



## REGULAR MEETING AGENDA

**Date:** 3/28/2023  
**Time:** 6:00 p.m.  
**Locations:** [Zoom.us/join](#) – ID# 814 7839 7160 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

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- Submit a written comment online up to 1-hour before the meeting start time:  
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Please include the agenda item number you are commenting on.
- Access the meeting real-time online at:  
[Zoom.us/join](#) – Meeting ID 814 7839 7160
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(669) 900-6833  
Meeting ID 814 7839 7160  
Press \*9 to raise hand to speak
- Watch meeting:
  - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:  
Channel 26
  - City Council Chambers

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

### Regular Session

- Call To Order**
- Roll Call**
- Agenda Review**

## **D. Public Comment**

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

## **E. Presentations and Proclamations**

- E1. Presentation: Environmental Quality Commission Chair Report ([Attachment](#))  
Not a California Environmental Quality Act (CEQA) project.

## **F. Consent Calendar**

- F1. Accept the City Council meeting minutes for March 14, 2023 ([Attachment](#))  
Not a CEQA project.
- F2. Waive the second reading and adopt an ordinance to amend Title 15 [Subdivisions] and Title 16 [Zoning] of the Menlo Park Municipal Code to comply with Senate Bill 9 for urban lot splits and two-unit developments ([Staff Report #23-071-CC](#))  
Not a CEQA project.
- F3. Adopt a resolution approving the Water Service Priority Policy for Menlo Park Municipal Water ([Staff Report #23-072-CC](#))  
Not a CEQA project.
- F4. Receive and file the investment portfolio as of December 31, 2022 ([Staff Report #23-074-CC](#))  
Not a CEQA project.
- F5. Receive and file City Council and advisory body annual attendance report for March 2022 – February 2023 ([Staff Report #23-080-CC](#))  
Not a CEQA project.

## **G. Regular Business**

- G1. Consider an appeal of the Complete Streets Commission’s approval to remove four on-street parking spaces at 660 Roble Avenue ([Staff Report #23-073-CC](#)) ([Presentation](#))  
Not a CEQA project.
- G2. Amend the fiscal year 2022-23 budget ([Staff Report #23-075-CC](#)) ([Presentation](#))  
Not a CEQA project.
- G3. Adopt a resolution to approve amendments to the salary schedule as of April 9, 2023, related to and supporting Menlo Park Community Campus supervision, programs and operations ([Staff Report #23-076-CC](#)) ([Presentation](#))  
Not a CEQA project.

- G4. Appoint City Councilmembers to various standing and ad-hoc subcommittees, and disband inactive ad-hoc subcommittees ([Staff Report #23-081-CC](#))  
Not a CEQA project.

## H. Informational Items

- H1. City Council agenda topics: April 4 – April 25, 2023 ([Staff Report #23-082-CC](#))  
Not a CEQA project.
- H2. Update on the emergency water storage/supply project ([Staff Report #23-077-CC](#))  
Not a CEQA project.
- H3. Annual City Council priority and goal setting workshop update ([Staff Report #23-078-CC](#))  
Not a CEQA project.
- H4. Re-Imagining Public Safety Ad Hoc Subcommittee update ([Staff Report #23-079-CC](#))  
Not a CEQA project.
- H5. Racial and Identity Profiling Act (RIPA) data annual report for calendar year 2022 ([Staff Report #23-083-CC](#))  
Not a CEQA project.
- H6. California Public Records Act internal procedures ([Staff Report #23-084-CC](#))  
Not a CEQA project.

## I. City Manager's Report

## J. City Councilmember Reports

## K. Adjournment

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

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

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

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# ENVIRONMENTAL QUALITY COMMISSION

Quarterly Update January 2023

EQC Chair Tom Kabat

# AGENDA

- ▶ Review of EQC Activities
- ▶ Community Concerns
- ▶ Climate Science Update
- ▶ Surrounding Incentives Improved
- ▶ City Opportunities
- ▶ Seeking Guidance from City Council

# Environmental Quality Commission

Advise City Council on matters involving environmental protection, improvement, and sustainability.

## Commissioners:

- Leah Elkins
- Angela Evans
- Nancy Larocca Hedley
- Tom Kabat
- Jeffery Lin
- John McKenna
- Jeff Schmidt

# Review of EQC Activities

- ▶ Climate Action Plan
  - ▶ First year FY 2020-2021 activities are still ongoing, but more are needed.
  - ▶ August 2021 City Council recommended public outreach ahead of additional actions on existing buildings. (CAP 1)
  - ▶ EQC members (as individuals) have been doing outreach (electrification workshops, Earthday events, etc., community members are also doing outreach)

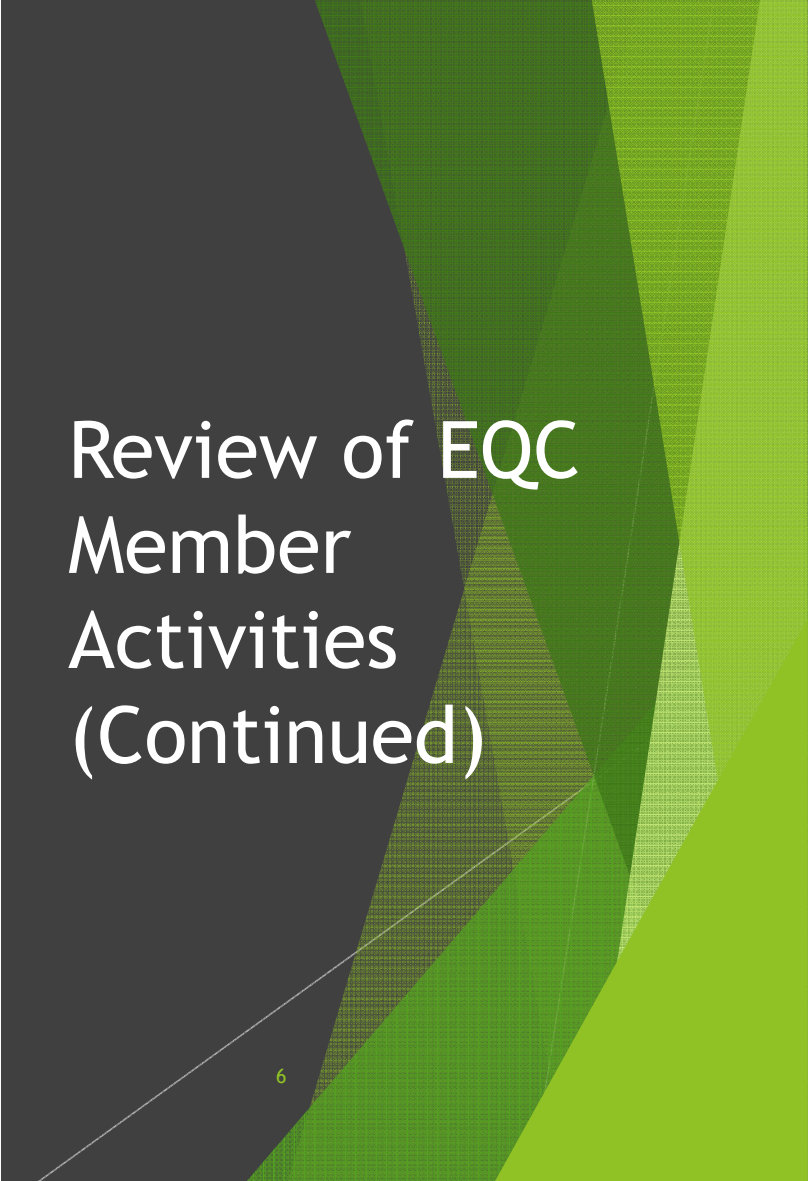


## Review of EQC Member Activities

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- ▶ Climate Outreach Sub Committee held two Community Collaboration Sessions in 2022 (Climate Preservation, Environmental Justice) and one in 2023 (Electrify Your Home) with plans for more.
- ▶ This Sub Committee is actively collaborating with local nonprofits to bring climate education to the community.
- ▶ Focus outreach on education rather than policy proposals: climate science, techniques of electrification, or education on available incentives.

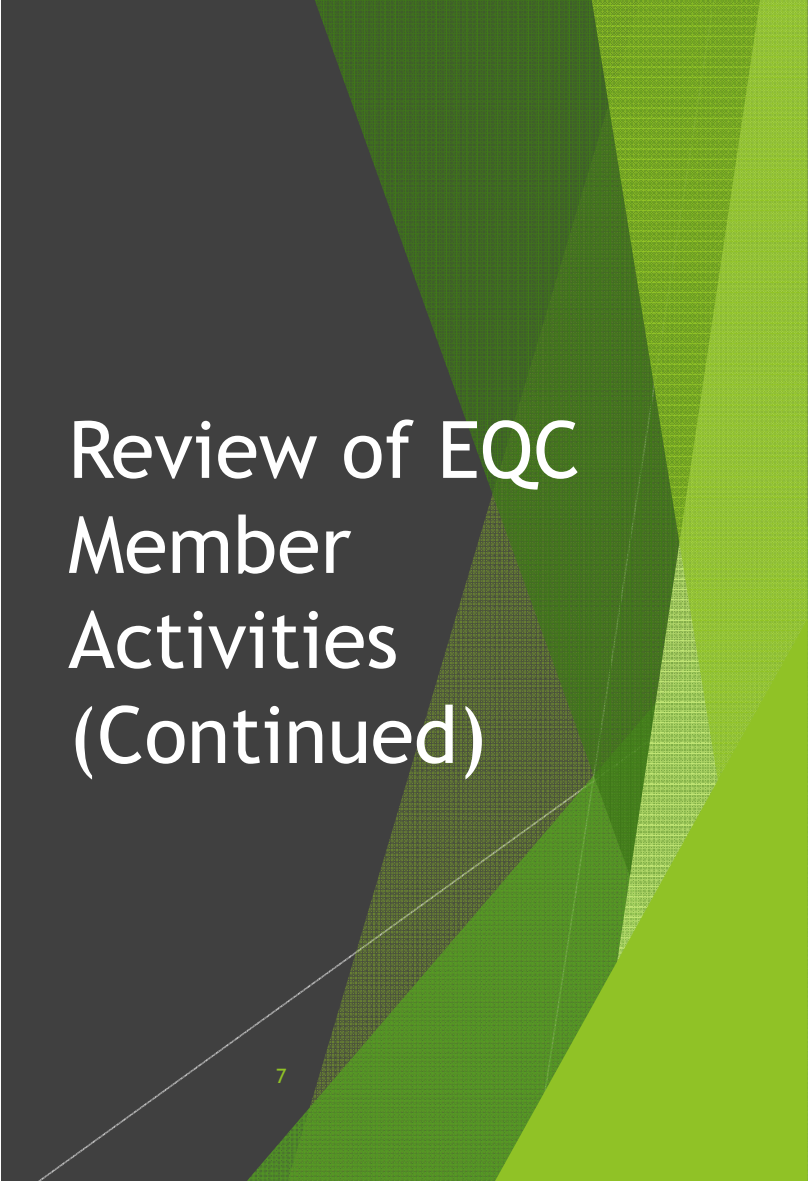


## Review of EQC Member Activities (Continued)

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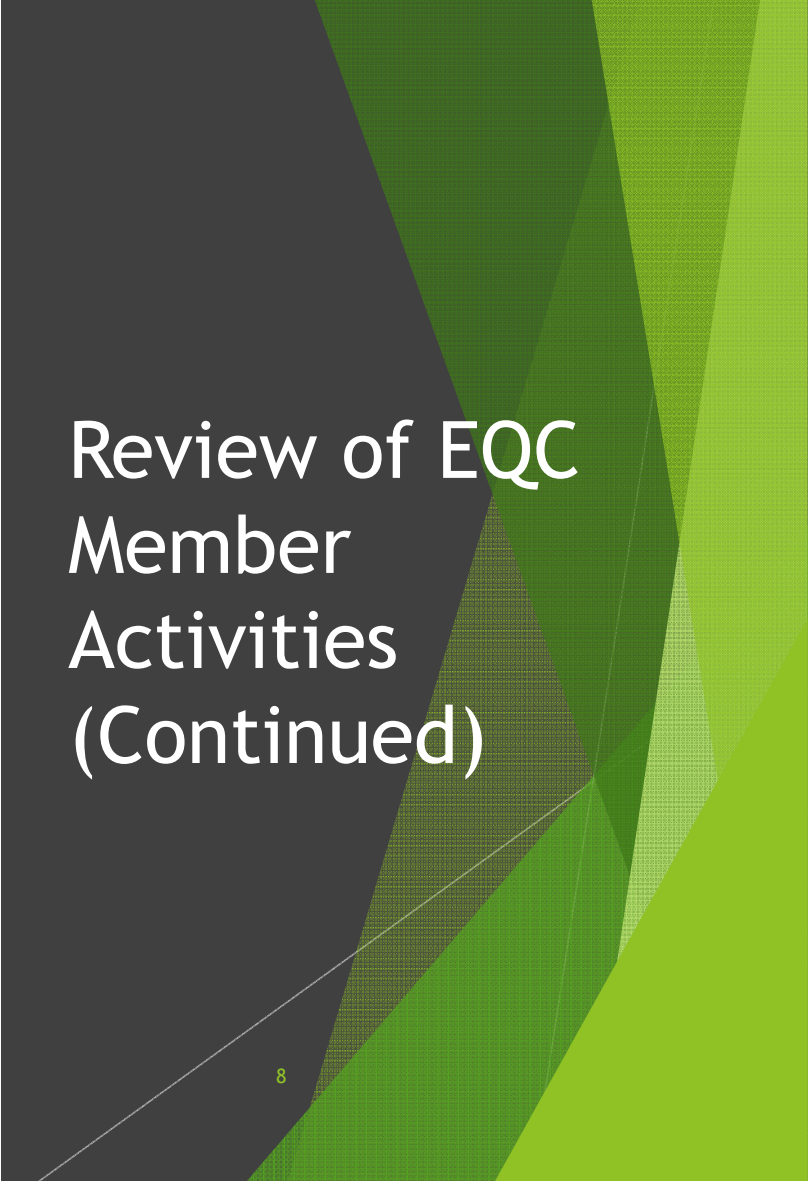
## Commissioner Evans is assisting the city's low-income housing electrification projects.

- ▶ In late 2021, City Council asked staff/EQC to develop tools to make existing building electrification easier and more affordable.
- ▶ In collaboration with EQC, city staff, City Council, and nonprofit partners, city launched programs with building retrofit concierge service (project management, financing, maintenance). Includes:
  - ▶ Large focus on low-income community, with commitment to raise \$30m for capital/installation costs. Already secured \$4.5m from state.
  - ▶ Partnership with local nonprofit, JobTrain, to develop building electrification workforce predominantly from Belle Haven. First cohort: 20 trainees expected mid-2023.
  - ▶ Active partnership development with existing contractors to begin work right away, on market rate and on low-income homes.
  - ▶ Community Advisory Board with broad representation from city (including several from Belle Haven) to advise on key issues like rental protections. Completed two sessions.
  - ▶ Two large “shovel-ready” pilot projects with LifeMoves (HavenHouse) and Mid Pen (Willow Court/Willow Terrace). Awaiting funding for capital costs.



