics fees indicates that with the proposed new aquatics fees, the vast majority of resident fees would not increase, and in fact, hyperlocal residents' fees would be substantially reduced by 35% across the board. The comparison of current and past year aquatics fees indicates that many fees have not changed or increased in recent years.

The aquatics operator's annual performance report (2022) includes benchmarking to fees and open hours of other area aquatics facilities (Attachment G). The benchmarking indicates that Menlo Park's aquatics program offers significantly more open hours, above average lane space, and comparable resident swim fees compared to other area aquatics centers.

Programs provided by the aquatics operator

The aquatics operator is directly providing all aquatics programs listed in the proposed fee schedule, and proposes to directly provide all aquatics programs at the future Belle Haven Pool. Exceptions are subcontractor lane rentals by outside groups, including youth swim teams SOLO Aquatics and Palo Alto Stanford Aquatics (PASA), adult water polo team Menlo Mavens, and aquatic therapy provider Revolutions in Fitness. The City's agreement with the aquatics operator requires that the aquatics operator consult with City staff for approval before changing programs or engaging the services of new contract instructors or subcontracted renters. The SOLO Aquatics group's subcontractor rental rate, currently \$14 per lane per hour, has not changed since 2018. The proposed new rate of \$18 per lane per hour would align all the subcontractor rental groups to the same rate. This proposed rate was reduced from \$22 per lane per hour since the Jan. 9 City Council review of the draft fee schedule.

Annual performance report

Per the aquatics operator agreement, the aquatics operator shall deliver an annual performance and financial report to the City Council by March 31 of each year. The City Council is tentatively scheduled to review the annual report March 26. The annual report will provide detailed programmatic and financial information including: total program hours with schedules of individual programs including lane hours, times of day, days of week and by season; participation statistics by program area including Menlo Park resident and non-resident use; user fees collected by program area, including fees paid by Menlo Park residents and non-residents; and pool schedules and allocations by program for the previous year and projections to the upcoming year. The most recent available report (2022) is included in Attachment H.

Impact on City Resources

The aquatics operator agreement authorized by City Council on Sept. 12, 2023, established a public-private partnership that relieved the City of the significant cost, liability, and operational burdens associated with operating an aquatics program, and assigned these liabilities to a qualified and experienced aquatics operator selected by City Council through an extensive public process.

Per the agreement, the aquatics operator shall annually pay to the City an amount equal to 1% of the aquatics operator's total annual gross revenues related from resident fees and 1.35% of total annual gross revenues from non-resident fees, or \$20,000, whichever is greater. Annual gross revenues include any and all of the aquatics operator's income related to aquatics programs and operations that take place in whole or in part at Menlo Park aquatics facilities. In recognition of the aquatics operator's one-time startup costs for opening the new Belle Haven Pool, the revenue share begins 12 months after the agreement's Oct. 1, 2023, effective date.

The City is responsible for maintenance of the aquatics facilities including recurring expenditures for mechanical maintenance and repairs, custodial and landscaping services, utilities (water, sewer, electricity, gas, telephone and internet), and pool maintenance chemicals and supplies, along with one-time expenditures for equipment replacements and minor facility renovations.

Total expenses to the City related to maintenance of Burgess Pool were approximately \$645,000 in fiscal year 2021-22. City Council's adopted fiscal year 2023-24 operating budget has sufficient resources allocated toward these anticipated expenditures in the current fiscal year. The Belle Haven pool has been closed for construction since the summer of 2021, and the new facility is on track to open by the summer season 2024.

Environmental Review

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

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 10 days prior to the meeting, pursuant to the requirements of California Government Code §§66018 and 6062a. Additionally, the public hearing notice was published in The Examiner Feb. 2.

Attachments

- A. Ordinance
- B. Hyperlink – City Council Feb. 13, 2018 staff report: menlopark.org/DocumentCenter/View/16647/E1---Cost-of-services-study
- C. Hyperlink – User Fee Cost Recovery Policy: menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures#section-17
- D. Hyperlink – City Council Sept. 12, 2023 staff report: menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2023-meetings/agendas/20230912-city-council-regular-agenda-packet-w-pres.pdf#page=103
- E. Proposed future year aquatics fee escalations
- F. Comparison to current and past aquatics fees
- G. Benchmarking to other area aquatics programs
- H. Aquatics program annual report 2022

Report prepared by:

Brittany Mello, Administrative Services Director

Sean S. Reinhart, Library and Community Services Director

ORDINANCE NO. XXXX**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
UPDATING CERTAIN FEES AND CHARGES FOR THE LIBRARY AND
COMMUNITY SERVICES DEPARTMENT TO INCLUDE AQUATICS FEES**

WHEREAS, the City has the authority to impose fees, charges, and rates to offset the costs for municipal services and regulatory programs under its police powers under California Constitution Article XI section 7; and

WHEREAS, the City Council has, through prior actions, adopted various fees and charges requested by individual City departments; and

WHEREAS, pursuant to Ordinance No. 1110, adopted on January 9, 2024, the City Council amended and adopted a fee schedule for the City of Menlo Park's library and community services department; and

WHEREAS, on January 9, 2024, the City Council adopted an Ordinance amending the Master Fee Schedule; the Ordinance modified previous fees but did not modify or adopt new fees related to City aquatics facilities; and

WHEREAS, this ordinance establishes fees related to City aquatics facilities, as set forth in Exhibit A, which is attached hereto and incorporated herein by reference; and

WHEREAS, it is the general policy of the City to charge for the full costs of services provided by the City when such services benefit individual users rather than members of the community as a whole; and

WHEREAS, the City Council deems it advisable and in the best interests of the City to adopt and update fees related to the City's aquatics facilities, included in the City's Master Fee Schedule; and

WHEREAS, if enacted, the Taxpayer Protection and Government Accountability Act will require all fees and charges, adopted after January 1, 2022, to be adopted by the City Council by ordinance; and

WHEREAS, the City Council may adopt any fee or charge by ordinance if it is permitted to adopt the fee or charge by resolution; and

WHEREAS, the City Council desires to comply with the Taxpayer Protection and Government Accountability Act to ensure that the Proposed Fees will remain valid in the event the Act is adopted; and

WHEREAS, the Proposed Fees are "exempt charges," within the meaning of the Taxpayer Protection and Government Accountability Act because they are (1) reasonable charges for specific local government services or products provided directly to the payor that are not provided to those not charged, and they do not exceed the actual costs to the local government of providing the service or product; (2) charges for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, or the administrative enforcement and adjudication thereof; or (3) reasonable charges for entrance to or use of local government property, or the purchase, rental, or lease of local government property; and

WHEREAS, Government Code section 66016 applies to the adoption or increase of fees for zoning variances, zoning changes, use permits, building inspections, building permits, filing and processing applications and petitions filed with the LAFCO, the processing of subdivision maps, and planning services; and

WHEREAS, Government Code section 66018 applies to the adoption or increase of fees to which a specific statutory notice requirement does not apply; and

WHEREAS, pursuant to Government Code sections 66016 and 66018 the enactment or increase in any fees to be charged for services must be adopted by the City Council by ordinance or resolution, after providing notice and holding a public hearing; and

WHEREAS, pursuant to Government Code section 66016, the data required to be made available to the public prior to increasing the amount of the fees by this ordinance was made available for public review at least ten (10) days prior to the date of this meeting; and

WHEREAS, notice of a public hearing on the new and increased user fees was published in accordance with Government Code sections 66018 and 6062a; and

WHEREAS, a duly noticed public hearing before the City Council was held on February 13, 2024, at which public testimony was received and duly considered on the proposed fees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MENLO PARK DOES ORDAIN AS FOLLOWS:

Section 1. The above recitals are true and correct, and incorporated herein by reference and each is relied upon independently by the City Council for its adoption of the Ordinance.

Section 2. The proposed fees, set forth in Exhibit A, which is attached hereto and incorporated herein by reference, are hereby approved and adopted.

Section 3. If there are conflicts between the proposed fees adopted in this Ordinance and the fees adopted by any prior resolution or fee schedule, the proposed fees adopted pursuant to this Ordinance shall control. This Ordinance does not supersede any previous resolution or ordinance setting fees that are not included in Exhibit A to this Ordinance.

Section 4. Pursuant to Government Code section 66017, the proposed fees adopted in this Ordinance shall go into effect 30 days after the ordinance is adopted, or otherwise noted or required by the statute for the library and community services department. Once effective, the proposed fees shall be incorporated into the City's Master Fee Schedule.

Section 5. If any action, subsection, sentence, clause or phrase of this Ordinance or the fees levied by this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Ordinance, or the fees levied by this Ordinance that can be given effect without the invalid provisions. All other fees contained in the Master Fee Schedule, which were not changed or eliminated by this amendment, remain as adopted.

Section 6. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA"). This action is not a project within the meaning of the CEQA Guidelines Section 15378 and 15061(b)(3) as it has no potential for physical effects on

the environment because it involves the adoption or amendment of certain fees and/or charges imposed by the City, does not commit the City to any specific project, and said fees and/or charges are applicable to future development projects and/or activities, each of which future projects and/or activities will be fully evaluated in full compliance with CEQA when sufficient physical details regarding said projects and/or activities are available to permit meaningful CEQA review (see CEQA Guidelines, Section 15004(b)(1)). Pursuant to CEQA Guidelines section 15378(b)(4), the creation of government funding mechanisms which do not involve any commitment to any specific project which may cause significant effect on the environment, is not defined as a “project” under CEQA. Therefore, approval of the fees and/or charges is not a “project” for purposes of CEQA, pursuant to CEQA Guidelines, Section 15378(b)(4); and, even if considered a “project” under CEQA, is exempt from CEQA review pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that approval of the fees and/or charges may have a significant effect on the environment.

Section 7. The Proposed Fees, set forth in Exhibit A, may be revised, amended, or updated from time to time by resolution or ordinance of the City Council.

Section 8. This Ordinance shall be published once, in full or in summary form, after its final passage, in a newspaper of general circulation, published, and circulated in the City of Menlo Park, and shall be in full force and effect thirty (30) days after its final passage. If published in summary form, the summary shall also be published within fifteen (15) days after the adoption, together with the names of those City Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of Menlo Park, County of San Mateo, State of California.

INTRODUCED on the thirteenth day of February, 2024.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the ____ day of _____, 2024, by the following votes:

AYES:

NOES:

ABSENT:

RECUSED:

APPROVED:

Cecilia Taylor, Mayor

ATTEST:

Judi A. Herren, City Clerk

Exhibits:

- A. Master fee schedule for library and community services - aquatics

Library and Community Services – Aquatics

Aquatics fees in this section shall take effect April 1, 2024.

Proposed Library and Community Services – aquatics fees	
Fee title	Proposed fee
Memberships	
Lap and open swim (per month)	
General resident	\$65
General non-resident	\$72
Senior resident	\$52
Senior non-resident	\$61
Hyperlocal resident*	\$42
Masters (per month)	
General resident	\$114
General non-resident	\$125
Senior resident	\$91
Senior non-resident	\$100
Hyperlocal resident*	\$74
Aqua fit (per month)	
General resident	\$88
General non-resident	\$97
Senior resident	\$70
Senior non-resident	\$77
Hyperlocal resident*	\$57
Drop-in	
Lap swim (per visit)	
General resident	\$9
General non-resident	\$10
Senior resident	\$8
Senior non-resident	\$9
Hyperlocal resident*	\$6
Open swim (per visit)	

General resident	\$9
General non-resident	\$10
General hyperlocal resident*	\$6
Child resident	\$5
Child non-resident	\$6
Child hyperlocal resident*	\$3
Family resident	\$24
Family non-resident	\$28
Family hyperlocal resident*	\$16
Spectator resident	\$3
Spectator non-resident	\$5
Masters (per visit)	
General resident	\$20
General non-resident	\$22
Hyperlocal resident*	\$13
Aqua fit (per session)	
General resident	\$20
General non-resident	\$22
Hyperlocal resident*	\$13
Bundle discount	
Register for one aquatics program, and the same registrant may be eligible to register for a second program up to 50% off select programs.	Varies
Swim lessons (per ½ hour)	
Group lessons - resident	\$29
Group lessons - non-resident	\$32
Group lessons - hyperlocal resident*	\$19
Private lessons - resident	\$79
Private lessons - non-resident	\$87
Private lessons - hyperlocal resident*	\$51
Fee-assisted scholarship (residents only)	\$5
Youth bridge program (per ¾ hour)	
Youth bridge program - resident	\$24
Youth bridge program - non-resident	\$26

Youth bridge program - hyperlocal resident*	\$16
Youth camps (per hour)	
Youth camps - resident	\$23
Youth camps - non-resident	\$25
Youth camps - hyperlocal resident*	\$15
Group programming (per hour)	
Group programming - resident	\$24
Group programming - non-resident	\$26
Group programming - hyperlocal Resident*	\$16
Subcontractor lane rental (per hour per lane)	
Subcontractor lane rental	\$18

*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

PROPOSED FUTURE YEAR AQUATICS FEE ESCALATIONS

The following table shows proposed future phase-in escalations in non-resident fees over time. The recommended 2024 non-resident rates are generally consistent with current rates at 10% greater than resident rates. The non-resident rates are proposed to escalate in 2025 to 20% greater than resident rates, and in 2026 to 35% greater than resident rates. Only the current year fees may be adopted at a time. Any future year fee changes would require separate actions by City Council at the future time when the fees are to change.

Proposed future escalations to aquatics fees			
Fee title	Apr. 1, 2024	Apr. 1, 2025	Apr. 1, 2026
Memberships			
Lap and open swim (per month)			
General resident	\$65	\$67	\$72
General non-resident	\$72	\$81	\$97
Senior resident	\$52	\$54	\$58
Senior non-resident	\$61	\$65	\$78
Hyperlocal resident*	\$42	\$44	\$47
Masters (per month)			
General resident	\$114	\$118	\$126
General non-resident	\$125	\$142	\$171
Senior resident	\$91	\$94	\$101
Senior non-resident	\$100	\$113	\$137
Hyperlocal resident*	\$74	\$77	\$82
Aqua fit (per month)			
General resident	\$88	\$91	\$98
General non-resident	\$97	\$109	\$132
Senior resident	\$70	\$73	\$78
Senior non-resident	\$77	\$87	\$105
Hyperlocal resident*	\$57	\$59	\$63
Drop-in			
Lap swim (per visit)			
General resident	\$9	\$10	\$11
General non-resident	\$10	\$12	\$14
Senior resident	\$8	\$8	\$9
Senior non-resident	\$9	\$11	\$12

Hyperlocal resident*	\$6	\$7	\$7
Open swim (per visit)			
General resident	\$9	\$9	\$10
General non-resident	\$10	\$11	\$13
General hyperlocal resident*	\$6	\$6	\$6
Child resident	\$5	\$5	\$6
Child non-resident	\$6	\$6	\$7
Child hyperlocal resident*	\$3	\$3	\$4
Family resident	\$24	\$25	\$27
Family non-resident	\$28	\$30	\$36
Family hyperlocal resident*	\$16	\$16	\$17
Spectator resident	\$3	\$3	\$3
Spectator non-resident	\$3	\$4	\$4
Masters (per visit)			
General resident	\$20	\$21	\$22
General non-resident	\$22	\$25	\$30
Hyperlocal resident*	\$13	\$13	\$14
Aqua fit (per session)			
General resident	\$20	\$21	\$22
General non-resident	\$22	\$25	\$30
Hyperlocal resident*	\$13	\$13	\$14
Bundle discount			
Register for one aquatics program, and the same registrant may be eligible to register for a second program up to 50% off select programs.	Varies	Varies	Varies
Swim lessons (per ½ hour)			
Group lessons - resident	\$29	\$30	\$32
Group lessons - non-resident	\$32	\$36	\$43
Group lessons - hyperlocal resident*	\$19	\$20	\$21
Private lessons - resident	\$79	\$82	\$88
Private lessons - non-resident	\$87	\$98	\$118
Private lessons - hyperlocal resident*	\$51	\$53	\$57
Fee-assisted scholarship (residents only)	\$5	\$5	\$5

Youth bridge program (per ¾ hour)			
Youth bridge program - resident	\$24	\$25	\$27
Youth bridge program - non-resident	\$26	\$30	\$36
Youth bridge program - hyperlocal resident*	\$16	\$16	\$17
Youth camps (per hour)			
Youth camps - resident	\$23	\$24	\$26
Youth camps - non-resident	\$25	\$29	\$34
Youth camps - hyperlocal resident*	\$15	\$15	\$17
Group programming (per hour)			
Group programming - resident	\$24	\$25	\$27
Group programming - non-resident	\$26	\$30	\$36
Group programming - hyperlocal Resident*	\$16	\$16	\$17
Subcontractor lane rental (per hour per lane)			
Subcontractor lane rental	\$18	\$19	\$21

COMPARISON OF PROPOSED AQUATICS FEES TO CURRENT AQUATICS FEES

CITY OF MENLO PARK PROPOSED MASTER FEE SCHEDULE		MENLO SWIM & SPORT CURRENT FEES		
Fee title	Proposed fee Apr. 1, 2024	Current fee Feb. 13, 2024	% diff.	
Memberships				
Lap and open swim (per month)				
General resident	\$65	\$65	0%	
General non-resident	\$72	\$72	0%	
Senior resident	\$52	\$52	0%	
Senior non-resident	\$61	\$61	0%	
Hyperlocal resident*	\$42	\$65	-35%	
Masters (per month)				
General resident	\$114	\$114	0%	
General non-resident	\$125	\$114	10%	
Senior resident	\$91	\$104	-13%	
Senior non-resident	\$100	\$104	-4%	
Hyperlocal resident*	\$74	\$114	-35%	
Aqua fit (per month)**				
General resident	\$88	\$78	13%	
General non-resident	\$97	\$78	24%	
Senior resident	\$70	\$70	0%	
Senior non-resident	\$77	\$70	10%	
Hyperlocal resident*	\$57	\$78	-27%	
Drop-in				
Lap swim (per visit)				
General resident	\$9	\$9	0%	
General non-resident	\$10	\$10	0%	
Senior resident	\$8	\$8	0%	
Senior non-resident	\$9	\$9	0%	
Hyperlocal resident*	\$6	\$9	-33%	
Open swim (per visit)				
General resident	\$9	\$9	0%	
General non-resident	\$10	\$10	0%	
General hyperlocal resident*	\$6	\$9	-33%	
Child resident	\$5	\$5	0%	
Child non-resident	\$6	\$6	0%	
Child hyperlocal resident*	\$3	\$5	-40%	
Family resident	\$24	\$24	0%	
Family non-resident	\$28	\$28	0%	
Family hyperlocal resident*	\$16	\$24	-33%	
Spectator resident	\$3	\$4	-25%	
Spectator non-resident	\$5	\$5	0%	
Masters (per visit)				
General resident	\$20	\$20	0%	
General non-resident	\$22	\$20	10%	
Hyperlocal resident*	\$13	\$20	-35%	
Aqua fit (per session)				
General resident	\$20	\$20	0%	
General non-resident	\$22	\$20	10%	
Hyperlocal resident*	\$13	\$20	-35%	
Bundle discount				
Register for one aquatics program, and the same registrant may be eligible to register for a second program up to 50% off select programs.	Varies	n/a	n/a	
Swim lessons (per ½ hour)				
Group lessons - resident	\$29	\$29	0%	
Group lessons - non-resident	\$32	\$29	10%	
Group lessons – hyperlocal resident*	\$19	\$29	-34%	
Private lessons - resident	\$79	\$79	0%	
Private lessons - non-resident	\$87	\$79	10%	
Private lessons – hyperlocal resident*	\$51	\$79	-35%	
Fee-assisted scholarship (residents only)	\$5	n/a	n/a	
Youth bridge program (per ¾ hour)				
Youth bridge program - resident	\$24	\$23	4%	
Youth bridge program - non-resident	\$26	\$23	13%	
Youth bridge program – hyperlocal resident*	\$16	\$23	-30%	
Youth camps (per hour)				
Youth camps - resident	\$23	\$21.50	7%	
Youth camps - non-resident	\$25	\$21.50	16%	
Youth camps – hyperlocal resident*	\$15	\$21.50	-30%	
Group programming (per hour)				
Group programming - resident	\$24	n/a	n/a	
Group programming - non-resident	\$26	n/a	n/a	
Group programming – hyperlocal Resident*	\$16	n/a	n/a	
Subcontractor lane rental (per hour per lane)				
Subcontractor lane rental	\$18	\$14-\$18	0% - 29%	

*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

**The aqua fit program will provide increase service levels in 2024, from four days per week to five days per week.

COMPARISON OF CURRENT AND PAST AQUATICS FEES

Year	Lap Drop In (General)				Lap Monthly				Open Drop In (Child)				Aqua Fit (Monthly)			
	Resident	Non-resident	Resident % change	Non-resident % change	Resident	Non-resident	Resident % change	Non-resident % change	Resident	Non-resident	Resident % change	Non-resident % change	Resident	Non-resident	Resident % change	Non-resident % change
2013	\$6	\$7			\$45	\$50			\$4	\$5			\$75	\$75		
2014	\$6	\$7	0%	0%	\$46	\$52	2%	4%	\$4	\$5	0%	0%	\$77	\$77	3%	3%
2015	\$6	\$7	0%	0%	\$47	\$54	2%	4%	\$4	\$5	0%	0%	\$79	\$79	3%	3%
2016	\$6	\$7	0%	0%	\$48	\$56	2%	4%	\$4	\$5	0%	0%	\$81	\$81	3%	3%
2017	\$6	\$7	0%	0%	\$48	\$56	0%	0%	\$4	\$5	0%	0%	\$83	\$83	2%	2%
2018	\$6	\$7	0%	0%	\$48	\$56	0%	0%	\$4	\$5	0%	0%	\$85	\$85	2%	2%
2019	\$7	\$8	17%	14%	\$50	\$58	4%	4%	\$5	\$6	25%	20%	\$86	\$86	1%	1%
2020 (pre-pandemic)	\$7	\$8	0%	0%	\$50	\$58	0%	0%	\$5	\$6	0%	0%	\$88	\$88	2%	2%
2020 (during pandemic)	\$10	\$10	43%	25%	\$69	\$69	38%	19%	\$40/family	\$40/family	—	—	—	—	—	—
2021	\$9	\$10	-10%	0%	\$64	\$69	-7%	0%	\$5	\$6	—	—	—	—	—	—
2022	\$9	\$10	0%	0%	\$64	\$69	0%	0%	\$5	\$6	0%	0%	\$78	\$78	-11%	-11%
2023 (CURRENT)	\$9	\$10	0%	0%	\$65	\$72	4%	4%	\$5	\$6	0%	0%	\$78	\$78	0%	0%
2024 (PROPOSED)	\$9	\$10	0%	0%	\$65	\$72	0%	0%	\$5	\$6	0%	0%	\$78	\$97	0%	24%

COMPARISON OF CURRENT AND PAST AQUATICS FEES

Year	Camps (hourly)				Swim instruction - Group lessons (per 1/2 hour)			
	Resident	Non-resident	Resident % change	Non-resident % change	Resident	Non-resident	Resident % change	Non-resident % change
2013	\$13.40	\$13.40			\$20.00	\$20.00		
2014	\$13.80	\$13.80	3%	3%	\$21.00	\$21.00	5%	5%
2015	\$14.20	\$14.20	3%	3%	\$22.00	\$22.00	5%	5%
2016	\$14.20	\$14.20	0%	0%	\$22.00	\$22.00	0%	0%
2017	\$14.20	\$14.20	0%	0%	\$23.00	\$23.00	5%	5%
2018	\$14.20	\$14.20	0%	0%	\$23.00	\$23.00	0%	0%
2019	\$14.80	\$14.80	4%	4%	\$24.00	\$24.00	4%	4%
2020 (pre-pandemic)	—	—	—	—	\$24.00	\$24.00	0%	0%
2020 (during pandemic)	\$26.25	\$26.25	77%	77%	—	—	—	—
2021	\$17.50	\$17.50	-33%	-33%	—	—	—	—
2022	\$20.00	\$20.00	14%	14%	\$25.00	\$25.00	4%	4%
2023 (CURRENT)	\$21.50	\$21.50	8%	8%	\$29.00	\$29.00	16%	16%
2024 (PROPOSED)	\$23.00	\$25.00	7%	16%	\$29.00	\$32.00	0%	10%

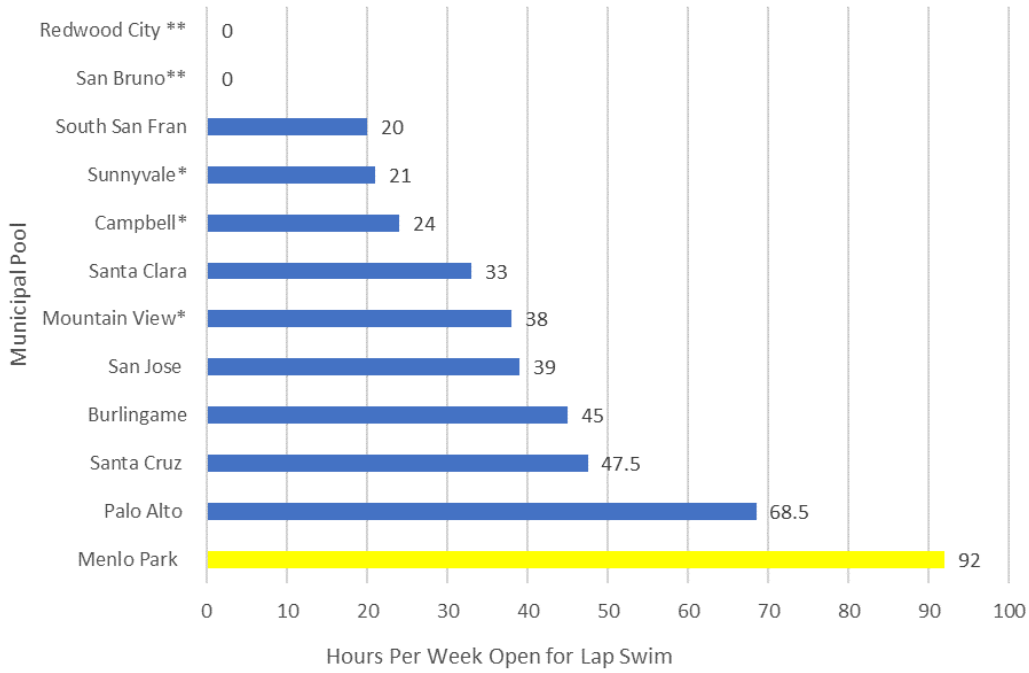
COMPARISON OF CURRENT AND PAST AQUATICS FEES

Year	Subcontractor lane rental (Per lane per hour)							
	SOLO Aquatics	% change	PASA	% change	Mavens	% change	Revolutions in Fitness	% change
2013	\$10		—		—		—	
2014	\$11	10%	—	—	—	—	—	—
2015	\$12	9%	—	—	—	—	—	—
2016	\$12	0%	—	—	—	—	—	—
2017	\$12	0%	—	—	—	—	—	—
2018	\$14	17%	—	—	—	—	—	—
2019	\$14	0%	—	—	—	—	—	—
2020 (pre-pandemic)	\$14	0%	—	—	—	—	—	—
2020 (during pandemic)	\$14	0%	—	—	—	—	—	—
2021	\$14	0%	\$14	—	\$14	—	—	—
2022	\$14	0%	\$14	0%	\$14	0%	\$18	—
2023 (CURRENT)	\$14	0%	\$14	0%	\$16	14%	\$18	0%
2024 (PROPOSED)	\$18	29%	\$18	29%	\$18	13%	\$18	0%

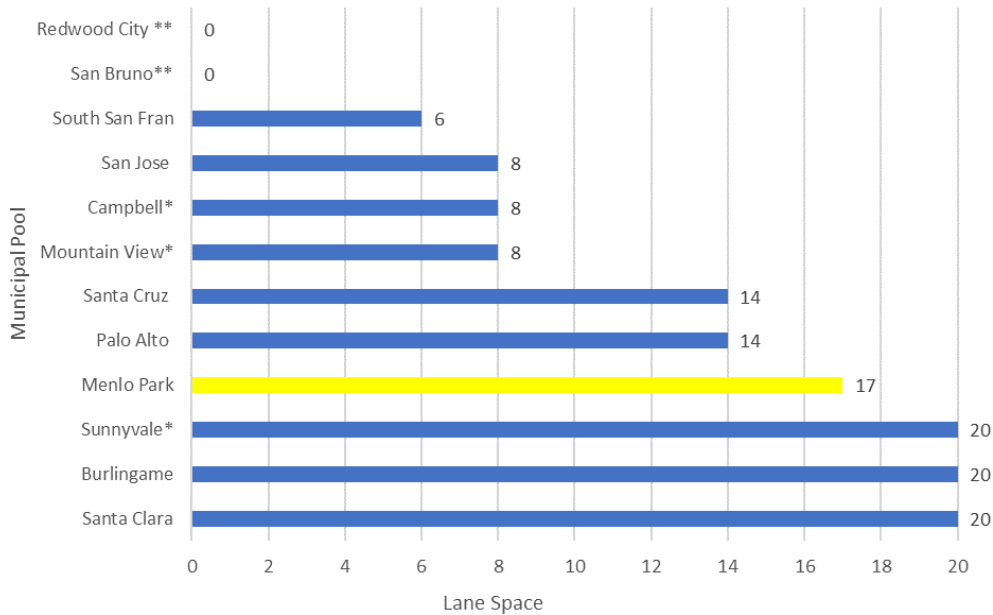
Benchmarking to other area aquatics programs.
 Excerpted from Menlo Swim and Sport Annual Report, 2022

Local Pool Comparisons

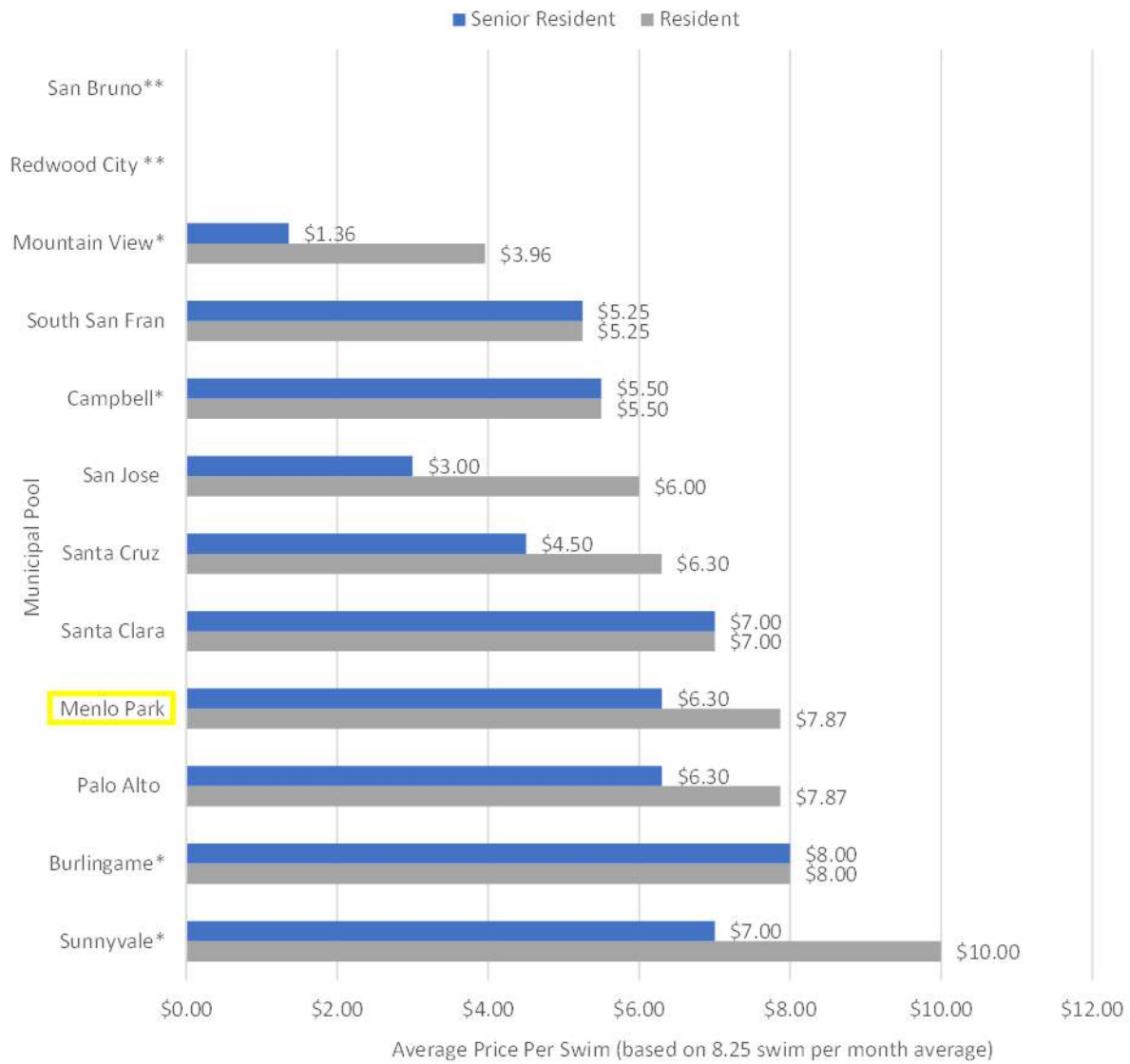
Pool Comparison
 Lap Swim Availability



Pool Comparison
 Lane Space



Pool Comparison Average Price of Resident Swim





2022 Annual Aquatic Report

April, 2023

Presented by
Team Sheeper Inc./Menlo Swim and
Sport

Prepared for the
City of Menlo Park
Parks and Recreation
Commission

Table of Contents

Introduction.....	2
Program Statistics (2019-2022 Comparison).....	3
Resident & Non-Resident.....	3
General & Senior.....	4
Member & Drop-In.....	4
Facility Visits.....	5
Lap Swim Visits.....	6
Lap Swim Members.....	6
Members & Drop-In Lap Swim Visits.....	7
Open Swim Visits.....	7
Camp Lessons.....	8
Swim Lessons.....	8
Program Hours.....	9
Pool Schedules.....	9
2022 Summer- Instructional Pool.....	10
2022 Summer- Performance Pool.....	11
2022 Summer- Baby Pool.....	11
2022 School Year- Instructional Pool.....	12
2022 School Year- Performance Pool.....	13
Projected 2023 Summer- Instructional Pool.....	14
Projected 2023 Summer- Performance Pool.....	15
Projected 2023 Summer- Baby Pool.....	15
2023 School Year- Instructional Pool.....	16
2023 School Year- Performance Pool.....	17
Program Fee.....	18
Local Pool Comparisons.....	19
Annual Audits and Reviews.....	21
Risk Management.....	22
Emergency Preparedness Action Plan.....	24
Training Certifications by Staff Member.....	24
Survey Responses.....	25
Q7. Please tell us your ideas, needs, suggestions for the city community programs and classes.....	25
Q8. How important are the following aquatics and swimming programs?.....	26
Q9. For aquatics and swimming programs, how important are the following items?.....	26
Q10. Are there any changes to the city aquatics and swimming programs that would make you use them more often?.....	27
Q11. Please tell us your ideas, needs, and suggestions for the city aquatic and swimming programs....	28
Summary.....	29



Introduction

The year 2022 marked the true beginning of Menlo Swim and Sports rejuvenation from the ravages of the pandemic, while facing and working through the underlying uncertainty of securing an ongoing operational agreement in Menlo Park.

As a company, we chose to use 2022 to restructure our management team, re-engineer and rebuild our renowned swim school, retrain, reinforce and alter the compensation structure of our entire workforce in order to retain and recruit high performing team members. We reviewed everything that we were doing and asked ourselves how we could improve.

When a company lies dormant through a pandemic, and then faces massive uncertainty, complacency may creep in and could decay and possibly dismantle a thriving culture. So, instead of being idle and waiting for others to choose our outcomes, we chose to revitalize, revamp and re-invest in our operation. We went to work harder than ever and it has been ultimately rewarding and we have proven to ourselves that we care deeply about being the best provider of aquatic services possible.

Simply, we believe in what we were doing, are doing and will continue to be doing for the community of Menlo Park.