# Review of EQC Member Activities (Continued)

- ▶ Trees Sub Committee working with local nonprofit, Canopy, and city staff to identify grant opportunities to support our urban forest, including funding for a canopy analysis and for tree planting in the Belle Haven neighborhood.
- ▶ Planning for Mayor's Tree Planting and Arbor Day celebrations.



## Review of EQC Member Activities (Continued)

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- ▶ EQC developed its 2023-2024 work-plan and formed sub committees covering the topics of:
  - ▶ Exploring Collaboration Opportunities (Elkins, Evans, Schmidt)
  - ▶ Building Decarbonization (Evans, Kabat, McKenna)
  - ▶ Transportation Decarbonization (Schmidt)
  - ▶ Climate Outreach (Hedley, Kabat, Schmidt)
  - ▶ Climate Adaptation (Elkins)
  - ▶ Trees and Sustainable Initiatives (Elkins, Hedley, Schmidt)
  - ▶ Work Plan (Hedley, Lin)
- ▶ EQC would like to update its Roles and Responsibilities to reflect increased focus on climate change, resilience, and adaptation.



## Review of EQC Activities (Continued)

The EQC is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability.

### Commission priorities

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



## Current EQC Responsibilities

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The EQC 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 EQC is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability.

### Commission priorities

- **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 but not be limited to organizing the annual Arbor Day event, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.



# Proposed EQC Responsibilities

# Community Concerns

## Climate change

- High level of urgency
- Concerns regarding climate equity, climate action equity and affordability
- Accelerated progress on CAP is needed to meet science-based goals
- Increased urgency in climate adaptation and resilience for underserved areas
- Need for electrification permit application streamlining

## Inclusion of volunteers outside of commissioners to address climate action in Menlo Park

- Desire of residents to volunteer for assisting the city with climate preservation.
- There is a Friends of the Library volunteer group, is it a model for friends of climate preservation?
- Residents organized the “We Love Earth Festival” on 4/16/22. Exploring doing so again.
- Showing more motivational information to residents (e.g. how many homes could be heated with Burgess pool’s gas)

Heritage trees and urban tree canopy are valued, expansion is desired

More public charging for EVs is desired



# Public Comments Voiced to EQC





## Climate Science Update

- ▶ Temp Rise has been 1.1 degrees C so far. Each 0.5 degree we add has 4X more costly damage
- ▶ IPCC Scientists, and International Energy Agency agree: Current fossil fueled machinery's normal device life emissions fill the 2 degree C limit.
- ▶ There is no more climate space (below 2 degrees) for new or re-installed fossil fueled equipment.
- ▶ Every new fossil device is over the limit on day one.
- ▶ Delay means loss. Now we are in the action time.

## Implications for Cities

- ▶ To hold to 2 degrees rise... society must immediately pivot to electric alternatives at time of:
  - A) new construction, and when adding cooling
  - B) at time of additions and remodels
  - C) at time of device burnout and replacement
- ▶ We would need to replace devices before burnout to stay under 2 degrees.
- ▶ CAPs are lacking policies that keep up with the evolving climate science

# Menlo Park: Mixed Bag

## Menlo Park's CAP closed the Ambition Gap

- (The 90% reduction by 2030 goal is science based, in proportion with holding to 1.5 degree rise)

## Menlo Park still has Policy and Achievement Gaps

- Policy Gap: Our codes still permit failure.
- Achievement Gap: We are still installing gas stuff, gaps in the policy actions and community achievements that are needed to stay on track to meet the science-based targets.

## Surrounding Incentives Improved

- ▶ The Federal Inflation Reduction Act (IRA) recognizes the importance of building and vehicle electrification with large new incentives for now through 2032.
  - ▶ 30% Tax Credits for: heat pumps, heat pump water heaters, heat pump dryers and induction cooking.
  - ▶ Up front Medium and Low Income incentives starting 2024 for families earning less than \$207k
- ▶ PCE has also started >\$3,000 incentives for heat pumps needed for hot water and space heating (\$7500/home) and Zero interest loans up to \$10,000
- ▶ Three cities adopted various existing buildings codes

# City Opportunities

- ▶ Given the support provided by PCE + Federal + State + BayREN incentives making electrification more cost effective than continued stranding of new gas assets:
  - ▶ The city has a chance to demonstrate science-based policy by starting the timeline to no longer permitting the installation of gas fired equipment.
  - ▶ The city could also explore setting a science-based end of flow date for pipeline gas.

# Important City Actions for 2023

Adopt Electrification Reach Codes to pursue CAP Action 1

- (Electrification of 90% of buildings by 2030) Including existing

Improve New Construction Reach Codes to remove costly exemptions to avoid expensive retrofit situations

Reach Codes are needed for remodels, additions etc.

Reach Codes are needed to prevent

- costly installation of fossil fired replacement equipment
- one-way air conditioners where electric alternatives are affordable.

In lieu fees may assist applicants with difficult situations



# Seeking Guidance

## Seeking Guidance From City Council

- We ask City Council to direct staff to change the roles and responsibilities of the EQC to better reflect activities over the last several years and going forward over the next 7 years to achieve CAP goals.
- Any additional City Council guidance?



An abstract graphic on the right side of the page, consisting of several overlapping, semi-transparent green shapes. The shapes are primarily triangular and trapezoidal, creating a layered, 3D effect. The colors range from a light, pale green to a vibrant, saturated lime green. The graphic is positioned on the right side of the page, partially overlapping the white background and the green background.

THANK YOU



**REGULAR MEETING MINUTES – DRAFT**

**Date:** 3/14/2023  
**Time:** 6:00 p.m.  
**Locations:** Teleconference and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**Regular Session**

**A. Call To Order**

Mayor Wolosin called the meeting to order at 6:05 p.m.

**B. Roll Call**

**Present:** Combs, Doerr, Nash, Taylor (remote – AB 2449 Just Cause and exited the meeting 12:06 a.m.), Wolosin

**Absent:** None

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

**C. Agenda Review**

The City Council pulled items G3. and G8.

**D. Report from Closed Session**

No reportable actions.

**E. Public Comment**

- Adina Levin spoke in support of public transportation and on concerns of transportation impacting housing goals.
- Andrew Barnes spoke in support of bifurcating zoning and housing element adoptions and the need for public outreach on future zoning changes.
- Katie Behroozi spoke in support of the City Council considering financial compensation for Planning Commissioners.

City Manager Justin Murphy provided an update on the storms.

- Fiani Johnson requested information on storm assistance for residents without internet access.

**F. Presentations and Proclamations**

F1. Proclamation: Women's History Month

Mayor Wolosin read the proclamation (Attachment).

## **G. Consent Calendar**

- G1. Accept the City Council meeting minutes for February 14, 23, and 28, 2023 (Attachment)
- G2. Adopt a resolution initiating the Menlo Park landscape assessment district proceedings for fiscal year 2023-24 (Staff Report #23-052-CC)
- G3. Consider and adopt a resolution accepting the 2022 Housing Element annual progress report and annual housing successor report (Staff Report #23-053-CC)

The City Council discussed Regional Housing Needs Allocation (RHNA) 5<sup>th</sup> Cycle progress and requested information on the vacancy rate to understand how many rental units are in Menlo Park.

- G4. Authorize the city manager to execute a third amendment to the professional services agreement with the M-Group for the Housing Element Update project (Staff Report #23-056-CC)
- G5. Receive and file the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022 (Staff Report #23-061-CC)
- G6. Authorize the Mayor to sign a letter of support on behalf of the City Council to State officials requesting their assistance regarding the property tax in-lieu of vehicle license fee shortfall backfill (Staff Report #23-062-CC)
- G7. Authorize the city manager to execute an agreement with Nelson\Nygaard Consulting Associates to conduct a comprehensive shuttle study (Staff Report #23-063-CC)

The City Council discussed including information on the inconsistency of service (e.g., abrupt cancellation of service/trips).

- G8. Adopt a resolution to update City Council Procedure CC-86-0001, "Naming and/or changing the name of facilities" (Staff Report #23-065-CC)
  - Constance French spoke in support of retaining the name "Onetta Harris" for the Menlo Park Community Campus (MPCC) currently under construction.
  - Gail Wilkerson spoke in support of retaining the name "Onetta Harris" for the MPCC currently under construction and the renaming of Terminal Avenue to Onetta Harris Way.
  - Greg Goodwin spoke in support of retaining the name "Onetta Harris" for the MPCC currently under construction.
  - Yahsmeen Abdusami Oakley spoke in support of retaining the name "Onetta Harris" for the MPCC currently under construction.
  - Marilyn DeRouen spoke in support of retaining the name "Onetta Harris" for the MPCC currently under construction r.
  - Fiani Johnson spoke in support of retaining the name "Onetta Harris" for the MPCC currently under construction of Terminal Avenue to Onetta Harris Way.
  - Malcolm Harris spoke in support of retaining the name "Onetta Harris" for the MPCC currently under construction.
  - Emmanuel Smith spoke in support of retaining the name "Onetta Harris" for the MPCC currently under construction.
  - Ken Harris spoke in support of retaining the name "Onetta Harris" for the MPCC under

construction.

- Larry Moody spoke in support of retaining the name “Onetta Harris” for the MPCC currently under construction.

The City Council discussed the naming policy, timeline of programming and the naming of the MPCC, and procedure nos. 1 and 3 in the policy.

The City Council directed prioritizing the MPPC programming before the naming of the facility and directed staff to reschedule the facility naming process to summer/fall 2023, after the programming work has been mostly completed.

**ACTION:** Motion and second (Nash/ Taylor), to adopt a resolution updating City Council Procedure CC-86-0001, “Naming and/or changing the name of facilities” including the updates to item no. 3 in the policy, passed 4-0 (Doerr abstaining) (Attachment).

**ACTION:** Motion and second (Nash/ Doerr), to approved the consent calendar with the exception of G8., passed unanimously.

## H. Public Hearing

- H1. Consider the Planning Commission’s recommendation to approve the vesting tentative map extension and adopt a resolution to approve a two-year extension of a vesting tentative map to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and up to three retail spaces on one lot in the SP-ECR/D zoning district, at 201 El Camino Real, and two townhouses on the second lot in the R-3 (Apartment) zoning district, at 612 Cambridge Avenue (Staff Report #23-054-CC)

Associate Planner Matthew Pruter made a presentation (Attachment).

Mayor Wolosin opened the public hearing.

- Erin Cooke spoke in opposition of a two-year extension of the vesting tentative map.
- Andy Russell spoke in opposition of a two-year extension of the vesting tentative map and in support of expediting the project.
- Nabil Saad spoke in opposition of a two-year extension of the vesting tentative map.
- Amanda Kelso spoke on concerns of the upkeep of the property and speeding up the development.

Mayor Wolosin closed the public hearing.

Property owner Nariman Teymourian made a presentation.

The City Council took a recess at 8:06 p.m.

The City Council reconvened at 8:17 p.m.

The City Council received clarification on impacts to the project from continuing item to a future meeting.

The City Council directed the applicant/property owner to install a fence and any other measures to secure the property, meet with nearby residents to discuss their concerns, and address property health and safety issues.

**ACTION:** Motion and second (Nash/ Combs), to continue this item to the April 25 City Council meeting, passed unanimously.

H2. Introduce and waive the reading of an ordinance to amend Title 15 and Title 16 of the Menlo Park Municipal Code to comply with Senate Bill 9 for urban lot splits and two-unit developments (Staff Report #23-055-CC)

Associate Planner Chris Turner made the presentation (Attachment).

Mayor Wolosin opened the public hearing.

- Andrew Barnes requested clarification on the current zoning ordinance and State law and impacts to the Planning Commission and offered suggestions to the proposed ordinance.
- Karen Grove spoke in support of removal of the minimum parking requirements, split owners after splitting a property, in opposition of residency requirements after lot split, and requested clarification on rental requirements before a lot split.
- Erin Cooke spoke in support of Senate Bill (SB) 9 and removing the minimum parking requirements.
- Adina Levin spoke in support of more affordable housing, increased diversity, housing design standards, and being less restrictive where available, and expressed concerns related to affordability with smaller units.

Mayor Wolosin closed the public hearing.

The City Council received clarification on SB 9 impacts on substandard lots and discretionary approval, basic requirements for parking, daylight plane restrictions, defaulting to State requirements, existing zoning and SB 9 conflicts, and broadening the ordinance to individual zoning districts.

The City Council received clarification on State law requirements on residency requirements after a lot split and enforcement of rental units.

The City Council discussed a rental registry, updating the use permit process, not requiring parking, public outreach and engagement, setbacks and impacts to buildable space, objective design standards, reducing Planning Commission review of design on substandard lots, and impacts to the City without a SB 9 ordinance.

The City Council directed staff to report to City Council (annually or bi-annually) with SB 9 projects and their parking requirements and adding SB 9 to City's Digest email to subscribers.

**ACTION:** Motion and second (Doerr/ Nash), to introduce and waive the first reading of an ordinance amending Titles 15 and 16 of the Menlo Park Municipal Code to make City regulations consistent with applicable California law regarding urban lot splits and two-unit developments on single-family-zoned parcels and including a reduction of the parking spot requirement from one (1) to half (0.5) parking spots per unit and rounding up as needed (e.g., two units is one parking, three units is two parking, four units is two

parking), passed unanimously.

## I. Regular Business

The City Council took a recess at 10:18 p.m.

The City Council reconvened at 10:27 p.m.

11. Receive an overview of comments on the notice of preparation and confirm the scope and content of the environmental impact report to be prepared for the proposed Parkline master plan development, and authorize the city manager to enter into an environmental leadership act processing agreement (SB 7) with Lane Partners, LLC (Staff Report #23-057-CC)

Acting Principal Planner Corinna Sandmeier made a presentation (Attachment).

Applicants Mark Murray and David Parekh made a presentation (Attachment).

**ACTION:** By acclamation, the City Council continued the meeting beyond 11 p.m.

- Bryan Shields spoke in support of the project and jobs generated and hiring union labor.
- Michael Arruza spoke in support of the environmental impact report (EIR) and agreement.
- Karen Grove spoke in support of the EIR and agreement.
- Sue Connelly spoke on concerns related to the height of proposed residential units, parking, and traffic flow.
- Rob Wellington spoke on the importance of retaining commercial space near Downtown and in support of revitalizing Downtown.
- Will spoke in support of mitigating traffic flow of the project.
- Connor F spoke in support of commercial real estate users resulting from this project.
- Adina Levin spoke in support of EIR, agreement, and project.
- Peter Edmonds requested clarification on removal of the security fence and public access.
- Jenny Michel provided suggestions to build to the District 1 scale (i.e., as many housing units as Willow Village), requiring prevailing minimum wage, use of labor with benefits, and minimizing wage theft.

The City Council received clarification on the number of recommended housing units and building stories, public amenities, Senate Bill (SB) 7 provisions and timeframes, impacts to staff for administrative record preparation for the environmental leadership development project (ELDP), achieving affordable housing via land dedication and inclusionary housing, water storage, and project returning to city council or planning commission

The City Council discussed the Ravenswood Avenue realignment integration with the EIR, open space programming (e.g., sport field, dog park, bike learning track/garden), the jobs/housing imbalance, security of the SRI open campus, hazmat regulations, and options for “woody” or “outdoorsy” feel.

The City Council directed not including the Ravenswood Avenue realignment in the EIR, support for the 800 unit EIR variant, options and tradeoffs for housing affordability versus number of units, and City staff preparation of the ELDP administrative record.

**ACTION:** Motion and second (Combs/ Doerr), to accept the proposed scope and content of the EIR to allow

the City to move forward with the preparation of the EIR for the Parkline master plan development and authorize the city manager to enter into an environmental leadership act processing agreement with Lane Partners, LLC, passed unanimously.

12. Amend the fiscal year 2022-23 budget and salary schedule (Staff Report #23-066-CC)

The City Council continued this item to the March 28 City Council meeting.

13. Appropriate funds related to and supporting the Menlo Park Community Campus project (Staff Report #23-067-CC)

Deputy City Manager Nikki Nagaya introduced the item.

The City Council received clarification on City's current fiscal contribution to the project.

**ACTION:** Motion and second (Nash/ Doerr), to appropriate \$2.225 million in recreation in-lieu fee funds towards the Menlo Park Community Campus project, 4-0 (Taylor absent).

**J. Informational Items**

J1. City Council agenda topics: March 28 – April 4, 2023 (Staff Report #23-068-CC)

- Sue Connelly requested that future agendas be reordered so public comment can be heard earlier in the meeting.

J2. Transmittal of city attorney billing (Staff Report #23-058-CC)

J3. Belle Haven School field redesign update – Ravenswood City School District (Staff Report #23-059-CC)

J4. Transmittal of background information on the City's 2023-2027 capital improvement plan (Staff Report #23-060-CC)

J5. City Councilmembers various standing and ad hoc subcommittees, and potential disbanding of inactive ad-hoc subcommittees (Staff Report #23-064-CC)

**K. City Manager's Report**

City Manager Justin Murphy reported out on the power outages from the storms.

**L. City Councilmember Reports**

City Councilmember Nash requested more information from PG&E.

City Councilmember Combs discussed providing advisory body members with swag and re-initiating the commissioner appreciation event.

**M. Adjournment**

Mayor Wolosin adjourned the meeting at 12:19 a.m.

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





## STAFF REPORT

**City Council**  
**Meeting Date:** 3/28/2023  
**Staff Report Number:** 23-071-CC

**Consent Calendar:** **Waive the second reading and adopt an ordinance to amend Title 15 [Subdivisions] and Title 16 [Zoning] of the Menlo Park Municipal Code to comply with Senate Bill 9 for urban lot splits and two-unit developments**

### Recommendation

Staff recommends that the City Council waive the second reading and adopt an ordinance amending Titles 15 [Subdivisions] and 16 [Zoning] of the Menlo Park Municipal Code in order to make City regulations consistent with applicable California law regarding urban lot splits and two-unit developments on single-family-zoned parcels, included as Attachment A.

### Policy Issues

The Zoning Ordinance [Title 16] and Subdivision Ordinance [Title 15] amendments would ensure that the Municipal Code would be in compliance with relevant State regulations, specifically Senate Bill 9 (The California H.O.M.E Act.) The proposed Ordinance would be consistent with Policies H4.2 (Housing to Address Local Housing Needs) and H4.4 (Variety of Housing Choices), and fulfill program H7.B (Develop and Adopt Standards for SB 9 Projects) of the adopted Housing Element for the 2023-2031 planning period.

### Background

Senate Bill 9 (SB 9) was signed by the Governor in 2021 and became effective January 1, 2022. The law adds sections §65852.21 and §66411.7 to the Government Code to allow for housing developments containing no more than two residential units within a single-family residential zone and urban lot splits, with some exceptions. The statute requires that these developments be reviewed ministerially, without any discretionary review, provided the proposed development and/or lot split complies with objective standards. In the absence of local standards that are consistent with SB 9, local jurisdictions may only utilize the standards established in state law for the approval of SB 9 urban lot splits and two-unit developments.

On January 9, 2023, the Planning Commission reviewed the draft SB 9 ordinance. The Planning Commission recommended (4-2, with one vacancy) that the City Council approve the proposed amendments to Title 15 and Title 16 with some revisions.

At its meeting March 14, 2023, the City Council considered the Planning Commission's recommendation to the City Council to approve the proposed amendments to Title 15 and Title 16. The City Council discussed the proposed regulations, including impacts of the daylight plane and stepback requirements, parking ratios, and the possibility of including design standards in the future. The City Council voted unanimously to introduce the ordinance with one modification related to the parking requirement. A hyperlink to the staff report is included as Attachment B.

## Analysis

The City Council reviewed and introduced an ordinance to amend Title 15 and Title 16 of the Menlo Park Municipal Code to comply with state law regarding two-unit development and urban lot splits. The City Council introduced the ordinance with two sets of revisions: 1) the “clean up” text identified by staff as part of the presentation and 2) a reduction in the number of required parking spaces from one space per unit to 0.5 space per unit, with the direction to round up when there is a fractional parking space. Staff has amended the ordinance, included as Attachment A, to read as follows:

### Section 15.31.030 F.5.:

~~Neither~~ Either the owner of the parcel to be subdivided ~~nor~~ or any person acting in concert with the owner has previously subdivided an adjacent parcel using an Urban Lot Split pursuant to this Chapter. “Acting in concert” means the owner, or a person acting as an agent or representative of the owner, knowingly participated with another person in joint activity or parallel action toward a common goal of subdividing the adjacent parcel.

### Section 16.77.030 F.5.:

The Two-Unit Housing Development would be located within a historic district, is ~~not~~ included on the State Historic Resources Inventory, or is ~~not~~ within a site that is legally designated or listed as a city or county landmark or historic property or district.

### Section 16.77.040 B.:

Off-street parking:

~~One~~ Uncovered parking at a ratio of 0.5 space per unit shall be required for each unit, except where parking is exempt under the following conditions:

1. The parcel is located within one-half mile walking distance of either a high-quality transit corridor, as defined in subdivision (b) of Section 21155 of the Public Resources Code, or a major transit stop, as defined in Section 21064.3 of the Public Resources Code.
2. There is a car share vehicle located within one block of the parcel.

When the total amount of required parking includes a fraction of a parking space, the number of required parking spaces shall be rounded up to the nearest whole number of parking spaces.

Second floor yards (step back):

All second floor yards shall be equal to the applicable yards of the underlying zoning district, with the exception of required yards for new interior lot lines where the second floor yard shall be a minimum of four feet (4'.) No second floor yard shall be required for ~~connected structures~~ zero lot line developments at newly-created interior lot lines.

The ordinance would become effective 30 days from its adoption.

## Impact on City Resources

This consistency update is being accommodated within the existing budgets of the planning division, engineering division and city attorney, and is not expected to otherwise affect City resources.

## Environmental Review

The proposed ordinance amendment is statutorily exempt from the provisions of the California Environmental Quality Act ("CEQA"), pursuant to Government Code sections 65852.21(j) and 66411.7(n), as this action is to adopt an ordinance to implement the requirements of sections 65852.21 and 66411.7 of the Government Code.

## 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. Ordinance of the City Council of the City of Menlo Park Adding Chapter 15.31 [Urban Lot Splits] to Title 15 [Subdivisions] and Chapter 16.77 [Two-Unit Developments] to Title 16 [Zoning] of the Menlo Park Municipal Code to Conform to Changes in State Law
- B. Hyperlink – March 14, 2023, City Council Staff Report:  
[menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230314-city-council-agenda-packet.pdf#page=293](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230314-city-council-agenda-packet.pdf#page=293)

Report prepared by:  
Chris Turner, Associate Planner

Report reviewed by:  
Deanna Chow, Assistant Community Development Director

**ORDINANCE NO. XXXX****ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
ADDING CHAPTER 16.77 (TWO-UNIT HOUSING DEVELOPMENTS) TO  
TITLE 16 (ZONING) AND CHAPTER 15.31 (URBAN LOT SPLITS) TO TITLE  
15 (SUBDIVISIONS) OF THE MENLO PARK MUNICIPAL CODE, TO  
IMPLEMENT GOVERNMENT CODE SECTIONS 66411.7 AND 65852.21  
(SENATE BILL 9) RELATED TO TWO-UNIT HOUSING DEVELOPMENTS AND  
URBAN LOT SPLITS**

WHEREAS, SB-9 (Chapter 162, Statutes of 2021) enacted sections 66411.7 and 65852.21 to the Government Code, effective January 1, 2022; and

WHEREAS, these provisions require the City to provide ministerial approval of urban lot splits, (“Urban Lot Splits”) and the construction of up to two residential dwelling units (“Two-Unit Developments”) on each single-family residential zoned lot within the City, subject to certain limitations; and

WHEREAS, Government Code section 66411.7(a) limits eligibility of Urban Lot Splits by size and proportionality; and

WHEREAS, Government Code sections 66411.7(a)(3)(C) and 65852.21(a)(2) limit Urban Lot Splits and Two-Unit Developments, respectively, to sites that are not located on or within certain farmland, wetlands, very high fire hazard severity zones, hazardous waste sites, earthquake fault zones, special flood hazard areas, regulatory floodways, lands identified for conservation, habitats for protected species, and historic properties, unless projects on such sites meet specified conditions; and

WHEREAS, Government Code sections 66411.7(a)(3)(D) and 65852.21(a)(3) through (a)(5) limit eligibility of an Urban Lot Split and a Two-Unit Development, respectfully, that proposes to demolish or alter housing subject to affordability restrictions, housing subject to rent or price controls, housing that has been occupied by a tenant in the last three years, housing that has been withdrawn from rent or lease within the past 15 years, and housing that requires demolition of existing structural walls unless authorized by local ordinance or has not been tenant-occupied within the past 3 years; and

WHEREAS, Government Code sections 65852.21(a)(6) and 66411.7(a)(3)(E) allow a city to deny an Urban Lot Split for properties within a historic district or listed on the State’s Historic Resource Inventory or within a site that is designated or listed as a city or county landmark or historic property or district pursuant to a city or county ordinance; and

WHEREAS, Government Code sections 66411.7(c) and 65852.21(b) allow a city to establish objective zoning standards, objective subdivision standards, and objective design review standards for Urban Lot Splits and Two-Unit Developments, respectively, subject to limits within state law; and

WHEREAS, such objective zoning standards, objective subdivision standards, and objective design review standards may not have the effect of “precluding the construction of two units on either of the resulting parcels from an Urban Lot Split or that would result in a unit size of less than 800 square feet” for a Two-Unit Development; and

WHEREAS, Government Code sections 66411.7 and 65852.21 allow a city to deny a proposed Two-Unit Development or Urban Lot Split, respectively, if the project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of section 65589.5, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact; and

WHEREAS, pursuant to Government Code sections 65852.21(j) and 66411.7(n), the City may adopt an ordinance to implement the provisions of Government Code sections 65852.21 and 66411.7, and such an ordinance shall not be considered a project under the California Environmental Quality Act ("CEQA"); and

WHEREAS, at a duly and properly noticed public hearing held on January 9, 2023, the Planning Commission considered the proposed amendments to add Municipal Code Chapter 15.31 (Urban Lot Splits), add Chapter 16.77 (Two-Unit Housing Developments), add Section 16.79.140 (Accessory Dwelling Units), and add Section 15.34.035 (Administrative action for urban lot split projects) as more fully described herein and below, and in making its recommendations to the City Council, recommended the City Council find the proposed amendments are not a project under the California Environmental Quality Act (CEQA) pursuant to Government Code sections 65852.21(j) and 66411.7(n); 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 affirmatively to recommend that the City Council of the City of Menlo Park make findings that the proposed ordinance to add Municipal Code Chapter 15.31 (Urban Lot Splits), add Chapter 16.77 (Two-Unit Housing Developments), add Section 16.79.140 (Accessory Dwelling Units), and add Section 15.34.035 (Administrative action for urban lot split projects) is in compliance with all applicable State regulations and the City General Plan, and adopt an ordinance approving the amendments to modify the Municipal Code Chapter; and

WHEREAS, the City Council desires to implement objective standards and an application process for projects undertaken pursuant to Government Code Sections 65852.21 and 66411.7 by the adoption of such an ordinance;

BE IT ORDAINED by the City of Menlo Park as follows:

**Section 1.** The above findings are adopted and incorporated herein.

**Section 2.** Chapter 16.77 (Two-Unit Housing Developments) is added to Title 16 (Zoning) of the Menlo Park Municipal Code as set forth below.

## **CHAPTER 16.77 TWO-UNIT HOUSING DEVELOPMENTS**

### **16.77.010 Purpose and Intent**

The purpose of this chapter is to provide procedures and development standards for the establishment of Two-Unit Housing Developments pursuant to Government Code section 65852.21. To accomplish this purpose, the regulations outlined herein are determined to be necessary for the preservation of the public health, safety and general welfare, and for the promotion of orderly growth and development.

### **16.77.020 Definitions**

- A. Two-unit housing development. A Two-Unit Housing Development is a development containing no more than two primary dwelling units and which development either (1) proposes two new units, or (2) proposes to add one new unit to one existing unit.
- B. Zero lot line development. A zero lot line development is development with two separate structures on adjacent lots that are constructed with no required yard. Structures in a zero lot line development are not structurally attached and are required to meet applicable fire rating requirements.

### **16.77.030 Filing, Processing, and Action**

- A. Ministerial review. A Two-Unit Housing Development shall be ministerially approved, without discretionary review or hearing, if the proposed housing development meets all provisions of this chapter.
- B. The City shall act on a building permit application for a Two-Unit Housing Development within 60 days of receipt of a complete application. If the applicant requests a delay in writing, the sixty-day time period shall be tolled for the period of the delay. The City has acted on the application if it:
  - 1. Approves or denies the building permit for the Two-Unit Development; or
  - 2. Informs the applicant in writing that changes to the proposed project are necessary to comply with this chapter or other applicable laws and regulations.
- C. Two-unit housing developments that do not meet the standards set forth in this chapter, may be approved subject to granting of a use permit per Chapter 16.82. A use permit may not be granted to exceed the maximum unit size.
- D. Adverse impact upon health and safety. A proposed Two-Unit Housing Development shall be denied if the Building Official makes a written finding, based upon a preponderance of the evidence, that the proposed Two-Unit Housing Development would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5 of the Government Code, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.
- E. Limitations on approval. A proposed Two-Unit Housing Development shall not be eligible for approval pursuant to this Chapter if any of the following circumstances apply:
  - 1. The Two-Unit Housing Development would require demolition or alteration of "protected housing." Protected housing includes:
    - i. Housing that is subject to a recorded covenant, ordinance or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
    - ii. Housing that is subject to rent control through valid local rent control provisions.
    - iii. Housing that has been occupied by a tenant in the last 3 years
  - 2. The Two-Unit Housing Development would be located on a parcel on which the owner has withdrawn it from renting or leasing under Section 7060 of the Government Code within 15 years preceding the development application (i.e. an exit of the rental housing business pursuant to the Ellis Act).
  - 3. The Two-Unit Housing Development would be located within a historic district, is included on the State Historic Resources Inventory, or is within a site that is legally designated or listed as a city or county landmark or historic property or district.
  - 4. The Two-Unit Housing Development would be located in any of the specified designated areas set forth in subparagraphs (B) to (K), inclusive, of paragraph (6) of subdivision (a) of Section 65913.4 of the California Government Code.