Upon reviewing the Community Surveys disseminated by the City of Menlo Park in September of 2022, it is clear to us that the 3 main items that our community residents want exactly align with what we are trying to achieve as an aquatic provider in 2023. The top items are:

1. Increased Youth Group Swim Lessons
2. Increased Open/Family Swim Time
3. More Affordable Family Fees for Lessons and Play Time

Youth Group Swim Lessons: Menlo Swim School at its peak had over 25 instructors teaching over 1000 lessons per week on a year round basis. The pandemic whittled down the staff to only 2 instructors. We now have new leadership busy recruiting and training an entirely new staff which has begun to boost the number of lessons being taught per week with the target of returning to a fully operational school by the fall.

Increased Open/Family Swim Time: Increasing our lifeguarding department has allowed us to increase the hours we are offering open swim in the spring and summer returning to our pre-pandemic schedule of open and family time.

More Affordable Fees for Lessons and Play Time: We will be offering a summer family pass that will allow families to access the pool through the busy and hot summer months at reduced rates. With the increase in swim instructors, group swim lessons will be more prevalent for community members along with the ability for qualifying families to take advantage of the scholarship program from Beyond Barriers for reduced fees for swim lessons and camps.

Menlo Swim and Sport is poised to produce its best year of aquatic services ever.

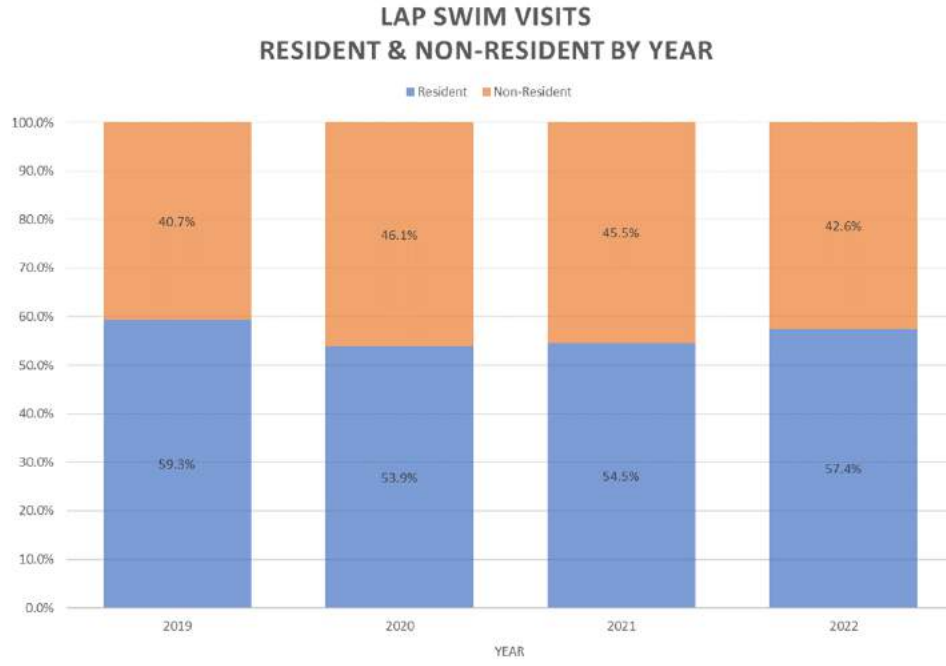
In Gratitude for the Opportunity,

Tim Sheeper
CEO Team Sheeper Inc/Menlo Swim and Sport



Program Statistics (2019-2022 Comparison)

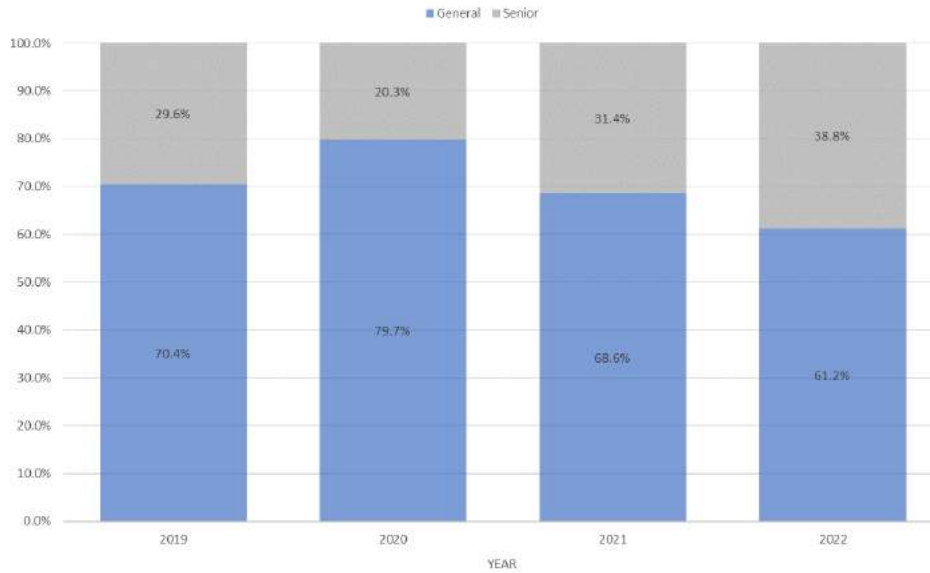
Resident & Non-Resident



Comment: Residents are slowly returning to the pool.

General & Senior

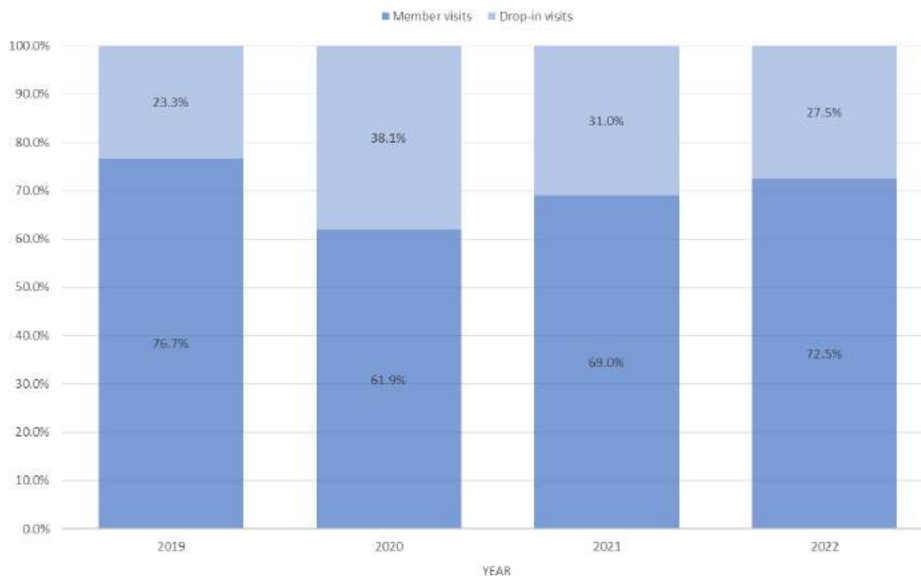
LAP SWIM VISITS GENERAL & SENIOR BY YEAR



Comment: 2022 saw an increase in Senior lap swim usage

Member & Drop-In

LAP SWIM VISITS MEMBER & DROP-IN BY YEAR



Comment: Our monthly pricing structure is extremely favorable and widely adopted by lap swimmers.



Facility Visits

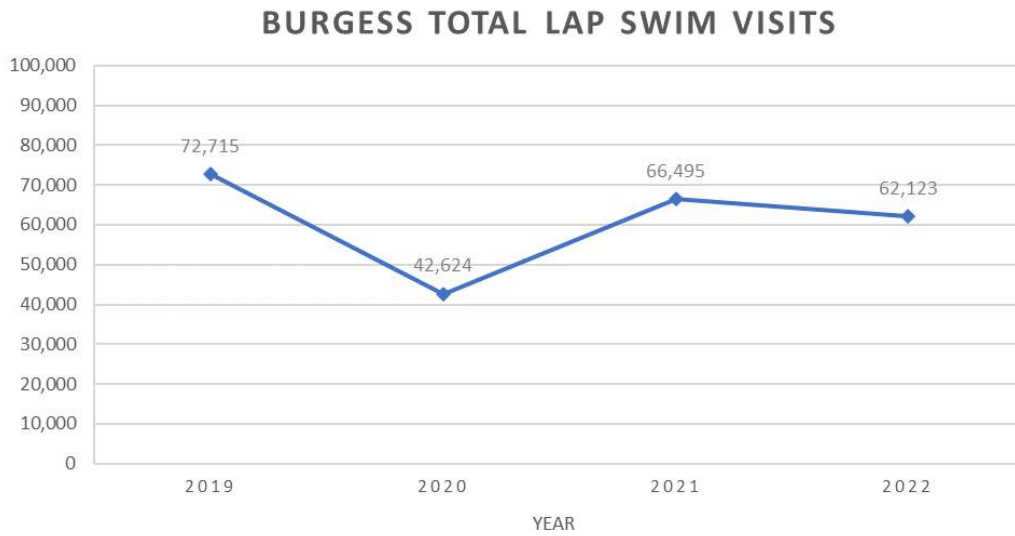
Facility visits	2019	2020	2021	2022
Lap Member Visits	55,801	26,364	45,895	45,047
Lap Drop Ins	16,914	16,260	20,600	17,076
Open Drop Ins	19,980	2,328	7,805	13,569
Menlo Masters	17,164	9,273	15,749	21,635
Camp	6,030	4,830	5,730	5,720
Swim Lessons	44,558	9,576	5,242	10,838
Bridge Swim	0	0	2,600	9,318
Aqua Fit	9,089	1,010	930	4,361
Youth Teams	24,200	14,000	16,800	16,800
TOTAL	193,736	83,641	121,351	144,364

Comments: 1. Open swim visits are rebounding. 2. Bridge(youth pre-swim team) is booming, as we developed a program to serve the learn-to-swim population 3. Senior water exercise is rebounding. Please note that 2019 number included water wellness. 2022 does not include water wellness as that program is now produced by Revolutions in Fitness.



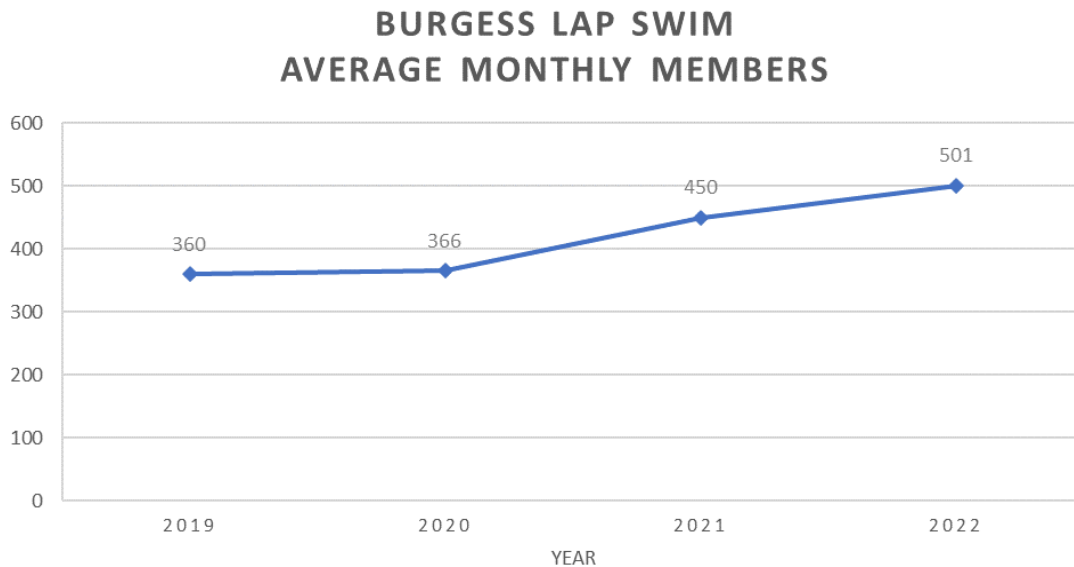
Comment: Community members as a whole have been slow to return to normal pool usage, but trending upward.

Lap Swim Visits



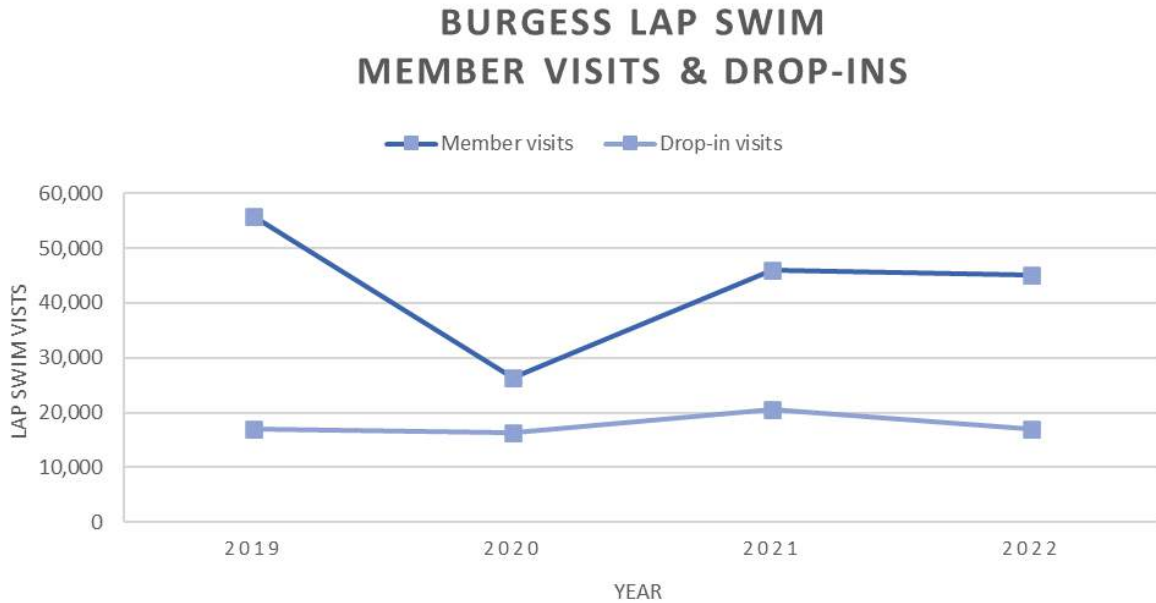
Comment: Monthly lap swim memberships have increased, showing good intentions, but lap swim visits are down demonstrating that people are going back to a lifestyle where there is less time for recreational activities.

Lap Swim Members



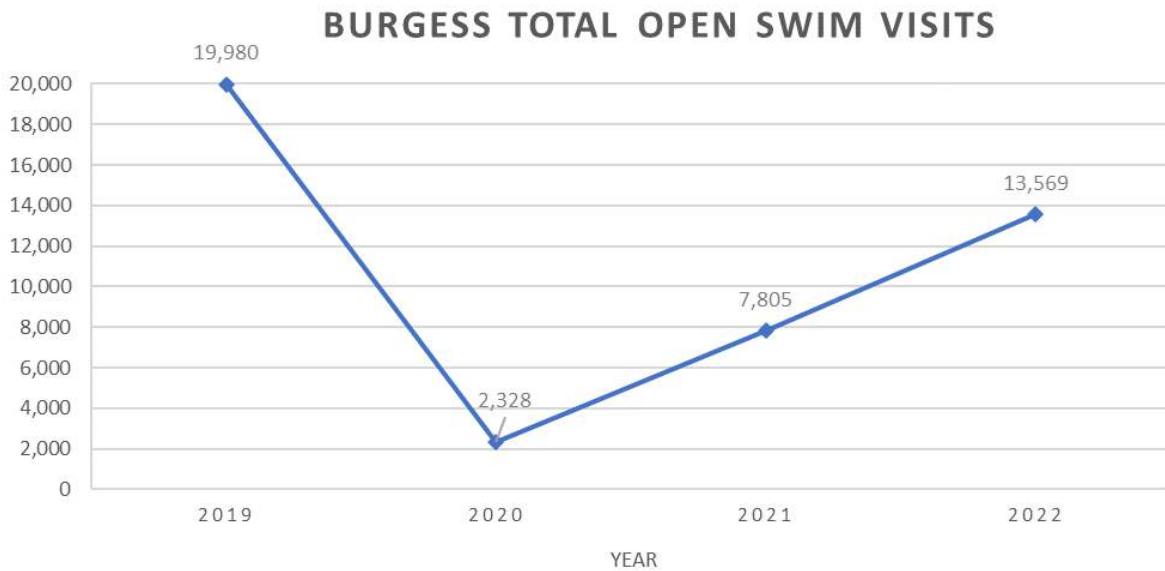
Comment: Community members are seeing the value in monthly memberships and the promise of a wonderful place to swim.

Members & Drop-In Lap Swim Visits



Comment: Member visits and drop-in visits have flattened.

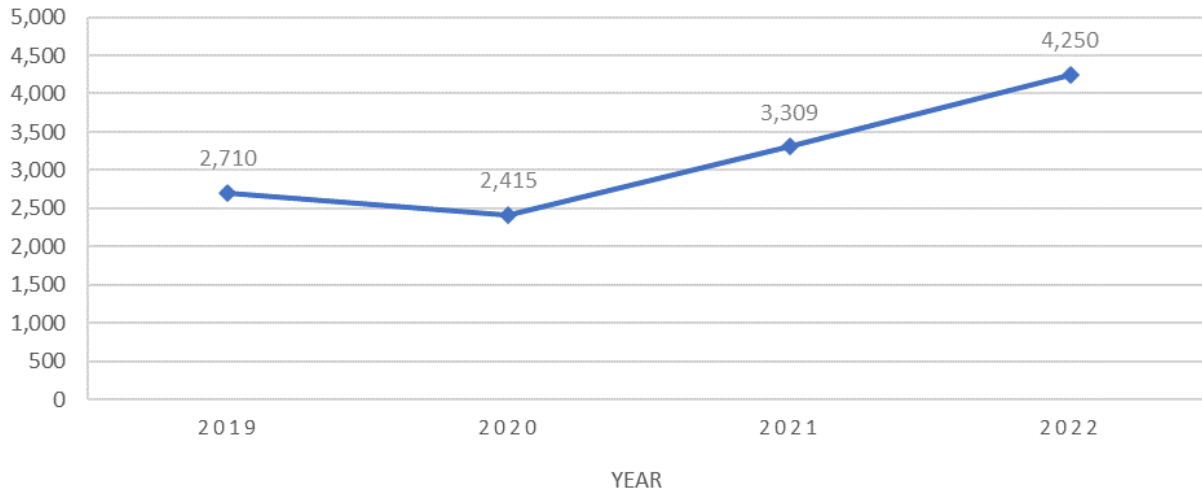
Open Swim Visits



Comment: Yes the open swim program is rebounding to pre-pandemic numbers, however the usage of the Baby Play Pool was significantly lower this past season demonstrating a reluctance to return young children to busy recreational settings, depressing the overall numbers.

Camp Lessons

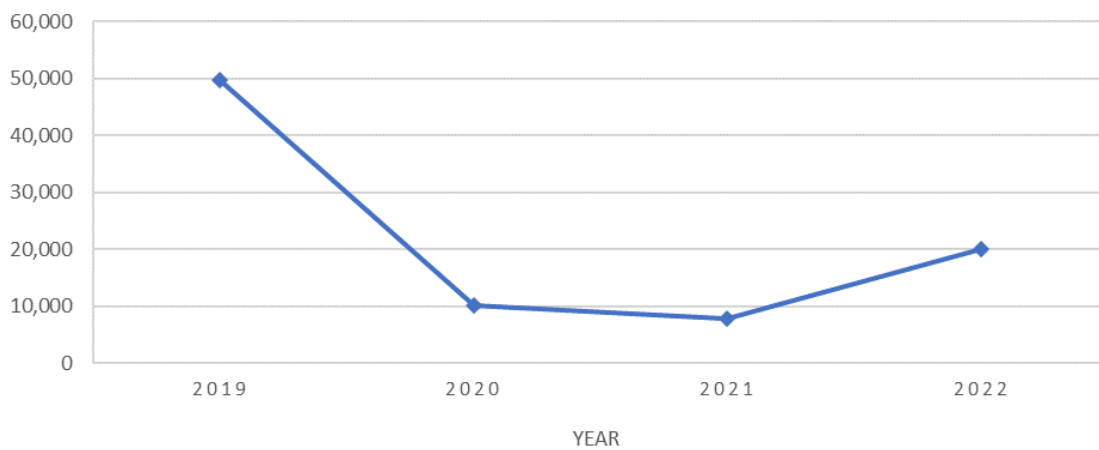
BURGESS CAMP LESSONS



Comment: A restructuring of our summer camp lesson program allowed us to teach more swim lessons with a limited number of instructors.

Swim Lessons

BURGESS SWIM LESSONS



Comment: 2020 and 2021 most all swim lessons were taught by only 2 instructors. The increase in lessons output in 2022 is all from the last quarter of the year when we installed a new leadership team and hired instructors which began to move the lesson trend upward.

Program Hours

Program	2022		2023 (Projected)	
	Summer	Non-Summer	Summer	Non-Summer
Lap Swim	92	92	92	92
Open Swim	61	12	61	25
Swim School	38.5	61	29.5	58
Menlo Masters	17	17	17	17
Aqua Fit	7	7	7	7
Camp	35	--	35	—
Youth Teams	27	22	27	22

Pool Schedules

Legend:

Lap = Lap Swim

Family Rec = Open/Family Recreational Swim

Camp=Camp Menlo, Les= Swim Lessons

Aqua Fit/Aqua Wellness

Masters= Menlo Masters

Youth= Youth Teams including SOLO, PASA-MP, Mavericks

LG= Lifeguard Certification Course

Mavens= Mavens Masters Water Polo



2022 Summer- Instructional Pool

	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY		SUNDAY			
6 - 7	Laps (6)			Laps (6)			Laps (6)			Laps (6)			Laps (6)			Laps (6)		Laps (6)			
7 - 8	Laps (6)			Laps (6)			Laps (6)			Laps (6)			Laps (6)			Laps (6)		Laps (6)			
8 - 9	Laps (6)			Aqua Fit (4)		Laps (2)	Aqua Fit (4)		Laps (2)	Aqua Fit (4)		Laps (2)	Aqua Fit (4)		Laps (2)	Laps (6)		Laps (6)			
9 - 9:30	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Lessons (2)	Open Swim (4)	Lessons (2)	Open Swim (4)		
9:30 - 10:30	Laps (2)	Les (1)	Camps (3)	Aqua Wellness (2)		Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Aqua Wellness (2)		Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Lessons (2)	Open Swim (4)	Lessons (2)	Open Swim (4)
10:30 - 11	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Lessons (2)	Open Swim (4)	Lessons (2)	Open Swim (4)		
11 - 12:15	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Laps (2)	Les (1)	Camps (3)	Lessons (2)	Open Swim (4)	Lessons (2)	Open Swim (4)		
12:15 - 1	Open Swim (2)	Laps (4)		Open Swim (2)	Laps (4)		Open Swim (2)	Laps (4)		Open Swim (2)	Laps (4)		Open Swim (2)	Laps (4)		Lessons (2)	Open Swim (4)	Lessons (2)	Open Swim (4)		
1 - 2	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Lap (1)	Les (1)	Open Swim (4)	Laps (2)	Open Swim (4)	
2 - 3	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Lap (1)	Les (1)	Open Swim (4)	Laps (2)	Open Swim (4)	
3 - 4	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Open Swim (2)	L (1)	Camps (3)	Lap (1)	Les (1)	Open Swim (4)	Laps (2)	Open Swim (4)	
4 - 4:45	Open (2)	L (1)	Camps (3)	Open (2)	L (1)	Camps (3)	Open (2)	L (1)	Camps (3)	Open (2)	L (1)	Camps (3)	Open (2)	L (1)	Camps (3)	Laps (2)		Open Swim (4)	Laps (2)	Open Swim (4)	
4:45 - 5	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)	Laps (2)	Open Swim (4)	Laps (2)	Open Swim (4)		
5 - 6	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)						
6 - 7:15	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)	Open (3)	Lap (2)	Les (1)						
7:15 - 8	Open (3)	Lap (3)		Open (3)	Lap (3)		Open (3)	Lap (3)		Open (3)	Lap (3)		Open (3)	Lap (3)							



2022 Summer- Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		
6 - 7	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (11)		
7 - 8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	
8 - 9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth (2)	Laps (9)	Masters (8)	Lap (3)	
9 - 10	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Youth (2)	LG (2)	Laps (7)	Masters (8)	Lap (3)
10 - 11	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	LG (2)	Laps (9)	LG (2)	Laps (9)	
11 - 12	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	LG (2)	Laps (9)	LG (2)	Laps (9)	
12 - 1	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	LG (2)	Laps (9)	LG (2)	Laps (9)	
1 - 2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		LG (2)	Laps (9)	LG (2)	Laps (9)	
2 - 3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		LG (2)	Laps (9)	LG (2)	Laps (9)	
3 - 4	Youth Teams (4)	Laps (7)	Youth Teams (4)	Laps (7)	Youth Teams (4)	Laps (7)	Youth Teams (4)	Laps (7)	Youth Teams (4)	Laps (7)	LG (2)	Laps (9)	LG (2)	Laps (9)	
4 - 5	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	LG (2)	Laps (9)	LG (2)	Laps (9)	
5 - 6	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)					
6 - 7	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)					
7 - 8	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)					

2022 Summer- Baby Pool

Monday -Sunday 11 am – 5 pm



2022 School Year- Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		
6 - 7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		
7 - 8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		
8 - 9	Aqua Fit ** (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)		Laps (6)		Laps (6)	
9 - 9:30	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Lessons (2)	Laps (4)	Les (1)	Laps (5)	
9:30 - 10:30	Laps (4)	Lessons (2)	Aqua Wellness (2)	Laps (2)	Lessons (2)	Laps (4)	Lessons (2)	Aqua Wellness (2)	Laps (2)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Les (1)	Laps (5)
10:30 - 11	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Lessons (2)	Laps (4)	Les (1)	Laps (5)	
11-12	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Lessons (2)	Laps (4)	Les (1)	Laps (5)	
12-1	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Lessons (2)	Open Swim (4)	Les (1)	Lap (1)	Open Swim (4)
1-2	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Les (1)	Lap (1)	Open Swim (4)	Laps (2)	Open Swim (4)
2 - 3:20	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Les (1)	Lap (1)	Open Swim (4)	Laps (2)	Open Swim (4)
3:20 - 4	Lessons (6)		Lessons (6)		Lessons (6)		Lessons (6)		Lessons (6)		Les (1)	Lap (1)	Open Swim (4)	Laps (2)	Open Swim (4)
4-5	Lessons (6)		Lessons (6)		Lessons (6)		Lessons (6)		Lessons (6)			Laps (2)	Open Swim (4)	Laps (2)	Open Swim (4)
5 - 6	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)					
6 - 7	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)					
7 - 8	Laps (6)		Laps (6)		Laps (6)		Laps (3)	Open Swim (3)	Laps (3)	Open Swim (3)					

2022 School Year- Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		
6 - 7	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (11)		
7 - 8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	
8 - 9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		V o l u t h (2)	Laps (9)		M a v e n s (8)	L a p (3)
9 - 10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		V o l u t h (2)	Laps (9)		M a v e n s (8)	L a p (3)
10 - 11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
11 - 12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
12 - 1	Masters (9)	Lap (3)	Masters (9)	Lap (3)	Masters (9)	Lap (3)	Masters (9)	Lap (3)	Laps (11)		Laps (11)		Laps (11)		
1 - 2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
2 - 3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
3 - 4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
4 - 5	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Laps (11)		Laps (11)		
5 - 6	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Laps (11)		Laps (11)		
6 - 7	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Laps (11)		Laps (11)		
7 - 8	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Laps (11)		Laps (11)		

Projected 2023 Summer- Instructional Pool

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6 - 7 AM	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)
7 - 8 AM	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)
8 - 9 AM	Aqua Fit (4) Laps (2)	Aqua Fit (4) Laps (2)	Aqua Fit (4) Laps (2)	Aqua Fit (4) Laps (2)	Aqua Fit (4) Laps (2)	Laps (6)	Laps (6)
9 - 9:30 AM	Laps (3) Camps (3)	Laps (3) Camps (3)	Laps (3) Camps (3)	Laps (3) Camps (3)	Laps (3) Camps (3)	Lessons (3) Family Rec (3)	Laps (2) Family Rec (4)
9:30 - 10:30 AM	Laps (3) Camps (3)	Aqua Wellness (2) L (1) Camps (3)	Laps (3) Camps (3)	Aqua Wellness (2) L (1) Camps (3)	Laps (3) Camps (3)	Lessons (3) Family Rec (3)	Laps (2) Family Rec (4)
10:30 - 11 AM	Laps (3) Camps (3)	Laps (3) Camps (3)	Laps (3) Camps (3)	Laps (3) Camps (3)	Laps (3) Camps (3)	Lessons (3) Family Rec (3)	Laps (2) Family Rec (4)
11 AM - 12 PM	Laps (3) Camps (3)	Laps (3) Camps (3)	Laps (3) Camps (3)	Laps (3) Camps (3)	Laps (3) Camps (3)	Lessons (3) Family Rec (3)	Laps (2) Family Rec (4)
12 - 1:15 PM	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Lessons (3) Family Rec (3)	Laps (2) Family Rec (4)
1:15 - 2 PM	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Les (1) La (1) p (4)	Laps (2) Family Rec (4)
2 - 3 PM	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Family Rec (3) Camps (3)	Les (1) La (1) p (4)	Laps (2) Family Rec (4)
3 - 4 PM	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Les (1) La (1) p (4)	Laps (2) Family Rec (4)
4 - 5 PM	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Laps (2) Family Rec (4)	Laps (2) Family Rec (4)
5 - 6 PM	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)		
6 - 7:30 PM	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)	Family Rec (3) Lessons (3)		
7:30 - 8 PM	Family Rec (3) Lap (3)	Family Rec (3) Lap (3)	Family Rec (3) Lap (3)	Family Rec (3) Lap (3)	Family Rec (3) Lap (3)		



Projected 2023 Summer- Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		
6 - 7 AM	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (11)		
7 - 8 AM	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	
8 - 9 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth (2)	Laps (9)	Mavens (8)	Lap (3)	
9 - 10 AM	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Youth (2)	LG (2)	Laps (7)	Mavens (8)	Lap (3)
10 - 11 AM	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	LG (2)	Laps (9)	LG (2)	Laps (9)	
11 - 12 AM	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	Camp (3)	Laps (8)	LG (2)	Laps (9)	LG (2)	Laps (9)	
12 AM - 1 PM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)		LG (2)	Laps (9)	LG (2)	Laps (9)	
1 - 2 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		LG (2)	Laps (9)	LG (2)	Laps (9)	
2 - 3 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		LG (2)	Laps (9)	LG (2)	Laps (9)	
3 - 4 PM	Youth Teams (4)	Laps (7)	Youth Teams (4)	Laps (7)	Youth Teams (4)	Laps (7)	Youth Teams (4)	Laps (7)	Youth Teams (4)	Laps (7)	LG (2)	Laps (9)	LG (2)	Laps (9)	
4 - 5 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	LG (2)	Laps (9)	LG (2)	Laps (9)	
5 - 6 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)					
6 - 7 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)					
7 - 8 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)					

Projected 2023 Summer- Baby Pool

Monday -Sunday 11 am – 5 pm



2023 School Year- Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY			
6 - 7 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)			
7 - 8 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)			
8 - 9 AM	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Laps (6)		Laps (6)			
9 - 9:30 AM	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (5)	L (1)	Laps (6)			
9:30 - 10:30 AM	Lessons (2)	Laps (4)	Aqua Wellness (2)	Lessons (2)	Laps (2)	Lessons (2)	Laps (4)	Aqua Wellness (2)	Lessons (2)	Laps (2)	Lessons (2)	Laps (4)	Lessons (5)	L (1)	Laps (6)	
10:30 - 11 AM	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (5)	L (1)	Laps (6)			
11 AM-12 PM	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (5)	L (1)	Laps (6)			
12-1 PM	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (2)	Laps (4)	Lessons (4)	Open Swim (2)	Laps (2)	Open Swim (4)		
1-1:15 PM	Lessons (2)	Laps (2)	Open Swim (2)	Lessons (2)	Laps (2)	Open Swim (2)	Lessons (2)	Laps (2)	Open Swim (2)	Lessons (2)	Laps (2)	Open Swim (2)	Lessons (4)	Open (2)	Laps (2)	Open Swim (4)
1:15-2 PM	Lessons (2)	Laps (2)	Open Swim (2)	Lessons (2)	Laps (2)	Open Swim (2)	Lessons (2)	Laps (2)	Open Swim (2)	Lessons (2)	Laps (2)	Open Swim (2)	Laps (2)	Open Swim (4)	Laps (2)	Open Swim (4)
2 - 3:15 PM	Lessons (2)	Laps (2)	Open Swim (2)	Lessons (2)	Laps (2)	Open Swim (2)	Lessons (2)	Laps (2)	Open Swim (2)	Lessons (2)	Laps (2)	Open Swim (2)	Laps (2)	Open Swim (4)	Laps (2)	Open Swim (4)
3:15 - 4 PM	Lessons (6)		Lessons (6)		Lessons (6)		Lessons (6)		Lessons (6)		Laps (2)	Open Swim (4)	Laps (2)	Open Swim (4)		
4-5 PM	Lessons (6)		Lessons (6)		Lessons (6)		Lessons (6)		Lessons (6)		Laps (2)	Open Swim (4)	Laps (2)	Open Swim (4)		
5 - 6 PM	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)				
6 - 7:15 PM	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)	Lessons (2)	Youth Teams (4)				
7:15 - 8 PM	Laps (3)	Open Swim (3)	Laps (3)	Open Swim (3)	Laps (3)	Open Swim (3)	Laps (3)	Open Swim (3)	Laps (3)	Open Swim (3)	Laps (3)	Open Swim (3)				

** Monday Aqua Fit will be held on the 2nd and 4th Monday of each month



2023 School Year- Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6 - 7	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (11)	
7 - 8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)
8 - 9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Yo uth (2)	Laps (9)	Movers (8)	Lap (3)
9 - 10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Yo uth (2)	Laps (9)	Movers (8)	Lap (3)
10 - 11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
11 - 12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
12 - 1	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
1 - 2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2 - 3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3 - 4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
4 - 5	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
5 - 6	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
6 - 7	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
7 - 8	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Laps (11)	Laps (11)	Laps (11)	Laps (11)

Program Fee

Membership Pricing	Monthly Fee					
	Resident			Non-Resident		
	General	Senior	Student	General	Senior	Student
Lap Swim	\$65	\$52	—	\$72	\$61	—
Aqua Fit	\$78	\$70	—	\$78	\$70	—
Menlo Masters	\$114	\$104	\$104	\$114	\$104	\$104
Triathlon	\$139	—	—	\$139	—	—

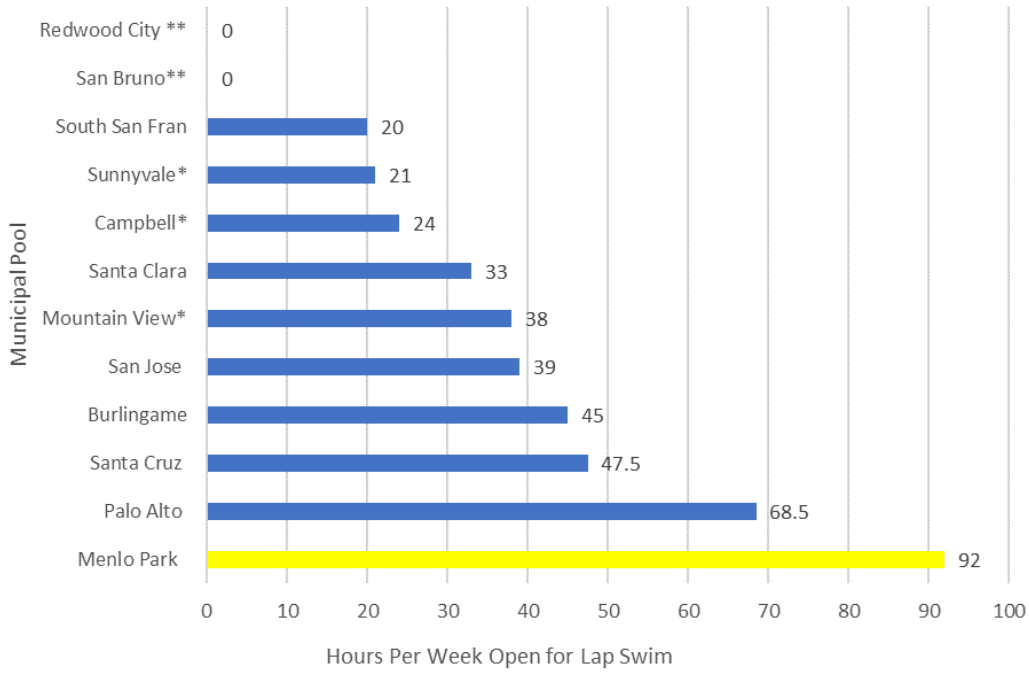
Average swims per member per month: 8.25