### 16.77.040 Development Standards

The following objective development standards shall apply to Two-Unit Housing Developments. In addition to these standards, all provisions of the California Building Standards Code, applicable provisions of the Menlo Park Municipal Code shall apply to Two-Unit Housing Developments.

#### A. General Standards

1. Two-Unit Housing Developments may either be detached or attached, as long as attached structures meet building code safety standards and are sufficient to allow separate conveyance.
2. Two-Unit Housing Developments shall be permitted in all single family residential zones including the following single-family districts and any future single-family zoning districts that may be created:

R-1-U	Single Family Urban Residential
R-1-U (LM)	Single Family Urban Residential (Lorelei Manor)
R-1-S	Single Family Suburban Residential
R-1-S (FG)	Single Family Suburban Residential (Felton Gables)
R-E	Residential Estate
R-E-S	Residential Estate Suburban

The provisions of this Chapter shall be applicable to properties with the (X) designation within these zoning districts.

3. Short term rentals prohibited. The rental of any Two-Unit Housing Development shall be for a term of longer than thirty (30) days.
  4. Utility connections. Each unit in a Two-Unit Housing Development shall be served by separate water, sewer and electrical utility connections which connect each unit directly to the utility.
  5. Accessory dwelling units.
    - i. As more fully set forth in section 16.79.140, accessory dwelling units and junior accessory dwelling units shall not be permitted on parcels that utilize the authority of this Chapter and Chapter 15.31 (Urban Lot Splits).
- B. Objective development standards.

#### Lot area

Subject to urban lot split subdivision standards, the minimum lot size shall be no less than 40 percent of the initial lot size and at least 1,200 square feet.

In the event of a panhandle subdivision, the panhandle shall count towards the overall lot area.

#### Lot dimensions

For side-by-side urban lot splits, the minimum lot width shall be as follows:

For properties with an existing width of less than sixty-five feet (65'), the subdivided lot width shall be 50 percent of the original lot width.

For properties with a lot width of sixty-five feet (65') or greater, the subdivided lot width shall be at least 40 percent of the initial lot width.

Subject to urban lot split subdivision standards, the panhandle width shall be a minimum of 20 feet for panhandle lots.

Minimum yards

Ground floor yards:

Front: The required front yard per the underlying zoning district shall apply, unless the front property line is located at a newly-created lot line on a panhandle lot, where the minimum required front yard shall be four feet (4').

Side: Four feet (4'), unless the side property line abuts a newly-created panhandle, in which case there is no required side yard.

Rear: Four feet (4')

No yards shall be required for an existing structure, or a structure constructed in the same location and to the same dimensions as an existing structure.

No yards shall be required for zero-lot line developments at newly-created interior lot lines.

Second floor yards (step back):

All second floor yards shall be equal to the applicable yards of the underlying zoning district, with the exception of required yards for new interior lot lines where the second floor yard shall be a minimum of four feet (4'). No second floor yard shall be required for zero lot line developments at newly-created interior lot lines.

Corner lots:

In the event that a corner lot is subdivided along the street-side property line as defined by Section 16.04.400, creating a new front property line along an existing street side property line, the following setback standards shall apply:

Ground floor yards:

Front: Twelve feet (12')

Rear: Four feet (4')

Side: Four feet (4')

Second floor yards:

Front: Twelve feet (12')

Rear: Ten feet (10')

Side: side setback applicable to the underlying zoning district

No yards shall be required for zero-lot line developments at newly-created interior lot lines.

Floor area limit (FAL)

Lots less than five thousand (5,000) square feet with an existing residence:

FAL shall be the square footage of the existing residence plus eight hundred (800) square feet.



Lots Less than five thousand (5,000) square feet with two new residences:

FAL shall be one thousand, six hundred (1,600) square feet or fifty-six percent (56%) of the lot area, whichever is greater.

Lots of five thousand (5,000) square feet or greater:

FAL shall be equal to the floor area limit of the underlying zoning district.

For purposes of calculating the floor area limit, the area of a panhandle or access easement shall not be included in the lot size.

The maximum second floor FAL shall be fifty percent (50%) of the maximum FAL allowed on the property.

#### Minimum and maximum primary dwelling unit floor area

The minimum size of a primary dwelling unit created pursuant to this Chapter shall be eight hundred (800) square feet.

Lots with a FAL of less than two thousand square feet:

The maximum square footage of a primary dwelling unit shall not exceed the maximum FAL minus eight hundred (800) square feet.

Lots with a FAL of two thousand square feet or greater:

The maximum square footage of a primary dwelling unit shall not exceed sixty percent (60%) of the maximum allowable FAL.

#### Maximum building coverage

One-story development:

Building coverage shall be the maximum building coverage calculated for the underlying zoning district or Floor Area Limit (FAL) plus two hundred (200) square feet, whichever is greater.

Two-story development:

Building Coverage shall be one thousand (1,000) square feet or thirty percent (30%) of the lot area, whichever is greater.

#### Maximum height of structures

The maximum height of residential structures shall be twenty-eight feet (28').

#### Daylight plane

A daylight plane shall begin at a horizontal line fourteen feet (14') directly above the grade of each side and rear setback line of each lot and shall slope inwards at a forty-five (45) degree angle, except that no daylight plane shall be required for connected structures at newly-created interior lot lines and at a newly-created rear property lines.

As used in this section, "grade of the side setback line" means the average grade of the highest and lowest points of the natural grade of the portion of the lot directly below the side setback line.

Gable and Dormer Intrusions. Gables and dormers may intrude into the daylight plane of a lot that is ten thousand (10,000) square feet or less. The permitted intrusion for a four-foot required setback shall be ten feet (10'). Gables and dormers may intrude into the daylight

plane on one (1) side of a lot only. The gable or dormer must not extend beyond a triangle described as follows:

- (A) The base of the triangle is the line formed by the intersection of the building wall with the daylight plane;
- (B) The aggregate length of the bases of all triangles intruding into a daylight plane shall not exceed thirty feet (30'); and
- (C) The triangle must be entirely within the maximum building height.

#### Off-street parking

Uncovered parking at a ratio of .5 space per unit shall be required, except where parking is exempt under the following conditions:

1. The parcel is located within one-half mile walking distance of either a high-quality transit corridor, as defined in subdivision (b) of Section 21155 of the Public Resources Code, or a major transit stop, as defined in Section 21064.3 of the Public Resources Code.
2. There is a car share vehicle located within one block of the parcel.

When the total amount of required parking includes a fraction of a parking space, the number of required parking spaces shall be rounded up to the nearest whole number of parking spaces.

Required parking spaces may be located in the required yards, with a maximum of one parking space located within the required front yard. Required parking spaces may be located in tandem with other required parking spaces. If the required parking space is located in a garage or carport, the area of the covered parking shall count towards the maximum permitted floor area limit, maximum unit size, and maximum building coverage.

The minimum width of a driveway serving up to two units shall be ten feet (10'). A driveway serving three or more units shall have a minimum width of sixteen feet (16').

#### Front yard paving and landscaping

Paved area for driveway and uncovered parking shall not to exceed 40 percent of front yard setback area. The maximum paved width for driveway and uncovered parking in front yard setback shall not exceed 20 feet regardless of lot frontage width.

A minimum of fifty percent (50%) of front yard setback area shall be landscaped. Landscaping may include paved walkways provided that a vegetated strip of not less than one foot is provided between a driveway and paved walkway. Paved walkways shall be constructed of decorative pavers or other material different than the driveway material.

#### Design and materials

If stucco is proposed it shall be steel trowel smooth stucco texture or steel trowel smooth Santa Barbara texture (i.e., sand, dash and similar textures would not meet this standard). Stucco may be painted or use integral color.

Windows with divisions (i.e., grids) shall be simulated true divided lite or true divided lite with interior and exterior muntins and spacer bars between panes.

Second floor window sills facing interior side or rear property lines shall be a minimum of three feet (3') from the interior floor line.

Windows at stair landings along interior lot lines shall have obscure glazing below five feet or sills at 5 feet or greater above the landing. Permanent architectural screens may substitute for obscure glazing.

Balconies shall comply with the balcony setbacks outlined in Chapter 16.60.

- C. Exceptions to development standards. Notwithstanding subsection B of this section, all development standards shall be subject to the following exceptions:
1. Where each of the units of a Two-Unit Housing Development is no greater than eight hundred (800) square feet in size with side and rear setbacks of at least four (4) feet, the Two-Unit Housing Development shall be permitted regardless of any development standard that would prevent construction of the units.
  2. No setback shall be imposed for a Two-Unit Housing Development constructed in the same location and to the same dimensions as an existing structure.

**Section 3.** Chapter 15.31 (Urban Lot Splits) is added to Title 15 (Subdivisions) of the Menlo Park Municipal Code to read as follows:

### **CHAPTER 15.31 URBAN LOT SPLITS**

#### **15.31.010 Purpose and Intent**

It is the purpose of this Chapter to provide procedures necessary for the implementation of section 66411.7 of the Government Code pertaining to Urban Lot Splits. To accomplish this purpose, the regulations outlined herein are determined to be necessary for the preservation of the public health, safety and general welfare, and for the promotion of orderly growth and development.

#### **15.31.020 Definitions**

- A. Urban lot split. The subdivision of a parcel within a residential single-family zone into no more than two parcels pursuant to the authority set forth in section 66411.7 of the Government Code

#### **15.31.030 Filing, Processing, and Action**

- A. Ministerial review. An Urban Lot Split shall be ministerially approved, without discretionary review or hearing, if the proposed housing development meets all provisions of this chapter and conforms to all applicable objective requirements of the Subdivision Map Act (Division 2) commencing with section 66410 of the Government Code.
- B. The city engineer may require additional information, as may be required to determine eligibility as an Urban Lot Split, per SB 9.
- C. Applicants for urban lot splits shall submit a parcel map application.
1. Applications shall include, at a minimum, all of the following items as one complete package prior to City Engineer accepting the Parcel map for review:

- i. An affidavit from the applicant stating the applicant intends to occupy one of the housing units created through an Urban Lot Split as the applicant's principal residence for a minimum of three years from the date of the approval of the urban lot split. An affidavit shall not be required if the applicant is a community land trust or qualified nonprofit corporation under Sections 214.15 or 402.1 of the Revenue and Taxation Code.
  - ii. A parcel map fee in the amount set forth in the City of Menlo Park Master Fee Schedule
  - iii. All documents used to complete the map, including:
    1. Current title report dated within two months of the initial submittal date
    2. Easement deed
    3. Grant deed
    4. Filed Maps
    5. Soils report
    6. Guarantee of title
    7. Improvement plans
    8. Survey traverse calculations
  - iv. Identification of electronic computer closures for all circuits shown on map.
2. Parcel maps for Urban Lot Splits shall not be conditioned on dedication of right of way or construction of offsite improvements.
- D. The City shall act on a parcel map application for an Urban Lot Split within 50 days of receipt of a complete application. If the applicant requests a delay in writing, the 50-day time period shall be tolled for the period of the delay. The City has acted on the application if it:
1. Approves or denies a Parcel Map application for an Urban Lot Split; or
  2. Informs the applicant in writing that changes to the proposed project are necessary to comply with this Chapter or other applicable laws and regulations.
- E. Adverse impact upon health and safety. A proposed Urban Lot Split shall be denied if the Building Official makes a written finding, based upon a preponderance of the evidence, that the proposed Two-Unit Housing Development would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5 of the Government Code, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.
- F. Limitations on approval. A proposed Urban Lot Split shall not be eligible for approval pursuant to this Chapter if any of the following circumstances apply:
1. The proposed Urban Lot Split would require demolition or alteration of "protected housing." Protected housing includes:
    - i. Housing that is subject to a recorded covenant, ordinance or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
    - ii. Housing that is subject to rent control through valid local rent control provisions.
    - iii. A parcel on which the owner of residential real property has withdrawn accommodations from rent or lease pursuant to Section 7060 of the Government Code within 15 years preceding the development application (i.e. an exit of the rental housing business pursuant to the Ellis Act).
    - iv. Housing that has been occupied by a tenant in the last 3 years.
  2. The parcel to be subdivided is located within a historic district, is included on the State Historic Resources Inventory, or is within a site that is legally designated or listed as a city or county landmark or historic property or district.
  3. The parcel to be subdivided satisfies the requirements of subsections (B) to (K), inclusive, of paragraph (6) of subdivision (a) of Section 65913.4 of the California Government Code.

4. The parcel to be subdivided has been established through prior exercise of an Urban Lot Split pursuant to this Chapter.
  5. Either the owner of the parcel to be subdivided or any person acting in concert with the owner has previously subdivided an adjacent parcel using an Urban Lot Split pursuant to this Chapter. "Acting in concert" means the owner, or a person acting as an agent or representative of the owner, knowingly participated with another person in joint activity or parallel action toward a common goal of subdividing the adjacent parcel.
- G. Density bonus projects
1. Notwithstanding the authority set forth in Government Code section 65915 et seq., the City shall not permit more than two units on a parcel created through an Urban Lot Split.
- H. Certification and recordation:
1. The applicant shall submit the original mylars of the parcel map and pay all applicable City fees and any recording fee (as required by the county recorder) to the city engineer for certification. If the parcel map is in compliance with the Subdivision Map Act (Cal. Gov. Code section 66410 et seq.) and all applicable laws and regulations, the city engineer will certify the parcel map and transmit the same to the city clerk for submittal to the officer of the Recorder Clerk of San Mateo County.

**15.31.040 Development Standards**

- A. General standards
1. Urban lot splits shall be permitted in all single family residential zones including:

R-1-U	Single Family Urban Residential
R-1-U (LM)	Single Family Urban Residential (Lorelei Manor)
R-1-S	Single Family Suburban Residential
R-1-S (FG)	Single Family Suburban Residential (Felton Gables)
R-E	Residential Estate
R-E-S	Residential Estate Suburban

The provisions of this Chapter shall be applicable to properties with the (X) designation within these zoning districts.

2. Uses created through an urban lot split shall be limited to residential uses.
3. Short term rentals prohibited. The rental of any unit created through an Urban Lot Split shall be for a term of longer than thirty (30) days.
4. Accessory dwelling units.
  - i. As more fully set forth in section 16.79.140, accessory dwelling units and junior accessory dwelling units shall not be permitted on parcels created through an Urban Lot Split pursuant to this Chapter.

B. Objective development standards.

Lot area

Subject to urban lot split subdivision standards, the minimum lot size shall be no less than 40 percent of the initial lot size and at least 1,200 square feet.

In the event of a panhandle subdivision, the panhandle shall count towards the overall lot area.

Lot dimensions

For side-by-side urban lot splits, the minimum lot width shall be as follows:

For properties with an existing width of less than sixty-five feet (65'), the subdivided lot width shall be 50 percent of the original lot width.

For properties with a lot width of sixty-five feet (65') or greater, the subdivided lot width shall be at least 40 percent of the initial lot width.

Subject to urban lot split subdivision standards, the panhandle width shall be a minimum of 20 feet for panhandle lots to allow development on the parcel to comply with all applicable property access requirements under the California Fire Code section 503 (Fire Apparatus Access Roads) and California Code Regulations Title 14, section 1273.00 et seq.

Minimum yards

Ground floor yards:

Front: The required front yard per the underlying zoning district shall apply, unless the front property line is located at a newly-created lot line on a panhandle lot, where the minimum required front yard shall be four feet (4').

Side: Four feet (4'), unless the side property line abuts a newly-created panhandle, in which case there is no required side yard.

Rear: Four feet (4')

No yards shall be required for an existing structure, or a structure constructed in the same location and to the same dimensions as an existing structure.

No yards shall be required for zero-lot line developments at newly-created interior lot lines.

Lots created through the authority of this chapter shall have access to or adjoin the public right-of-way, sufficient to allow development on the parcel to comply with all applicable property access requirements under the California Fire Code section 503 (Fire Apparatus Access Roads) and California Code Regulations Title 14, section 1273.00 et seq.

- C. Exceptions to development standards. Notwithstanding subsection B of this section, all development standards shall be subject to the following:
1. Any standards that would have the effect of physically precluding the construction of two units on either of the resulting parcels or that would result in a unit size of less than 800 square feet, shall not be imposed.
  2. No setback shall be imposed for an existing structure or a structure constructed in the same location and to the same dimensions as an existing structure.
  3. Correction of any legal nonconforming zoning condition shall not be required as a condition of approval of an Urban Lot Split.

**Section 4.** Section 16.79.140 is added to Chapter 16.79 (Accessory Dwelling Units) of Title 16 (Zoning) of the Menlo Park Municipal Code to read as follows:

16.79.140 Two-Unit Housing Developments and Urban Lot Splits (SB 9).

- (a). Pursuant to the authority provided by section 65852.21(f) of the Government Code, no accessory dwelling unit or junior accessory dwelling unit shall be permitted on any lot in a single-family zoning district if: 1) an Urban Lot Split has been approved

pursuant to Chapter 15.31; and 2) a Two-Unit Housing Development has been approved for construction pursuant to Chapter 16.77 herein.

- (b). Accessory Dwelling Units and Junior Accessory Dwelling Units shall be permitted on lots with Two-Unit Housing Developments, subject to the provisions of this Chapter, and where the lot has not been created through an Urban Lot Split pursuant to Chapter 15.31.

**Section 5:** Section 15.34.035 (Administrative action for urban lot split projects) is added to Chapter 15.34 (Condominiums) of the Menlo Park Municipal Code to read as follows:

- (a). Two-Unit Housing Developments approved under Chapter 16.77 may be subdivided into condominium units provided that there may not be more than two condominium units per parcel. The condominium subdivision may be approved administratively by the Director of Public Works or their designee without the approval of the City Council or Planning Commission.
- (b). A proposed condominium may be approved, disapproved, or conditionally approved by the Director of Public Works or their designee. If the Director of Public Works or their designee determines that the parcel map meets all existing building codes and zoning ordinances, complies with the city's General Plan, and the housing element thereof, and this chapter, and complies with the Subdivision Map Act, then approval shall be granted.

**Section 6:** Environmental Review.

The City Council finds and determines that enactment of this Ordinance is statutorily exempt from the provisions of the California Environmental Quality Act ("CEQA"), pursuant to Government Code sections 65852.21(j) and 66411.7(n), as this action is to adopt an ordinance to implement the requirements of sections 65852.21 and 66411.7 of the Government Code.

**Section 7:** Effective Date.

This Ordinance shall be in full force and effect thirty (30) days from its passage and adoption.

**Section 8:** Severability.

The City Council hereby declares every section, paragraph, sentence, cause, and phrase of this ordinance is severable. If any section, paragraph, sentence, clause, or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses, or phrases.

**Section 9:** Certification.

The City Clerk shall cause this ordinance to be posted and/or published in the manner required by law.

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INTRODUCED on the fourteenth day of March, 2023.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the \_\_ day of \_\_, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

---

Jen Wolosin, Mayor

ATTEST:

---

Judi A. Herren, City Clerk





## STAFF REPORT

**City Council**

**Meeting Date:**

**3/28/2023**

**Staff Report Number:**

**23-072-CC**

**Consent Calendar:**

**Adopt a resolution approving the Water Service Priority Policy for Menlo Park Municipal Water**

### Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) approving the Water Service Priority Policy for Menlo Park Municipal Water (MPMW).

### Policy Issues

The City of Menlo Park's adopted Housing Element contains program H.1.G, which requires compliance with California Government Code §65589.7. This code requires each public agency or private entity providing water or sewer services to adopt written policies and procedures, not later than July 1, 2006, and at least once every five years thereafter, for prioritizing water services to proposed developments that include housing units affordable to lower income households. Agencies that are regulated by the California Public Utilities Commission, such as California Water Service, must also meet this requirement.

### Background

In 2014, the City Council adopted Resolution No. 6187 (Attachment B) which requires that MPMW provide water service priority to proposed developments that include housing units affordable to lower income households. This policy applies to new applications for water service or applications for upgrades to water service; it does not create an entitlement to service. In addition, as required by the Government Code, the policy identifies the specific written findings required to deny, condition or reduce service.

On January 31, 2023, the City Council adopted Resolution No. 6809 (Attachment C) to amend the General Plan to update the Housing Element for the 2023 to 2031 planning period.

### Analysis

MPMW is a city-owned water service provider for a portion of the City of Menlo Park, and the City Council acts as the governing body. MPMW must adopt a written policy and procedures at least once every five years. By adopting the resolution, MPMW will be in compliance with State law. The City of Menlo Park will also be in compliance with the 2023 to 2031 Housing Element adopted by the City Council January 31, 2023. The proposed resolution updates the resolution adopted in 2014.

In the future, to ensure that MPMW remains in compliance with State law and adopts a written Water Service Priority Policy at least once every five years, staff plans to bring the resolution to the City

Council at the same time as future Urban Water Management Plans, which must be adopted every five years.

### **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. Resolution No. 6187, Water Service Priority Policy for MPMW
- C. Hyperlink – Resolution No. 6809, Repealing in its entirety the 2015-2023 Housing Element of the General Plan and adopting in full the new text comprising the 2023-2031 Housing Element to the General Plan: [menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/reso-6809-adopting-the-2023-2031-housing-element.pdf](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/reso-6809-adopting-the-2023-2031-housing-element.pdf)

Report prepared by:  
Esther Jung, Associate Civil Engineer  
Pam Lowe, Senior Civil Engineer

Report reviewed by:  
Tanisha Werner, Assistant Public Works Director - Engineering

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
ADOPTING A WATER SERVICE PRIORITY POLICY FOR MENLO PARK  
MUNICIPAL WATER**

WHEREAS, California law, as set forth in Government Code §65589.7, requires each public agency or private entity providing water services to adopt written policies and procedures for granting a priority in the provision of water and sewer services to proposed developments that include housing units affordable to lower income households; and

WHEREAS, the City of Menlo Park’s certified Housing Element contains program H.1.L requiring compliance with Government Code §65589.7; and

WHEREAS, Menlo Park Municipal Water provides water service in the City of Menlo Park and desires to adopt a written policy that grants priority for service allocations to proposed housing developments that include housing units affordable to lower income households as required to comply with State law; and

WHEREAS, Government Code §65589.7 requires adoption of the written policies and procedures at least once every five years.

NOW, THEREFORE, BE IT RESOLVED, the City Council of Menlo Park hereby adopts Menlo Park Municipal Water’s Water Service Priority Policy attached hereto as 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 twenty-eighth day of March, 2023, by the following votes:

AYES:

NOES:

ABSENT:

RECUSED:

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

---

Judi A. Herren, City Clerk

Exhibits:

A. Municipal Water’s Water Service Priority Policy

## **Menlo Park Municipal Water Water Service Priority Policy**

### I. Purpose

The purpose of this Water Service Priority Policy (“Policy”) is to provide the written policy for the Menlo Park Municipal Water (MPMW) in accordance with Government Code §65589.7 granting priority for the provision of water service to proposed developments that include units for lower income households. §10631.1 of the Water Code incorporates by reference §65589.7 of the Government Code into the Water Code.

### II. Application

This policy applies only to new applications for water service or applications for upgrades to water service submitted to MPMW for proposed projects in the City of Menlo Park (“City”) for which the City must issue a building or other development permit.

As further evidenced by §10635(c) and §10914 of the Water Code, and §66473.7(m) of the Government Code, nothing in this Policy is intended or shall be construed as creating a right or entitlement to water service or any level of water service, nor shall this Policy be construed to either impose, expand or limit any duty concerning MPMW’s obligation to provide service to its existing customers or to any potential future customers.

### III. Priority Policy

Taking into account regulations and restrictions regarding water shortage emergencies and the availability of water supplies pursuant to an adopted urban water management plan, it is the policy of MPMW to prioritize water service to proposed developments that include units for lower income households.

For purpose of this Policy, “proposed developments that include units for lower income households” shall be developments that include dwelling units to be sold or rented to lower income households as defined in Health & Safety Code §50079.5, at an affordable housing costs, as defined in Health & Safety Code §50052.5, or an affordable rent, as described in Health & Safety code §50053.

### IV. Findings for Denial

MPMW shall not deny or condition approval of an application for water services to, or reduce the amount of such services applied for by, a proposed development that includes units for lower income households, unless MPMW makes specific written findings that the denial, condition or reduction is necessary due to the existence of one or more of the following:

1. MPMW does not have sufficient water supply as defined in Government Code §66473.7(a)(2) or is operating under a water shortage emergency as defined in Water Code §350, or does not have sufficient distribution capacity to serve the needs of the proposed development that includes units for lower income households as demonstrated by a written engineering analysis and report.
2. MPMW is subject to a compliance order issued by the Department of Public Health that prohibits new water connections.
3. MPMW does not have sufficient treatment or collection capacity to serve the needs of the proposed development, as demonstrated by a written engineering analysis and report on the condition of the treatment or collection works.
4. West Bay Sanitary District is under an order issued by a regional water quality control board that prohibits new sewer connections.

5. The applicant fails to agree to reasonable terms and conditions for water service from MPMW which is generally applicable to other development projects seeking water service from MPMW, including, but not limited to, payment of any fee or charge authorized by Government Code §66013.

**RESOLUTION NO. 6187**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ADOPTING A WATER SERVICE PRIORITY POLICY FOR THE MENLO PARK MUNICIPAL WATER DISTRICT**

WHEREAS, California law, as set forth in Government Code Section 65589.7, requires each public agency or private entity providing water or sewer services to adopt written policies and procedures for granting a priority in the provision of water and sewer services to proposed developments that include housing units affordable to lower income households; and

WHEREAS, the City of Menlo Park's certified Housing Element contains program H.1.L requiring compliance with Government Code Section 65589.7; and

WHEREAS, the Menlo Park Municipal Water District ("District") provides water service in the City of Menlo Park and desires to adopt a written policy that grants priority for service allocations to proposed housing developments that include housing units affordable to lower income households as required to comply with State law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Menlo Park hereby adopts the Menlo Park Municipal Water District Water Service Priority Policy attached hereto as Exhibit A.

I, Pamela Aguilar, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty-fifth day of February, 2014, by the following votes:

AYES: Carlton, Cline, Keith, Ohtaki, Mueller

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 twenty-fifth day of February, 2014.



Pamela Aguilar  
City Clerk

## Exhibit A

### **MENLO PARK MUNICIPAL WATER DISTRICT WATER SERVICE PRIORITY POLICY**

#### I. Purpose

The purpose of this Water Service Priority Policy (“Policy”) is to provide the written policy for the Menlo Park Municipal Water District (“District”) in accordance with Government Code Section 65589.7 granting priority for the provision of water service to proposed developments that include units for lower income households.

#### II. Application

This Policy applies only to new applications for water service or applications for upgrades to water service submitted to the District for proposed projects in the City of Menlo Park (“City”) for which the City must issue a building or other development permit.

As further evidenced by Sections 10635(c) and 10914 of the Water Code, and Section 66473.7(m) of the Government Code, nothing in this Policy is intended or shall be construed as creating a right or entitlement to water service or any level of water service, nor shall this Policy be construed to either impose, expand or limit any duty concerning the District’s obligation to provide service to its existing customers or to any potential future customers.

#### III. Priority Policy

Taking into account regulations and restrictions regarding water shortage emergencies and the availability of water supplies pursuant to an adopted urban water management plan, it is the policy of the District to prioritize water service to proposed developments that include units for lower income households.

For purposes of this Policy, a “proposed developments that include units for lower income households” shall be developments that include dwelling units to be sold or rented to lower income households, as defined in Health & Safety Code Section 50079.5, at an affordable housing cost, as defined in Health & Safety Code Section 50052.2, or an affordable rent, as described in Health & Safety Code Section 5003.

IV. Findings for Denial. The District shall not deny or condition approval of an application for water services to, or reduce the amount of such services applied for by, a proposed development that includes units for lower income households, unless the District makes specific written findings that the denial, condition or reduction is necessary due to the existence of one or more of the following:

1. The District does not have sufficient water supply as defined in Government Code Section 66473.7(a)(2) or is operating under a water shortage emergency as defined in Water Code Section 350, or does not have sufficient

- distribution capacity to serve the needs of the proposed development that includes units for lower income households as demonstrated by a written engineering analysis and report.
2. This District is subject to a compliance order issued by the Department of Public Health that prohibits new water connections.
  3. The applicant fails to agree to reasonable terms and conditions for water service from the District which is generally applicable to other development projects seeking water service from the District, including, but not limited to, payment of any fee or charge authorized by Government Code Section 66013.





**STAFF REPORT**

**City Council**

**Meeting Date:**

**3/28/2023**

**Staff Report Number:**

**23-074-CC**

**Consent Calendar:**

**Receive and file the investment portfolio as of  
December 31, 2022**

**Recommendation**

The Finance and Audit Committee (FAC) and staff recommend City Council receive and file the City's investment portfolio as of December 31, 2022.