Average cost per swim	Resident	Non-Resident
General	\$7.88	\$8.73
Senior	\$6.30	\$7.39

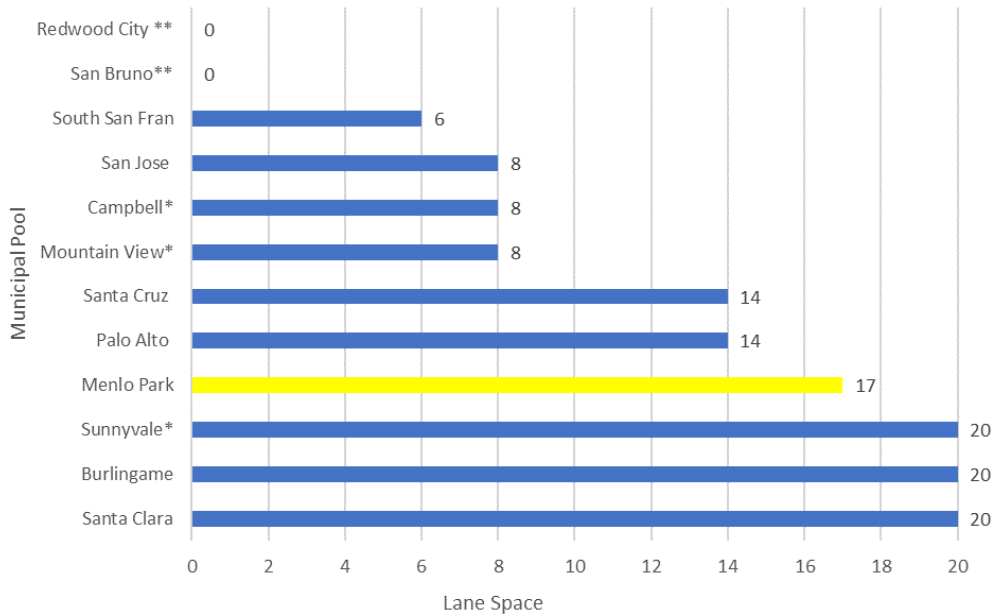
Drop In Pricing	Resident				Non-Resident			
	General	Senior	Child	Family	General	Senior	Child	Family
Lap Swim	\$9	\$8	—	—	\$10	\$9	—	—
Open Swim	\$9	—	\$5	\$28	\$10	—	\$6	\$30
Masters	\$20	—	—	—	\$20	—	—	—
Aqua Fit	\$20	—	—	—	\$20	—	—	—

Local Pool Comparisons

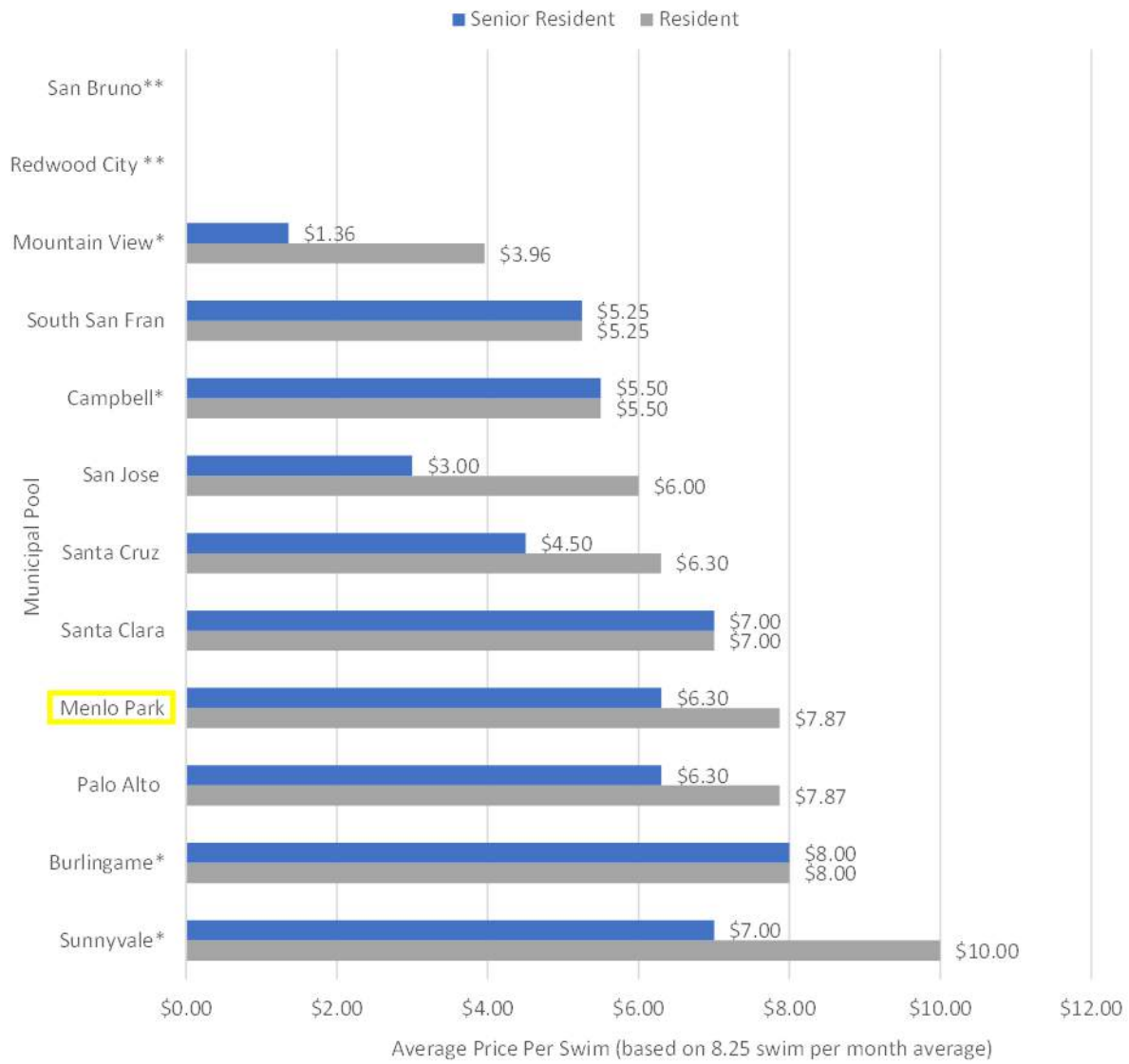
Pool Comparison Lap Swim Availability



Pool Comparison Lane Space



Pool Comparison Average Price of Resident Swim



Annual Audits and Reviews

When the question of “Standard of Care” is approached the discussion centers around the Model Aquatic Health Code (MAHC) developed by the Centers for Disease Control (CDC) in 1959. The code has been updated every 15-20 years as the aquatic industry evolves, with the latest update in 2018.

Originally the MAHC was developed because of the massive growth of aquatic facilities in the middle of the previous century along with the major increase in 3 undesirable outcomes- water borne diseases, aquatic facility injuries, and drownings.

The code created a “language” and “methods” so public health staff overseeing aquatic facilities could communicate universally agreed upon standards with their operators to ensure that best practices (safest) practices were being implemented in the interest of the public.

In our case, the County of San Mateo regularly inspects our entire facility for compliance with the County Health Codes which are derived directly from the MAHC including, but not limited to our water quality, chemical storage, drain entrapment, sanitization methods and modes of record keeping, signage, pool structure, decks, and everything else related to water and people interfacing with it and around it. While we pass all of these inspections, we do use these inspections as a chance to test our operational prowess as all the inspections are “surprise” inspections. We have chosen to build a strong relationship with our inspectors, and they have proven to be very valuable to us in solving operational issues on occasion. Our inspector was especially helpful throughout the pandemic and their specific guidance allowed our operation to flow uninterrupted.

Over the course of our tenure in Menlo Park we have encountered several different health inspectors and their preferences for what the dominant concerns are related to public safety. As an aside, as the result of going through more than typical 1-2 inspections per year, we inquired as to why we underwent so many more than that. We came to learn that our facility and overall operation was being used as a “model” where incumbent inspectors would use ours as a “training” facility for new inspectors.

We continue to keep safety and standards of operations at the top of our priority list. We follow county, state and private agency guidelines to ensure we are staying informed of all current and best practices.

We have training and education staff dedicated to serving the very function of standards of care. These staff are experienced and certified to ensure standards are met on every level. They create training plans, drive initiatives, and listen to suggestions by which we have created an environment that strives for excellence.

We have created 4 functions to ensure implementation in our operation.

1. Annual Reviews

We have an extensive annual review process for each individual staff member. This is a deep dive into the individual ensuring that the person has all the intellectual and emotional tools necessary and is on a path to optimizing their contribution to the operation. This is a period for any major course corrections and for setting team members on paths of success.

2. Monthly Department Meetings

Managers conduct monthly departmental meetings with their team members, and at this time there is always a golden opportunity to underscore the importance of safe practices and the importance of preventative individual risk assessment. These meetings ensure that we are employing the basic tactics of daily operation.

3. Monthly Management Meetings

These are times where we introspectively review our compliance with company standards and bring to light the feedback we have received from either the public, the staff or from City administrators. These are strategic meetings where issues are solved, or it is decided that a committee needs to pursue more diligence before we can arrive at a conclusion. We are always striving for long term and sustainable solutions.

4. Documentation

Everything we do in our safety training, educational training, employment law training or maintenance training is recorded on a hard copy and placed in our safety binders or recorded digitally and stored within our human resources software.

We have a clear process in which we hold staff accountable to stated and known standards. Our managers implement this process and are held to the same standards. The process is as follows, verbal warning, written warning, final notice, termination.

Risk Management

Our leadership team is composed of individuals with high integrity who are:

- Rule followers
- Risk assessment managers by nature
- Protectors of all and shielders of the vulnerable

This ethos trickles down from the managers to the individual providers within our company as it's these individuals that the community typically interacts with which leads to their perception of overall facility safety. Safety is a facet of our operation that requires constant vigilance, attention and a great deal of energy. We have learned that creating good staff habits and expectations early in their tenure leads to optimal and highly functional team member's long term.

The public as well as staff safety is our #1 core value and our priority for the Menlo Park aquatic community. Risks are managed through the implementation of policies, procedures, daily practices and training for our day-to-day operations.

Sometimes hiring experienced staff is beneficial, but most often training staff to our level of expectations is the method that has proven to help us rise to safety leaders in the industry. Our goal is not to only meet but exceed safety standards in every area.



Our standard of safety is daily practice. Training and auditing processes are set in place on a regular cadence. We also have an annual audit on our safety staff done by an objective outside vendor. This ensures that we have and are continuing a high standard of safe operation throughout the facility.

We have a safety committee composed of various staff members from different departments in the company that discuss all possible safety concerns, or “top-of-mind” topics associated with the entire facility. These meetings generate action items that are handed over to the operations manager to act upon.

Certification expiration dates are closely monitored to ensure all personnel are appropriately qualified and up to date on latest safety techniques and guidelines. We have a staff member dedicated to ensuring an audit is completed on all lifeguard staff. Staff ensures their current certification is valid and if not, a recertification will be scheduled for them. A great benefit is that we always have one or two Red Cross Certified lifeguard instructors on staff, that not only certify lifeguards for the entire region, but also recertify our own staff members on a timely basis. Lifeguard classes are scheduled twice a month through the summer and every other month throughout the remainder of the year. If for some reason a staff member falls out of compliance and their certification lapses, they are immediately removed from that specific position until they are able to complete a recertification class.

Team Sheeper has invested a great deal of time and resources into the safety of our company. Each one of our programs has a manager that has been trained and is dedicated to ensuring safety throughout each department. Managers lead their monthly department meetings and are inspired by company principles to include a segment or agenda item that specifically addresses an aspect of safety that relates to the department.

We have created safety procedure manuals with the assistance of a professional outside contractor that contains all safety and emergency procedures for each department. This includes:

- General Emergency Action Plans
- When to call 911 / or give first aid
- Water rescues for both conscious and unconscious victims
- First Aid and Medical Emergencies

These procedures give detailed instruction for lifeguards, instructors, deck staff and administrative staff.

If an emergency or major event happens a debrief meeting(s) are held and if necessary outside professionals are called in to assist in processing the emergency physically, mentally and emotionally. Policies, procedures, and protocols are also reviewed at this juncture and sometimes reinforced. We have discovered that our City Fire Department and Police Department are extremely supportive partners in our safety operation. On numerous occasions these departments have aided us with training, counseling, educating and supporting our first responders and are generous in their praises of our staff that make their professional roles better and provide higher chances of victim’s positive outcomes.

Team Sheeper has an excellent track record of keeping exceptionally high standards and of meeting the demands of each incident in the past 16 years. We are proud of our history of minimal safety incidents at the pool, and when there has been an incident, we have always been proud of our staff’s reaction and



handling of the emergency. We will continue to strive to be the safest facility in the country and on the balance be humble enough to also know that there is always room for improvement.

Emergency Preparedness Action Plan

We have gone to great lengths to ensure that we have a plan for as many possible incidents as possible along with factoring in flexibility to deal with the unknown.

Each department has a copy of our handbook and our safety procedures. Our lifeguard department is our spearhead when it comes to managing initial response to most emergencies.

Our Emergency Action Plan at its basic mode is as follows

- Recognition there is an emergency.
- 3 whistles are blown water/ land emergency
- Call 911
- Staff move into the positions to rescue, protect and guide.
- Staff help EMS into the building following initial victim(s) contact/rescue.
- Once Emergency is over, we have a staff debrief

Training Certifications by Staff Member

All Lifeguards are Red Cross First Aid, CPR and AED certified.

General managers and custodian are Certified Pool Operators.

All swim instructors take part in an extensive training program related to proprietary teaching techniques.

All camp counselors take part in a proprietary safety and operational training program.



Survey Responses

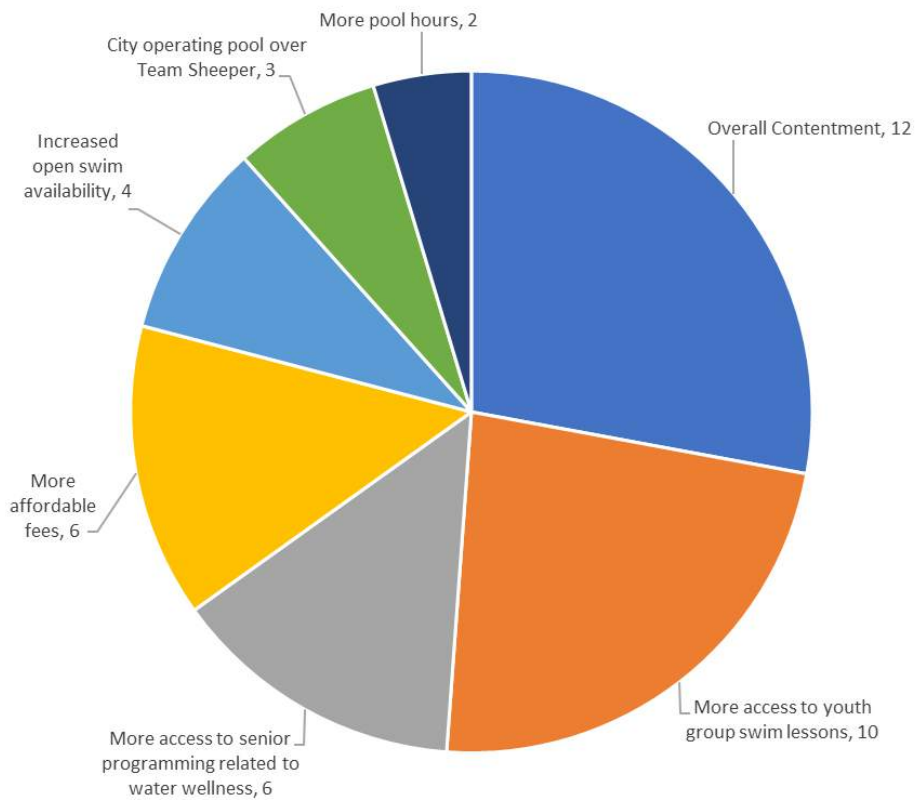
Customer Surveys Disseminated by City of Menlo Park

Focused on 5 questions related to Aquatic Services

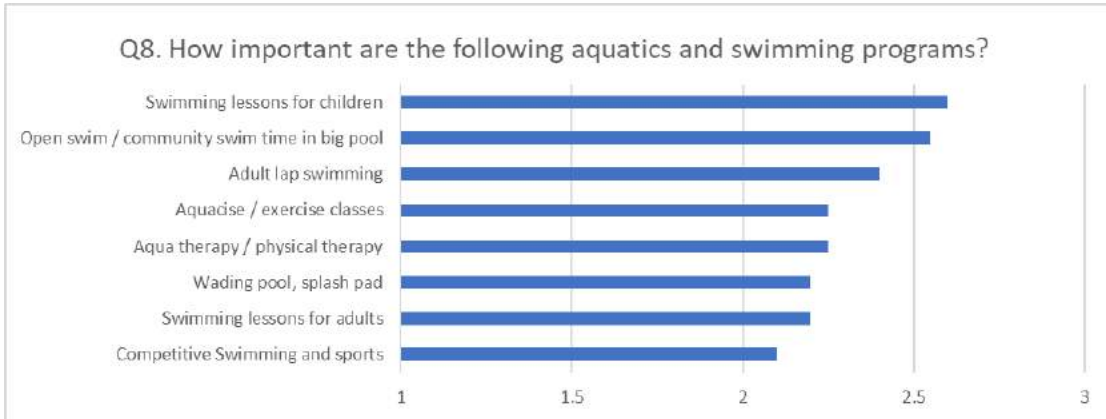
<https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220913-city-council-agenda-packet.pdf#page=6>

Q7. Please tell us your ideas, needs, suggestions for the city community programs and classes.

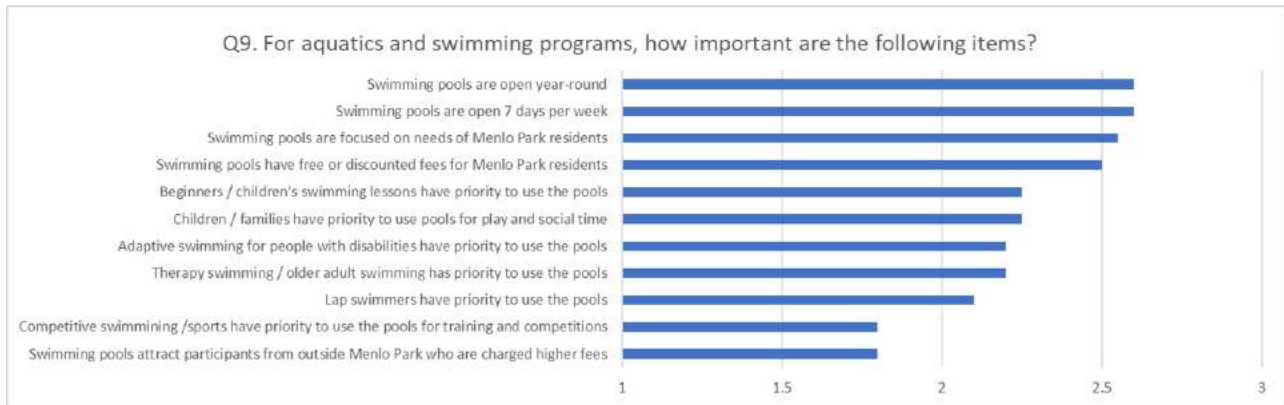
Q7. Summary of Comments Related to Aquatics Programs



Q8. How important are the following aquatics and swimming programs?

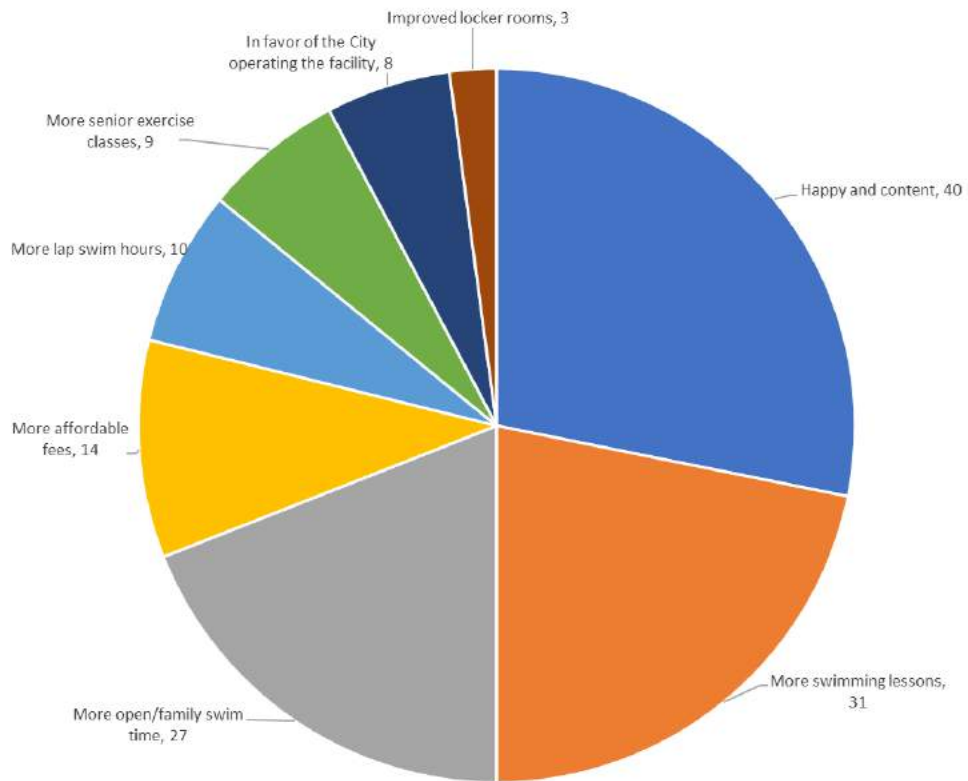


Q9. For aquatics and swimming programs, how important are the following items?



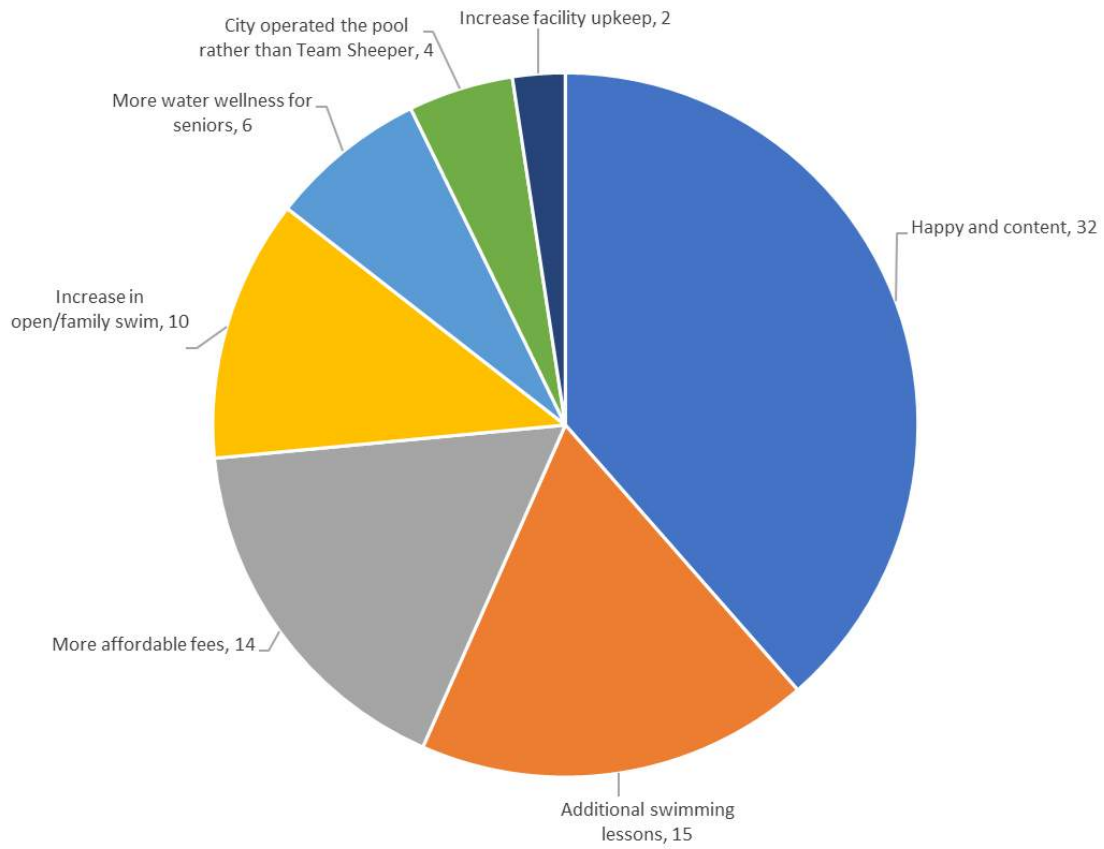
Q10. Are there any changes to the city aquatics and swimming programs that would make you use them more often?

Q10. Summary of Comments on Changes to Aquatics Programs to Increase Usage



Q11. Please tell us your ideas, needs, and suggestions for the city aquatic and swimming programs.

Q11. Summary of Ideas, Need, and Suggestions for Aquatics Programs



Summary

2022 was a busy and unsettled year where we fought hard using our company core value of “warrior spirit” to meet community expectations of quickly rebounding from pandemic operations into more normal operations with far fewer staff members. I am forever in gratitude to the hard working team members that comprise Team Sheeper Inc.

Team Sheeper in its truest sense is a team of purposeful, hard working and compassionate individuals who are worthy of recognition.

I would like to give deep thanks to Carole Hayworth, Melissa Joy and Peter Cordingley as they provided the strength, determination and grit to push through and aid in making the decision for Menlo Swim and Sport to remain in the battle to be pool operators in Menlo Park.

To Irma Stadler, Sandy Bardas and Jenny Roost, who stepped up big and tirelessly led the hungry for service senior water exercise group.

To Maren, Juliette and Nick from Revolutions in Fitness for their expertise and knowledge in guiding our community back to health and vitality in our water wellness group.

To Patrick Marion for his wonderful and timely communications to the community alerting and informing whenever necessary.

To Jacob Allen for his teaching and coaching of our next generation of swimmers.

To Thomas Truong, Kathy Miller, Steve Haile, Ashlee Long, Alessandra Alonso, Denton Long, Danielle Van Dyke, Katherine Rochte, Arnecia Smith, Cameron Merrells, Daniel Dallal, Louie Leon, Adam Paczuski and John Tupper for their supremely important supporting roles in getting everything done and serving others.

To Brianna Peralta for providing CPR to our swim school and bringing it back to life.

To Becky Seelos, Justin Smith and Rachel Zorowski and Keith Terada for their energetic and magnetic masters coaching.

To Mike Osmond and Tasha Capen for their managerial leadership of our adult teams.

To all our Menlo Swim and Sport patrons who joyously visit the facility and show their kindness and gratitude towards our team.





Introduce and waive the first reading of an ordinance amending the City's master fee schedule to include aquatics fees

City Council – February 13, 2024





Recommendation

Staff recommends that the City Council:

- Introduce and waive the first reading of an ordinance (Attachment A) amending the City's master fee schedule to incorporate aquatics fees to become effective April 1 after the ordinance is adopted.



Background

- The master fee schedule currently has no fees for aquatics programs
- Aquatics fees currently are set at the discretion of the aquatics operator
- The recommendation to add aquatics fees to the master fee schedule is consistent with the requirements in the new aquatics operator agreement.



Background

- On Jan. 9, City Council held a public hearing to introduce and waive the first reading of an ordinance amending the City's master fee schedule to include aquatics fees
- City Council provided feedback to revise the proposed aquatics fees to reevaluate how best to prioritize access for residents, and to return with additional data on the aquatics operation
- The revised proposed ordinance and fees in Attachment A incorporate City Council's Jan. 9 direction not to reduce nonresident fees below the rates currently imposed.



Process and timeline

- By statute, the recommended aquatics fees in the ordinance in Attachment A, Exhibit A would take effect 30 days after the ordinance is adopted
- A second reading and adoption of the ordinance is tentatively scheduled for City Council on Feb. 27
- The aquatics operator would begin charging those fees on April 1
- The recommended aquatics fees are equivalent at both aquatics centers, and include the proposed new hyperlocal resident rate.





Hyperlocal resident fee

- The proposed aquatics fees include the hyperlocal rate approved by City Council on Dec. 5, 2023
- The proposed hyperlocal fees would provide Menlo Park residents who live within the Belle Haven Community Campus service area a major, 35% reduction in fees at the new Belle Haven Pool
- It is anticipated that the discount will result in overall lower revenues at Belle Haven Pool, but it is hoped that increased usage of the facility will offset the revenue loss to some degree.



Additional considerations

- Resident use target
- Operating margins
- Proposed future year escalations
- Comparisons to current and past fees



Programs

- Programs provided by the operator
- Pandemic-related impacts and changes
- Comparisons to other local pools
- Aquatics survey
- Annual performance report to City Council – Mar. 26



Next steps

- Staff recommends that the City Council introduce and waive the first reading of the ordinance in Attachment A
- A second reading and adoption of the ordinance is tentatively scheduled for City Council on Feb. 27
- If the ordinance in Attachment A is adopted by City Council on Feb. 27, then the aquatics operator would begin charging the new fees on April 1.





Thank you



STAFF REPORT

City Council

Meeting Date: 2/13/2024

Staff Report Number: 24-020-CC

Public Hearing:

Consider and adopt a resolution to amend the City of Menlo Park General Plan land use map for the parcel at 512 Durham St. and introduce and waive the first reading of an ordinance to rezone the parcel at 512 Durham St. and a portion of a parcel at 687 Bay Rd. for consistency with recently-adopted amendments to implement programs in the adopted 2023-2031 Housing Element, and determine the proposed amendments are consistent with a previously-certified subsequent environmental impact report under the California Environmental Quality Act

Recommendation

Staff recommends that the City Council adopt a resolution to amend the General Plan land use map to change the land use designation of the parcel at 512 Durham St. from Low Density Residential to Retail/Commercial, and introduce and waive the first reading of an ordinance to rezone two parcels, 512 Durham St. and a portion of 687 Bay Rd., from R-1-U (Single Family Urban Residential) to C-MU (Neighborhood Mixed Use) for consistency with the 2023-2031 6th Cycle Housing Element General Plan amendments adopted by City Council Nov. 28, 2023 and zoning-related amendments adopted Dec. 5, 2023. The resolution to amend the General Plan is included as Attachment A and the ordinance for the rezonings is included as Attachment B.

Policy Issues

The Housing Element contains programs committing the City to implement zoning changes to increase permitted densities within certain zoning districts and on Housing Element inventory sites within a one-year timeframe from adoption of the Housing Element. The City Council adopted the changes Nov. 28 and Dec. 5, 2023, before the Jan. 31, 2024 deadline.

The City Council will need to consider the merits of the proposed amendments to the General Plan land use map and zoning map and consistency with the General Plan, Municipal Code, zoning map, and other adopted policies and programs. The proposed amendments would create additional residential development opportunities on the parcels by allowing mixed-use, multifamily housing developments; promoting residential and small-scale neighborhood-serving nonresidential uses on areas currently used as surface parking lots; and correcting an existing discrepancy between the General Plan land use map and zoning map for the 687 Bay Rd. parcel. The City Council is the final decision-making body on the proposed amendments.

Background

On Nov. 28, 2023, the City Council conducted a public hearing and adopted resolutions amending the General Plan Land Use Element and map and Specific Plan, and introduced ordinances amending the Zoning Ordinance and zoning map, with modifications, to implement several zoning-related Housing Element programs. A Nov. 6, 2023 Planning Commission (Commission) staff report is included as Attachment C and details the recommended modifications to the General Plan, El Camino Real/Downtown Specific Plan (Specific Plan), Zoning Ordinance and zoning map that the City Council approved. One of the amendments included the creation of a new C-MU (Neighborhood Mixed Use) district to implement Housing Element program H4.I. The C-MU district was designed to allow new and/or increased opportunities for residential and/or mixed use developments with a density of up to 30 dwelling units per acre (du/ac) on sites that previously allowed only nonresidential uses or lower density residential uses. The C-MU zoning regulations are included as Attachment D. A map of the parcels previously rezoned C-MU is included as Attachment E.

Before the Dec. 5, 2023 City Council adoption of the ordinances, staff identified a parcel at 687 Bay Rd. occupied by office and private educational uses to be rezoned C-MU that had unusual split C-2-A and R-1-U zoning. Although mailed notices and staff reports for the Housing Element-related zoning amendments included a map showing the entirety of 687 Bay Rd. to be rezoned C-MU, the words of the notices and reports did not describe the rezoning of any R-1-U parcels to C-MU. At the Dec. 5, 2023 City Council meeting, staff provided a verbal update and presented a slide with a corrected map showing only the previous C-2-A (Neighborhood Shopping District, Restrictive) portion of 687 Bay Rd. to be rezoned C-MU. Staff indicated that an amendment to rezone the remainder of the parcel C-MU would be prepared and brought back to the City Council for review. The ordinances were adopted by City Council and became effective Jan. 4.

Following adoption of the City Council resolutions and ordinances, staff identified a second zoning inconsistency with a two-parcel site at 812 Willow Rd. and 512 Durham St. that operates as a single development. The 812 Willow Rd. parcel of the shopping center development was rezoned to the new C-MU district, while the remaining parcel at 512 Durham St. maintained R-1-U zoning although it is utilized for nonresidential uses.

On Jan. 8, the Commission held a public hearing to review and consider a recommendation on the proposed amendments. Seven individuals provided public comment opposing the rezoning of 687 Bay Rd. related to concerns about potential future buildings with increased height and density; the possibility of neighborhood issues related to traffic, parking and noise; and concerns that the public outreach process for the proposed amendments was inadequate. Commissioners discussed the proposed amendments and echoed various elements of the public comments, especially in relation to the outreach process for the proposed amendments. Some Commissioners expressed support for the goals of the proposed amendments and the broader Housing Element to increase density and provide more opportunities for housing throughout the community, but stated that additional engagement of the community was necessary before an affirmative recommendation could be made. Some Commissioners stated that they would be more comfortable considering a rezoning of the site if and when a new development is proposed so that the neighborhood could comment on a specific project and design. Although much of the discussion centered on the 687 Bay Rd. site, the Commissioners' comments were understood to apply to the 512 Durham St. parcel as well. The Commission voted 5-0 (with Barnes absent and one commission vacancy) to recommend that the City Council not adopt the proposed amendments at this time out of a desire for a more extensive process and further community engagement.

Analysis

As described above, the two subject sites are located at 687 Bay Rd. and 512 Durham St. Neither of the sites were included in the Housing Element sites inventory to provide capacity for lower income households. However, the sites were considered as part of the consolidation of small-scale commercial and mixed use zoning districts into a single mixed-use zoning district to streamline the Zoning Ordinance and reduce complexity in planning for new housing throughout the community. The two sites and associated proposed amendments are described briefly below.

687 Bay Rd.

687 Bay Rd. is a parcel located between Windermere Avenue and Hollyburne Avenue in the Flood Triangle neighborhood. The parcel has an existing General Plan land use designation of Retail/Commercial that predated the Housing Element-related zoning amendments, and is occupied by an office building and surface parking lot, which was previously approved through a use permit. Although the parcel has one General Plan land use designation, it has split zoning, where the portion of the parcel containing the office building is zoned C-MU and the remainder (the parking lot) is zoned R-1-U (Single Family Urban Residential). The adjacent parcel to the east (along Bay Road) is zoned C-MU, parcels to the south (across Bay Road) are zoned P-F (Public Facilities) and are part of the Veterans Affairs Medical Center campus, and parcels to the west and north are zoned R-1-U.