**Policy Issues**

The investment policy provides guidelines for investing City and former Community Development Agency funds in accordance with State of California Government Code Section 53601 et seq. City Council last reviewed and adopted the City's investment policy at the June 28, 2022, meeting (Attachment A). The City and the Successor Agency funds are invested in full compliance with the City's investment policy and State law, which emphasize safety, liquidity and yield.

**Background**

The City's investment policy requires a quarterly investment report to the City Council, which includes all financial investments of the City, and provides information on the investment type, value and yield for all securities. The FAC held a special meeting March 6, 2023, to review this investment report and voted to recommend receipt by City Council.

**Analysis**

Investment portfolio as of December 31, 2022

The City's investment portfolio's fair value basis as of December 31, 2022, totaled \$178,065,742. As shown below in Table 1, the City's investments by type are measured by the amortized cost as well as the fair value as of December 31, 2022. The Local Agency Investment Fund (LAIF), managed by the California State Treasurer, is considered a safe investment, as it provides the liquidity of a money market fund. The remaining securities are prudent and range from short to longer-term investments (1-5 years), bearing higher interest rates for longer maturities.

Table 1: Recap of investments held as of December 31, 2022			
Security	Amortized cost basis	Fair value basis	% of portfolio
LAIF	\$5,028,076	\$5,028,076	3%
Securities portfolio			
Cash	\$208,253	\$208,253	0.1%
Corporate bonds	\$48,291,928	\$46,541,639	26%
Government agencies	\$60,654,833	\$59,312,864	33%
Government bonds	\$69,444,945	\$66,974,910	38%
Short Term Bills, Notes	\$0	\$0	0%
<b>Total</b>	<b>\$183,628,035</b>	<b>\$178,065,742</b>	<b>100%</b>

As shown in Table 1, the fair value of the City’s securities was \$5.6 million less than the amortized cost as of December 31, 2022. The difference between amortized cost and fair value is referred to as an unrealized loss or gain, and is due to market values fluctuating from one period to another. When securities fair values are less than amortized cost, it generally signals that interest rates are rising. It is important to note that any unrealized loss or gain does not represent an actual cash transaction to the City, as the City generally holds securities to maturity to avoid market risk. The quarterly consolidated portfolio report for the quarter ending December 31, 2022, is included as Attachment B, and each component is described in detail below.

**Local Agency Investment Fund (LAIF)**

As previously shown in Table 1, 3% of the portfolio resides in the City’s account at the LAIF, a liquid fund managed by the California State Treasurer, yielding 2.17% for the quarter ended December 31, 2022. LAIF yields have fluctuated greatly over recent years, gradually increasing from historic lows following the Great Recession, then falling rapidly during the course of the COVID-19 public health emergency. To take advantage of fixed security rising interest rates, staff has moved a significant amount of its liquid balance to longer-term securities. Staff developed a cash flow model with the City’s consultant, Insight Investments, and established an overall liquid balance of approximately \$25 million.

**Securities portfolio**

As of December 31, 2022, the City held a number of securities in corporate bonds, government agency notes and government bonds, which reflect a diversified mix in terms of type but all at low risk. Insight Investment serves as the City’s financial advisor on security investments and makes recommended trades, purchase, and sale of securities that align market conditions to the City Council-adopted investment policy to the greatest extent possible. The detailed Insight Investments quarterly report for the period ended December 31, 2022, which includes maturities, purchases and transactions, is provided in Attachment C.

The FAC recommended rating of the City’s corporate investments based on an Environmental, Social, Governance (ESG) scale. Attachment D outlines these investments relative to a scale of 1 as the highest rating to 5 as the lowest. The overall score changed from 2.76 to 2.69, which indicates continual improvement. According to Insight Investments’ ESG scale, the City’s investments are better than the average score of 3.0.

**Performance comparison**

As specified in the City’s investment policy, the performance of the portfolio is measured against the

benchmark of a treasury bond. In the quarter ending December 31, 2022, the City's total managed assets returned a weighted average of 2.41% with a weighted average maturity of 2.20 years. The average 2 Year Treasury Note saw a yield of 2.46%, or 0.05% higher than the City's portfolio performance. Primary factors influencing the City's portfolio are supply chain problems associated with the pandemic, Russia's military conflict with Ukraine, and Federal Reserve fiscal management policy.

### **Impact on City Resources**

The City has sufficient funds available to meet its expenditure requirements for the next six months.

### **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 – June 28, 2022, City Council Staff Report: [menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220628-city-council-agenda-packet.pdf#page=139](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220628-city-council-agenda-packet.pdf#page=139)
- B. Quarterly consolidated portfolio report for the quarter ended December 31, 2022
- C. Insight Investments quarterly report for the quarter ended December 31, 2022
- D. City ESG rating as of December 31, 2022

Report prepared by:

Marvin Davis, Interim Finance Director

Brittany Mello, Administrative Services Director

# City of Menlo Park

## Quarterly Consolidated Portfolio Report

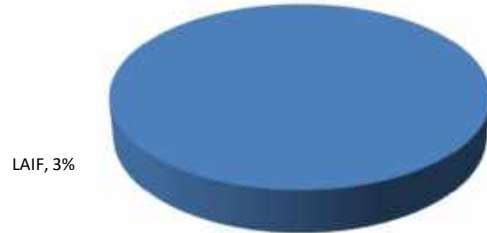
### December 31, 2022

#### City Managed Assets

			%	Return
LAIF	\$	5,028,076	3%	2.17%
<b>Total Internally Managed</b>	<b>\$</b>	<b>5,028,076</b>	<b>3%</b>	

**Weighted Average Yield** **2.17%**

	Days
Effective Average Duration - Internal	1
Weighted Average Maturity - Internal	1

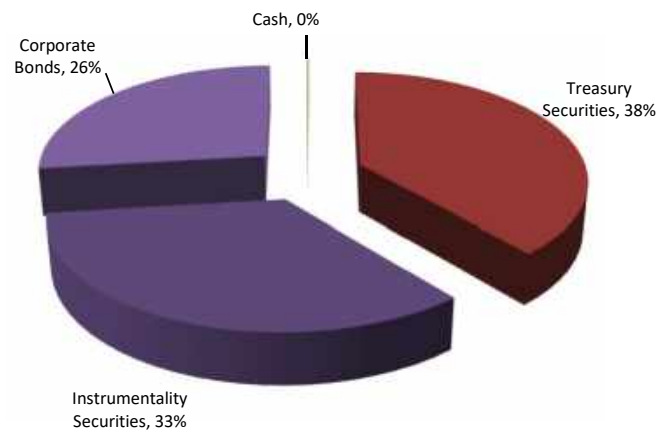


#### Advisor Managed Assets

			%	Return
Cash	\$	208,254	0%	3.00%
Treasury Securities	\$	66,974,910	38%	2.34%
Instrumentality Securities	\$	59,312,864	33%	2.92%
Corporate Bonds	\$	46,541,640	26%	1.87%
<b>Total Externally Managed</b>	<b>\$</b>	<b>173,037,668</b>	<b>97%</b>	

**Weighted Average Yield** **2.41%**

	Years
Effective Average Duration - External	2.13
Weighted Average Maturity - External	2.26

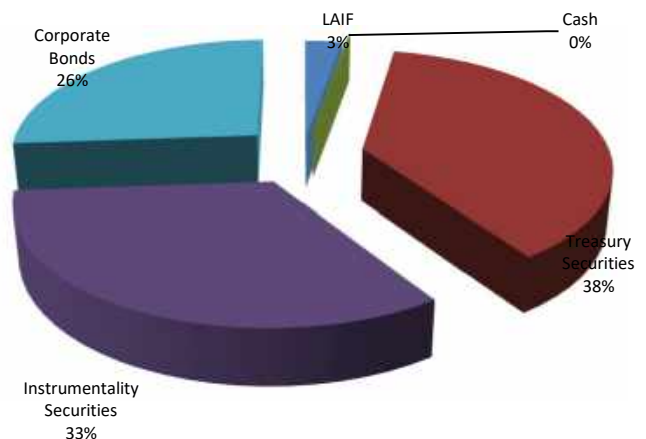


#### Total Portfolio Assets

			%	Return
LAIF	\$	5,028,076	3%	2.17%
Cash	\$	208,254	0%	3.00%
Treasury Securities	\$	66,974,910	38%	2.34%
Instrumentality Securities	\$	59,312,864	33%	2.92%
Corporate Bonds	\$	46,541,640	26%	1.87%
<b>Total Portfolio Assets</b>	<b>\$</b>	<b>178,065,744</b>		

**Weighted Average Yield** **2.41%**

	Years
Effective Average Duration - Total	2.07
Weighted Average Maturity - Total	2.20



#### Portfolio Change

Beginning Balance	\$	167,766,375
Ending Balance	\$	178,065,744

\* Note: All data for external assets was provided by the client and is believed to be accurate.

Insight Investment does not manage the external assets and this report is provided for the client's use.

Market values are presented.

FOR PROFESSIONAL CLIENTS ONLY  
NOT TO BE REPRODUCED WITHOUT PRIOR WRITTEN APPROVAL  
PLEASE REFER TO ALL RISK DISCLOSURES AT THE BACK OF THIS DOCUMENT

# CITY OF MENLO PARK

December 2022

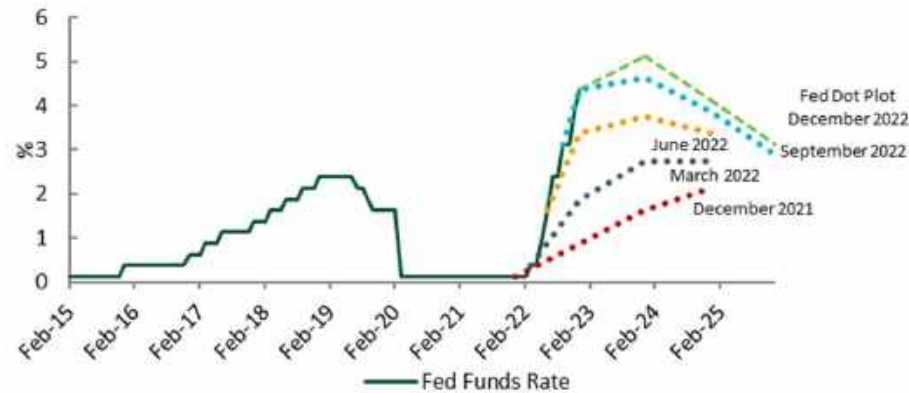


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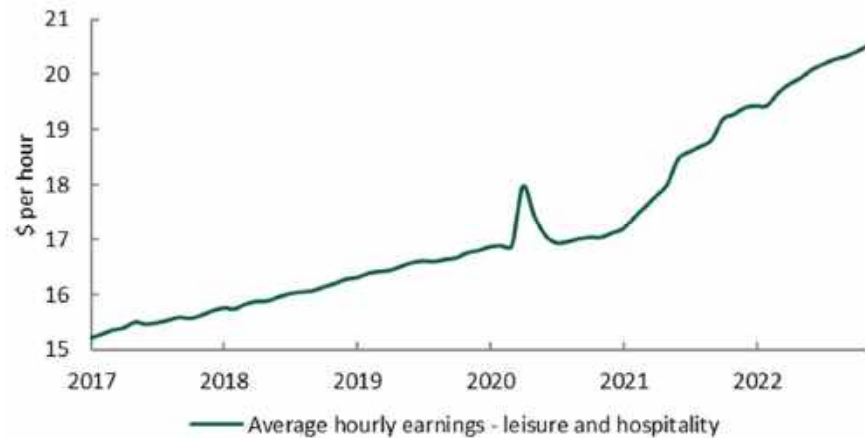
## As of December 31, 2022

Chart 1: The Fed adjusted its dot plot again, but to a lower extent again



Source: Federal Reserve, December 31, 2022

Chart 2: Wage growth remained strong



Source: Bloomberg, December 31, 2022

### Economic Indicators and Monetary Policy

The Federal Reserve, as expected, announced a “downshift” in its policy tightening. It raised the upper bound of its policy rate by 50bp, from 4% to 4.5%, following four consecutive 75bp hikes. The Fed was, however, clear that it still has more hiking to do in 2023. Fed Chair Powell stated that rates are still “not sufficiently restrictive”. The Fed once again raised its “dot plot” projections, albeit to a lesser extent than they have at each quarterly meeting this year (see Chart 1). The Fed’s most notable (and most anticipated) change was to its 2023 year-end forecast, now at 5.13%, up from 4.65%. Only two of the 19 voting members projected a lower rate (at 4.88%).

For the second month in a row, inflation came in lower than expected. Headline CPI was 0.1% month-on-month and core CPI was 0.2%, taking the year-on-year figures to 7.1% (the lowest since last December) and 6% (the lowest since July), respectively. Most areas of the report offered good news, outside of the stubborn rental and food components. For the second month in a row, core goods prices were in deflation, this time at -0.4% month-on-month. Used car prices were the second largest negative contributor and leading indicators, such as the Manheim Used Car Index, fell -14.2% last month, its largest decrease ever.

The labor market remained tight. US economy added 263,000 new jobs in November, above consensus for 200,000. Job growth was broad-based. The service sector remained strong with leisure and hospitality up 88,000. Wage growth surged higher, up 0.6%, or 5.1% year-on-year, raising further inflation concerns (Chart 2). The unemployment rate stayed at 3.7%. The participation rate fell from 62.2% to 62.1%. The ratio of jobs to unemployed people remained at ~1.7.

The housing market also continued to struggle. Existing home sales have fallen 40% from the peak in late 2020. Building permits fell by 11.2% month-on-month in November and housing starts fell 0.5% month-on-month.

### Interest Rate Summary

Yields rose toward the belly of the curve. At the end of December, the 3-month US Treasury bill yielded 4.41%, the 6-month US Treasury bill yielded 4.77%, the 2-year US Treasury note yielded 4.43%, the 5-year US Treasury note yielded 4.01% and the 10-year US Treasury note yielded 3.88%.

# ACTIVITY AND PERFORMANCE SUMMARY

For the period December 1, 2022 - December 31, 2022

<u>Amortized Cost Basis Activity Summary</u>	
<b>Opening balance</b>	178,360,315.86
Income received	137,434.20
<b>Total receipts</b>	137,434.20
<b>Total disbursements</b>	0.00
Interportfolio transfers	0.00
<b>Total Interportfolio transfers</b>	0.00
Realized gain (loss)	0.00
Change in accruals from security movement	0.00
<b>Total amortization expense</b>	(59,575.04)
<b>Total OID/MKT accretion income</b>	161,786.84
Return of capital	0.00
<b>Closing balance</b>	178,599,961.86
<b>Ending fair value</b>	173,037,667.68
Unrealized gain (loss)	(5,562,294.18)

<u>Detail of Amortized Cost Basis Return</u>				
	Interest earned	Accretion (amortization)	Realized gain (loss)	Total income
Cash and Cash Equivalents	7,758.22	0.00	0.00	7,758.22
Corporate Bonds	107,623.70	(29,475.65)	0.00	78,148.05
Government Agencies	103,107.09	48,991.51	0.00	152,098.60
Government Bonds	59,048.95	82,695.94	0.00	141,744.89
<b>Total</b>	<b>277,537.96</b>	<b>102,211.80</b>	<b>0.00</b>	<b>379,749.76</b>

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	1.68	1.46	0.34
Overnight Repo	1.64	1.44	0.34
Merrill Lynch 3m US Treas Bill	1.95	1.62	0.35
Merrill Lynch 6m US Treas Bill	2.30	1.80	0.37
ML 1 Year US Treasury Note	2.79	2.00	0.39
ML 2 Year US Treasury Note	2.98	1.94	0.36
ML 5 Year US Treasury Note	2.86	1.66	0.31

\* rates reflected are cumulative

<u>Summary of Amortized Cost Basis Return for the Period</u>	
	Total portfolio
Interest earned	277,537.96
Accretion (amortization)	102,211.80
Realized gain (loss) on sales	0.00
Total income on portfolio	379,749.76
Average daily amortized cost	178,499,149.09
Period return (%)	0.21
YTD return (%)	1.65
Weighted average final maturity in days	831



# ACTIVITY AND PERFORMANCE SUMMARY

For the period December 1, 2022 - December 31, 2022

<u>Fair Value Basis Activity Summary</u>		
<b>Opening balance</b>		172,940,737.14
Income received	137,434.20	
<b>Total receipts</b>		137,434.20
<b>Total disbursements</b>		0.00
Interportfolio transfers	0.00	
<b>Total Interportfolio transfers</b>		0.00
Unrealized gain (loss) on security movements		0.00
Change in accruals from security movement		0.00
Return of capital		0.00
Change in fair value for the period		(40,503.66)
<b>Ending fair value</b>		173,037,667.68

<u>Detail of Fair Value Basis Return</u>			
	Interest earned	Change in fair value	Total income
Cash and Cash Equivalents	7,758.22	0.00	7,758.22
Corporate Bonds	107,623.70	(64,220.44)	43,403.26
Government Agencies	103,107.09	40,767.63	143,874.72
Government Bonds	59,048.95	(17,050.85)	41,998.10
<b>Total</b>	<b>277,537.96</b>	<b>(40,503.66)</b>	<b>237,034.30</b>

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	1.68	1.46	0.34
Overnight Repo	1.64	1.44	0.34
ICE Bofa 3 Months US T-BILL	1.46	1.31	0.36
ICE Bofa 6m US Treas Bill	1.34	1.35	0.43
ICE Bofa 1 Yr US Treasury Note	(1.02)	0.25	0.39
ICE BofA US Treasury 1-3	(3.65)	(0.84)	0.20
ICE BofA US Treasury 1-5	(5.25)	(1.35)	0.06

\* rates reflected are cumulative

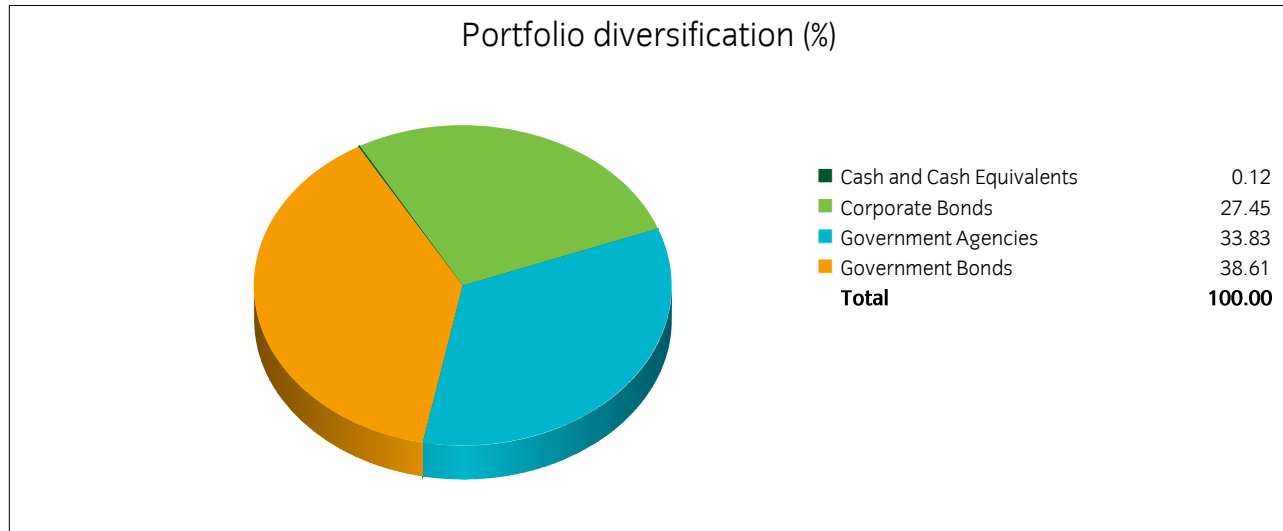
<u>Summary of Fair Value Basis Return for the Period</u>	
	Total portfolio
Interest earned	277,537.96
Change in fair value	(40,503.66)
Total income on portfolio	237,034.30
Average daily total value *	174,162,190.05
Period return (%)	0.14
YTD return (%)	(3.42)
Weighted average final maturity in days	831

\* Total value equals market value and accrued interest

# RECAP OF SECURITIES HELD

As of December 31, 2022

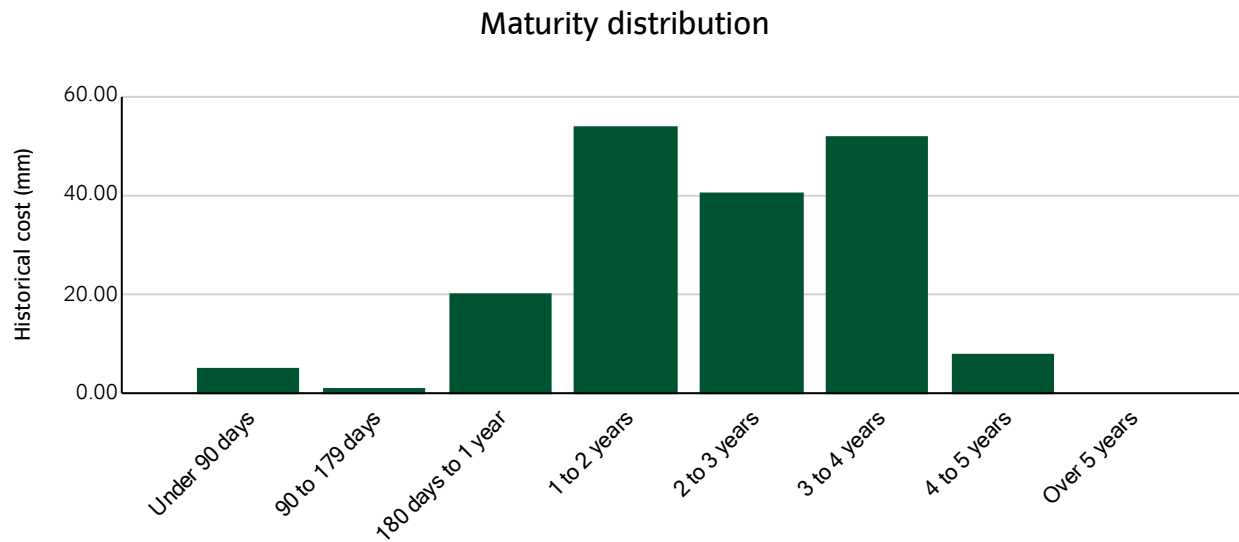
	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Weighted average final maturity (days)	Percent of portfolio	Weighted average effective duration (years)
Cash and Cash Equivalents	208,253.75	208,253.75	208,253.75	0.00	1	0.12	0.00
Corporate Bonds	49,187,530.13	48,291,928.63	46,541,639.75	(1,750,288.88)	719	27.45	1.72
Government Agencies	60,626,926.14	60,654,833.86	59,312,864.10	(1,341,969.76)	806	33.83	2.09
Government Bonds	69,195,147.03	69,444,945.62	66,974,910.08	(2,470,035.54)	934	38.61	2.46
<b>Total</b>	<b>179,217,857.05</b>	<b>178,599,961.86</b>	<b>173,037,667.68</b>	<b>(5,562,294.18)</b>	<b>831</b>	<b>100.00</b>	<b>2.13</b>



# MATURITY DISTRIBUTION OF SECURITIES HELD

As of December 31, 2022

Maturity	Historic cost	Percent
Under 90 days	4,762,223.75	2.66
90 to 179 days	984,840.91	0.55
180 days to 1 year	20,120,639.32	11.23
1 to 2 years	53,711,075.06	29.97
2 to 3 years	40,173,606.29	22.42
3 to 4 years	51,622,134.37	28.80
4 to 5 years	7,843,337.35	4.38
Over 5 years	0.00	0.00
	<b>179,217,857.05</b>	<b>100.00</b>



# SECURITIES HELD

As of December 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
<b>Cash and Cash Equivalents</b>										
	Cash and Cash Equivalents	0.000		208,253.75	208,253.75	208,253.75	208,253.75	0.00	0.00	0.12
<b>Total Cash and Cash Equivalents</b>				<b>208,253.75</b>	<b>208,253.75</b>	<b>208,253.75</b>	<b>208,253.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.12</b>
<b>Corporate Bonds</b>										
46625HJH4	JPMORGAN CHASE & CO 3.2% 25JAN2023	3.200	01/25/2023	1,000,000.00	1,031,190.00	1,000,621.31	999,229.46	(1,391.85)	13,866.67	0.58
369550BD9	GENERAL DYNAMICS CORP 3.375% 15MAY2023 (CALLABLE 15APR23)	3.375	05/15/2023 04/15/2023	943,000.00	984,840.91	946,218.53	937,744.74	(8,473.79)	4,066.69	0.55
459200HP9	IBM CORP 3.375% 01AUG2023	3.375	08/01/2023	1,000,000.00	1,061,840.00	1,017,490.94	990,268.87	(27,222.07)	14,062.50	0.59
742718EB1	PROCTER & GAMBLE CO/THE 3.1% 15AUG2023	3.100	08/15/2023	1,000,000.00	1,041,328.13	1,006,261.84	988,501.39	(17,760.45)	11,711.11	0.58
89236THA6	TOYOTA MOTOR CREDIT CORP 1.35% 25AUG2023	1.350	08/25/2023	1,000,000.00	1,021,010.00	1,005,747.79	977,622.09	(28,125.70)	4,725.00	0.57
24422EUM9	JOHN DEERE CAPITAL CORP 3.65% 12OCT2023	3.650	10/12/2023	950,000.00	1,005,926.50	960,758.03	942,519.93	(18,238.10)	7,609.24	0.56
14913R2S5	CATERPILLAR FINL SERVICE 0.95% 10JAN2024	0.950	01/10/2024	1,000,000.00	993,070.00	996,352.63	964,931.98	(31,420.65)	4,512.50	0.55
89236THU2	TOYOTA MOTOR CREDIT CORP 0.45% 11JAN2024	0.450	01/11/2024	1,800,000.00	1,797,858.00	1,799,041.40	1,722,374.87	(76,666.53)	3,825.00	1.00
02665WCT6	AMERICAN HONDA FINANCE 3.55% 12JAN2024	3.550	01/12/2024	1,000,000.00	1,090,440.00	1,031,008.00	986,564.62	(44,443.38)	16,665.28	0.61
24422EVN6	JOHN DEERE CAPITAL CORP 0.45% 17JAN2024	0.450	01/17/2024	800,000.00	787,240.00	793,224.62	765,118.18	(28,106.44)	1,640.00	0.44

# SECURITIES HELD

As of December 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
<b>Corporate Bonds</b>										
17325FA57	CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23)	3.650	01/23/2024 12/23/2023	1,500,000.00	1,618,310.00	1,545,438.52	1,479,249.87	(66,188.65)	24,029.17	0.90
693475AV7	PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23)	3.500	01/23/2024 12/24/2023	1,000,000.00	1,047,210.00	1,010,487.81	985,453.17	(25,034.64)	15,361.11	0.58
91159HHV5	US BANCORP 3.375% 05FEB2024 (CALLABLE 05JAN24)	3.375	02/05/2024 01/05/2024	1,000,000.00	1,067,060.00	1,029,011.77	982,424.56	(46,587.21)	13,687.50	0.60
594918BX1	MICROSOFT CORP 2.875% 06FEB2024 (CALLABLE 06DEC23)	2.875	02/06/2024 12/06/2023	960,000.00	993,734.40	967,178.44	942,142.68	(25,035.76)	11,116.67	0.55
06051GHF9	BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23)	3.550	03/05/2024 03/05/2023	1,500,000.00	1,606,050.00	1,507,256.05	1,494,655.70	(12,600.35)	17,158.33	0.90
24422EUX5	JOHN DEERE CAPITAL CORP 2.6% 07MAR2024	2.600	03/07/2024	1,450,000.00	1,476,419.00	1,456,841.06	1,412,902.72	(43,938.34)	11,938.33	0.82
459200JY8	IBM CORP 3% 15MAY2024	3.000	05/15/2024	2,000,000.00	2,141,300.00	2,061,515.83	1,945,773.44	(115,742.39)	7,666.67	1.19
14913R2L0	CATERPILLAR FINL SERVICE 0.45% 17MAY2024	0.450	05/17/2024	1,600,000.00	1,597,536.00	1,598,872.37	1,506,121.28	(92,751.09)	880.00	0.89
46647PBQ8	JPMORGAN CHASE & CO 1.514% 01JUN2024 (CALLABLE 01JUN23)	1.514	06/01/2024 06/01/2023	2,000,000.00	2,042,800.00	2,006,704.15	1,967,623.30	(39,080.85)	2,523.33	1.14
06051GHL6	BANK OF AMERICA CORP 3.864% 23JUL2024 (CALLABLE 23JUL23)	3.864	07/23/2024 07/23/2023	1,500,000.00	1,605,540.00	1,527,051.29	1,486,421.51	(40,629.78)	25,438.00	0.90
693506BQ9	PPG INDUSTRIES INC 2.4% 15AUG2024 (CALLABLE 15JUL24)	2.400	08/15/2024 07/15/2024	2,000,000.00	2,012,600.00	2,004,225.38	1,914,151.74	(90,073.64)	18,133.33	1.12
89236TGL3	TOYOTA MOTOR CREDIT CORP 2% 07OCT2024	2.000	10/07/2024	1,000,000.00	999,410.00	999,780.09	952,152.35	(47,627.74)	4,666.67	0.56