The proposed zoning map amendment to apply C-MU zoning across the R-1-U portion of the parcel would create consistency with the existing commercial land use and General Plan land use designation, streamline zoning implementation for future development on the site, and further implement Housing Element program H4.I as intended through the recently-approved Housing Element Update zoning amendments. At this time, staff is not aware of any planned redevelopment of the property. A map of the proposed zoning map amendment for 687 Bay Rd. is included in Attachment B, Exhibit B.

If the City Council determines that the existing R-1-U zoning should be maintained, the General Plan land use designation would need to be amended to Low Density Residential instead of Retail/Commercial for consistency between the General Plan and zoning. The City Council should direct staff to return with that amendment, if it is the desired action.

512 Durham St.

512 Durham St. is one parcel of a two-parcel site that includes 812 Willow Rd. and comprises El Rancho Market. The site is located in the Willows neighborhood at the corner of Willow Road and Durham Street. The Veterans Affairs Medical Center is located across Willow Road from the subject site. The subject parcel provides parking and circulation for the market, which is located on the adjacent Willow Road parcel. 512 Durham St. has an existing General Plan land use designation of Low Density Residential, while 812 Willow Rd. has an existing General Plan land use designation of Retail/Commercial. The Durham Street parcel is zoned R-1-U and the Willow Road parcel is zoned C-MU. Adjacent parcels to the west of the Durham Street parcel along Willow Road are zoned C-MU, while immediately adjacent parcels to the north, east and south are zoned R-1-U.

The proposed General Plan land use map amendment from Low Density Residential to Retail/Commercial land use and zoning map amendment to apply C-MU zoning to the subject parcel would allow the entire El Rancho Market site to have a single land use designation and zoning that is consistent with the existing use of the site. The proposed changes would also streamline zoning implementation for future development on the site, and further implement Housing Element H4.I as intended through the recently-approved Housing Element Update zoning amendments. At this time, staff is not aware of any planned redevelopment of the property. Maps of the proposed General Plan land use map and zoning map amendments for 512 Durham St. are included in Attachment A, Exhibits A and Attachment B, Exhibit A, respectively.

If the City Council determines that the existing R-1-U zoning should remain for the 512 Durham St. parcel, the existing Low Density Residential General Plan land use designation is consistent with single-family zoning, and no additional amendments would be necessary.

Conclusion

Rezoning the properties to create consistent zoning across each site would provide more clarity and ease of implementation for future mixed-use housing developments. Consistent C-MU zoning on each parcel could potentially yield up to approximately six more multifamily housing units on the 687 Bay Rd. parcel and approximately five additional units at the 812 Willow Rd./512 Durham St. site than if the parcels were only developed with single-family residences. The proposed changes would be more compatible with nature of the uses already occupying each parcel, would streamline future redevelopment, and would create additional housing opportunities consistent with the recent Housing Element Update zoning amendments.

Impact on City Resources

As part of the fiscal year 2020-21 budget, the City Council appropriated nearly \$1.5 million from the general fund to support the Housing Element Update (including preparation of the subsequent environmental impact report (SEIR)). The contract was subsequently amended to accommodate additional revisions, meetings and outreach. Most recently, Oct. 24, 2023, the City Council approved an additional budget augment for a contract total of \$1,700,212 to complete the project.

Environmental Review

As part of the Housing Element Update project (i.e., Housing Element and Safety Element updates, a new Environmental Justice Element, and associated changes including zoning amendments), a subsequent environmental impact report (SCH No. 1990030530) (SEIR) was prepared. On Jan. 31, 2023, the City Council adopted Resolution No. 6808 certifying the SEIR and taking associated California Environmental Quality Act (CEQA) actions.

An addendum to the SEIR was prepared to reflect the City Council's direction to study increased densities, primarily in the Specific Plan area, above those studied in the SEIR. The addendum concluded that the adopted General Plan, Specific Plan, Zoning Ordinance, and zoning map amendments were covered by the previously-certified SEIR and no supplemental or SEIR was required for the proposed amendments because none of the circumstances requiring a SEIR or SEIR existed (CEQA Guidelines §15162).

The proposed amendments for zoning consistency would remain consistent with the conclusions of the SEIR and addendum and none of the circumstances requiring a supplemental environmental impact report (EIR) or SEIR existed (CEQA Guidelines §15162).

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject properties.

Attachments

- A. Resolution adopting an amendment to the land use map of the General Plan to change the land use designation of the parcel at 512 Durham St. from Low Density Residential to Retail/Commercial to create new opportunities for mixed-use development

- B. City Council ordinance adopting an amendment rezoning a parcel at 512 Durham St. and a portion of a parcel at 687 Bay Rd. from R-1-U to C-MU create new opportunities for mixed-use development
- C. Hyperlink Nov. 6, 2023 Commission staff report: menlopark.gov/files/sharedassets/public/v/4/agendas-and-minutes/planning-commission/2023-meetings/agendas/20231106-planning-commission-agenda-packet.pdf#page=6
- D. C-MU (Neighborhood Mixed Use) zoning regulations
- E. Map of C-MU-zoned parcels

Report prepared by:

Tom Smith, Principal Planner

Report reviewed by:

Deanna Chow, Community Development Director

Mary Wagner, Assistant City Attorney

RESOLUTION NO. XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO AMEND THE GENERAL PLAN LAND USE DESIGNATION OF 512 DURHAM STREET (ASSESSOR'S PARCEL NUMBER 062-205-170) FROM LOW DENSITY RESIDENTIAL TO RETAIL/COMMERCIAL ASSOCIATED WITH THE IMPLEMENTATION OF HOUSING ELEMENT PROGRAM H4.I, CREATE NEW OPPORTUNITIES FOR MIXED-USE DEVELOPMENT, AND DETERMINE THAT THE AMENDMENT WAS CONSIDERED WITHIN THE HOUSING ELEMENT UPDATE SUBSEQUENT ENVIRONMENTAL IMPACT REPORT

WHEREAS, the City of Menlo Park General Plan provides a framework for land use and planning decisions, including the General Plan Land Use Element last updated as part of the Housing Element Update project in November 2023; and

WHEREAS, beginning in 2021, the City undertook a multi-year process with extensive public outreach, community engagement, and public hearings to update the City's General Plan Housing Element as part of the Housing Element Update project, and adopted a Housing Element on January 31, 2023; and

WHEREAS, on December 8, 2021, the City Council conducted a public meeting and reviewed and recommended potential land use strategies for the Housing Element, and among those was a strategy to modify the city's retail/commercial zoning districts to allow for residential uses and other potential development standards to encourage the production of mixed-use developments; and

WHEREAS, on May 11, 2022, the City released a draft Housing Element containing policies and programs to help the City meet its Regional Housing Needs Allocation (RHNA), including programs to rezone properties and amend the Zoning Ordinance to encourage the development of new residential uses on identified nonresidential zoned sites; and

WHEREAS, on January 31, 2023, the City adopted the Housing Element, including Housing Element Policy H4.4, Mixed-Use Housing, to encourage well-designed residential mixed-use developments where residential use is appropriate to the setting, in proximity to transit and other services, within certain existing non-residential zoning districts; and

WHEREAS, the adopted Housing Element includes Policy H4.5, Redevelopment of Commercial Shopping Areas and Sites, to encourage housing development in conjunction with the redevelopment of commercial shopping areas and sites; and

WHEREAS, the adopted Housing Element includes Program H4.I, Create New Opportunities for Mixed-Use Development, to adopt Zoning Ordinance amendments (and other related actions) to allow only residential uses and/or mixed-use developments with a density of up to 30 dwelling units per acre in existing non-residential and low-density residential zones; and

WHEREAS, the Planning Commission held a study session on August 14, 2023, to discuss the proposed General Plan, Zoning Ordinance, zoning map, and El Camino Real/Downtown Specific Plan amendments necessary to implement the programs within the Housing Element, including Program H4.I; and

WHEREAS, the City Council held a study session on August 22, 2023 to discuss the proposed General Plan, Zoning Ordinance, zoning map, and El Camino Real/Downtown Specific Plan amendments necessary to implement the programs within the Housing Element, including Program H4.I; and

WHEREAS, amendments to the City of Menlo Park General Plan Land Use Element were necessary to implement Housing Element Program H4.I, including the creation of a new Neighborhood Mixed Use (C-MU) zoning district that would allow a mix of residential and/or nonresidential land uses, especially on sites along major corridors in the city; and

WHEREAS, the Planning Commission held a duly noticed public hearing on October 23, 2023 that was continued to November 6, 2023 to review and consider amendments to the General Plan Land Use Element and land use map, amendments to Title 16 of the Menlo Park Municipal Code, and subsequent zoning map amendments (“rezonings”), and adopted Planning Commission Resolution No. 2023-54 recommending that the City Council adopt the amendments, where all interested persons had the opportunity to appear and comment; and

WHEREAS, the City Council held a duly noticed public hearing on December 5, 2023, and after due consideration of the proposed amendments to Title 16 and the rezoning of certain properties, public comments, the Planning Commission’s recommendation, and the staff report, the City Council found that the proposed amendments and rezoning of properties was consistent with the General Plan and was appropriate; and

WHEREAS, following adoption of the amendments, City staff identified a parcel at 512 Durham Street (Assessor’s Parcel Number 062-205-170), which has a Low Density Residential General Plan land use designation and is zoned R-1-U (Single Family Urban Residential); and

WHEREAS, the parcel at 512 Durham Street provides parking and circulation as part of a nonresidential development including an adjacent parcel at 812 Willow Road with a Retail/Commercial General Plan land use designation and C-MU (Neighborhood Mixed Use) zoning; and

WHEREAS, an amendment to change the land use designation of the parcel at 512 Durham Street from Low Density Residential to Retail/Commercial (Exhibit A) would then allow the parcel to be rezoned C-MU in the interest of creating consistent zoning for the entire parcel and providing additional opportunities for the creation of new housing units; and

WHEREAS, the proposed amendments to the General Plan are internally consistent; and

WHEREAS, the City, as the lead agency, pursuant to California Environmental Quality Act (CEQA) and the CEQA Guidelines previously prepared and certified the Housing Element Update subsequent environmental impact report (SCH #2015062054) (“SEIR”) in January 2023; and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on January 8, 2024, the Planning Commission considered the previously-certified SEIR and an addendum as part of its consideration of the proposed amendment to the land use map of the General Plan, prior to making a determination on its recommendation to the City Council; and

WHEREAS, the Planning Commission of the City of Menlo Park having fully reviewed, considered, and evaluated all the testimony and evidence submitted in this matter, voted 5-0 (with Barnes absent) to recommend that the City Council of the City of Menlo Park not approve the amendments at this time out of desire for a more extensive process and community engagement; and

WHEREAS, subsequent notice was sent to all property owners within 300 feet of the subject sites and in the local newspaper to provide additional opportunity for interested persons to provide feedback on the proposed amendments, consistent with the outreach performed for the larger Housing Element project, and to appear at a meeting of the City Council on February 13, 2024 and be heard; and

WHEREAS, after due consideration of the proposed amendments to Title 16 and the rezoning of certain properties, public comments, the Planning Commission's recommendation, and the staff report, the City Council finds that the proposed amendments and rezoning of properties as identified herein is consistent with the General Plan and is appropriate.

NOW, THEREFORE, THE MENLO PARK CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The City Council has considered the full record before it, which may include but is not limited to such items as the staff report, public testimony, SEIR, the Planning Commission's review and recommendation, and other materials and evidence submitted or provided, and the City Council finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Compliance with CEQA. The City Council of the City of Menlo Park does hereby find that the action to adopt this Resolution and the amendment to the General Plan Land Use map were considered within the Subsequent Environmental Impact Report (SCH #2015062054) (SEIR) for the Housing Element Update project, certified by Council Resolution No. 6808, adopted January 31, 2023. No supplemental or SEIR is required because none of the circumstances requiring a supplemental or SEIR exist (CEQA Guidelines Section 15162):

- A. No substantial changes are proposed in the amendments to the General Plan which will require major revisions of the previous SEIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects. The General Plan amendment does not create any additional environmental impacts.
- B. No substantial changes have occurred with respect to the circumstances under which the project is undertaken. The SEIR was certified in January 2023, and no substantial evidence has been submitted showing any change in the circumstances applicable to the project.
- C. No new information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous SEIR was certified as complete, has been submitted to the City.

Section 3. Findings. The City Council of the City of Menlo Park does hereby make the following findings:

1. The amendment to the land use map of the General Plan is necessary to allow the City Council to further implement Housing Element Program H4.I to correct a previous zoning oversight and create consistent zoning for a two-parcel nonresidential development with mixed General Plan land use and zoning, and create new opportunities for mixed-use development in the C-MU commercial zoning district.

2. The amendment to land use map in the Land Use Element of the General Plan is consistent with the objectives, policies, general land uses and programs specified in the General Plan.

Section 4. Severability. If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Housing Element Update, shall continue in full force and effect unless amended or modified by the City.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at the meeting by said City Council on the thirteenth day of February, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of February, 2024.

Judi A. Herren, City Clerk

Exhibits

- A. General Plan Land Use Map Amendment: Low Density Residential to Retail/Commercial

6th Cycle Housing Element Update General Plan Land Use Map Amendment



Willow Road

Highway 101

812 Willow Road
APN: 062-205-190

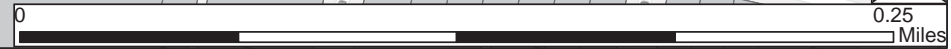
512 Durham Street
APN: 062-205-170

Durham Street

Legend

- Existing Low Density Residential
- Other Parcels
- City Limits

LAND USE AMENDMENT:
Low Density Residential to Retail/
Commercial



ORDINANCE NO. XXXX**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
REZONING A PARCEL AT 512 DURHAM STREET (ASSESSOR'S PARCEL
NUMBER 062-205-170) AND A PORTION OF A PARCEL AT 687 BAY ROAD
(ASSESSOR'S PARCEL NUMBER 062-062-230) FROM R-1-U TO C-MU TO
IMPLEMENT HOUSING ELEMENT PROGRAM H4.I AND CREATE NEW
OPPORTUNITIES FOR MIXED-USE DEVELOPMENT, AND DETERMINE THAT
THE AMENDMENT WAS CONSIDERED WITHIN THE HOUSING ELEMENT
UPDATE SUBSEQUENT ENVIRONMENTAL IMPACT REPORT**

WHEREAS, beginning in 2021, the City undertook a multi-year process with extensive public outreach, community engagement, and public hearings to update the City's General Plan Housing Element as part of the Housing Element Update project, and adopted a Housing Element on January 31, 2023; and

WHEREAS, previously, on December 8, 2021, the City Council conducted a public meeting and reviewed and recommended potential land use strategies for the Housing Element, and among those was a strategy to modify the city's retail/commercial zoning districts to allow for residential uses and other potential development standards to encourage the production of mixed-use developments; and

WHEREAS, on January 31, 2023, the City adopted the Housing Element, including Housing Element Policy H4.4, Mixed-Use Housing, to encourage well-designed residential mixed-use developments where residential use is appropriate to the setting, and proximate to transit and other services, within certain existing non-residential zoning districts; and

WHEREAS, the adopted Housing Element includes Policy H4.5, Redevelopment of Commercial Shopping Areas and Sites, to encourage housing development in conjunction with the redevelopment of commercial shopping areas and sites; and

WHEREAS, the adopted Housing Element includes Program H4.I, Create New Opportunities for Mixed-Use Development, to adopt Zoning Ordinance amendments (and other related actions) to allow only residential uses and/or mixed-use developments with a density of up to 30 dwelling units per acre in existing non-residential zones; and

WHEREAS, the Planning Commission held a study session on August 14, 2023, to discuss proposed General Plan, Zoning Ordinance, zoning map, and El Camino Real/Downtown Specific Plan amendments necessary to implement the programs within the Housing Element, including Program H4.I; and

WHEREAS, the City Council held a study session on August 22, 2023 to discuss proposed General Plan, Zoning Ordinance, zoning map, and El Camino Real/Downtown Specific Plan amendments necessary to implement the programs within the Housing Element, including Program H4.I; and

WHEREAS, City staff determined that amendments to the City of Menlo Park General Plan Land Use Element were necessary to implement Housing Element Program H4.I, including the creation of a new Neighborhood Mixed Use (C-MU) zoning district that would allow a mix of residential and/or nonresidential land uses, especially on sites along major corridors in the city; and

WHEREAS, the Planning Commission held a duly noticed public hearing on October 23, 2023 that was continued to November 6, 2023 to review and consider amendments to the General Plan Land Use Element, amendments to Title 16 of the Menlo Park Municipal Code, and subsequent zoning map amendments (“rezonings”), and adopted Planning Commission Resolution No. 2023-54 recommending that the City Council adopt the amendments, where all interested persons had the opportunity to appear and comment; and

WHEREAS, the City Council held duly noticed public hearings on November 28 and December 5, 2023, and after due consideration of the proposed amendments to Title 16 and the rezoning of certain properties, public comments, the Planning Commission’s recommendation, and the staff report, the City Council found that the proposed amendments and rezoning of properties was consistent with the General Plan and was appropriate; and

WHEREAS, following adoption of the amendments, City staff identified a parcel at 512 Durham Street (Assessor’s Parcel Number 062-205-170), which has R-1-U (Single Family Urban Residential) zoning; and

WHEREAS, the parcel at 512 Durham Street provides parking and circulation as part of a nonresidential development including an adjacent parcel at 812 Willow Road (Assessor’s Parcel Number 062-205-190) with C-MU (Neighborhood Mixed Use) zoning; and

WHEREAS, an amendment to rezone the parcel at 512 Durham Street from R-1-U to C-MU (Exhibit A) would create consistent zoning for the entire development site and provide additional opportunities for the creation of new housing units; and

WHEREAS, following adoption of the amendments, City staff identified a second parcel at 687 Bay Road, which has split C-MU and R-1-U zoning; and

WHEREAS, the R-1-U-zoned portion of the parcel provides parking for the portion of the parcel with C-MU (Neighborhood Mixed Use) zoning; and

WHEREAS, an amendment to rezone the portion of parcel at 687 Bay Road from R-1-U to C-MU (Exhibit B) would create consistent zoning for the entire development site and provide additional opportunities for the creation of new housing units; and

WHEREAS, the rezoning of properties identified in Exhibits A and B is consistent with the General Plan land use designation of Retail/Commercial; and

WHEREAS, the Planning Commission of the City of Menlo Park having fully reviewed, considered, and evaluated all the testimony and evidence submitted in this matter, voted 5-0 (with Barnes absent) to recommend that the City Council of the City of Menlo Park not approve the amendments at this time out of desire for a more extensive process and community engagement; and

WHEREAS, subsequent notice was sent to all property owners within 300 feet of the subject sites and in the local newspaper to provide additional opportunity for interested persons to provide feedback on the proposed amendments, consistent with the outreach performed for the larger Housing Element project, and to appear at a meeting of the City Council on February 13, 2024 and be heard; and

WHEREAS, after due consideration of the proposed amendments to Title 16 and the rezoning of certain properties, public comments, the Planning Commission's recommendation, and the staff report, the City Council finds that the proposed amendments and rezoning of properties as identified herein is consistent with the General Plan and is appropriate.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MENLO PARK:

Section 1. Findings. The above recitals are hereby declared to be true and correct findings of the City Council of the City of Menlo Park.

Section 2. Zoning Map Amendment. The zoning map of the City of Menlo Park is hereby amended such that certain real properties as identified in Exhibits A and B are rezoned to the C-MU (Neighborhood Mixed Use) zoning district;

Section 3. Severability. If any section, subsection, phrase or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrase or clauses be declared unconstitutional on their face or as applied.

Section 4. Compliance with CEQA. The City Council hereby finds that the action to adopt this Ordinance was considered within the Subsequent Environmental Impact Report (SCH #2015062054) (SEIR) for the Housing Element Update project, certified by Council Resolution No. 6808, adopted January 31, 2023, and the addendum to the SEIR adopted December 5, 2023. No supplemental or subsequent EIR is required because none of the circumstances requiring a supplemental or subsequent EIR exist (CEQA Guidelines Section 15162):

- A. No substantial changes are proposed in the project which will require major revisions of the previous SEIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects. The Zoning Ordinance and Zoning Map amendments do not create any additional environmental impacts.
- B. No substantial changes have occurred with respect to the circumstances under which the project is undertaken. The SEIR was certified in January 2023, and no substantial evidence has been submitted showing any change in the circumstances applicable to the project.
- C. No new information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous SEIR was certified as complete, has been submitted to the City.

Section 5. Publication; Effective Date. This ordinance shall be published in accordance with state law and will become effective thirty (30) days after the date of its adoption.

//

//

//

//

INTRODUCED on the thirteenth day of February, 2024.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the ___ day of February, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Cecilia Taylor, Mayor

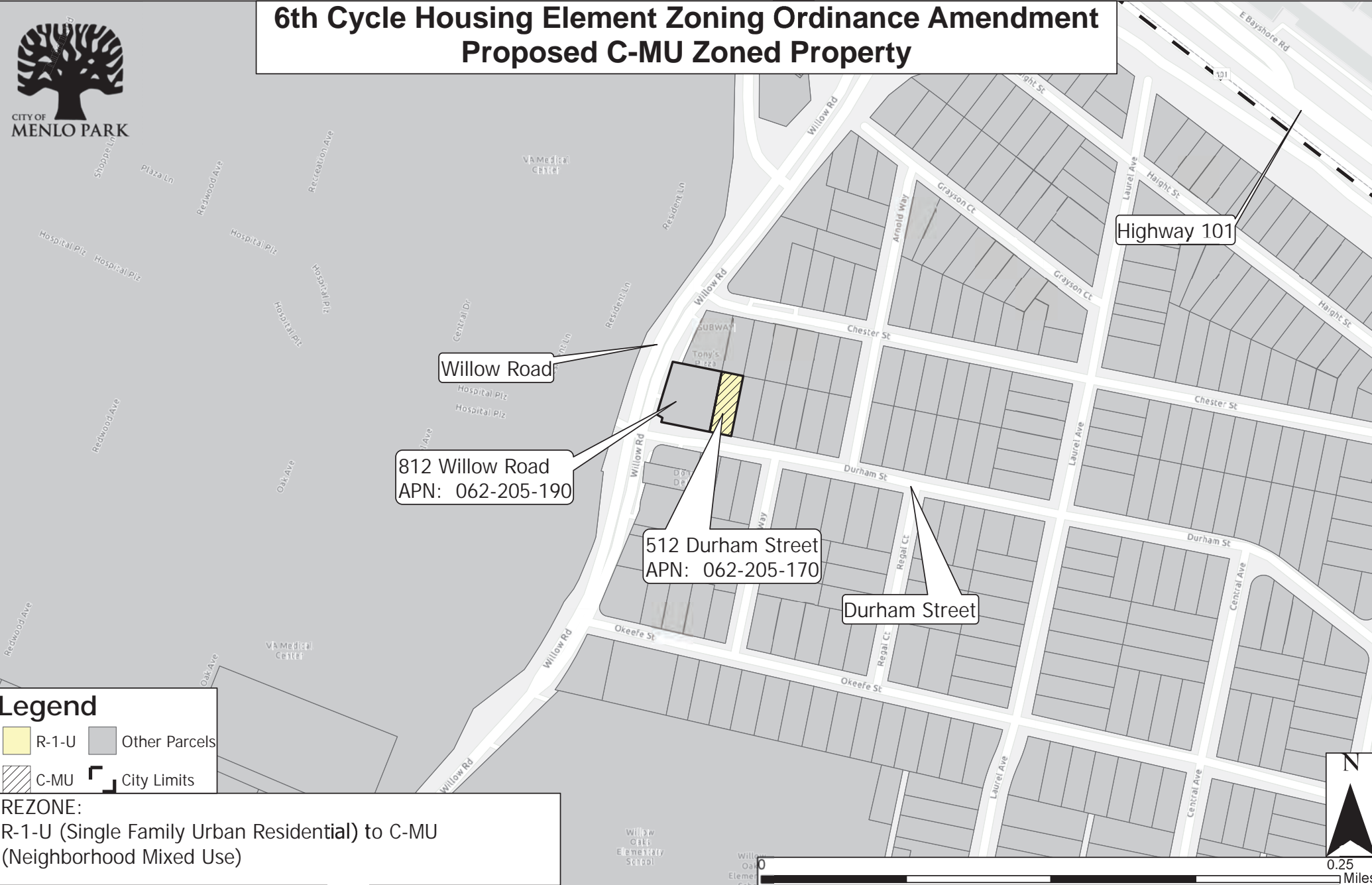
ATTEST:

Judi A. Herren, City Clerk

Exhibits

- A. 512 Durham Street Rezoning Map
- B. 687 Bay Road Rezoning Map

6th Cycle Housing Element Zoning Ordinance Amendment Proposed C-MU Zoned Property



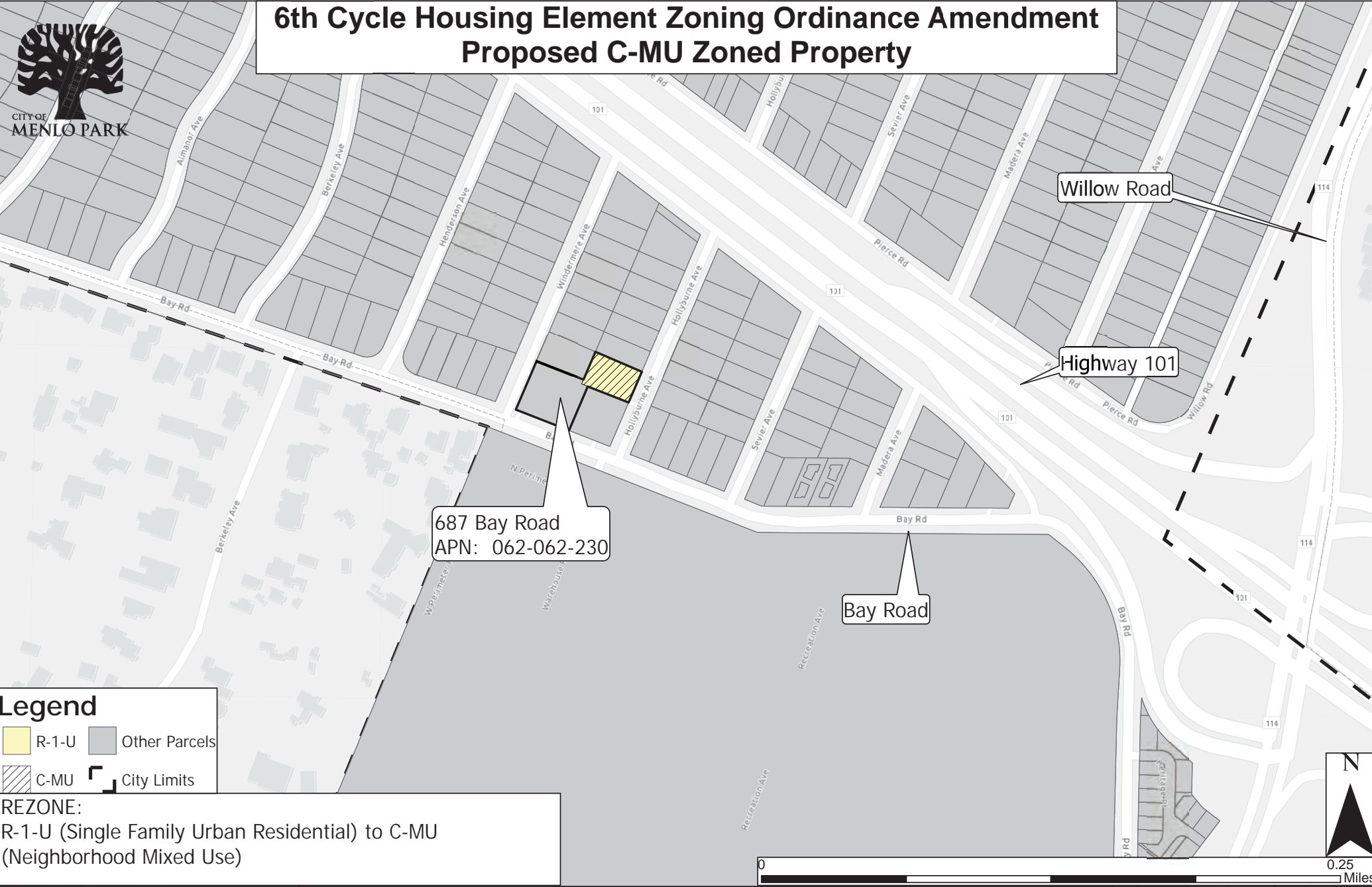
Legend

- R-1-U
- Other Parcels
- C-MU
- City Limits

REZONE:
 R-1-U (Single Family Urban Residential) to C-MU
 (Neighborhood Mixed Use)



6th Cycle Housing Element Zoning Ordinance Amendment Proposed C-MU Zoned Property



687 Bay Road
APN: 062-062-230

Willow Road

Highway 101

Bay Road

Legend

- R-1-U
- Other Parcels
- C-MU
- City Limits

REZONE:
R-1-U (Single Family Urban Residential) to C-MU
(Neighborhood Mixed Use)



Proposed Zoning Ordinance Text Amendments to Chapter 16.40 of Title 16 of the City of Menlo Park Municipal Code

Section 1. Chapter 16.40 – C-2-B Neighborhood Mixed Use District, Restrictive of Title 16 – Zoning of the City of Menlo Park Municipal Code is hereby renamed and amended to read as follows (additions in underline, deletions in ~~strikethrough~~ text):

Chapter 16.40

~~C-2-BC-MU~~ NEIGHBORHOOD MIXED USE DISTRICT, RESTRICTIVE

16.40.010 Permitted uses.

Permitted uses in the ~~C-2-BC-MU~~ district, all within a building and intended to serve the neighborhood and limited to the hours between eight (8) a.m. and eight (8) p.m., including loading and unloading of any kind, are as follows:

- (1) Retail services;
- (2) Personal services;
- (3) Cafes and restaurants, excluding ~~(A) fast food restaurants, (BA) drive-in~~through restaurants, ~~(CB)~~ restaurants serving beer, wine or alcoholic beverages, and ~~(DC)~~ restaurants providing live music or entertainment;
- (44) Multiple dwellings. (Ord. 1027 § 3 (part), 2016: Ord. 936 § 3 (part), 2005: Ord. 766 § 3 (part), 1988).

16.40.015 Administratively permitted uses.

Uses allowed in the ~~C-2-BC-MU~~ district, subject to obtaining an administrative permit, are as follows:

- (1) Financial services;
- (2) Professional offices;
- ~~(3) All of the specified uses in this chapter between the hours of eight (8) p.m. and eight (8) a.m., or when not intended to serve the neighborhood. (Ord. 1027 § 3 (part), 2016: Ord. 936 § 3 (part), 2005).~~
- (3) Outdoor seating;
- (4) Live music or entertainment.

16.40.020 Conditional uses.

Conditional uses allowed in the ~~C-2-BC-MU~~ district, subject to obtaining a use permit, are as follows:

- (1) Service stations, with or without car wash and/or mini-mart;
- (2) Automotive repair with service station;
- (3) Mortuaries;
- (4) Convalescent homes;
- ~~(5) Mini-warehouse storage;~~
- (5) Child day care center;
- (6) Cafes and restaurants serving beer, wine, or alcoholic beverages ~~and/or provides live music or entertainment;~~

- (7) Public utilities in accordance with Chapter 16.76;
- (8) Special uses in accordance with Chapter 16.78. (Ord. 1027 § 3 (part), 2016; Ord. 936 § 3 (part), 2005; Ord. 850 § 7 (part), 1993; Ord. 766 § 3 (part), 1988).

16.40.030 Development regulations.

Development regulations in the C-2-BC-MU district are as follows:

- (1) Minimum district size: twenty-five thousand (25,000) square feet;
- (2) Minimum lot area: none, except that the cumulative lot area of all property within the C-2-BC-MU district shall be no less than twenty-five thousand (25,000) square feet;
- (3) Minimum lot dimensions: none;
- (4) Required minimum yards: front, ten (10) feet; side, none; corner side, ten (10) feet, rear, none; except when abutting a residential district where a twenty (20) foot yard shall be provided;
- (5) Land covered by all structures shall not exceed sixty percent (60%) of a building site;
- (6) Not less than ten percent (10%) of a building site shall be occupied by appropriate landscaping;
- (7) Height of structures shall not exceed thirty (30) feet. For a mixed residential and nonresidential development, the maximum building height shall not exceed forty (40) feet;
- (8) In the case of conditional uses, additional regulations may be required by the planning commission;
- (9) Nonresidential uses are a required component of any development in the C-MU district, except for sites identified in Appendix 7-1, Table B of the 2023 to 2031 6th Cycle Housing Element for very low and low income households, which are subject to the provisions of Section 16.08.105;
- (~~9~~10) The floor area ratio for nonresidential uses shall not exceed forty percent (40%), except that fifty percent (50%) may be allowed with use permit approval and a minimum lot size of twenty thousand (20,000) square feet;
- (~~10~~11) The maximum density is thirty (30) dwelling units per acre (du/ac) is thirty (30) du/ac;
- (~~11~~12) The floor area ratio for multiple dwelling units shall increase on an even gradient up to ninety percent (90%) for thirty (30) du/ac. The maximum floor area ratio may be allowed when the maximum number of dwelling units is proposed, even if less than thirty (30) du/ac;
- (~~12~~13) In a mixed residential and commercial development, the combined maximum floor area ratio shall not exceed one hundred ten percent (100%, 110%). The maximum nonresidential and residential floor area ratios for each component shall not exceed the maximum allowed per subsections (~~9~~10) and (~~11~~12) of this section;
- (~~13~~14) In a mixed nonresidential and residential development that provides the maximum number of dwelling units per subsection (12), the combined maximum floor area ratio is one hundred-forty percent (140%). The maximum nonresidential and residential floor area ratios for each component shall not exceed the maximum allowed per subsections (10) and (12) of this section;
- (~~14~~15) Development in the C-2-BC-MU district shall meet the following parking requirements:
 - (a) Parking shall not be located in any required yard adjacent to a street.

Land Use	Minimum Spaces (Per Unit or 1,000 Sq. Ft.)	Maximum Spaces (Per Unit or 1,000 Sq. Ft.)	Minimum Bicycle Parking ¹
Residential units	1 per unit	1.5 per unit	1.5 long-term ² per unit; 10% additional short-term ² for guests
Office	2	3	1 per 5,000 sq.ft. of gross floor area Minimum 2 spaces for office and research development: 80% for long-term ² and 20% for short-term ² For all other commercial uses: 20% for long-term ² and 80% for short-term ²
Research and development	4.5	2.5	
Retail	2.5	3.3	
Financial services	2	3.3	
Eating and drinking establishment	2.5	3.3	
Personal services	2	3.3	
Private recreation	2	3.3	
Child care center	2	3.3	
Other	At transportation manager discretion	At transportation manager discretion	At transportation manager discretion

1 See the latest edition of best practice design standards in Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines.

2 Long-term parking is for use over several hours or overnight, typically used by employees and residents. Short-term parking is considered visitor parking for use from several minutes to up to a couple of hours.

- (b) The electric vehicle charging spaces requirements in Section 16.72.010 apply. (Ord. 1050 § 7, 2018; Ord. 1027 § 3 (part), 2016; Ord. 766 § 3 (part), 1988).
- (c) Parking facilities may be shared at the discretion of the city's transportation manager if multiple uses cooperatively establish and operate the facilities, if these uses generate parking demands primarily during different hours than the remaining uses, and if a sufficient number of spaces are provided to meet the maximum cumulative parking demand of the participating uses at any time. An individual development proposal may incorporate a shared parking study to account for the mixture of uses, either on site or within a reasonable distance. The shared parking supply would be subject to review and approval based on the proposed uses, specific design and site conditions. Project applicants may also be allowed to meet the minimum parking requirements through the use of nearby off-site facilities at the discretion of the transportation manager.

16.40.040 Residential design standards.

Construction of any new building incorporating residential uses, residential additions of ten thousand (10,000) square feet or more of gross floor area to any existing building, and conversion of more than fifty percent (50%) of the gross floor area of an existing nonresidential building to residential uses shall adhere to the following design standards, subject to architectural control established in Section 16.68.020. For residential additions, the applicable

design standards apply only to the new construction. Design standards may be modified subject to approval of a use permit or a conditional development permit per Chapter 16.82.

(1) Building Setbacks and Projections within Setbacks.

- (A) Building projections, such as balconies and bay windows, at or above the second floor shall not project beyond a maximum of five (5) feet into the setback area.
- (B) Where a property is contiguous to a single-family zoned property, no projections into the setback are permitted for balconies or decks at or above the second floor.
- (C) The total area of all horizontal and vertical building projections shall not exceed thirty-five percent (35%) of the building facade area, and no one projection shall exceed fifteen percent (15%) of the facade area on which the projections are located. Where such projections enclose interior living space, eighty-five percent (85%) of the vertical surface of the projection shall be windows or glazed. (See Figure 1.)

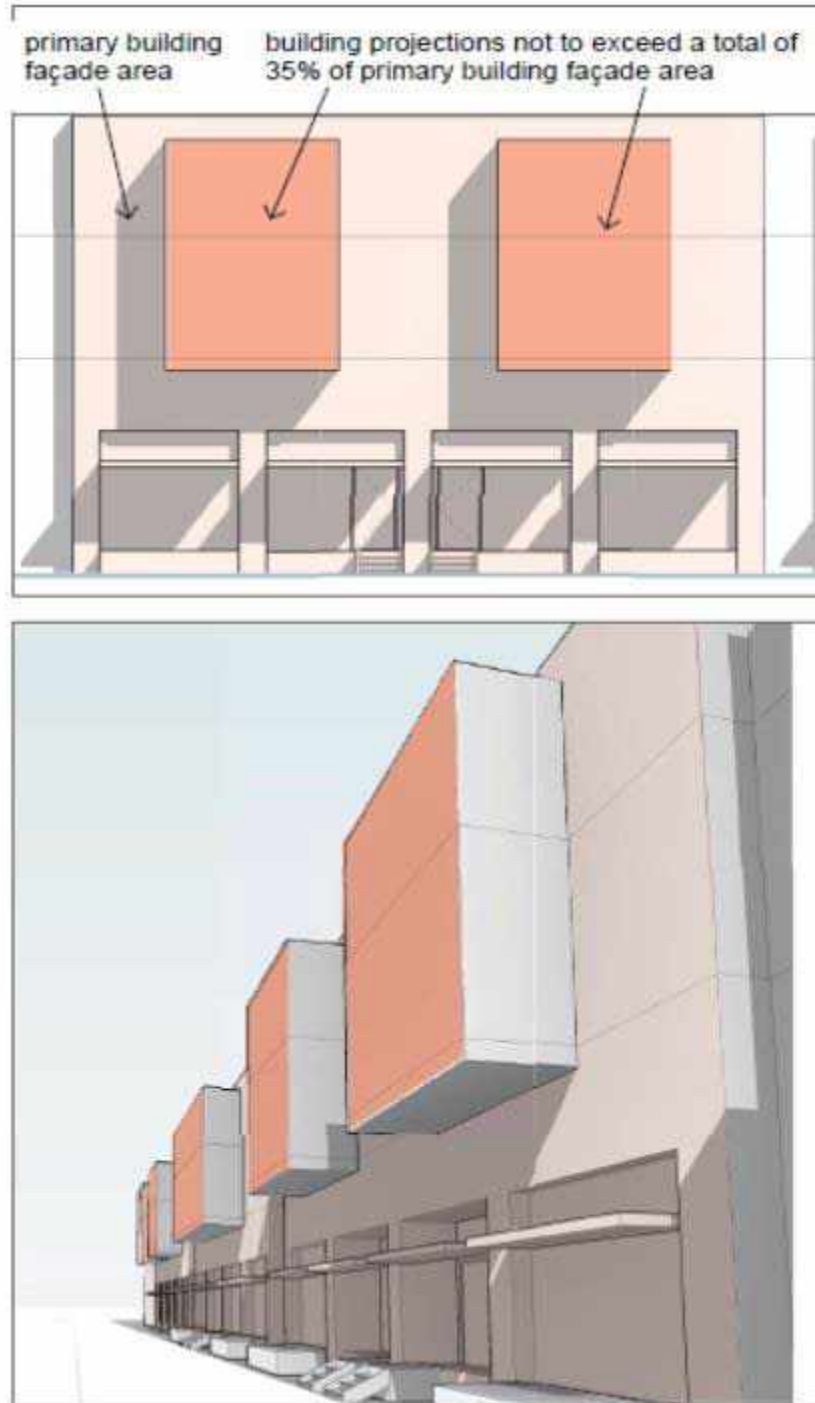


Figure 1

(2) Facade Modulation and Treatment.

- (A) Building facades facing public rights-of-way or public open spaces shall not exceed fifty (50) feet in length without a minor building facade modulation. At a minimum of every thirty-five (35) feet of facade length, the minor vertical facade modulation shall be a minimum two (2) feet deep by five (5) feet wide recess or a minimum two (2) foot setback of the building plane from the primary building facade.

- (B) Building facades facing public rights-of-way or public open spaces shall not exceed one hundred (100) feet in length without a major building facade modulation. At a minimum of every seventy-five (75) feet of facade length, a major vertical facade modulation shall be a minimum of six (6) feet deep by twenty (20) feet wide recess or a minimum six (6) foot setback of building plane from primary building facade for the full height of the building.
- (C) In addition, the major building facade modulation shall be accompanied with a four (4) foot minimum height modulation and a major change in fenestration pattern, material and/or color.
- (3) Building Profile.
- (A) Starting at a height of twenty-five (25) feet, a forty-five (45) degree building profile shall be set at the minimum setback line contiguous with a public right-of-way or single-family zoned property.
- (C) Horizontal building and architectural projections, like balconies, bay windows, and dormer windows, that extend beyond the forty-five (45) degree building profile shall comply with the standards for building setbacks and projection in Section 16.40.040(1). (See Figure 2.)

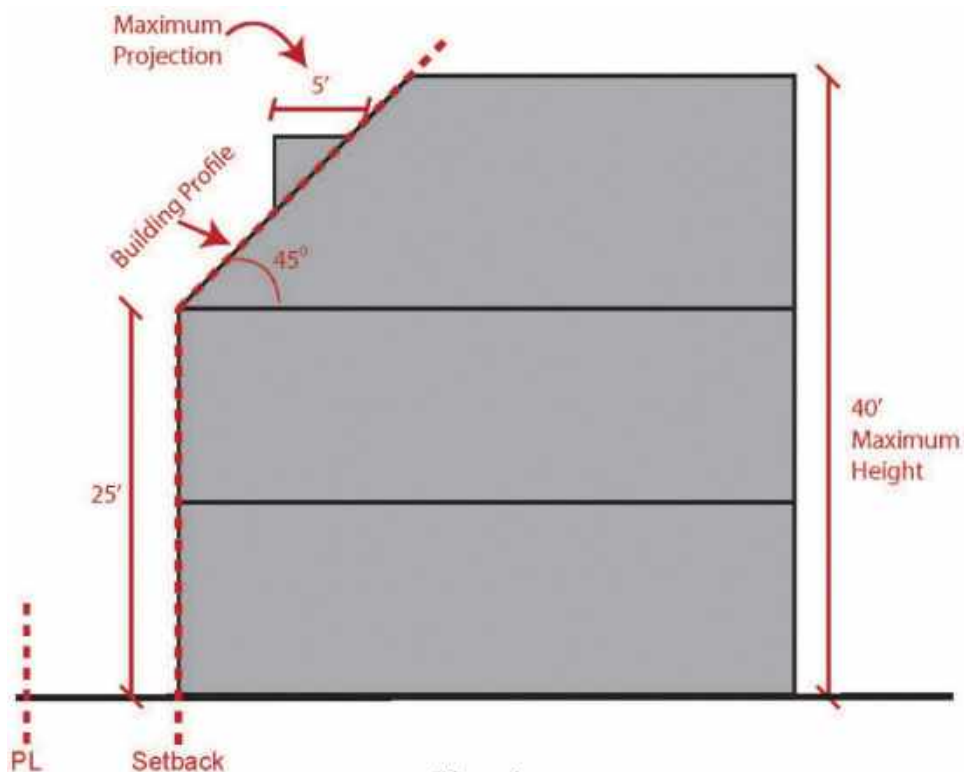


Figure 2

- (D) Vertical building projections like parapets and balcony railings shall not extend more than four (4) feet beyond the forty-five (45) degree building profile.
- (E) Rooftop elements that may need to extend beyond the forty-five (45) degree building profile due to their function, such as stair and elevator towers, shall utilize materials and colors consistent with the design of the remainder of the building.

- (4) Height.
- (A) Vertical building projections such as parapets and balcony railings may extend up to four (4) feet beyond the maximum building height.
 - (B) Rooftop elements that may need to exceed the maximum building height due to their function, such as stair and elevator towers, shall not exceed fourteen (14) feet beyond the maximum building height.
 - (C) Towers, cupolas, spires, chimneys, and other architectural features not exceeding ten percent (10%) of the roof area may exceed the maximum building height limit by a maximum of ten (10) feet.
- (5) Exterior Materials.
- (A) All exterior stucco shall be completed in textures that are smooth, sanded, or fine-scraped. Heavy-figuring or rough cast stucco are not permitted.
 - (B) Stucco on the exterior facade shall be limited to no more than fifty percent (50%) of the entire area of an elevation, inclusive of all windows and doors.
 - (C) All exterior windows located in solid walls shall be inset by a minimum of two (2) inches from the face of the exterior finishes.
 - (D) When simulated divided light windows are included in a development, the windows shall include mullions on the exterior of the glazing and contain internal dividers (spacer bars) between the window panes.
- (6) Building Design.
- (A) When a building is adjacent to a public street or other public space, the building shall provide entries, access points or features oriented to the street that are visible from the public right-of-way or public space and provide visual cues to denote access into the building. For larger residential buildings with shared entries, the main entry shall be through prominent entry lobbies or central courtyards facing the street.
 - (B) Utilities, including meters, backflow prevention devices, etc., shall be concealed or integrated into the building design to the extent feasible, as determined by the public works director.
 - (C) Projects shall include dedicated, screened, and accessible space for recycling, compost, and solid waste storage and collection.
 - (D) Trash and storage shall be enclosed and screened from public view.
 - (E) Materials and colors of utility, trash, and storage enclosures shall match with the primary building.
 - (F) Roof-mounted equipment shall meet the requirements of Section 16.08.095.
- (7) Open Space.
- (A) Residential developments shall have a minimum of one hundred (100) square feet of open space per unit created as common open space or a minimum of eighty (80) square feet of open space per unit created as private open space, where private open space shall have a minimum dimension of six (6) feet by six (6) feet. In case of a mix of private and common open space, such common open space shall be provided at a ratio equal to one and one-quarter (1.25) square feet for each one (1) square foot of private open space that is not provided.
 - (B) Depending on the number of dwelling units, additional common open space shall be provided to meet the following criteria:
 - (i) Ten (10) to fifty (50) units: minimum of one (1) space, twenty (20) feet minimum dimension (four hundred (400) sf total, minimum).
 - (ii) Fifty-one (51) to one hundred (100) units: minimum of one (1) space, thirty (30) feet minimum dimension (nine hundred (900) sf total, minimum).

(iii) One hundred one (101) or more units: minimum of one (1) space, forty (40) feet minimum dimension (one thousand six hundred (1,600) sf total, minimum).

(8) Access and Parking.

(A) Shared entrances to parking for nonresidential and residential uses shall be used where possible.

(B) Service access and loading docks shall be located on local or interior access streets and to the rear of buildings.

(C) Aboveground garages shall be screened (with perforated walls, vertical elements, landscaping or materials that provide visual interest at the pedestrian scale) or located behind buildings that are along public streets.

(D) Surface parking lots shall be buffered from adjacent buildings by a minimum six (6) feet of paved pathway and/or landscaped area.

(E) Surface parking lots shall be screened with landscaping features such as trees, planters, and vegetation.

(F) Surface parking lots shall be planted with at least one (1) tree with a minimum size of a twenty-four (24) inch box for every eight (8) parking spaces. Required plantings may be grouped where carports with solar panels are provided.

(9) Lighting.

(A) Exterior lighting fixtures shall use fixtures with low cut-off angles, appropriately positioned, to minimize glare into dwelling units and light pollution into the night sky.

(B) Lighting in parking garages shall be screened and controlled so as not to disturb surrounding properties, but shall ensure adequate public security.

16.40.050 Residential green and sustainable building.

In addition to meeting all applicable regulations specified in Title 12 (Buildings and Construction), the following provisions shall apply to construction of any new building incorporating residential uses, residential additions to any existing building, and alterations of residential buildings. Implementation of these provisions may be subject to separate discretionary review and environmental review pursuant to the California Environmental Quality Act.

(1) Green Building.

(A) Any new construction, addition or alteration of a building with residential uses shall be required to comply with Table 16.40.050(1)(B).

(2) Energy.

(A) For all new construction, the project will meet one hundred percent (100%) of energy demand (electricity and natural gas) through any combination of the following measures:

(i) On-site energy generation;

(ii) Purchase of one hundred percent (100%) renewable electricity through Peninsula Clean Energy or Pacific Gas and Electric Company in an amount equal to the annual energy demand of the project;

(iii) Purchase and installation of local renewable energy generation within the city of Menlo Park in an amount equal to the annual energy demand of the project;

(iv) Purchase of certified renewable energy credits and/or certified renewable energy offsets annually in an amount equal to the annual energy demand of the project.

If a local amendment to the California Energy Code is approved by the California Energy Commission (CEC), the following provision becomes mandatory:

The project will meet one hundred percent (100%) of energy demand (electricity and natural gas) through a minimum of thirty percent (30%) of the maximum feasible on-site energy generation, as determined by an on-site renewable energy feasibility study and any combination of the measures in subsections (2)(A)(ii) to (iv) of this section. The on-site renewable energy feasibility study shall demonstrate the following cases at a minimum:

- a. Maximum on-site generation potential.
- b. Solar feasibility for roof and parking areas (excluding roof mounted HVAC equipment).
- c. Maximum solar generation potential solely on the roof area.

(B) Alterations and/or additions of ten thousand (10,000) square feet or larger where the building owner elects to update the core and shell through the option presented in Tables 16.40.050(1)(B):

The project will meet one hundred percent (100%) of energy demand (electricity and natural gas) through any combination of measures listed in subsections (2)(A)(i) to (iv) of this section.

TABLE 16.40.050(1)(B): RESIDENTIAL GREEN BUILDING REQUIREMENTS

Green Building Requirement	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
	10,000 sq. ft.— 25,000 sq. ft.	25,001 sq. ft.— 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft.—9,999 sq. ft. of conditioned area, volume or size	10,000 sq. ft.— 25,000 sq. ft. of conditioned area, volume or size ³	25,001 sq. ft. and above of conditioned area, volume or size ³
Green Building	Designed to meet LEED Silver BD+C ¹	Designed to meet LEED Silver BD+C ¹	Designed to meet LEED Gold BD+C ¹	CALGreen mandatory	Designed to meet LEED Silver ID+C ¹ or update core and shell of entire building to current California Energy Code ² and meet Section 16.40.050(2)(B)	Designed to meet LEED Gold ID+C ¹ or update core and shell of entire building to current California Energy Code ² and meet Section 16.40.050(2)(B)
Electric Vehicle (EV) Charging Spaces	The electric vehicle charging spaces requirements in Section 16.72.010 apply.					
Energy Reporting	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the city	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the city	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the city	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the city	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the city	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the city

¹ "Designed to meet LEED standards" is defined as follows: (a) applicant must submit appropriate LEED checklist and verifying cover letter from a project LEED AP with the project application and (b) applicant must complete all applicable LEED certification documents prior to approval of the final inspection for the

building permit to be reviewed either for LEED certification, or for verification by a third party approved by the city for which the applicant will pay for review and/or certification.

2 Building owners may choose to have additions and/or alterations follow the LEED ID+C path, or alternatively, building owners may upgrade the entire existing building's core and shell to the current California Energy Code standards and follow the city's requirements listed in Section 16.40.050(2)(B). If the building owner chooses to upgrade the entire building's core and shell to current California Energy Code standards and follow the city's requirements listed in Section 16.40.050(2)(B), additions and alterations of that building will be exempt from the LEED ID+C requirement for three (3) code update cycles beginning with the upgrade cycle and ending with the two (2) cycles following the upgrade cycle. If this option is selected by the applicant, the building owner must upgrade to the Energy Code in effect at the time of the first building permit application for interior alteration and/or additions. Building permits for the core and shell upgrade must be initiated and satisfactory progress must be made on the core and shell upgrade project before occupancy for the additions and/or alterations shall be granted by the city's building department. If the building owner fails to complete these core and shell upgrades within one (1) year of permit initiation, or receive a written letter from the community development director or his/her designee extending the deadline, the building owner shall be subject to typical permit violation penalties, including but not limited to stop work orders on any construction on the subject property, fines, and legal action.

3 If over a period of five (5) years (or sixty (60) months) the subject property makes smaller additions and/or alterations that cumulatively equal or exceed the trigger square footage listed above (i.e., ten thousand (10,000) square feet or twenty-five thousand one (25,001) square feet), the subject property shall be required to comply with the green and sustainable building requirements of this table.

(3) Water Use Efficiency and Recycled Water.

(A) Single pass cooling systems shall be prohibited in all new buildings.

(B) All new buildings shall be built and maintained without the use of well water.

(C) Applicants for a new building more than one hundred thousand (100,000) square feet or more of gross floor area shall prepare and submit a proposed water budget and accompanying calculations following the methodology approved by the city. For all new buildings two hundred fifty thousand (250,000) square feet or more in gross floor area, the water budget shall account for the potable water demand reduction resulting from the use of an alternative water source for all city approved nonpotable applications. The water budget and calculations shall be reviewed and approved by the city's public works director prior to certification of occupancy. Twelve (12) months after the date of the certification of occupancy, the building owner shall submit data and information sufficient to allow the city to compare the actual water use to the allocation in the approved water budget. In the event that actual water consumption exceeds the water budget, a water conservation program, as approved by the city's public works director, shall be implemented. Twelve (12) months after city approval of the water conservation program, the building owner shall submit data and information sufficient to allow the city to determine compliance with the conservation program. If water consumption exceeds the budgeted amount, the city's public works director may prohibit the use of water for irrigation or enforce compliance as an infraction pursuant to Chapter 1.12 until compliance with the water budget is achieved.

(D) All new buildings shall be dual plumbed for the internal use of recycled water.

(E) All new buildings two hundred fifty thousand (250,000) square feet or more in gross floor area shall use an alternate water source for all city approved nonpotable applications. An alternative water source may include, but is not limited to, treated nonpotable water such as graywater. An alternate water source assessment shall be submitted that describes the alternative water source and proposed nonpotable application. Approval of the alternate water source assessment, the alternative water source and its proposed uses shall be

approved by the city's public works director and community development director. If the Menlo Park Municipal Water District has not designated a recycled water purveyor and/or municipal recycled water source is not available prior to planning project approval, applicants may propose conservation measures to meet the requirements of this section subject to approval of the city council. The conservation measures shall achieve a reduction in potable water use equivalent to the projected demand of city approved nonpotable applications, but in no case shall the reduction be less than thirty percent (30%) compared to the water budget in subsection (3)(C) of this section. The conservation measures may include on-site measures, off-site measures or a combination thereof.

(F) Potable water shall not be used for dust control on construction projects.

(G) Potable water shall not be used for decorative features, unless the water recirculates.

(4) Waste Management.

(A) Applicants shall submit a zero-waste management plan to the city, which will cover how the applicant plans to minimize waste to landfill and incineration in accordance with all applicable state and local regulations. Applicants shall show in their zero-waste plan how they will reduce, recycle and compost wastes from the demolition, construction and occupancy phases of the building. For the purposes of this chapter, "zero waste" is defined as ninety percent (90%) overall diversion of nonhazardous materials from landfill and incineration, wherein discarded materials are reduced, reused, recycled, or composted. Zero-waste plan elements shall include the property owner's assessment of the types of waste to be generated during demolition, construction and occupancy, and a plan to collect, sort and transport materials to uses other than landfill and incineration.

(5) Bird-Friendly Design.

(A) No more than ten percent (10%) of facade surface area shall have non-bird-friendly glazing.

(B) Bird-friendly glazing includes, but is not limited to, opaque glass, covering the outside surface of clear glass with patterns, paned glass with fenestration, frit or etching patterns, and external screens over nonreflective glass. Highly reflective glass is not permitted.

(C) Occupancy sensors or other switch control devices shall be installed on nonemergency lights and shall be programmed to shut off during nonwork hours and between ten (10) p.m. and sunrise.

(D) Placement of buildings shall avoid the potential funneling of flight paths towards a building facade.

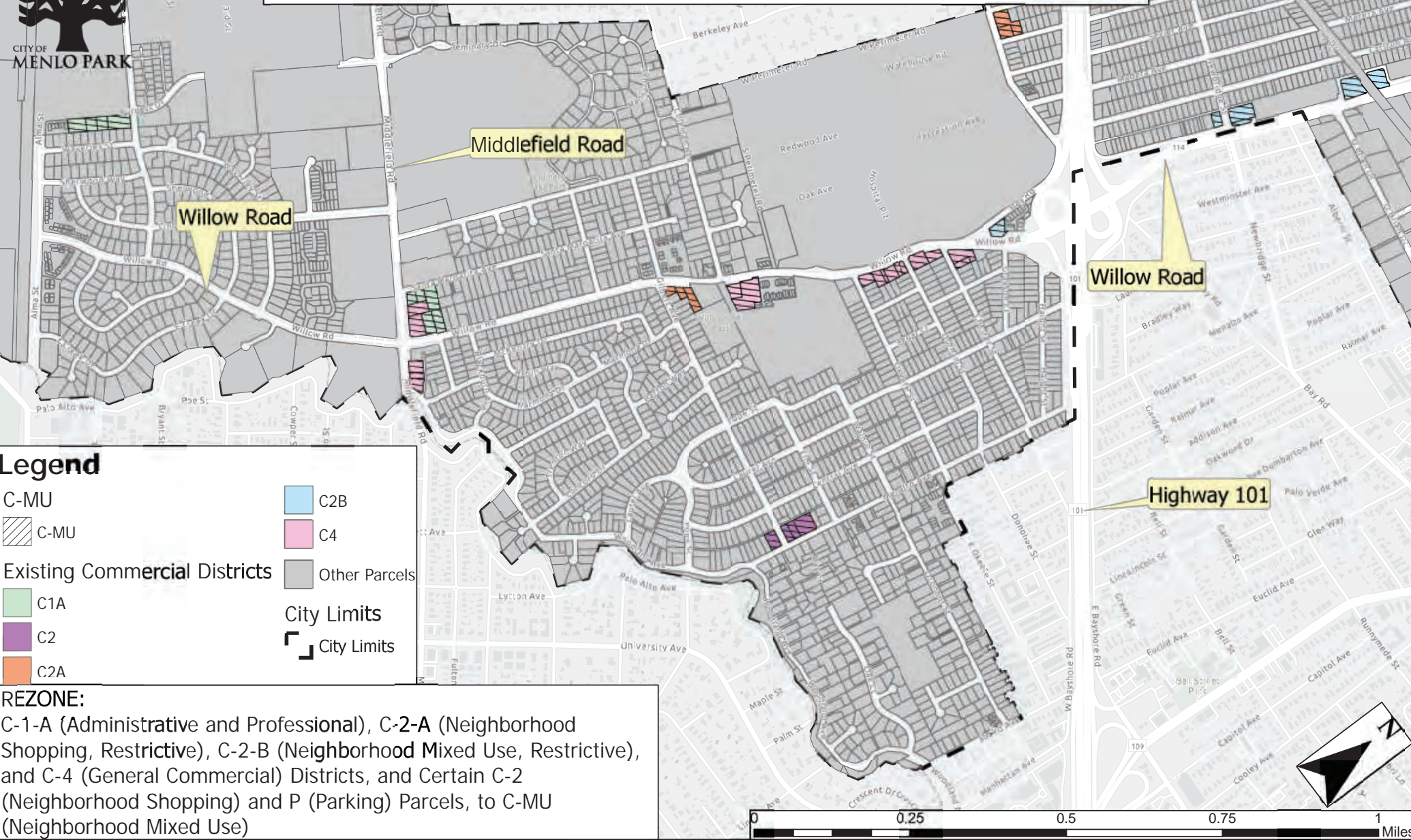
(E) Glass skyways or walkways, freestanding (see-through) glass walls and handrails, and transparent building corners shall not be allowed.

(F) Transparent glass shall not be allowed at the rooflines of buildings, including in conjunction with roof decks, patios and green roofs.

(G) Use of rodenticides shall not be allowed.

(H) A project may receive a waiver from one (1) or more of the items listed in subsections (5)(A) to (F) of this section, subject to the submittal of a site specific evaluation from a qualified biologist and review and approval by the planning commission.

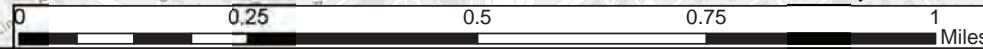
6th Cycle Housing Element Zoning Ordinance Amendment Proposed C-MU Zoned Properties



Legend

C-MU	C2B
C-MU	C4
Existing Commercial Districts	Other Parcels
C1A	City Limits
C2	City Limits
C2A	


REZONE:
 C-1-A (Administrative and Professional), C-2-A (Neighborhood Shopping, Restrictive), C-2-B (Neighborhood Mixed Use, Restrictive), and C-4 (General Commercial) Districts, and Certain C-2 (Neighborhood Shopping) and P (Parking) Parcels, to C-MU (Neighborhood Mixed Use)

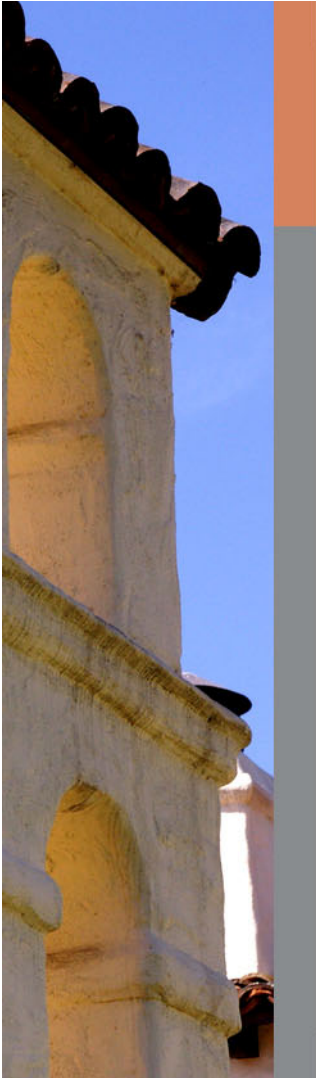




HOUSING ELEMENT UPDATE

General Plan Land Use Map and Zoning Map Amendments





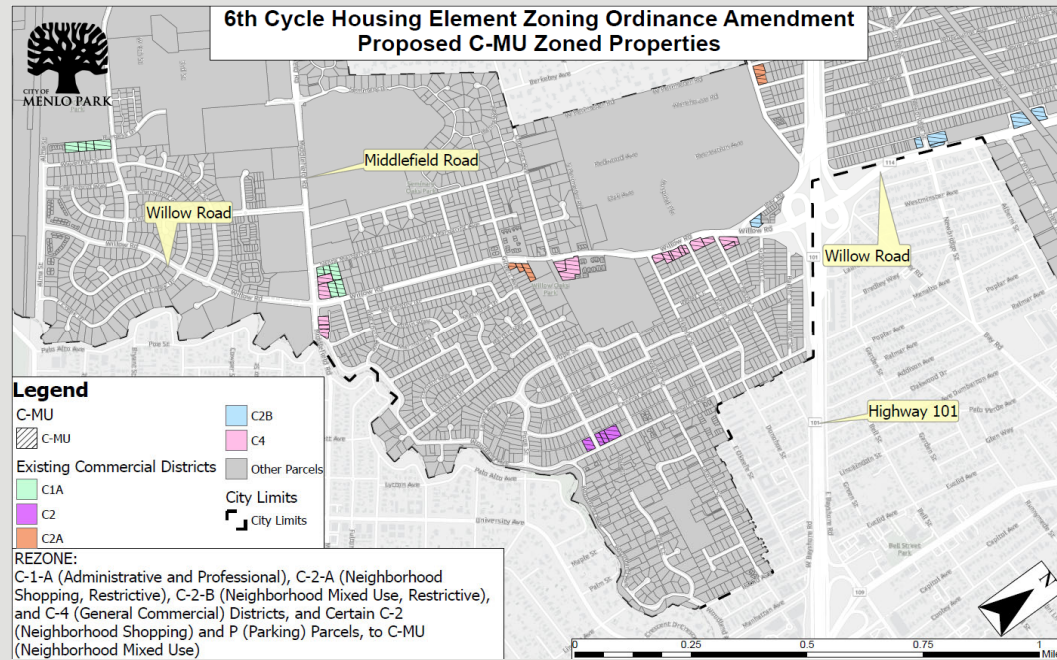
BACKGROUND

- Housing Element adopted Jan. 31, 2023
 - Includes programs to implement zoning changes
- Zoning ordinance and zoning map amendments adopted Dec. 5, 2023
 - Included Program H4.I, Create New Opportunities for Mixed-Use Development
 - New C-MU (Neighborhood Mixed Use) district



C-MU REZONING OVERVIEW

- Parcels in six former zoning districts rezoned C-MU in Dec. 2023





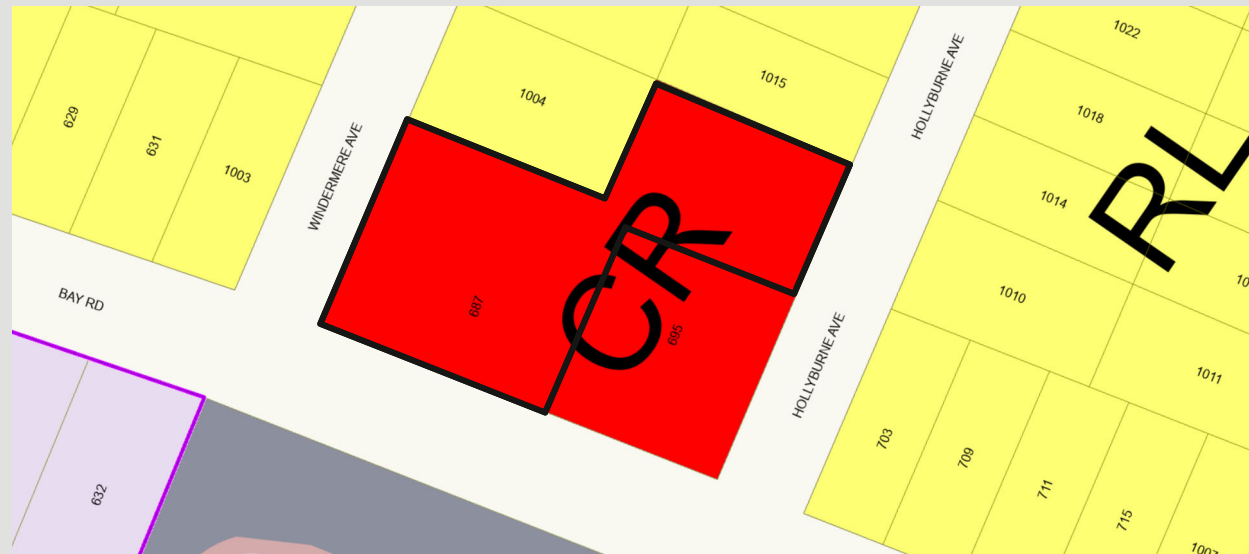
BACKGROUND

- 687 Bay Rd. and 512 Durham St. part of existing developments partially rezoned C-MU
- Not Housing Element inventory sites, but considered in C-MU rezoning program
- No redevelopment proposals at this time



687 BAY RD. GENERAL PLAN LAND USE

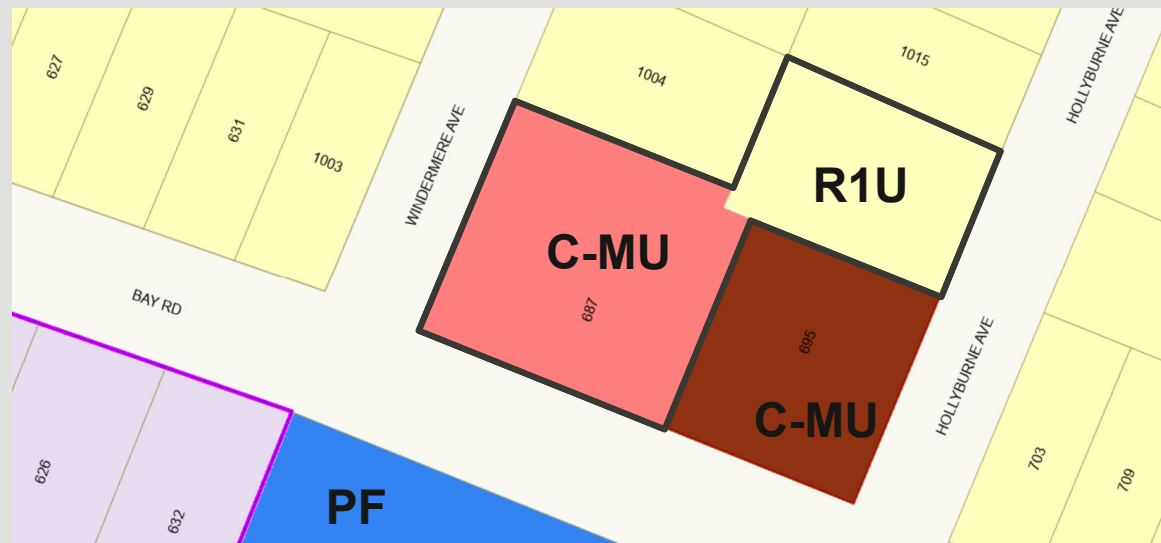
- Existing General Plan land use is Commercial/Retail





687 BAY RD. ZONING

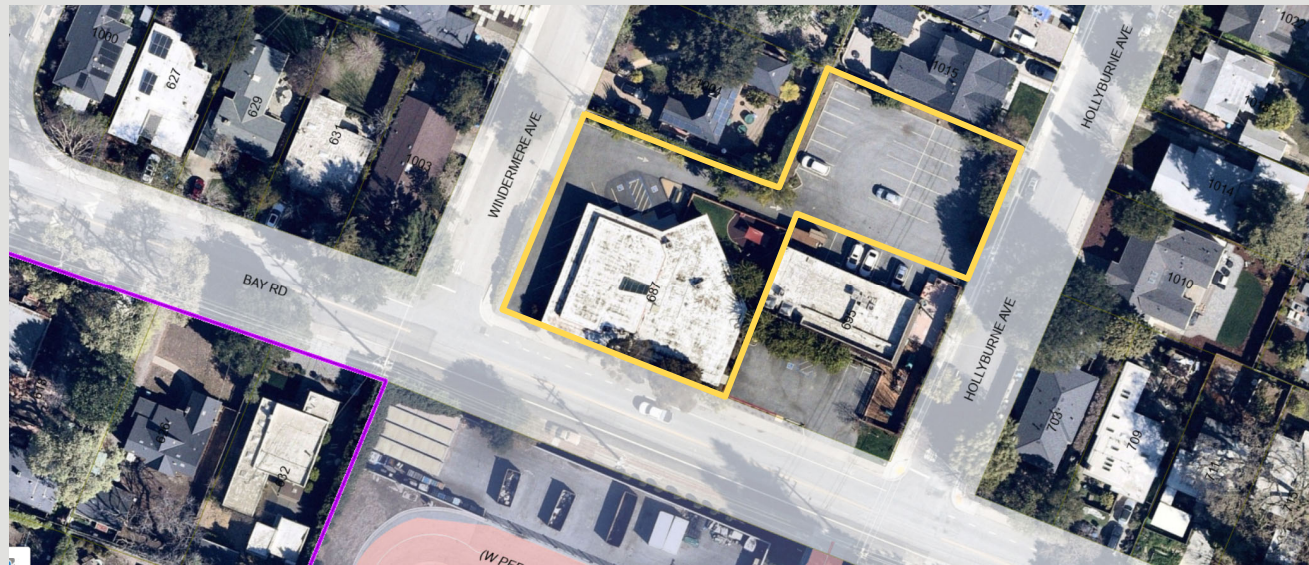
- However, existing zoning is split between C-MU and R-1-U
 - Commercial/Retail land use is not consistent with R-1-U zoning





687 BAY RD. AERIAL MAP

- Existing development includes office/private school and surface parking

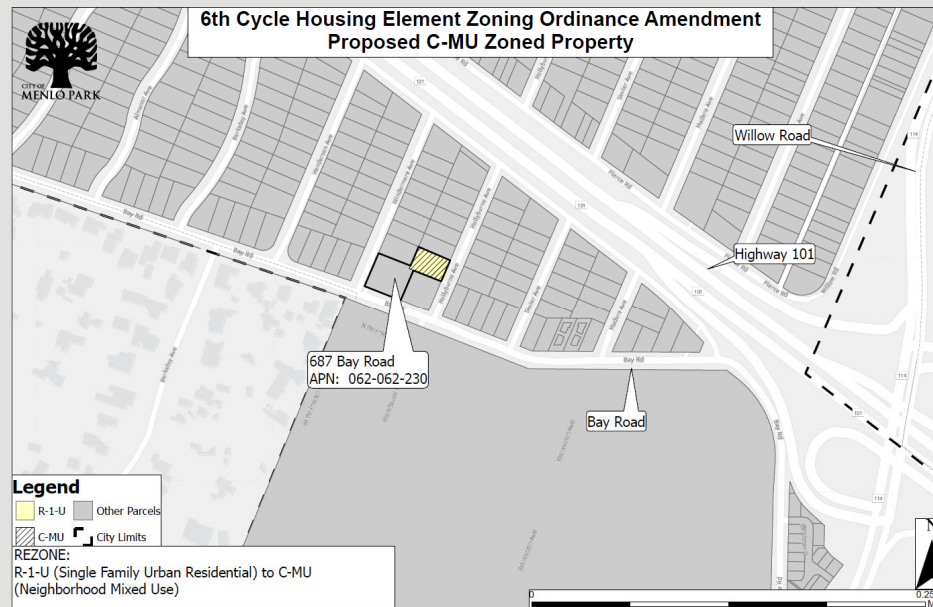




687 BAY RD. PROPOSED ZONING AMENDMENT



- Rezone parking area from R-1-U to C-MU for General Plan consistency and additional housing opportunities

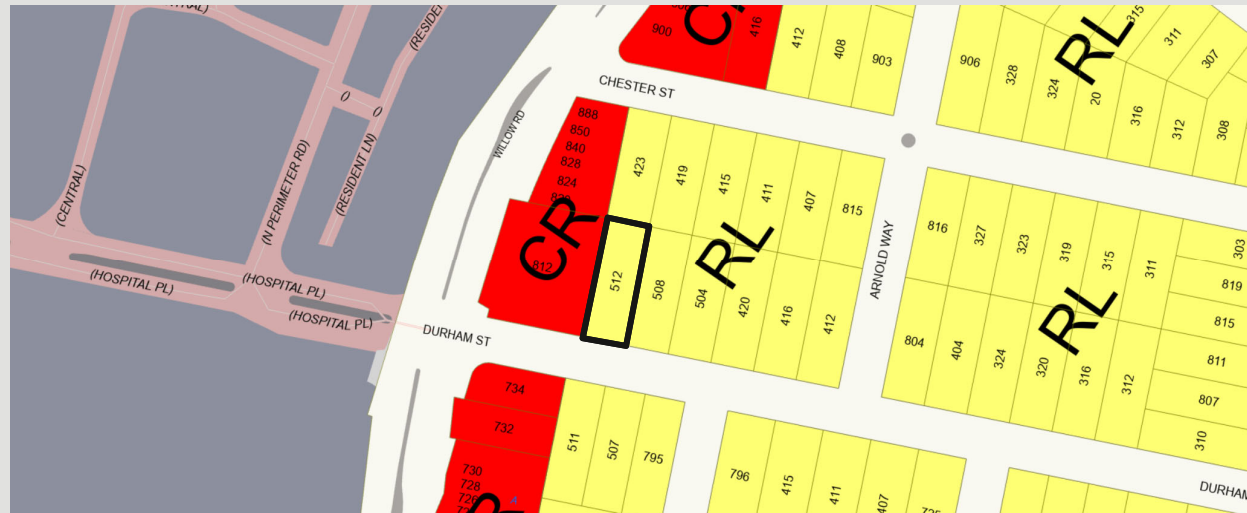




512 DURHAM ST. GENERAL PLAN LAND USE



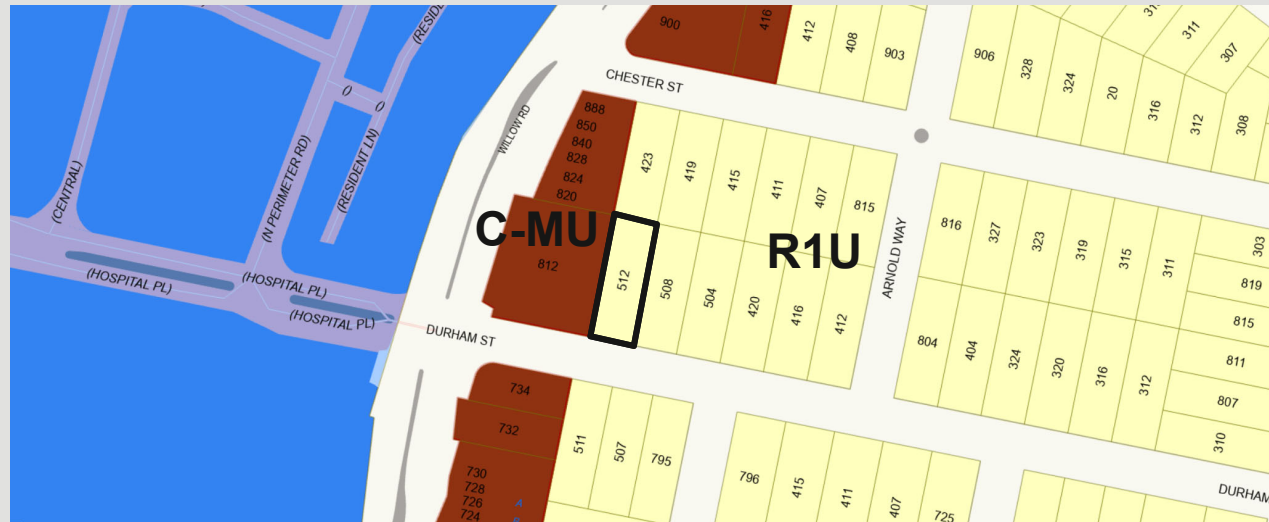
- Existing General Plan land use is Low Density Residential





512 DURHAM ST. ZONING

- Existing zoning is R-1-U





512 DURHAM ST. AERIAL MAP

- Existing development includes market and surface parking
 - Operates as part of one development with 812 Willow Rd.; nonresidential uses

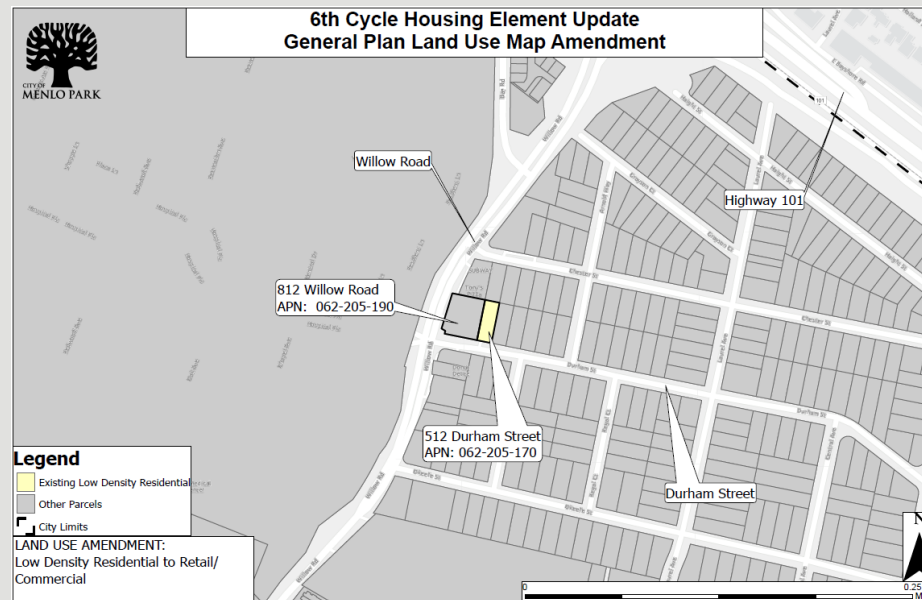




512 DURHAM ST. PROPOSED GENERAL PLAN LAND USE MAP AMENDMENT



- Change land use designation from Low Density Residential to Retail/Commercial

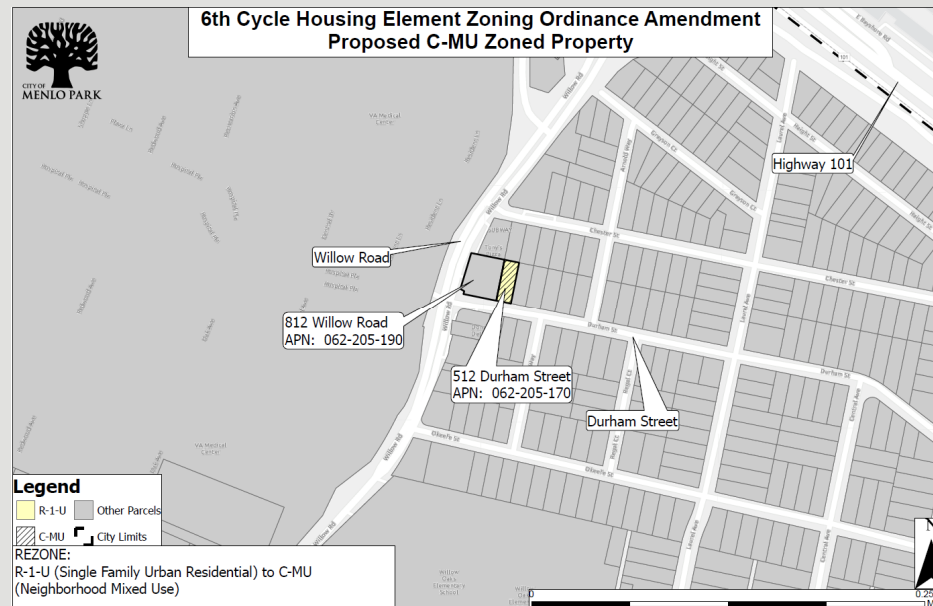




512 DURHAM ST. PROPOSED ZONING AMENDMENT



- Rezone parking area from R-1-U to C-MU for additional housing opportunities





SUMMARY

- The proposed amendments would:
 - Create potential for up to 11 more housing units
 - Provide more cohesive development opportunities
 - Ease zoning implementation
 - Create consistency with existing uses
 - Ensure consistency between General Plan and zoning



RECOMMENDATION AND NEXT STEPS

- Staff recommends that City Council adopt the proposed amendments
 - Adopt resolution for General Plan land use map amendment for 512 Durham St.
 - Effective immediately
 - Introduce ordinance for zoning map amendments for 512 Durham St. and 687 Bay Rd.
 - Adoption at second hearing, Feb. 27
 - Effective March 28
- If not adopted, Council should direct staff to return with General Plan land use map amendment for single-family zoning consistency at 687 Bay Rd.



THANK YOU



STAFF REPORT

City Council
Meeting Date: 2/13/2024
Staff Report Number: 24-026-CC

Regular Business: Adopt a resolution to amend the salary schedule effective Feb. 25, 2024

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) to approve the following amendments to the City of Menlo Park salary schedule:

1. Add a new classification to the salary schedule – Emergency preparedness coordinator
2. Add a new classification to the salary schedule – Nutrition services coordinator
3. Correct an error in the program assistant classification salary range
4. Correct an error in the property and court specialist classification salary range

The proposed salary schedule revisions do not change the City's total authorized full-time equivalent (FTE) head count.

Policy Issues

The City Council retains sole authority to amend the salary schedule. From time to time, it is necessary to modify the salary schedule to incorporate changes to new or existing classifications and/or their assigned salary ranges. The City Council last amended the salary schedule as of Nov. 19, 2023.

Background

The City of Menlo Park salary schedule identifies City Council-approved classifications (e.g., accountant, administrative assistant, business manager), and the annual rates of pay for each classification at each step or within a set salary range for management positions. The proposed changes to the salary schedule add two new classifications, emergency preparedness coordinator and nutrition services coordinator, and correct the pay ranges of two existing classifications, program assistant and property and court specialist, as shown in Attachment A.

The emergency preparedness coordinator FTE was approved as a service-level enhancement in the fiscal year 2022-23 budget, and the nutrition services coordinator FTE was approved on Dec. 5, 2023, to support Belle Haven Community Campus operations. The positions must be added to the salary schedule to allow the recruitment processes to commence.

Analysis

In any organization, especially a municipal government organization like the City of Menlo Park, proactive staff development and planning are an essential part of ensuring continued organizational effectiveness. It is necessary to periodically evaluate the City's classification and compensation plan to ensure it is actively meeting departmental needs as operational demands and priorities evolve over time. Included in the

resolution (Attachment A) are Exhibit A, which outlines the proposed amendments to the salary schedule, and Exhibit B, which presents the clean amended salary schedule for adoption.

Establish the emergency preparedness coordinator classification

As part of the fiscal year 2022-23 adopted budget, the City Council authorized a service level enhancement by adding one FTE for an emergency preparedness coordinator to serve as a dedicated and expert resource that is steadfastly committed to the City's interests and capable of connecting and coordinating with all available partner resources. Additionally, the City Council identified emergency preparedness as a top priority for fiscal year 2023-24 at its annual goal setting workshop in March 2023. This position will operate out of the city manager's office to assist coordination across the entire City organization and external partners. The position is equivalent to the project manager classification; therefore, it will be part of the employee bargaining unit represented by the Service Employees' International Union (SEIU), Local 521. The proposed salary for this new classification will be equivalent to the project manager classification.

Establish the nutrition services coordinator classification

On Dec. 5, 2023, City Council adopted a resolution allocating expenditures and revenues to support the new Belle Haven Community Campus (BHCC) opening and ongoing operations. Part of the operating expenditures and revenues included the addition of one FTE for nutrition services coordinator within the library and community services department. The new classification will be dedicated to enhancing nutrition services, planning and preparing nutritious meals for participants at the senior and youth centers, and providing nutrition and health/wellness education services to program participants. This position will have supervisory responsibilities over subordinate staff, including temporary employees. The position is aligned with the recreation coordinator classification; therefore, it will be part of the employee bargaining unit represented by the American Federation of State, County and Municipal Employees (AFSCME), Local 829. The proposed salary for this new classification will be equivalent to the recreation coordinator classification.

Correct the program assistant and property and court specialist salary ranges

During the update to the salary schedule effective July 16, there was a formula error that resulted in a 3% salary range increase to the program assistant and property and court specialist positions. The modifications will correct the error in the July 16, Nov. 5, and Nov. 19 salary schedules. Staff in the impacted positions will receive retroactive corrections to their salaries. The errors had minimal impact due to the timing of salary step increases and some incumbents having reached the top step of their salary range.

The recruitment and development of talented personnel is critical to delivering high-quality services to the community. Retention of staff is especially vital to preserve institutional knowledge to effectively execute on City Council's priorities and projects, both on a near and long-term basis. A well-run organization will continually take proactive steps to identify and develop new leaders from within the organization, as well as to attract qualified talent from the local community and beyond, and will prepare emerging leaders to seamlessly advance to leadership roles as opportunities arise.

Impact on City Resources

There is no fiscal impact to the City's general fund to add the nutrition services coordinator and emergency preparedness coordinator to the City's classification plan and salary schedule, nor to correct the salary schedule errors, as the City Council previously approved these FTEs and the associated appropriations.

Environmental Review

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

environment.

Public Notice

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

Attachments

- A. Resolution with proposed salary schedule amendments (Exhibit A) and amended salary schedule (Exhibit B)

Report prepared by:
Charla Freckmann, Human Resources Manager

Report reviewed by:
Brittany Mello, Administrative Services Director

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING THE SALARY SCHEDULE EFFECTIVE FEBRUARY 25, 2024**

WHEREAS, pursuant to the Personnel System Rules, the City Manager prepared a Compensation Plan; and

WHEREAS, the salary schedule requires corrections to the previously approved salary ranges for the program assistant and property and court specialist classifications, as these ranges were erroneously modified in the salary schedule effective July 16, 2023, and the error was carried forward in the salary schedules effective November 5 and 19, 2023; and

WHEREAS, the City Council approved adding the emergency preparedness coordinator position on June 28, 2022, and the nutrition services coordinator position on December 5, 2023, and these positions must be added to the City's classification plan and salary schedule before recruitment can commence.

NOW, THEREFORE BE IT RESOLVED that the following compensation provisions shall be established in accordance with the City's Personnel System rules.

BE IT FURTHER RESOLVED that revisions to the program assistant and property and court specialist classifications provided in Exhibit A are incorporated hereinto Exhibit B.

BE IT FURTHER RESOLVED that except for specific modifications to the program assistant and property and court specialist classifications, the compensation provisions contained in Resolutions No. 6851, No. 6868, and No. 6878 remain.

BE IT FURTHER RESOLVED that the previous enacted compensation provisions contained in Resolution No. 6878, which took effect November 19, 2023, shall be superseded by this Resolution.

BE IT FURTHER RESOLVED that the changes contained herein on Exhibit A and incorporated herein on Exhibit B shall be effective February 25, 2024.

//

//

//

//

//

//

//

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the thirteenth day of February, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of February, 2024.

Judi A. Herren, City Clerk

Exhibits:

- A. Proposed salary schedule amendments
- B. Amended salary schedule

Proposed salary schedule amendments

Table 1: Proposed salary schedule amendments – Effective July 16, 2023*					
Classification title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Program Assistant	\$58,577	\$61,247	\$64,018	\$67,053	\$70,149
	\$56,871	\$59,463	\$62,154	\$65,100	\$68,106
Property and Court Specialist	\$75,094	\$78,626	\$82,267	\$86,171	\$90,308
	\$72,907	\$76,336	\$79,871	\$83,662	\$87,678

*These amendments correct the erroneous modifications to the salary schedule adopted on July 16, 2023 (Resolution No. 6851), and carried forward in the subsequent salary schedules adopted on Nov. 5, 2023 (Resolution No. 6868) and on Nov. 19, 2023 (Resolution No. 6878).

Table 2: Proposed salary schedule amendments – Effective February 25, 2024					
Classification title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Emergency Preparedness Coordinator	\$112,205	\$117,576	\$123,182	\$129,133	\$135,388
Nutrition Services Coordinator	\$76,625	\$80,456	\$84,479	\$88,702	\$93,138

Annual salaries based on 2080 hours per year
except where set by contract or noted

Salary Schedule - Effective 2/25/2024

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 87,734	\$ 92,122	\$ 96,728	\$ 101,565	\$ 106,643
Accountant II	\$ 96,095	\$ 100,637	\$ 105,385	\$ 110,453	\$ 115,717
Accounting Assistant I	\$ 62,216	\$ 65,165	\$ 68,174	\$ 71,359	\$ 74,661
Accounting Assistant II	\$ 68,174	\$ 71,359	\$ 74,661	\$ 78,150	\$ 81,818
Administrative Assistant	\$ 68,379	\$ 71,573	\$ 74,885	\$ 78,385	\$ 82,063
Administrative Services Director	\$ 179,788		Open Range		\$ 248,315
Assistant Administrative Services Director	\$ 153,562		Open Range		\$ 198,651
Assistant City Manager	\$ 189,119		Open Range		\$ 273,146
Assistant Community Development Director	\$ 153,562		Open Range		\$ 198,651
Assistant Engineer	\$ 105,817	\$ 110,859	\$ 116,160	\$ 121,705	\$ 127,503
Assistant Library and Community Services Director	\$ 153,562		Open Range		\$ 198,651
Assistant Planner	\$ 95,875	\$ 100,383	\$ 105,195	\$ 110,208	\$ 115,473
Assistant Public Works Director	\$ 153,562		Open Range		\$ 198,651
Assistant Public Works Director - Engineering	\$ 153,562		Open Range		\$ 198,651
Assistant Public Works Director - Maintenance	\$ 153,562		Open Range		\$ 198,651
Assistant Public Works Director - Transportation	\$ 153,562		Open Range		\$ 198,651
Assistant to the City Manager	\$ 133,019		Open Range		\$ 173,820
Assistant to the City Manager / City Clerk	\$ 133,019		Open Range		\$ 173,820
Assistant Transportation Planner	\$ 95,875	\$ 100,383	\$ 105,195	\$ 110,208	\$ 115,473
Associate Civil Engineer	\$ 118,735	\$ 124,419	\$ 130,350	\$ 136,648	\$ 143,267
Associate Engineer	\$ 112,205	\$ 117,576	\$ 123,182	\$ 129,133	\$ 135,388
Associate Planner	\$ 105,195	\$ 110,208	\$ 115,473	\$ 120,998	\$ 126,789
Associate Transportation Engineer	\$ 124,419	\$ 130,350	\$ 136,648	\$ 143,267	\$ 150,209
Associate Transportation Planner	\$ 105,195	\$ 110,208	\$ 115,473	\$ 120,998	\$ 126,789
Building Custodian	\$ 62,154	\$ 65,100	\$ 68,106	\$ 71,288	\$ 74,587
Building Inspector I	\$ 92,657	\$ 97,113	\$ 101,742	\$ 106,606	\$ 111,696
Building Inspector II	\$ 101,923	\$ 106,824	\$ 111,916	\$ 117,266	\$ 122,866
Business Manager	\$ 105,192	\$ 110,451	\$ 115,974	\$ 121,773	\$ 127,861
Building Official	\$ 138,171		Open Range		\$ 186,237
Chief Water Operator	\$ 104,547	\$ 109,774	\$ 115,263	\$ 121,026	\$ 127,077
Child Care Teacher I	\$ 55,614	\$ 58,136	\$ 60,769	\$ 63,538	\$ 66,544
Child Care Teacher II	\$ 62,154	\$ 65,100	\$ 68,106	\$ 71,288	\$ 74,587
Child Care Teacher's Aide	\$ 41,726	\$ 43,614	\$ 45,587	\$ 47,629	\$ 49,732
City Arborist	\$ 109,427	\$ 114,899	\$ 120,644	\$ 126,676	\$ 133,010
City Clerk	\$ 133,019		Open Range		\$ 173,820
City Councilmember	n/a		Annual Rate		\$ 7,680
City Manager	\$ 215,745		Open Range		\$ 297,978
Code Enforcement Officer	\$ 87,678	\$ 91,822	\$ 96,153	\$ 100,778	\$ 105,581
Communications and Records Manager	\$ 122,133	\$ 128,240	\$ 134,652	\$ 141,385	\$ 148,454
Communications Dispatcher	\$ 94,924	\$ 99,411	\$ 104,101	\$ 109,107	\$ 114,307
Communications Training Dispatcher	\$ 99,626	\$ 104,325	\$ 109,342	\$ 114,554	\$ 120,031
Community Development Director	\$ 179,788		Open Range		\$ 248,315
Community Development Technician	\$ 74,567	\$ 78,019	\$ 81,665	\$ 85,496	\$ 89,514
Community Service Officer	\$ 72,907	\$ 76,336	\$ 79,871	\$ 83,662	\$ 87,678
Construction Inspector I	\$ 87,412	\$ 91,617	\$ 95,983	\$ 100,572	\$ 105,374
Construction Inspector II	\$ 96,153	\$ 100,778	\$ 105,581	\$ 110,629	\$ 115,911
Contracts Specialist	\$ 76,990	\$ 80,610	\$ 84,343	\$ 88,347	\$ 92,587
Custodial Services Supervisor	\$ 73,198	\$ 76,858	\$ 80,701	\$ 84,736	\$ 88,973
Deputy City Clerk	\$ 79,862	\$ 83,662	\$ 87,678	\$ 91,822	\$ 96,153
Deputy City Manager	\$ 179,788		Open Range		\$ 248,315
Deputy Community Development Director - Housing	\$ 138,171		Open Range		\$ 186,237
Economic Development Manager	\$ 133,019		Open Range		\$ 173,820
Emergency Preparedness Coordinator	\$ 112,205	\$ 117,576	\$ 123,182	\$ 129,133	\$ 135,388
Engineering Services Manager	\$ 138,171		Open Range		\$ 186,237
Engineering Technician I	\$ 80,152	\$ 83,864	\$ 87,845	\$ 92,061	\$ 96,413
Engineering Technician II	\$ 89,855	\$ 94,082	\$ 98,506	\$ 103,229	\$ 108,148
Enterprise Applications Administrator	\$ 119,487	\$ 125,461	\$ 131,734	\$ 138,321	\$ 145,237
Enterprise Applications Support Specialist I	\$ 94,840	\$ 99,582	\$ 104,561	\$ 109,789	\$ 115,279
Enterprise Applications Support Specialist II	\$ 105,192	\$ 110,250	\$ 115,505	\$ 121,028	\$ 126,807
Equipment Mechanic	\$ 79,862	\$ 83,662	\$ 87,678	\$ 91,822	\$ 96,153
Executive Assistant	\$ 78,073	\$ 81,736	\$ 85,576	\$ 89,602	\$ 93,816
Executive Assistant to the City Manager	\$ 83,173	\$ 87,331	\$ 91,698	\$ 96,283	\$ 101,097
Extra Help Retired Annuitant	\$ 31,200		Open Range		\$ 249,600
Facilities Maintenance Technician I	\$ 66,544	\$ 69,608	\$ 72,907	\$ 76,336	\$ 79,871

EXHIBIT "B"
Salary Schedule - Effective 2/25/2024

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Facilities Maintenance Technician II	\$ 72,907	\$ 76,336	\$ 79,871	\$ 83,662	\$ 87,678
Finance and Budget Manager	\$ 138,171		Open Range		\$ 186,237
Finance Director	\$ 179,788		Open Range		\$ 248,315
GIS Analyst I	\$ 92,043	\$ 96,646	\$ 101,479	\$ 106,553	\$ 111,881
GIS Analyst II	\$ 108,032	\$ 113,434	\$ 119,105	\$ 125,061	\$ 131,314
Gymnastics Instructor	\$ 44,525	\$ 46,539	\$ 48,641	\$ 50,812	\$ 53,148
Housing & Economic Development Manager	\$ 133,019		Open Range		\$ 173,820
Housing Manager	\$ 133,019		Open Range		\$ 173,820
Human Resources Director	\$ 179,788		Open Range		\$ 248,315
Human Resources Manager	\$ 138,171		Open Range		\$ 186,237
Human Resources Technician I	\$ 72,243	\$ 75,855	\$ 79,648	\$ 83,630	\$ 87,812
Human Resources Technician II	\$ 79,467	\$ 83,441	\$ 87,613	\$ 91,993	\$ 96,593
Information Technology Manager	\$ 138,171		Open Range		\$ 186,237
Information Technology Specialist I	\$ 77,815	\$ 81,707	\$ 85,792	\$ 90,083	\$ 94,588
Information Technology Specialist II	\$ 86,460	\$ 90,523	\$ 94,781	\$ 99,238	\$ 103,997
Internal Services Manager	\$ 138,171		Open Range		\$ 186,237
Junior Engineer	\$ 85,362	\$ 89,630	\$ 94,112	\$ 98,818	\$ 103,759
Librarian I	\$ 74,587	\$ 78,073	\$ 81,736	\$ 85,576	\$ 89,602
Librarian II	\$ 83,662	\$ 87,678	\$ 91,822	\$ 96,153	\$ 100,778
Library and Community Services Director	\$ 179,788		Open Range		\$ 248,315
Library and Community Services Manager	\$ 138,171		Open Range		\$ 186,237
Library and Community Services Supervisor	\$ 99,139	\$ 104,096	\$ 109,301	\$ 114,766	\$ 120,504
Library Assistant I	\$ 58,136	\$ 60,769	\$ 63,538	\$ 66,544	\$ 69,608
Library Assistant II	\$ 63,538	\$ 66,544	\$ 69,515	\$ 72,907	\$ 76,336
Library Assistant III	\$ 69,515	\$ 72,907	\$ 76,336	\$ 79,871	\$ 83,577
Literacy Program Manager	\$ 87,845	\$ 92,237	\$ 96,849	\$ 101,691	\$ 106,776
Maintenance Worker I	\$ 63,538	\$ 66,544	\$ 69,515	\$ 72,907	\$ 76,336
Maintenance Worker II	\$ 69,515	\$ 72,907	\$ 76,336	\$ 79,871	\$ 83,662
Management Analyst I	\$ 92,043	\$ 96,646	\$ 101,479	\$ 106,553	\$ 111,881
Management Analyst II	\$ 105,192	\$ 110,451	\$ 115,974	\$ 121,773	\$ 127,861
Network Administrator	\$ 125,667	\$ 131,951	\$ 138,548	\$ 145,475	\$ 152,749
Nutrition Services Coordinator	\$ 76,625	\$ 80,456	\$ 84,479	\$ 88,702	\$ 93,138
Office Assistant	\$ 57,097	\$ 59,701	\$ 62,403	\$ 65,360	\$ 68,379
Parking Enforcement Officer	\$ 63,538	\$ 66,544	\$ 69,515	\$ 72,907	\$ 76,336
Permit Manager	\$ 125,359	\$ 131,627	\$ 138,208	\$ 145,119	\$ 152,375
Permit Technician	\$ 74,567	\$ 78,018	\$ 81,665	\$ 85,496	\$ 89,513
Plan Check Engineer	\$ 119,866	\$ 125,604	\$ 131,591	\$ 137,949	\$ 144,631
Planning Manager	\$ 138,171		Open Range		\$ 186,237
Planning Technician	\$ 85,496	\$ 89,513	\$ 93,724	\$ 98,131	\$ 102,836
Police Chief	\$ 189,119		Open Range		\$ 273,146
Police Commander	\$ 179,788		Open Range		\$ 248,315
Police Corporal (2080 hours)	\$ 119,178	\$ 125,138	\$ 131,394	\$ 137,964	\$ 144,862
Police Corporal (2184 hours)	\$ 125,137	\$ 131,394	\$ 137,964	\$ 144,862	\$ 152,105
Police Officer (2080 hours)	\$ 110,735	\$ 116,271	\$ 122,084	\$ 128,189	\$ 134,599
Police Officer (2184 hours)	\$ 116,272	\$ 122,085	\$ 128,188	\$ 134,598	\$ 141,329
Police Records Specialist	\$ 69,515	\$ 72,907	\$ 76,336	\$ 79,871	\$ 83,662
Police Recruit	n/a		Hourly Rate		\$ 89,695
Police Sergeant (2080 hours)	\$ 137,060	\$ 143,913	\$ 151,108	\$ 158,664	\$ 166,597
Police Sergeant (2184 hours)	\$ 143,912	\$ 151,108	\$ 158,664	\$ 166,597	\$ 174,927
Principal Planner	\$ 130,809	\$ 137,350	\$ 144,217	\$ 151,428	\$ 159,000
Program Aide/Driver	\$ 39,920	\$ 41,726	\$ 43,614	\$ 45,587	\$ 47,629
Program Assistant	\$ 56,871	\$ 59,463	\$ 62,154	\$ 65,100	\$ 68,106
Project Manager	\$ 112,205	\$ 117,576	\$ 123,182	\$ 129,133	\$ 135,388
Property and Court Specialist	\$ 72,907	\$ 76,336	\$ 79,871	\$ 83,662	\$ 87,678
Public Engagement Manager	\$ 138,171		Open Range		\$ 186,237
Public Works Director	\$ 179,788		Open Range		\$ 248,315
Public Works Superintendent	\$ 138,171		Open Range		\$ 186,237
Public Works Supervisor - Facilities	\$ 114,638	\$ 120,370	\$ 126,389	\$ 132,708	\$ 139,343
Public Works Supervisor - Fleet	\$ 112,033	\$ 117,634	\$ 123,516	\$ 129,692	\$ 136,177
Public Works Supervisor - Park	\$ 104,217	\$ 109,427	\$ 114,899	\$ 120,644	\$ 126,676
Public Works Supervisor - Streets	\$ 104,217	\$ 109,427	\$ 114,899	\$ 120,644	\$ 126,676
Public Works Supervisor - Trees	\$ 104,217	\$ 109,427	\$ 114,899	\$ 120,644	\$ 126,676
Recreation Coordinator	\$ 76,625	\$ 80,456	\$ 84,479	\$ 88,702	\$ 93,138
Revenue and Claims Manager	\$ 109,565	\$ 115,044	\$ 120,796	\$ 126,836	\$ 133,177

EXHIBIT "B"
Salary Schedule - Effective 2/25/2024

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Senior Accountant	\$ 114,435	\$ 120,157	\$ 126,165	\$ 132,473	\$ 139,096
Senior Accounting Assistant	\$ 74,991	\$ 78,495	\$ 82,127	\$ 85,965	\$ 89,999
Senior Building Inspector	\$ 117,334	\$ 123,200	\$ 129,360	\$ 135,828	\$ 142,620
Senior Civil Engineer	\$ 135,149	\$ 141,906	\$ 149,002	\$ 156,452	\$ 164,274
Senior Communications Dispatcher	\$ 106,207	\$ 111,314	\$ 116,620	\$ 122,196	\$ 128,029
Senior Construction Inspector	\$ 108,824	\$ 114,265	\$ 119,978	\$ 125,977	\$ 132,276
Senior Engineering Technician	\$ 96,413	\$ 100,962	\$ 105,817	\$ 110,859	\$ 116,160
Senior Equipment Mechanic	\$ 87,868	\$ 92,155	\$ 96,489	\$ 100,958	\$ 105,749
Senior Facilities Maintenance Technician	\$ 79,862	\$ 83,662	\$ 87,678	\$ 91,822	\$ 96,153
Senior GIS Analyst	\$ 121,261	\$ 127,324	\$ 133,690	\$ 140,374	\$ 147,393
Senior Human Resources Technician	\$ 87,414	\$ 91,785	\$ 96,374	\$ 101,193	\$ 106,252
Senior Library Assistant	\$ 78,224	\$ 82,135	\$ 86,242	\$ 90,554	\$ 95,081
Senior Maintenance Worker	\$ 81,954	\$ 86,052	\$ 90,354	\$ 94,872	\$ 99,616
Senior Management Analyst	\$ 118,341	\$ 124,258	\$ 130,471	\$ 136,994	\$ 143,844
Senior Office Assistant	\$ 62,403	\$ 65,360	\$ 68,379	\$ 71,573	\$ 74,885
Senior Planner	\$ 115,473	\$ 120,998	\$ 126,789	\$ 132,833	\$ 139,250
Senior Police Records Specialist	\$ 72,907	\$ 76,336	\$ 79,871	\$ 83,662	\$ 87,678
Senior Program Assistant	\$ 69,066	\$ 72,294	\$ 75,687	\$ 79,242	\$ 82,971
Senior Project Manager	\$ 126,648	\$ 132,981	\$ 139,630	\$ 146,611	\$ 153,942
Senior Sustainability Specialist	\$ 86,614	\$ 90,757	\$ 95,101	\$ 99,635	\$ 104,448
Senior Transportation Engineer	\$ 135,149	\$ 141,906	\$ 149,002	\$ 156,452	\$ 164,274
Senior Transportation Planner	\$ 115,473	\$ 120,998	\$ 126,789	\$ 132,833	\$ 139,250
Senior Water System Operator	\$ 81,945	\$ 85,738	\$ 89,745	\$ 93,956	\$ 98,369
Sustainability Manager	\$ 133,019	Open Range			\$ 173,820
Sustainability Specialist	\$ 74,587	\$ 78,073	\$ 81,736	\$ 85,576	\$ 89,602
Systems Administrator	\$ 119,487	\$ 125,461	\$ 131,734	\$ 138,321	\$ 145,237
Transportation Demand Management Coordinator	\$ 98,314	\$ 102,997	\$ 107,919	\$ 113,082	\$ 118,494
Transportation Director	\$ 179,788	Open Range			\$ 248,315
Transportation Manager	\$ 138,171	Open Range			\$ 186,238
Water Quality Specialist	\$ 85,576	\$ 89,602	\$ 93,816	\$ 98,314	\$ 102,997
Water System Operator I	\$ 68,090	\$ 71,141	\$ 74,296	\$ 77,967	\$ 81,596
Water System Operator II	\$ 74,495	\$ 77,944	\$ 81,586	\$ 85,414	\$ 89,427



SALARY SCHEDULE AMENDMENTS

February 13, 2024

ARRIENGA FAMILY
GYMNASIUM



BACKGROUND

- City Council retains the sole authority to amend the salary schedule
- Modifications are brought to the City Council on an as-needed basis to incorporate new classifications, changes to existing classifications, or changes to assigned salary ranges
- The salary schedule was last amended as of Nov. 19, 2023



RECOMMENDATION

- Staff recommends that the City Council adopt a resolution to approve the following amendments to the City's salary schedule:
 1. Add a new classification to the salary schedule –
Emergency preparedness coordinator
 2. Add a new classification to the salary schedule –
Nutrition services coordinator
 3. Correct an error in the program assistant classification
salary range
 4. Correct an error in the property and court specialist
classification salary range



NEW CLASSIFICATION: EMERGENCY PREPAREDNESS COORDINATOR

- The emergency preparedness coordinator will serve as a dedicated and expert resource for the City and will coordinate with all available partner resources
- The FTE was approved as a service level enhancement in the fiscal year 2022-23 budget
- Additionally, the City Council identified emergency preparedness as a top priority for fiscal year 2023-24 at its annual goal setting workshop in March 2023
- Adding the classification to the salary schedule will allow the recruitment process to commence



NEW CLASSIFICATION: NUTRITION SERVICES COORDINATOR

- The nutrition services coordinator is a supervisory position that will be dedicated to enhancing nutrition services, planning and preparing nutritious meals for participants at the senior and youth centers, and providing education services to program participants
- The FTE was approved on Dec. 5, 2023, to support the new Belle Haven Community Campus opening and ongoing operations
- Adding the classification to the salary schedule will allow the recruitment process to commence



SALARY SCHEDULE CORRECTIONS

- The salary schedule as of July 16, 2023, included an erroneous 3% increase to the salary ranges for two classifications: program assistant and property and court specialist
- The proposed amendments to the salary schedule will correct these salary ranges dating back to July 16
- Due to the timing of salary step increases and some incumbents having reached the top step in their salary range, there was minimal impact to employees
- Impacted staff were notified and Payroll will work with these employees to process the necessary corrections



THANK YOU



STAFF REPORT

City Council Meeting Date: 2/13/2024
Staff Report Number: 24-030-CC

Informational Item: City Council agenda topics: February – March 12, 2024

Recommendation

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

Policy Issues

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

Analysis

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items, Attachment A, through March 12. The topics are arranged by department to help identify the work group most impacted by the agenda item.

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

Public Notice

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

Attachments

A. City Council agenda topics: February – March 12, 2024

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

Tentative City Council Agenda

#	Title	Department	Item type	City Council action
1	Amend the fiscal year 2023-24 budget	ASD	Regular	Adopt resolution
2	Receive and file the Annual Comprehensive Financial Report	ASD	Consent	Receive and file
3	Second reading and adoption of an ordinance amending the City's master fee schedule to include aquatics fees	ASD	Consent	Second read/adopt ordinance
4	Second reading and adoption of an ordinance to rezone the parcel at 512 Durham St. and a portion of a parcel at 687 Bay Rd. for consistency with recently-adopted amendments to implement programs in the adopted 2023-2031 Housing Element	CDD	Consent	Approve
5	Agreement with Peninsula Clean Energy for communitywide electrification program	CMO	Regular	Contract award or amend
6	Presentation: Boys & Girls Club "youth of the year"	CMO	Presentation	No action
7	Proclamation: Women's History month	CMO	Proclamation	No action
8	Presentation: Sequoia Healthcare District update	CMO	Presentation	No action
9	Transmittal of city attorney billing	CMO	Informational	No action
10	City Council goal setting	CMO	Goal setting	Direction to staff
11	Accept the Parks and Recreation Facilities Master Plan addendum to include pickleball	LCS	Regular	Approve
12	City-run child care program update	LCS	Informational	No action
15	Adopt a resolution to appropriate funds for additional construction costs for Belle Haven Community Campus (BHCC)	LCS	Regular	Adopt resolution
13	Police dept. quarterly update Q4 Sept. 2023 - Dec. 2023	PD	Informational	Receive and file
14	Approve memorandum of understanding with Caltrain for Middle Ave Caltrain crossing design	PW	Consent	Approve



STAFF REPORT

City Council Meeting Date: 2/13/2024
Staff Report Number: 24-027-CC

Informational Item: Update on the Coleman-Ringwood Avenues Transportation Study

Recommendation

This is an informational item and does not require City Council action. The report transmits an update on the Coleman-Ringwood Avenues Transportation Study in advance of the Complete Streets Commission providing feedback on the draft report on Feb. 14.

Policy Issues

The Coleman-Ringwood Avenues Transportation Study is consistent with General Plan Circulation Element policies to improve bicycle and pedestrian safety (CIRC-1.7 and 1.8), support safe routes to school programs (CIRC-1.9), accommodate all modes (CIRC-2.1), support use of streets for people walking and bicycling (CIRC-2.7), and expand the bikeway network (CIRC-2.9).

Background

Coleman and Ringwood Avenues are both important routes for students walking and bicycling to several area schools, including Menlo-Atherton High School, Laurel Elementary School (both campuses), the Peninsula School, KIPP Valiant Community Prep, and Silicon Valley International School. The Menlo Park Transportation Master Plan identifies improved bicycle facilities as a priority project on Coleman Avenue from Willow Road to the City border, as well as a desired extension of that route north through the County-owned portion of Coleman Avenue to Ringwood Avenue. The two roadways are primarily within the City of Menlo Park or County of San Mateo jurisdiction, though a small portion of Ringwood Avenue (one side of the street adjacent to a portion of the Menlo-Atherton High School campus) is within the Town of Atherton.

Coleman Avenue is one of three roads (along with Bay Road and Middlefield Road) that connect Ringwood Avenue with Willow Road. The traffic volumes on Coleman Avenue are lower than Bay and Middlefield, making it a less stressful route for children that bicycle or walk to school. Ringwood Avenue, while primarily located within the County, is an important part of a bicycling and walking route that connects from downtown and Caltrain to the Belle Haven neighborhood and the Bayfront area. The Ringwood Avenue pedestrian/bicycle bridge is an integral component of that route, offering a less stressful, separated alternative to crossings over US 101 at Marsh Road or Willow Road and allowing many students to travel to schools on both sides of US 101.

In December 2021, the City Council approved a memorandum of understanding with the County of San Mateo to jointly fund a study to identify and evaluate safety upgrades for Coleman and Ringwood Avenues, with a focus on improving active transportation options in these corridors.

City staff, together with County staff and W-Trans, the project consultant, kicked off the Coleman-Ringwood Avenues Study (Project) in February 2022. The Project included a review of existing conditions,

identification of challenges and opportunities, development and evaluation of improvement options, and development of a final report. The Project also included substantial outreach, including a Technical Advisory Committee (TAC), a Community Advisory Committee (CAC), public engagement events, and presentations to the Complete Streets Commission and the County Bicycle and Pedestrian Advisory Committee (BPAC).

The TAC included representatives from public agencies (including Menlo Park and San Mateo County), Samtrans, the Menlo Park Fire Protection District, and administrators from several schools. The CAC includes a diverse set of representatives including students and parents from several schools, members of relevant commissions (City of Menlo Park Complete Streets Commission and County BPAC), local residents, and community-based organizations serving the Belle Haven neighborhood and East Palo Alto.

The first round of community engagement was held in spring and summer of 2022 and included five pop-up events, two walking tours, two outreach events targeted at the Belle Haven community (National Night Out and the Belle Haven Community Climate Change Team), and a community survey. The team received over 200 responses to the online survey and received in person input from well over 100 individuals.

Based on the first round of community outreach, the Project team identified opportunities and constraints and potential improvement concepts for both streets. As the characteristics and widths of each street vary along their lengths, focus areas were created for each street. Ringwood Avenue included one focus area adjacent to Menlo-Atherton High School and a second adjacent to Laurel Elementary School. For Coleman Avenue, the focus areas included separate areas for the County section and the City sections.

The team conducted a second round of engagement through an in-person workshop at Menlo-Atherton High School that provided over 60 participants an opportunity to create their ideal design concepts for each of the four focus areas. Staff assembled the concept designs generated by participants and conducted a second online survey with the top concepts that emerged from the workshop, which received over 450 responses. Based on feedback from this round of engagement, two alternatives were identified for each street.

On Aug. 24, 2023, staff presented the draft concepts to the Complete Streets Commission and received feedback from the Commission and the public. Several members of the public spoke and provided suggestions related to the designs of Coleman Avenue, including a preference to remove parking from the north side of the road adjacent to the proposed two-way path, and working with nearby businesses to share available, under-utilized parking. The Commission discussed the advantages and disadvantages of the proposed bicycle design alternatives, Coleman Avenue user groups and priorities, daytime and overnight parking demands, parking removal options, parking alternatives, pedestrian crossing at Coleman Avenue and Ringwood Avenue, community meetings and the project timeline.

In September and October 2023, staff and the consultant team conducted additional outreach including a workshop held at Menlo-Atherton High School and pop-up event along the County portion of Coleman Avenue that included field markings of where the new facilities would be located and potential tree removals that may be required. Feedback at these meetings included concerns that the proposed alternatives may not address the safety goals of the project on Coleman Avenue due to the significant conflicts between vehicles and bicyclists during the peak hours of use.

To address the feedback received at these events, staff conducted additional outreach focused on Coleman Avenue in December 2023, including a webinar and a survey. These events focused on reviewing potential pilot options for Coleman Avenue to address the concerns raised at the prior meetings.

Analysis

The consultant team has produced a draft summary report for the Coleman-Ringwood Avenues Transportation Study (Attachment A). Several appendices to the final report are available for review on the County’s project website (Attachment B).

The final report identifies the following alternatives:

- Ringwood Avenue: Consensus around a preferred alternative emerged for Ringwood Avenue. This alternative would include constructing a two-way shared use path on the north side of Ringwood Avenue, retaining the existing bicycle lanes, and providing additional protection for those lanes. It would also include improved crossings and speed tables to reduce vehicle speeds.
- Coleman Avenue: Two potential options emerged for future consideration on Coleman Avenue:
 - Pilot option. This alternative would pilot a through-traffic restriction on Coleman Avenue at the City-County border, with exceptions for pedestrians, bicyclists, transit/school buses, and emergency vehicles.
 - Long-term option. This alternative would add bicycle lanes and a walking path in the County. In the City, parking would be removed on one side of the street and the sidewalk would be widened on the east side to provide a shared used path. Traffic calming (e.g., speed tables, bulb outs, and enhanced traffic circles) would be provided across the corridor to help reduce vehicle speeds.

Each of the options identified in the final report would require additional work to advance, as well as continued community engagement. For the long-term options, that additional work would include developing final engineering designs for the preferred options. For the Coleman Avenue pilot, it would include additional design work and finalizing the evaluation of the pilot.

If the City and County pursues a pilot, staff anticipates conducting the pilot over approximately six months, using temporary materials such as paint and bollards. Signage would also be needed to communicate the restrictions to road users. The City and County would develop a full evaluation approach that would include data on changes in use of Coleman Avenue and surrounding streets, safety, and public input if the City Council and San Mateo County Board of Supervisors directed the installation of the pilot.

Table 1 summarizes the cost of the options identified.

Table 1: Preliminary cost estimates of options		
Street	Description	Cost estimate
Ringwood Avenue	Long term - separated bike path on north side (City and County)	\$8,000,000
Coleman Avenue	Pilot – through-traffic restriction	\$101,000
Coleman Avenue	Long term - County	\$3,700,000
	Long term - City	\$3,900,000
Note: all cost estimates are preliminary and will be refined as projects go through engineering design		

Next steps

Staff will be bringing the Project final report to the Complete Streets Commission on Feb. 14. Staff will be requesting feedback from the Complete Streets Commission and the public and a recommendation that the City Council accept the final report. Staff will incorporate any feedback into the final report for presentation

to City Council, tentatively scheduled for Mar. 26.

Staff will also be seeking feedback from the Complete Streets Commission on next steps, including whether to pursue the pilot for Coleman Avenue or to move directly to pursuing grants to implement the long-term project option. Possible grant sources for Coleman Avenue include the upcoming San Mateo County Transportation Authority Measure A and W pedestrian and bicycle call for projects.

For Ringwood Avenue, next steps will be led by the County with support by the City since most of Ringwood Avenue is in the County's jurisdiction. A small portion of Ringwood Avenue (between Middlefield Road and Arlington Way) is split between the City of Menlo Park and the Town of Atherton.

Impact on City Resources

The Project was funded through the City's five-year capital improvement program. The budget adopted by City Council is sufficient to complete the current study and support a potential pilot on Coleman Avenue.

Environmental Review

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

Public Notice

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

Attachments

- A. Draft summary report
- B. Hyperlink to County project website – smcsustainability.org/colemanringwoodwalkbike

Report prepared by:
Kristiann Choy, Senior Engineer

Report reviewed by:
Hugh Louch, Assistant Public Works Director

Summary Report

Introduction

This report summarizes the study process and key findings for the *Coleman and Ringwood Avenues Transportation Study*. The Study area consisted of Coleman Avenue between Ringwood Avenue and Willow Road, and Ringwood Avenue between Middlefield Road and Bay Road. The Study was a culmination of a two-year effort led by the County of San Mateo, in partnership with the City of Menlo Park to assess the community’s needs and preferences for potential improvements to Coleman and Ringwood Avenues. Residents and stakeholders have highlighted concerns about safety and mobility on these streets for more than two decades, with a focus on the lack of dedicated bicycle and pedestrian facilities and high usage of the corridors by students traveling to and from nearby schools.

Study Goal

Develop a community-driven preferred plan for both corridors to improve mobility for active modes of transportation and improve safety for all roadway users.

The current study effort builds on previous planning efforts including the County of San Mateo’s Unincorporated Active Transportation Plan (SMC ATP) and the City of Menlo Park’s Transportation Master Plan (TMP) through extensive community engagement. Stakeholders included residents and property owners many of whom were students and parents or caregivers for students, and representatives from community and technical advisory committees comprised of representatives from nearby schools, community-based organizations (CBOs), County and City staff as well as the Menlo Park Fire Protection District (MPFPD) and the San Mateo County Transit District (SamTrans).

The Study development process took place between February 2022 and March 2024 and included four phases of community engagement and improvement development, as identified in Plate 1. Each phase gathered input from the community that helped shape the development of design options and the trajectory of the Study effort.

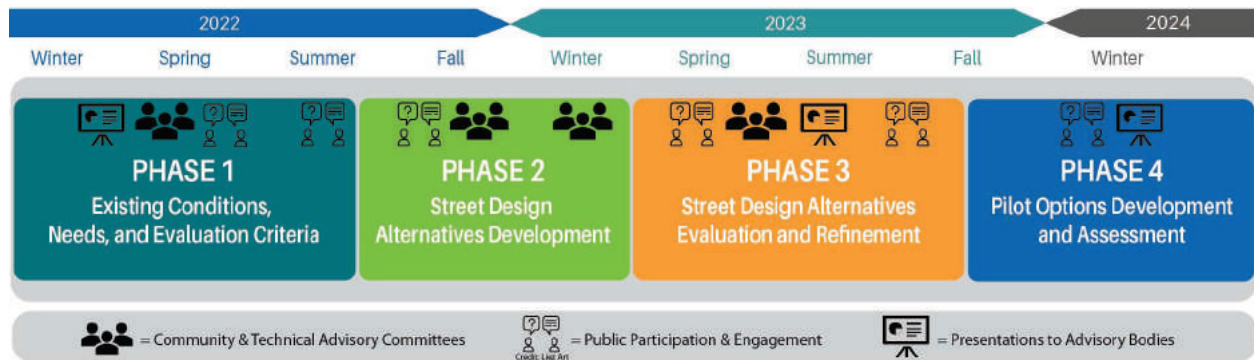


Plate 1 Study Process and Timeline

- **Phase 1** included a review of existing conditions and development of potential objectives and evaluation criteria. Community engagement included pop-up events, walking tours, and an initial community survey to build awareness of the study, solicit feedback on opportunities and challenges, and develop objectives and evaluation criteria.
- **Phase 2** included development of an initial set of design alternatives and refinement of those alternatives based on input from the Study advisory committees and from additional stakeholders, through an interactive workshop and a second community survey.

- **Phase 3** involved development of conceptual corridor design plans for the top alternatives based on input received from prior phases. Community engagement included stakeholder meetings, a public workshop, and a pop-up demonstration project on Coleman Avenue to review the concepts.
- **Phase 4** addressed community concerns received during Phase 3, with additional outreach to review potential quick build pilot options for Coleman Avenue. Outreach during this phase included a webinar and third community survey.

Existing Transportation Conditions

The Study area consists of Coleman Avenue between Ringwood Avenue and Willow Road, and Ringwood Avenue between Middlefield Road and Bay Road. Both roadways include segments that are partly within the unincorporated community of Menlo Oaks and partly within the City of Menlo Park. A map of the Study area showing the jurisdictional boundaries is shown in Plate 2.

Existing Conditions Assessment

The complete Existing Conditions document with figures and attachments is provided in **Appendix A**, which includes a detailed description of roadway characteristics, collision history, and a summary of previous planning efforts for both corridors.



Plate 2 Map of the Study Area

Coleman Avenue

Coleman Avenue is comprised of two distinct segments with different characteristics and adjacent land uses. Within the unincorporated community of Menlo Oaks, the roadway shoulders are a combination of gravel, dirt, and vegetation with numerous large mature oak trees and utility poles, located within the public right-of-way. The tree canopy and vegetated shoulders add to the rural character of the area. Parking is available on the shoulder in select locations with time restrictions. At the intersections with Menlo Oaks Drive, Arlington Way, and Berkeley Avenue, traffic circles with planted oak trees provide aesthetic and traffic calming benefits to the corridor. Within the City of Menlo Park, space for

on-street parking is provided on both sides of the street, along with curb, gutter, and sidewalk, common for a typical urban setting.

Ringwood Avenue

Most of Ringwood Avenue is located within the County of San Mateo except for the southernmost approximately 550 feet, which is within the City of Menlo Park and Town of Atherton. Similar to Coleman Avenue, the roadway shoulders are a combination of gravel, dirt, and vegetation with numerous trees and utility poles located within the public right-of-way. Sidewalks are present on both sides of the street at the southern end of the segment within Menlo Park, which then transitions to a paved shoulder with a valley gutter on only the west side of the

street within unincorporated Menlo Oaks. Parking conditions vary across the corridor including segments where parking is prohibited at all times, permitted only during certain times, and unrestricted.

Summary of Roadway Characteristics

A summary of the roadway characteristics for both Coleman and Ringwood Avenues is provided in Table 1 and the current cross section configurations of the corridors are illustrated in Plates 3-5.

Roadway Segment	Speed Limit	85 th Percentile Speed	Average Speed	Daily Vehicles	Pedestrian Facilities	Bicycle Facilities	5-Year Total Collisions	10-Year Ped/ Bike Collisions
Coleman Ave (County)	25	29	24	3,500	None	None	3	5
Coleman Ave (City)	25	30	25	3,200	Sidewalk Both Sides	None	9	1
Ringwood Ave	30	33	28	6,900	Varies - Sidewalk, Paved Shoulder	Class II Bike Lanes	8	3

Note: All speeds are in miles per hour (mph)

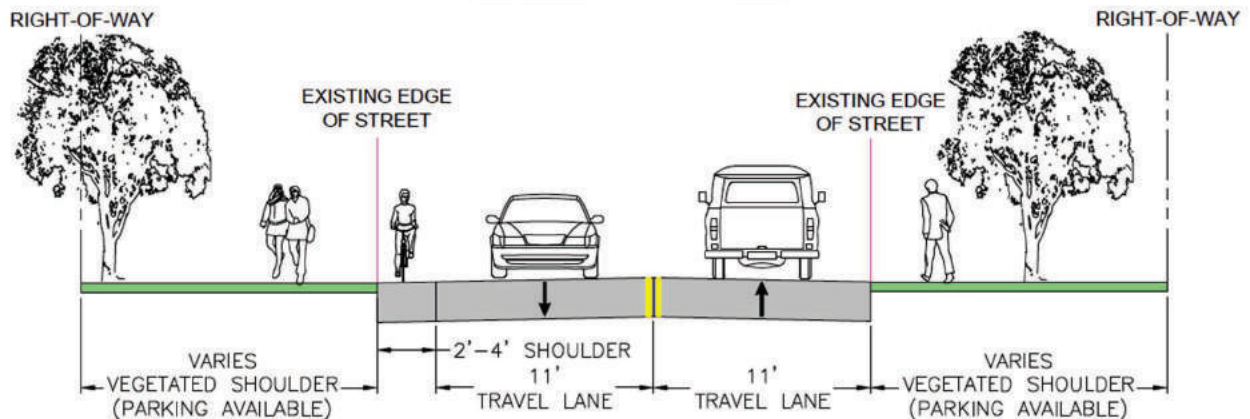


Plate 3 Coleman Avenue Existing Cross Section (Menlo Oaks) Looking East Toward Willow Road

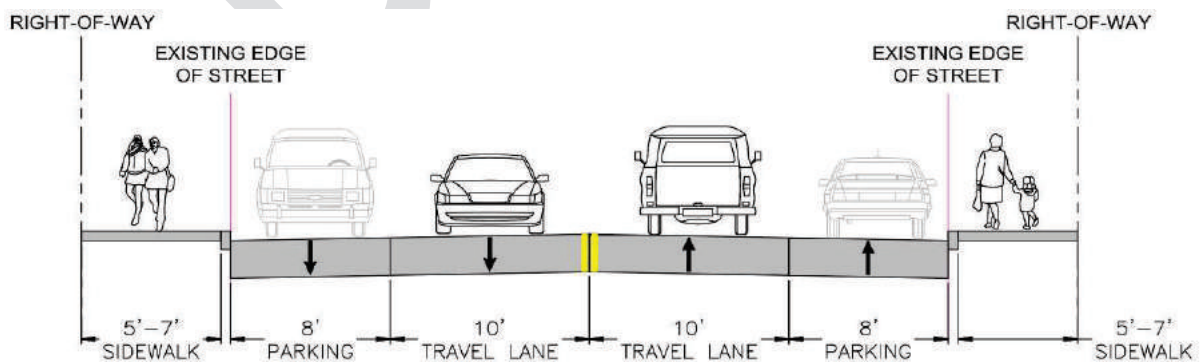


Plate 4 Coleman Avenue Existing Cross Section (City of Menlo Park) Looking East Toward Willow Road

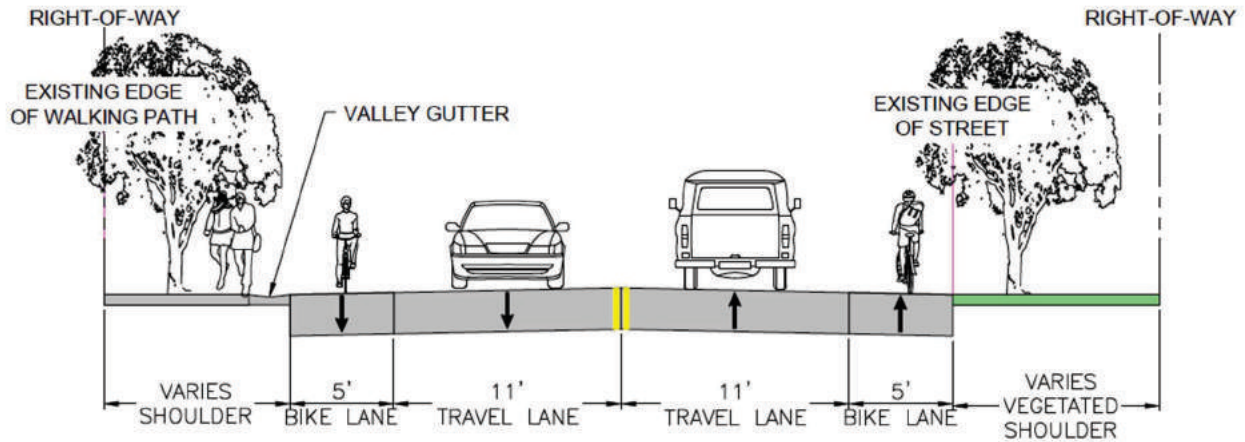


Plate 5 Ringwood Avenue Existing Cross Section (Menlo Oaks) Looking North Toward Bay Road

Community Engagement

At the core of the Study was an extensive engagement effort with community members and additional stakeholders. Input was sought on existing transportation needs and issues, community values, Study goals and objectives, potential solutions, design alternatives, and pilot options. Numerous engagement activities were conducted across the four phases of the Study, as summarized in Plate 6 with pictures from the engagement events.

Community Engagement Summary

*The complete Community Engagement Summary is in **Appendix B**, which includes a detailed description of all the engagement activities conducted throughout the project.*

<p>PHASE 1 Input on Existing Conditions, Needs, Values, and Evaluation Criteria</p>	<ul style="list-style-type: none"> • CAC Meeting #1 • 5 Pop-up Events • 2 Pop-in Events • 2 Walking Tours • Community Survey #1 		
<p>PHASE 2 Feedback on Initial Draft Alternatives</p>	<ul style="list-style-type: none"> • CAC Meetings #2 and #3 • Interactive Community Workshop • Community Survey #2 		
<p>PHASE 3 Feedback on Preferred Alternatives</p>	<ul style="list-style-type: none"> • CAC Meeting #4 • Pop-up Demonstration Event • Community Open House 		
<p>PHASE 4 Feedback on Potential Pilot Options for Coleman Avenue</p>	<ul style="list-style-type: none"> • Community Webinar • Community Survey #3 		

Plate 6 Types Of Engagement Solicited for each Phase of the Study

Preferred Alternatives

Draft Alternatives and Evaluation Criteria

A summary of all design alternatives considered is provided in **Appendix C** and the evaluation criteria process is contained in **Appendix D**.

The alternative development process began with a set of findings from the initial phase of outreach. The team translated these findings into design objectives, evaluation criteria, and an initial set of draft design alternatives. Early alternatives were reviewed and refined through additional

public outreach on the evaluation criteria. The following sections describe the preferred alternatives that emerged from this process.

Coleman Avenue

On Coleman Avenue, two options emerged for potential future direction: a short-term pilot project or a long-term redesign of the corridor with different designs for the Menlo Oaks and City segments based on their respective land use conditions, constraints and needs. A desire for traffic calming was identified as a common theme from the community for both the County and City segments. Speed reduction measures are a core element of the long-term alternatives across the entire corridor, and could include the following measures some of which may require additional evaluation:

- Speed tables;
- Narrower (10-foot) travel lanes;
- Enhancements to the existing traffic circles in Menlo Oaks with Increased deflection;
- Curb extensions at various intersections in the City;
- Centerline and edge line striping;
- Speed reduction markings; and
- New signage.

Long-term Preferred Alternative – Menlo Oaks

The preferred alternative within the unincorporated Menlo Oaks segment of Coleman Avenue consists of the installation of Class II bike lanes in both directions and an off-street pathway on the north side of the corridor that would be separated from the street by a landscaped buffer or a raised element, as depicted in Plates 7 and 8. Key elements include pavement widening of the existing roadway to accommodate bike lanes and shifting the alignment of the road to the south in several locations to minimize tree impacts. The off-street pathway is intended primarily for use by pedestrians and would also accommodate younger school-aged cyclists and those less comfortable riding in the street with vehicular traffic. Pathway materials could be asphalt or a more permeable surface such as decomposed granite. The alignment and width of the pathway would vary across the corridor in a meandering fashion to preserve trees, and minimize the cost and impact of

DESIGN OBJECTIVES

Based on feedback from the community, the Study team identified design objectives to guide the development and evaluation of alternatives. These objectives provide additional specificity for the overarching goal of improved mobility for active modes of transportation and safety for all roadway users:

- ✓ Improve safety by reducing the frequency and severity of collisions,
- ✓ Reduce vehicle travel speeds, especially where different user groups interact or share space,
- ✓ Create greater separation of physical space for pedestrians and bicyclists from motor vehicles,
- ✓ Improve the level of comfort for pedestrians and bicyclists,
- ✓ Provide continuity for pedestrians and bicyclists from one side of the corridors to the other, and
- ✓ Preserve the character of the neighborhood including trees, greenery, and circulation patterns, and
- ✓ Preserve some parking within the City segment of Coleman Avenue.

Concept Design Plans

Conceptual design plans representing a 10% level design effort were prepared for the top two long-term design alternatives for each corridor and are provided in **Appendix E**.

relocating utilities and other features. It is estimated that between six and 19 of the approximately 130 existing trees on the corridor would need to be removed to make room for the new facilities; the actual number would depend on the final design and the expertise and assessment of an arborist during the detailed design stage. Parking would be eliminated on the north side of the street to make room for the pathway, though much of the existing parking on the south side of the street could be retained.

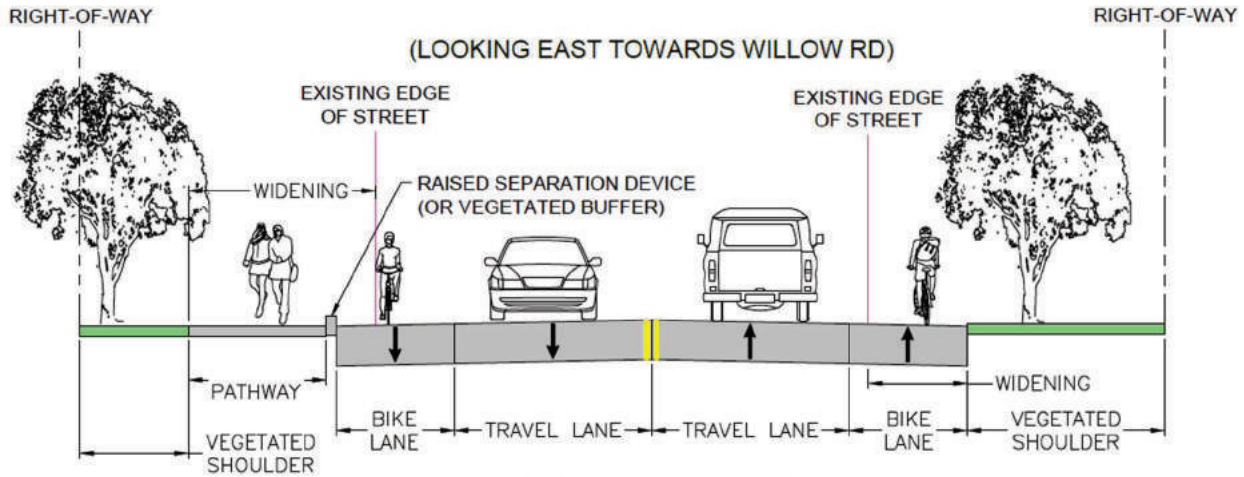


Plate 7 Coleman Avenue (Menlo Oaks) Preferred Long-term Alternative Cross Section
Bike Lanes with Off-street Pathway

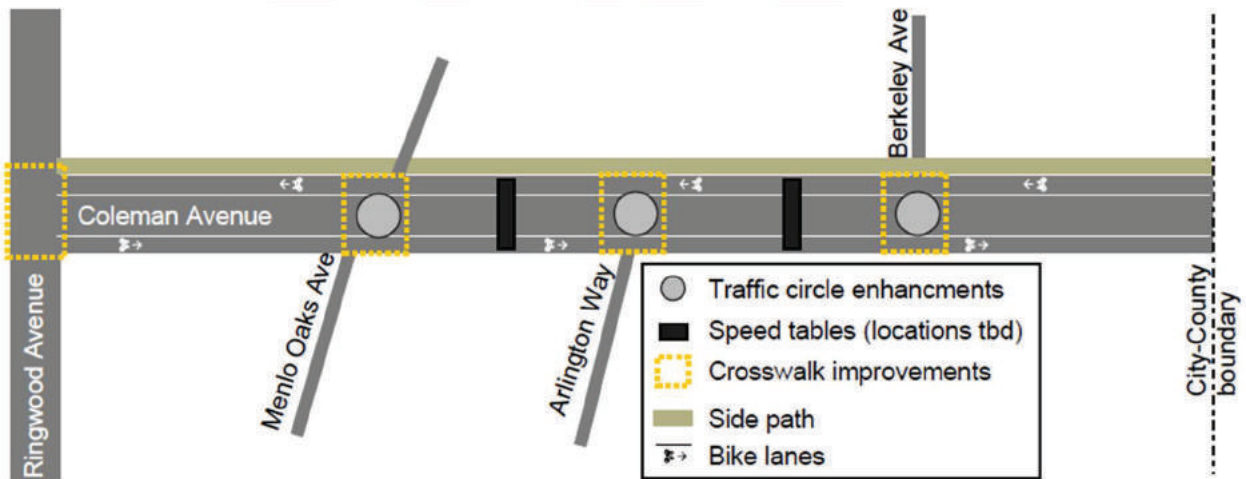


Plate 8 Coleman Avenue (Menlo Oaks) Preferred Long-term Plan View Schematic
Bike Lanes with Off-street Pathway

Other alternatives considered as part of the Study included:

- a bicycle boulevard with a wider off-street pathway;
- adding a shared use pathway on the north side of the street with no bike lanes or roadway widening;
- conversion to a one-way street;
- traffic calming only; and
- a no-build alternative that retained existing conditions.

The preferred long-term design alternative balances the community’s desire for improved pedestrian and bicycle infrastructure while preserving the character of the neighborhood, including retaining the existing traffic circles and as many trees as possible. However, due to the presence of numerous trees near the edge of the existing paved roadway, it is unlikely that the new bicycle and pedestrian infrastructure could be constructed without removing a single tree. While there was a general preference for the preferred alternative with bike lanes, there were ongoing concerns from community members about tree removal, widening the paved surface, and drainage issues.

Long-term Preferred Alternative – City of Menlo Park

The preferred long-term alternative for the City of Menlo Park segment of Coleman Avenue includes the removal of parking on one side of the street to make room for an expanded sidewalk/multi-use pathway on the north side of the corridor, as depicted in Plates 9 and 10. The pathway would be separated from the street by a landscape strip where possible. The existing curb, gutter, and sidewalk on the south side of the street would remain in their current configuration. School-aged and less experienced bicyclists would share the pathway with pedestrians, while traffic calming measures would make riding in the street and sharing the travel lanes with motorists more comfortable for experienced cyclists. The alignment of the shared use pathway on the north side of the street would be continuous and connect with the pathway identified in the preferred alternative for the County segment of Coleman Avenue, though specific design details (materials, width, height, separation, etc.) could vary. The design includes a raised crossing near Riordan Place to allow eastbound cyclists riding in the bike lane in the County segment of Coleman Avenue to transition to the shared use pathway in the City segment of Coleman Avenue.

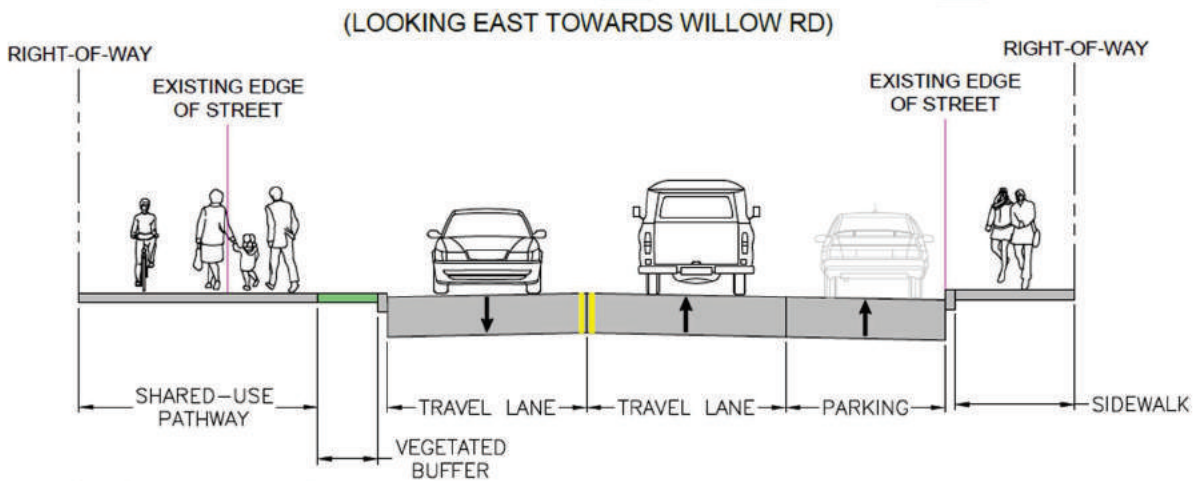


Plate 9 Coleman Avenue (City of Menlo Park) Preferred Long-term Alternative Cross Section Bicycle Boulevard with Shared Use Pathway and Parking on One Side

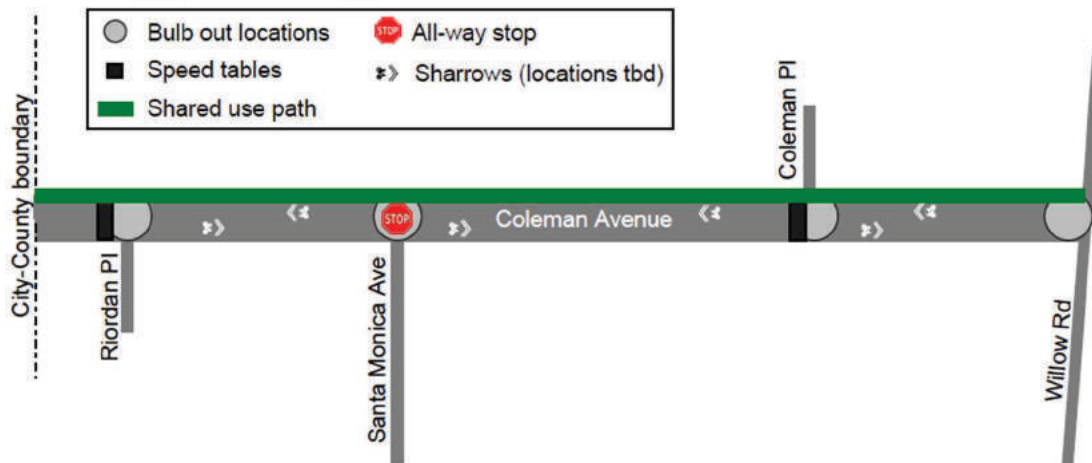


Plate 10 Coleman Avenue (City of Menlo Park) Preferred Long-term Alternative Plan View Schematic Bicycle Boulevard with Shared Use Pathway and Parking on One Side

Other design alternatives considered included:

- a bicycle boulevard that retained parking on both sides of the street;
- removing parking on a one side of the street to make room for narrow bike lanes (less than 5 feet);
- removing parking on both sides of the street to install buffered bike lanes;
- traffic calming only; and
- a no-build alternative that would retain the existing conditions.

The preferred alternative balances the needs of all users of the corridor, including pedestrians, experienced and inexperienced cyclists, and motorists, while retaining some on-street parking, which is heavily used by residents of the apartments along Coleman Avenue. The side of the street for which parking would be retained was discussed throughout the Study, with some preferring parking on the north side of the street for convenience to the higher density housing, and others preferring parking to be on the opposite side of the street in order to minimize potential conflicts with users of the new pathway and to maintain or improve sight lines at driveways. Parking is currently shown on the south side of Coleman Avenue in the cross section and concept plans, but the final location would be confirmed during the detailed design phase.

Short-term Pilot Option - Through Traffic Restriction

While there was general support for the preferred long-term alternatives, the outreach process revealed an interest in reducing traffic volumes during peak periods and concerns with pavement widening, tree removal, and parking removal. A potential short-term pilot project was developed to restrict through traffic between the County and City as an alternate approach, with exceptions for people walking and bicycling, transit vehicles (including school buses), and emergency vehicles. This option is illustrated in Plate 11.

A road closure near the County/City boundary would include barriers that would physically restrict passenger vehicles from continuing from one side of Coleman Avenue to the other and would divert traffic onto other streets. This option is proposed as a pilot because of the potential impacts it would have to travel. The pilot would include both installation of through movement restrictions and an evaluation framework.

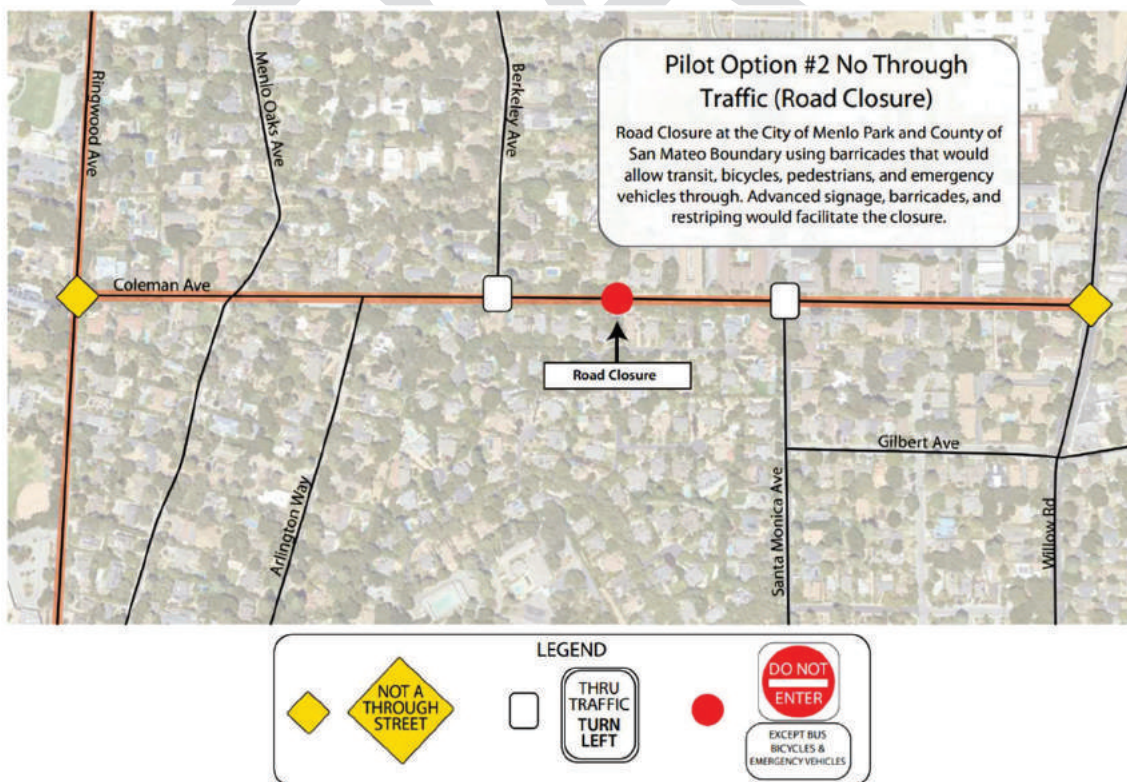


Plate 11 Preferred Pilot Option - Through Traffic Restriction

The team also presented other pilot options, including:

- turn restrictions during school drop-off and pick-up periods;
- one-way operation westbound through the County section of Coleman Avenue; and
- installing temporary traffic calming elements.

These other alternatives did not receive support during outreach for the pilot options. Some outreach participants strongly preferred the pilot while others strongly preferred a long-term design alternative.

Ringwood Avenue

For Ringwood Avenue, a single long-term design alternative was identified as the preferred direction. This alternative includes retaining the existing bike lanes and formalizing an asphalt pathway on the west side of the corridor (the same side as the schools). Some pavement widening would be required near Laurel School Lower Campus to install a protected bike lane in the southbound direction, which would prevent vehicles from queuing in the bike lane during school pick-up and drop-off. Like Coleman Avenue, the alignment of the off-street pathway would be flexible to minimize tree removal, with between 16 and 25 of the approximately 425 existing trees removed. The preferred alternative includes traffic calming measures, such as:

- Speed tables;
- Narrower (10 foot) travel lanes;
- Green bike lane conflict zone markings;
- Speed feedback signs;
- Speed reduction markings;
- Enhancements to the intersection with Coleman Avenue including new crosswalks on all legs; and
- Tighter turning radii at the intersection with Colby Avenue.

The preferred alternative is illustrated conceptually in Plates 12-14, which represent the segments adjacent to the high school and elementary schools, respectively.

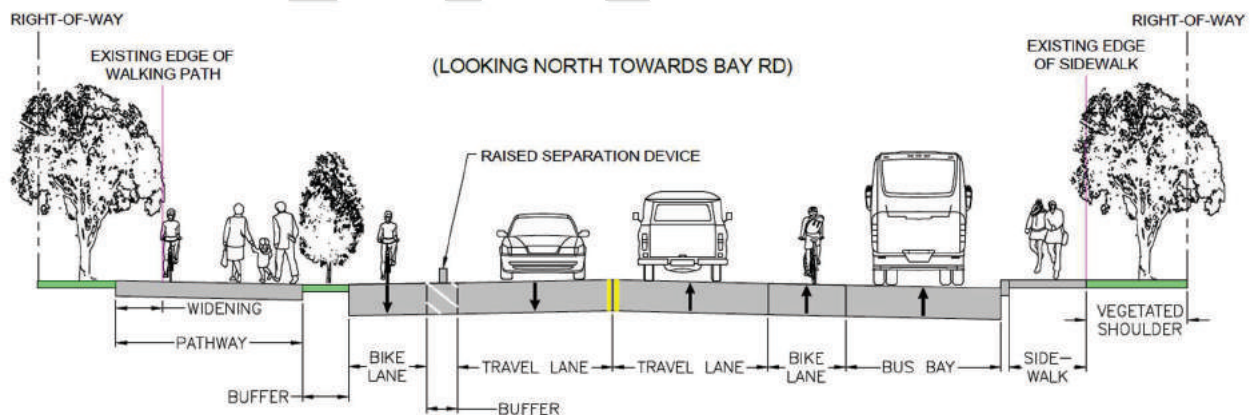


Plate 12 Ringwood Avenue (Menlo Atherton High School) Preferred Alternative Bike Lanes (Protected near Schools) with Off-street Pathway

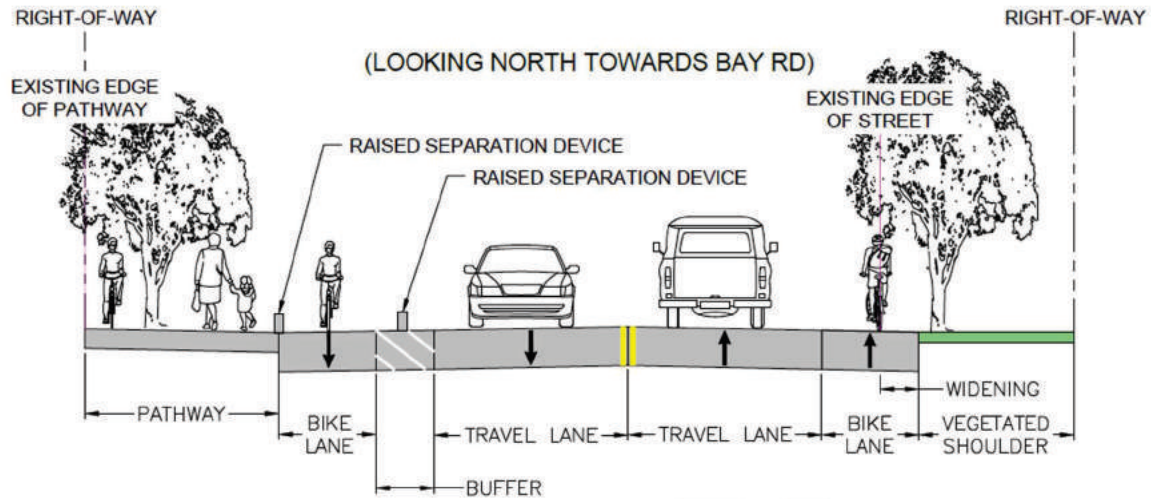


Plate 13 Ringwood Avenue (Laurel School Lower Campus) Preferred Alternative Bike Lanes (Protected near Schools) with Off-street Pathway

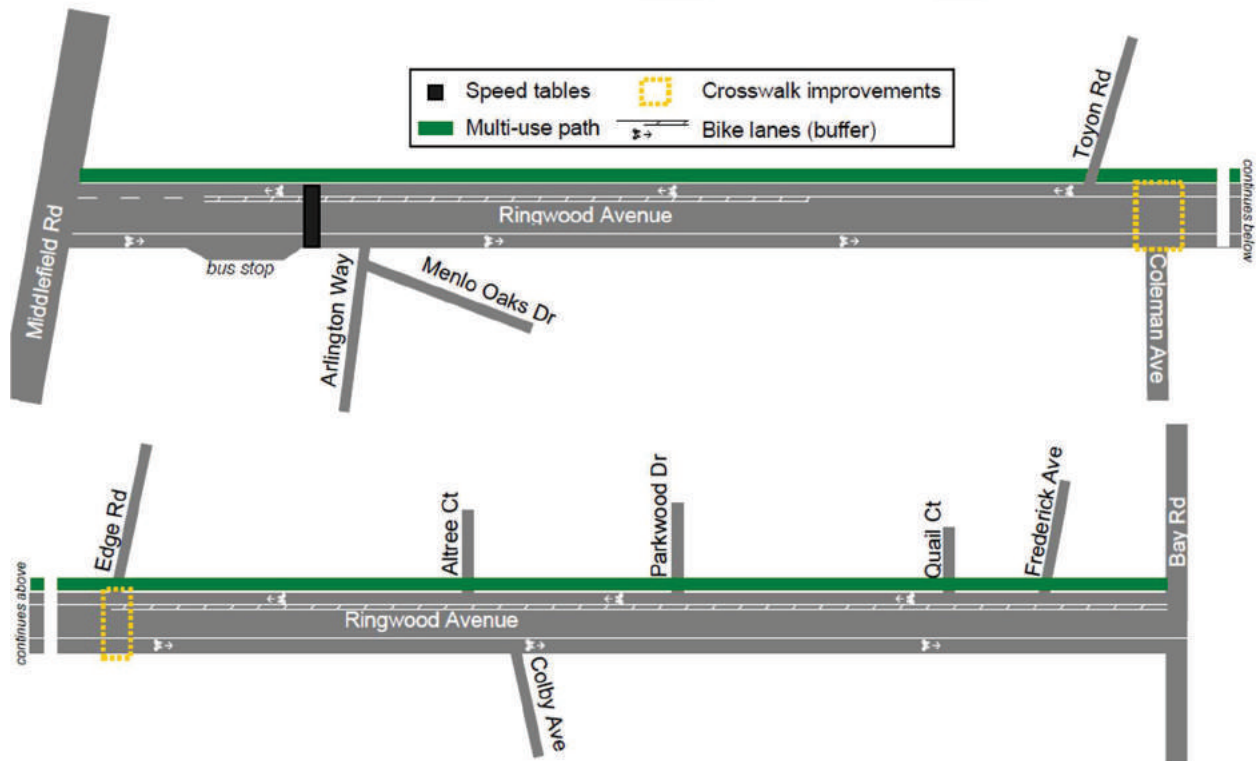


Plate 14 Ringwood Avenue Preferred Alternative Plan View Schematic Bike Lanes (Protected near Schools) with Off-street Pathway

Other alternatives considered for Ringwood Avenue included:

- removing the existing bike lanes in exchange for a dedicated loading and parking zone with a wide shared use pathway;
- bike lanes and dedicated pedestrian pathways;
- pursuing only traffic calming; and
- a no-build alternative that retained existing conditions.

In general, the removal of some trees to provide space for the pathway, and pavement widening were not viewed as negatively by the community for Ringwood Avenue compared to Coleman Avenue. There were greater concerns expressed if removal of the right turn lane at the high school would be required and the associated potential impacts to queuing during the critical afternoon pick-up period.

Cost Estimates

Planning-level cost estimates were prepared for all preferred long-term alternatives considering environmental clearance, design, right-of-way engineering, construction, and project administration. Additionally, costs were estimated for the preferred pilot option considering installation, design services, data collection, evaluation, and public engagement. These estimates were developed based on conceptual design details and actual costs will vary depending on various factors including the final design details and construction costs during the year that the project goes out to bid. These costs are summarized Table 2.

Detailed Cost Estimates

*Cost Estimates for the top two long-term design alternatives for each corridor and all four pilot options are contained in **Appendix F**.*

Roadway Agency	Cost
Coleman Avenue	
County of San Mateo	\$3,728,000
City of Menlo Park	\$3,931,000

Road Closure Pilot Option	\$101,000
Ringwood Avenue	
County of San Mateo	\$6,569,000
City of Menlo Park*	\$1,472,000

*A portion of these improvements would be within the Town of Atherton

Next Steps

All options evaluated as part of this Study include tradeoffs based on the existing conditions and constraints present on the corridors. On the Coleman Avenue segment within Menlo Oaks, the dialogue with the community revolved around the potential loss of trees in exchange for new bike and pedestrian infrastructure, and potential increases in traffic volumes on neighboring streets in exchange for reduced traffic volumes on Coleman Avenue. Along the City of Menlo Park segment of Coleman Avenue, the tradeoffs include reduced on-street parking to achieve improved walking and biking conditions. On Ringwood Avenue, tradeoffs discussed included potential increases in vehicle delays and queuing during peak school periods to provide safer dedicated bike and pedestrian facilities.

Recognizing that there is no single perfect solution, this Study identified a set of potential options that would largely be accepted by the community. The County of San Mateo and City of Menlo Park will work together to discuss potential next steps to implement community-driven mobility and safety improvements shared in this report.



STAFF REPORT

City Council Meeting Date: 2/13/2024
Staff Report Number: 24-029-CC

Informational Item: Update on City-hosted community events planned in 2024

Recommendation

City staff recommends that City Council receive and file this informational report containing updates on City-hosted community events planned in 2024.

Policy Issues

City Council sets policy and goals and provides direction to staff regarding municipal projects and services to the Menlo Park community.

Background

On Sept. 20, 2022, City Council held a study session and provided direction for city hosted events and observances in the context of the recovery from the coronavirus pandemic (Attachment A). The City Council direction included that the City restore all events held pre-pandemic (e.g., breakfast with Santa and the 2022 Halloween parade downtown and festival at Burgess Park), leverage existing and new partnerships, adding more events, returning an item for a budget to support events led by community groups, and the City retaining a leading role and allowing other organizations and agencies to have a support role in community events.

Analysis

Schedule of planned community events in 2024

A schedule of community events planned in 2024 is provided in Attachment B. Summary updates on planned events are provided below. This report is focused on larger-scale recurring annual events or event series that are intended for a citywide audience and are typically associated with widely celebrated holidays, civic observances, youth initiatives and local traditions. In addition to the larger-scale community events listed in this report, the City organizes numerous smaller-scale events and programs throughout the year, such as library programs, public safety programs and other audience-specific events that are too numerous to list. These smaller-scale events build additional cultural awareness with the diverse population of Menlo Park, and offer a smaller, more intimate experience that some residents prefer to the larger events.

Black Liberation Month Celebration and Youth Poster Exhibition

A community-oriented event celebrating the past, present, and future of Black Americans with a day of education, cultural remembrance, and the presentation of the Youth Poster Exhibition. Notable elements of the event include: paying respect to local heroes of the Belle Haven and nearby communities; inspiring words of strength, triumph and resilience; showcasing local talent; and telling the story of how Black people have risen out of oppression. There is an educational component to teach about the history of the

community and Black people in general. This event also features the Youth Poster Exhibition in which youth from the community have an opportunity to display their artistic talents on themes related to Black Liberation Month.

Egg Hunt, spring festival and citywide treasure hunt

A new twist on the traditional springtime event is planned in 2024 with a new, inclusive spring festival and citywide “treasure hunt.” The event celebrates the start of spring, renewal, the natural world, family and community togetherness. Notable elements of the event include: A citywide “treasure hunt” for eggs and other surprises dispersed throughout City parks; a paper treasure map and a mobile app through which residents can join the treasure hunt, answer local trivia questions, celebrate the treasures they find, post their own photos and videos, and earn points to redeem for prizes. A centerpiece event is a spring festival with family activities, rides on a fire engine, photos with the big bunny, and related attractions planned for Saturday, April 6. In addition, a traditional children’s egg hunt event is tentatively planned at Burgess Park Saturday, March 30 in partnership with Menlo Park Fire Protection District.

Youth Poetry Voices

This event elevates and showcases Menlo Park youth literacy and creative expression by inviting Menlo Park students in grades 2-12 to create original works of poetry on a specific theme. Notable features of the event include: A family-friendly reception to acknowledge students and their poem entries; featured youth poets reading their poems at a City Council meeting with all poetry entrants also receiving recognition; a commemorative printed poetry booklet featuring selected poems and recognizing all entrants; and a City-hosted webpage featuring all poems and poets.

Juneteenth Celebration

Juneteenth is the nationally celebrated commemoration of the ending of slavery in the United States. The event celebrates African American freedom and emphasizes education and achievement. Menlo Park’s event is co-led with Belle Haven community-based organizations. Notable features of the event include: Local vendors and nonprofits from the community hosting information and locally-created merchandise booths; civic observance and celebration of Juneteenth and its enduring significance in American history; entertainment through poems, songs, and speeches by Bay Area talent; and food and family-friendly activities.

Summer Reading Game

Multiple studies have shown that reading for fun during the summer months helps children retain and improve their reading proficiency when they are away from the classroom and not participating in formal literacy programs. The Summer Reading Game challenges participants to track their reading, discover great books, experience community activities, and earn incentive prizes donated by Friends of Menlo Park Library. Prizes typically include gift cards, books, games, passes to local attractions, and other fun incentives. The Summer Reading Game runs June-August and is open to all ages.

Fourth of July

The 2024 event is envisioned as twin community festivals at Burgess Park and Belle Haven Community Campus, in lieu of a parade down Santa Cruz Avenue during which many downtown businesses are closed for the holiday. Notable features of the twin events include: festive stage entertainment, themed activities for the family, carnival type treats, and open house family swim days at Burgess Pool and Belle Haven Pool.

Summer Concert Series

The summer concert series take place weekly during the peak summer months, alternating between Fremont Park and Kelly Park. Concerts are typically 90 minutes long, and feature local bands selected through an open submission process conducted in winter of each year. The City of Menlo Park provides

stage, sound and promotional support; performers bring the music; and residents bring out their own blankets and chairs. The concerts located in the Belle Haven neighborhood also include mobile food vendors due to the location's relative distance away from the nearest brick-and-mortar restaurants.

National Night Out

In communities and neighborhoods throughout Menlo Park and the nation, neighbors join together in a combined effort to increase crime prevention and awareness; generate support and participation in local neighborhood watch programs; strengthen the partnership between the community and police; and inform criminals that neighborhoods are connected and fighting back. Notable features of the event include: An online registration portal where residents can organize their neighborhood block party events; ride-alongs and visits to block parties by local elected officials; and informational and promotional resources for building strong neighborhood connections.

Community Resource Fair

An engaging and informative resource fair for residents in the Belle Haven neighborhood and Menlo Park overall. Notable features of this event include: Local agencies in the community each reserve a table to provide information and resources to community members; food is provided for event attendees; light entertainment is provided to help create an enjoyable and interactive community atmosphere.

Halloween Hoopla

A precursor to the official start of the holiday season and "shop local" efforts, the Halloween Hoopla event features a family-oriented costume parade down Santa Cruz Avenue with Menlo Park middle school marching bands typically leading the way, followed by a Halloween carnival event at Fremont Park. In addition to the parade, notable features of the event include games, candies, kid-friendly performers and a merchant trick-or-treat in which local merchants offer candy to trick-or-treaters from their storefronts. The Fremont Park event is planned to take place Saturday, Oct. 26. In 2024, City staff is planning a companion Halloween Hoopla event at Belle Haven Community Campus featuring costumes, carnival games and family-friendly trick-or-treating on Halloween itself, Thursday, Oct. 31.

Light Up the Season

A festive gathering to ring in the holiday season and promote "shop local" initiatives for people of all ages and walks of life to enjoy. Notable features of this event traditionally include: family-friendly entertainment; performances by Menlo Park youth; wintry photo opportunities; free hot cocoa; and the lighting of the big evergreen tree. The prominent tree at Fremont Park traditionally used for the December tree lighting is advanced in age and in declining health. To protect the health of this stately old tree, it is not advised to continue the practice of wrapping the tree with string lights. City staff is exploring alternatives for the 2024 Light Up the Season event, including by identifying another tree at Fremont Park that could be wrapped with lights, or by relocating the event to another park with a healthier tree. Other alternatives being evaluated include reimaging the lighting portion of the event as a "Winter Walk of Lights" with ground level lighted features throughout the park, or an aerial drone light show in the sky above the event. Staff also is working to identify a location for a lighted landmark at the Belle Haven Community Campus and/or Kelly Park for December 2024, in lieu of the sycamore tree at Newbridge Street and Willow Road that has been wrapped in lights in recent years. City staff is developing winter lighting options for City Council consideration in the context of the fiscal year 2024-25 operating budget deliberations.

Photos with Santa

Photos with Santa provides a unique experience for children and families to have a casual, fun photo opportunity with the North Pole's most famous inhabitant. Notable features of the event include a continental breakfast, family-friendly winter themed activities, and the opportunity for photos and/or selfies with Santa. Participating families are asked to register a timeslot in advance with a small per person fee.

Event sponsorships and partnerships

City staff is in the process of updating the City's event sponsorship procedure, which sets goals and guidelines for sponsors of community events, including criteria for sponsor recognitions and the process for evaluating sponsorship offers (Attachment C). The policy was reviewed and approved by the City Council Oct. 20, 2015 (Attachment D). City staff is preparing the revised procedure in Attachment C for new review by the Parks and Recreation and subsequently by City Council, tentatively in March and April, respectively. The policy was utilized to support events from 2015 through 2019, before the COVID-19 pandemic and the reduction in public gatherings. Now that events are resuming, staff would like to update this policy to allow opportunities for event sponsorship to resume. City staff also is the process of developing criteria for event partnerships, including roles and responsibilities, cost sharing, staff and financial support, desired goal and outcomes for community events, for example: economic development, small business support, showcasing Menlo Park's attributes, community action and volunteerism, and community pride and spirit.

City support for events led by community groups

On Sept. 20, 2022, City Council expressed interest in potentially developing a mini-grant program through which community groups may seek City support for events led by community groups for the community's benefit. A program has not yet been developed due in part to uncertainties in the City's economic outlook, however City staff continue to explore the potential for a program of this intent, and will develop a preliminary proposal for City Council's consideration in the context of the fiscal year 2024-25 budget deliberations.

Impact on City Resources

City-hosted events and observances require outlays of public resources in the form of staff time/effort and out-of-pocket expenditures. Estimated operating expenditures for organizing, promoting and executing city-hosted events in fiscal year 2023-24 are \$170,000, not including an estimated \$70,000 to install holiday lights on large trees in Fremont Park and at the corner of Newbridge Street and Willow Road. Approximately 1,400 staff hours in total staff time and effort are needed to organize and support community events in fiscal year 2023-24. City Council's adopted fiscal year 2023-24 operating budget includes sufficient resources allocated to support these costs. City staff continues to evaluate the cost-benefit of large-scale events such as parades and festivals that carry increased risk and involve substantial investment of city resources in the form of financial outlay, staff capacity, public safety and public works resources.

Environmental Review

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

Public Notice

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

Attachments

- A. Hyperlink – Sept. 20, 2022 Staff Report #22-188-CC:
menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2022-meetings/agendas/20220920-city-council-agenda-packet.pdf#page=5

Staff Report #: 24-029-CC

- B. Calendar of planned events in 2024
- C. Draft revised event sponsorship information
- D. Hyperlink – Oct. 20, 2015 Staff Report #15-147-CC: menlopark.org/DocumentCenter/View/8404/G-1?bidId=

Report prepared by:
Natalya Jones, Library and Community Services Manager

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

****DRAFT****

CALENDAR OF PLANNED COMMUNITY EVENTS IN 2024

Draft calendar of community events in 2024				
Date	Event	Time	Location(s)	Notes
Saturday, Feb. 10	Black Liberation Month celebration	12pm-2:30pm	Belle Haven Library	
Saturday, Mar. 30	Egg Hunt	Mid-morning	Burgess Park	In partnership with Menlo Fire
Saturday, Apr. 6	Spring festival and citywide treasure hunt	10am-1pm	Burgess Park / citywide	Citywide treasure / egg hunt in city parks
Tuesday, May 21	Youth Poetry Voices	6pm	City Council chambers	
Jun. thru Aug.	Summer Reading Game	Online and during library open hours	Menlo Park Library / Belle Haven Library	
Saturday, Jun. 15	Juneteenth Celebration	11am-2pm	Karl E. Clark Park / Belle Haven Community Campus	
Thursday, July 4	4th of July festival and open house swim	11am-2pm	Burgess Park and Pool / Belle Haven Community Campus and Belle Haven Pool	Twin festivals and swim open house events in lieu of parade
July 10 – Aug. 14	Summer Concert Series	Wednesdays 6pm-7:30pm	Fremont Park / Kelly Park	Fremont Park on Wednesdays; Kelly Park on Fridays
Tuesday, Aug. 6	National Night Out	Afternoon-early evening	Citywide	
September TBD	Community Resource Fair	10am – 4pm	Belle Haven Community Campus	
Saturday, Oct. 26 and Thursday, Oct. 31	Halloween Hoopla	10am-1pm	Santa Cruz Ave. and Fremont Park / Belle Haven Community Campus	Parade/festival on Santa Cruz Avenue / Halloween costumes and trick-or-treat at BHCC
Friday, Dec. 6	Light Up the Season	5:30pm-7pm	Fremont Park / Kelly Park	
Saturday, Dec. 14	Photos with Santa	8:30am-12:30pm	Arrillaga Recreation Center / Belle Haven Community Campus	Event rotates locations. BHCC in 2024; ARC in 2025

****DRAFT******COMMUNITY EVENT SPONSORSHIP INFORMATION****SPONSORING COMMUNITY EVENTS**

The City of Menlo Park hosts several significant community events throughout the year that are welcoming and enjoyable for all ages. Community events are designed bring residents together to celebrate, socialize, learn, and play together, continuing treasured traditions while also creating new ones.

BENEFITS OF SPONSORING

Sponsoring a City of Menlo Park event provides the sponsor an unparalleled opportunity to engage community members in a lively and celebratory setting. Sponsoring a City of Menlo Park event is an effective way to showcase your values and your efforts in supporting a vibrant community for all residents of Menlo Park, and the opportunity to connect with a wider audience.

SPONSOR ELIGIBILITY REQUIREMENTS

Sponsors may be local Menlo Park businesses, non-profit organizations, or individuals that serve incorporated City of Menlo Park residents. Sponsors must demonstrate positive contributions to enhancing the quality of life in Menlo Park for all residents; and show a sincere commitment to promote fairness, justice, equity, and inclusion for all residents of Menlo Park.

EVENT DESCRIPTIONS

[This section will contain brief summaries of sponsorship-eligible community events using information listed on the City of Menlo Park's community events webpage: <https://menlopark.gov/communityevents>. This section also will include information for prospective sponsors about each event such as estimated number of attendees, sponsor recognition opportunities available such as banners, signs, promotional materials, information tables and/or exhibit booths.]

IN-KIND COLLABORATION BY NONPROFITS AND LOCAL SMALL BUSINESS

Local small business and non-profit organizations that serve Menlo Park residents may collaborate with City of Menlo Park community events through in-kind contributions such as skilled volunteer support, community outreach, and providing relevant content or activities at City events. Please contact us for more information about in-kind collaborations.

SPONSORSHIP TIERS

There are three sponsorship tiers based on estimated attendance and the overall scale of the event.

Tier A - Typical event attendance 750 or fewer

- Bronze Sponsor: \$100
- Silver Sponsor: \$250
- Gold Sponsor: \$500

Tier B - Typical event attendance 750 to 1,500

- Bronze Sponsor: \$250
- Silver Sponsor: \$500
- Gold Sponsor: \$750

Tier C - Typical event attendance 1,500 or more

- Bronze Sponsor: \$1,000
- Silver Sponsor: \$2,500
- Gold Sponsor: \$5,000

****DRAFT****
COMMUNITY EVENT SPONSORSHIP INFORMATION

SPONSORSHIP PACKAGE OPTIONS	Bronze Sponsor	Silver Sponsor	Gold Sponsor
Your organization's name on marketing and promotional materials including: social media updates, online city calendar, and community calendars.	X	X	X
Verbal recognition of sponsorship during the event. A City representative member will recognize your organization's sponsorship by name over the public address system during the event introduction and again at the conclusion.	X	X	X
At events that feature display tables/booths, your organization may receive space for a 10x10 display booth to provide handouts, giveaways, and information, subject to event rules.	X	X	X
Business logo on distribution of event flyers, postcards, TV ad displays at city buildings and event posters posted throughout Menlo Park.		X	X
At events that include banners or signs, your organization may display a banner or sign during in locations, subject to event rules and only as authorized by the City		X	X
Recognition of your organization's sponsorship City of Menlo Park email newsletters such as the "Library and Community Services news," with over 16,000 weekly local subscribers.			X

PROPOSAL TIMELINE

Sponsorship proposals are accepted throughout the year. Prospective sponsors are strongly encouraged to submit proposals at least six (6) months in advance of the event they propose to sponsor.

OTHER INFORMATION

Depending on sponsor level, sponsors should be prepared to provide the following at the time of submitting a sponsorship proposal:

- A high-resolution logo or artwork to represent the sponsoring organization
- Electronic copy of the company logo.
- Payment: Full payment due at time of signing contract; checks payable to "City of Menlo Park". Your contribution may be tax deductible; consult a qualified tax advisor.

CONTACT INFORMATION

[insert contact information.]



STAFF REPORT

City Council

Meeting Date: 2/13/2024

Staff Report Number: 24-028-CC

Informational Item: Annual City Council goal setting workshop March 2

Recommendation

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

Policy Issues

The City Council's annual goal setting workshop provides direction to the city manager on aligning resources and work plans for the next year.

Background

The City Council last held its annual goal setting workshop March 18, 2023 and set the following top priorities for fiscal year 2023-24: housing, activating downtown, climate action, emergency preparedness and safe streets. The City Council received the most recent fiscal year 2023-24 work plan update Jan. 23 (Attachment A).

Analysis

The City Council is scheduled to hold the annual goal setting workshop Saturday, March 2, from 10 a.m. to 2 p.m. in a hybrid format. Goal setting is informed through public participation, input from City Councilmembers, input from staff based on City Council actions and direction, needs identified in various master planning efforts, and review of current work plan items. A professional facilitator will develop the workshop agenda, present findings on top goals, facilitate discussion, and produce a workshop final report.

Tentative agenda topics (subject to change):

- Welcome
- Public comment
- Introduction and review of agenda
- Discussion of City mission, vision and values statements
- Review current goals, accomplishments, and progress on work plan items
- Prioritization discussion
- Next steps

Public engagement:

Staff updated the webpage (Attachment B) dedicated to the City Council goal setting workshop, which provides transparency on goal setting actions by the City Council and shares updates on progress.

Additionally, an online web form (Attachment C) was launched Monday, Feb. 5 to solicit input on community priorities, and was advertised in the weekly Digest newsletter and social media. Staff will continue to

encourage submissions by the deadline of Friday, Feb. 23. Results will be available to City Council during the goal setting workshop.

Staff will also encourage members of the public to attend the workshop and share their input through a variety of public communication platforms.

Impact on City Resources

This informational item has no impact on city resources.

Environmental Review

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

Public Notice

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

Attachments

- A. Hyperlink – Jan. 23 staff report on work plan update: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240123/n3-20240123-cc-city-council-priorities-update.pdf
- B. Hyperlink – City Council goal setting workshop webpage: menlopark.gov/goals
- C. Hyperlink – Input on City Council Goals online web form: us.openforms.com/Form/c7f65755-6dac-4437-a3b7-0af7b0f418c0

Report prepared by:
Stephen Stolte, Assistant City Manager