# SECURITIES HELD

As of December 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
<b>Corporate Bonds</b>										
69353REF1	PNC BANK NA 3.3% 30OCT2024 (CALLABLE 30SEP24)	3.300	10/30/2024 09/30/2024	2,500,000.00	2,737,590.00	2,616,533.12	2,433,547.00	(182,986.12)	13,750.00	1.53
14913Q3B3	CATERPILLAR FINL SERVICE 2.15% 08NOV2024	2.150	11/08/2024	1,000,000.00	1,048,770.00	1,024,699.29	954,533.52	(70,165.77)	3,165.28	0.59
931142DV2	WALMART INC 2.65% 15DEC2024 (CALLABLE 15OCT24)	2.650	12/15/2024 10/15/2024	1,500,000.00	1,595,520.00	1,555,206.45	1,442,498.33	(112,708.12)	1,766.67	0.89
90331HMS9	US BANK NA CINCINNATI 2.8% 27JAN2025 (CALLABLE 27DEC24)	2.800	01/27/2025 12/27/2024	1,000,000.00	995,210.00	996,436.13	964,074.16	(32,361.97)	11,977.78	0.56
437076BM3	HOME DEPOT INC 3% 01APR2026 (CALLABLE 01JAN26)	3.000	04/01/2026 01/01/2026	3,000,000.00	2,948,280.00	2,954,531.44	2,858,221.20	(96,310.24)	22,500.00	1.65
91159HHN3	US BANCORP 2.375% 22JUL2026 (CALLABLE 22JUN26)	2.375	07/22/2026 06/22/2026	2,000,000.00	1,912,040.00	1,920,811.29	1,847,844.80	(72,966.49)	20,979.17	1.07
594918BR4	MICROSOFT CORP 2.4% 08AUG2026 (CALLABLE 08MAY26)	2.400	08/08/2026 05/08/2026	2,000,000.00	1,939,660.00	1,945,610.19	1,865,792.40	(79,817.79)	19,066.67	1.08
88579YAV3	3M COMPANY 2.25% 19SEP2026 (CALLABLE 19JUN26)	2.250	09/19/2026 06/19/2026	2,000,000.00	1,906,760.00	1,915,699.96	1,846,953.22	(68,746.74)	12,750.00	1.06
713448DN5	PEPSICO INC 2.375% 06OCT2026 (CALLABLE 06JUL26)	2.375	10/06/2026 07/06/2026	1,000,000.00	967,260.00	970,363.52	931,220.46	(39,143.06)	5,607.64	0.54
437076CA8	HOME DEPOT INC 2.5% 15APR2027 (CALLABLE 15FEB27)	2.500	04/15/2027 02/15/2027	1,200,000.00	1,104,228.00	1,107,055.44	1,105,981.12	(1,074.32)	6,333.33	0.62
037833CR9	APPLE INC 3.2% 11MAY2027 (CALLABLE 11FEB27)	3.200	05/11/2027 02/11/2027	2,121,000.00	2,062,439.19	2,066,368.75	2,013,445.38	(52,923.37)	9,426.67	1.15

# SECURITIES HELD

As of December 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
<b>Corporate Bonds</b>										
037833DB3	APPLE INC 2.9% 12SEP2027 (CALLABLE 12JUN27)	2.900	09/12/2027 06/12/2027	1,000,000.00	947,060.00	947,525.20	933,579.71	(13,945.49)	8,780.56	0.53
<b>Total Corporate Bonds</b>				<b>48,324,000.00</b>	<b>49,187,530.13</b>	<b>48,291,928.63</b>	<b>46,541,639.75</b>	<b>(1,750,288.88)</b>	<b>371,386.87</b>	<b>27.45</b>
<b>Government Agencies</b>										
3133EKKT2	FEDERAL FARM CREDIT BANK 2.25% 08FEB2023	2.250	02/08/2023	1,500,000.00	1,520,580.00	1,500,597.89	1,496,836.97	(3,760.92)	13,406.25	0.85
3130AJ7E3	FEDERAL HOME LOAN BANK 1.375% 17FEB2023	1.375	02/17/2023	2,000,000.00	2,002,200.00	2,000,305.92	1,992,702.58	(7,603.34)	10,236.11	1.12
3135G0U43	FANNIE MAE 2.875% 12SEP2023	2.875	09/12/2023	2,000,000.00	2,081,960.00	2,013,614.98	1,974,294.68	(39,320.30)	17,409.72	1.16
3133EKVB9	FEDERAL FARM CREDIT BANK 1.86% 17OCT2023	1.860	10/17/2023	2,000,000.00	1,993,956.00	1,998,861.05	1,955,650.54	(43,210.51)	7,646.67	1.11
3133EKKU9	FEDERAL FARM CREDIT BANK 2.3% 08NOV2023	2.300	11/08/2023	1,500,000.00	1,524,645.00	1,504,810.30	1,469,725.38	(35,084.92)	5,079.17	0.85
3130AB3H7	FEDERAL HOME LOAN BANK 2.375% 08MAR2024	2.375	03/08/2024	2,000,000.00	2,045,380.00	2,011,472.32	1,946,155.44	(65,316.88)	14,909.72	1.14
3133EMTD4	FEDERAL FARM CREDIT BANK 0.37% 15MAR2024 (CALLABLE 11JAN23)	0.370	03/15/2024	2,000,000.00	1,998,000.00	1,999,198.90	1,894,120.20	(105,078.70)	2,178.89	1.11
3133EMBE1	FEDERAL FARM CREDIT BANK 0.3% 28MAR2024 (CALLABLE 11JAN23)	0.300	03/28/2024	2,000,000.00	1,998,500.00	1,999,467.09	1,890,401.66	(109,065.43)	1,550.00	1.12
3133EKNX0	FEDERAL FARM CREDIT BANK 2.16% 03JUN2024	2.160	06/03/2024	1,000,000.00	1,012,070.00	1,003,482.51	967,487.53	(35,994.98)	1,680.00	0.56
3135G0V75	FANNIE MAE 1.75% 02JUL2024	1.750	07/02/2024	2,000,000.00	1,982,440.00	1,994,694.80	1,915,298.52	(79,396.28)	17,402.78	1.11

# SECURITIES HELD

As of December 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
<b>Government Agencies</b>										
3130AKX84	FEDERAL HOME LOAN BANK 0.27% 23AUG2024 (CALLABLE 23FEB23)	0.270	08/23/2024 02/23/2023	1,000,000.00	999,500.00	999,765.98	927,737.44	(72,028.54)	960.00	0.56
3130ATT31	FEDERAL HOME LOAN BANK 4.5% 03OCT2024	4.500	10/03/2024	3,000,000.00	2,989,410.00	2,990,024.60	2,997,970.20	7,945.60	23,625.00	1.67
3137EAEP0	FREDDIE MAC 1.5% 12FEB2025	1.500	02/12/2025	3,000,000.00	2,881,764.00	2,903,743.77	2,828,814.69	(74,929.08)	17,375.00	1.61
3130AJHU6	FEDERAL HOME LOAN BANK 0.5% 14APR2025	0.500	04/14/2025	1,405,000.00	1,297,447.25	1,310,619.31	1,292,265.79	(18,353.52)	1,502.57	0.72
3135G03U5	FANNIE MAE 0.625% 22APR2025	0.625	04/22/2025	5,300,000.00	4,905,758.00	4,958,898.65	4,873,081.66	(85,816.99)	6,348.96	2.74
3134GVB31	FREDDIE MAC 0.75% 28MAY2025 (CALLABLE 28FEB23) #0002	0.750	05/28/2025 02/28/2023	1,700,000.00	1,556,894.00	1,560,744.39	1,544,078.41	(16,665.98)	1,168.75	0.87
3130ASG86	FEDERAL HOME LOAN BANK 3.375% 13JUN2025	3.375	06/13/2025	2,000,000.00	2,008,540.00	2,007,209.20	1,947,987.70	(59,221.50)	3,375.00	1.12
3133ENB74	FEDERAL FARM CREDIT BANK 3.15% 21JUL2025	3.150	07/21/2025	3,000,000.00	2,993,700.00	2,994,647.32	2,918,670.63	(75,976.69)	42,000.00	1.67
3135G05X7	FANNIE MAE 0.375% 25AUG2025	0.375	08/25/2025	2,000,000.00	1,838,268.89	1,866,505.44	1,805,364.32	(61,141.12)	2,625.00	1.03
3130AL7C2	FEDERAL HOME LOAN BANK 0.5% 25AUG2025 (CALLABLE 25FEB23)	0.500	08/25/2025 02/25/2023	2,000,000.00	2,000,000.00	2,000,000.00	1,798,199.12	(201,800.88)	3,500.00	1.12
3137EAEX3	FREDDIE MAC 0.375% 23SEP2025	0.375	09/23/2025	4,000,000.00	3,584,696.00	3,597,789.33	3,602,798.92	5,009.59	4,083.33	2.00
3133ENP95	FEDERAL FARM CREDIT BANK 4.25% 30SEP2025	4.250	09/30/2025	3,000,000.00	3,005,673.00	3,005,209.90	2,997,179.85	(8,030.05)	31,875.00	1.68



# SECURITIES HELD

As of December 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
<b>Government Agencies</b>										
3135G0K36	FANNIE MAE 2.125% 24APR2026	2.125	04/24/2026	3,000,000.00	2,891,100.00	2,904,672.58	2,814,871.65	(89,800.93)	11,864.58	1.61
3133ENV72	FEDERAL FARM CREDIT BANK 4.5% 27JUL2026	4.500	07/27/2026	2,000,000.00	1,997,520.00	1,997,630.47	2,017,119.50	19,489.03	16,000.00	1.11
3133ENH45	FEDERAL FARM CREDIT BANK 3.125% 24AUG2026	3.125	08/24/2026	4,000,000.00	3,944,044.00	3,948,644.82	3,858,222.20	(90,422.62)	44,097.22	2.20
3130AQF65	FEDERAL HOME LOAN BANK 1.25% 21DEC2026	1.250	12/21/2026	4,000,000.00	3,572,880.00	3,582,222.34	3,585,828.52	3,606.18	1,388.89	1.99
<b>Total Government Agencies</b>				<b>62,405,000.00</b>	<b>60,626,926.14</b>	<b>60,654,833.86</b>	<b>59,312,864.10</b>	<b>(1,341,969.76)</b>	<b>303,288.61</b>	<b>33.83</b>
<b>Government Bonds</b>										
912828S35	USA TREASURY 1.375% 30JUN2023	1.375	06/30/2023	1,000,000.00	984,492.19	998,084.02	984,257.81	(13,826.21)	6,875.00	0.55
912828Y61	USA TREASURY 2.75% 31JUL2023	2.750	07/31/2023	1,000,000.00	1,040,468.75	1,006,331.64	989,140.62	(17,191.02)	11,433.42	0.58
912828D1	USA TREASURY 1.375% 31AUG2023	1.375	08/31/2023	2,000,000.00	1,967,109.38	1,994,765.93	1,955,234.38	(39,531.55)	9,267.96	1.10
912828D8	USA TREASURY 2.875% 30SEP2023	2.875	09/30/2023	1,000,000.00	1,041,679.69	1,017,059.30	987,578.12	(29,481.18)	7,266.48	0.58
91282CAP6	USA TREASURY 0.125% 15OCT2023	0.125	10/15/2023	1,500,000.00	1,493,203.13	1,497,677.94	1,447,089.84	(50,588.10)	396.64	0.83
91282CDD0	USA TREASURY 0.375% 31OCT2023	0.375	10/31/2023	2,000,000.00	1,981,803.58	1,991,423.70	1,928,671.88	(62,751.82)	1,263.81	1.11
912828P1	USA TREASURY 2.875% 30NOV2023	2.875	11/30/2023	1,800,000.00	1,881,216.97	1,836,806.61	1,770,609.38	(66,197.23)	4,407.28	1.05

# SECURITIES HELD

As of December 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
<b>Government Bonds</b>										
912828V23	USA TREASURY 2.25% 31DEC2023	2.250	12/31/2023	1,000,000.00	1,019,261.16	1,004,276.35	975,546.88	(28,729.47)	11,250.00	0.57
91282CBM2	USA TREASURY 0.125% 15FEB2024	0.125	02/15/2024	1,500,000.00	1,489,746.09	1,495,637.31	1,425,468.75	(70,168.56)	703.13	0.83
9128286R6	USA TREASURY 2.25% 30APR2024	2.250	04/30/2024	1,000,000.00	1,023,050.23	1,007,076.70	968,593.75	(38,482.95)	3,791.44	0.57
91282CCC3	USA TREASURY 0.25% 15MAY2024	0.250	05/15/2024	2,000,000.00	1,997,116.08	1,998,659.70	1,883,203.12	(115,456.58)	635.36	1.11
912828XT2	USA TREASURY 2% 31MAY2024	2.000	05/31/2024	2,000,000.00	2,101,803.58	2,045,023.48	1,927,656.24	(117,367.24)	3,406.59	1.17
912828Y87	USA TREASURY 1.75% 31JUL2024	1.750	07/31/2024	2,000,000.00	2,087,272.33	2,041,010.90	1,913,750.00	(127,260.90)	14,551.63	1.16
9128282U3	USA TREASURY 1.875% 31AUG2024	1.875	08/31/2024	1,000,000.00	1,012,382.81	1,004,333.98	956,992.19	(47,341.79)	6,319.06	0.56
91282CCX7	USA TREASURY 0.375% 15SEP2024	0.375	09/15/2024	1,700,000.00	1,696,685.38	1,698,116.28	1,585,316.40	(112,799.88)	1,884.32	0.95
912828YY0	USA TREASURY 1.75% 31DEC2024	1.750	12/31/2024	2,000,000.00	2,093,281.25	2,052,412.45	1,899,531.24	(152,881.21)	17,500.00	1.17
912828ZF0	USA TREASURY 0.5% 31MAR2025	0.500	03/31/2025	3,000,000.00	2,798,906.25	2,834,571.17	2,757,421.86	(77,149.31)	3,791.21	1.56
91282CAM3	USA TREASURY 0.25% 30SEP2025	0.250	09/30/2025	3,000,000.00	2,740,205.36	2,779,141.56	2,696,367.18	(82,774.38)	1,895.60	1.53
91282CAT8	USA TREASURY 0.25% 31OCT2025	0.250	10/31/2025	3,000,000.00	2,733,408.49	2,772,341.41	2,685,234.36	(87,107.05)	1,263.81	1.53

# SECURITIES HELD

As of December 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
<b>Government Bonds</b>										
91282CAZ4	USA TREASURY 0.375% 30NOV2025	0.375	11/30/2025	3,000,000.00	2,739,853.80	2,776,927.78	2,686,054.68	(90,873.10)	958.10	1.53
91282CBC4	USA TREASURY 0.375% 31DEC2025	0.375	12/31/2025	2,300,000.00	2,071,445.21	2,093,320.09	2,057,601.57	(35,718.52)	4,312.50	1.16
91282CBH3	USA TREASURY 0.375% 31JAN2026	0.375	01/31/2026	3,000,000.00	2,725,205.36	2,761,774.19	2,671,757.82	(90,016.37)	4,677.31	1.52
91282CBQ3	USA TREASURY 0.5% 28FEB2026	0.500	02/28/2026	3,000,000.00	2,732,939.74	2,767,729.97	2,676,328.14	(91,401.83)	5,055.25	1.52
91282CBT7	USA TREASURY 0.75% 31MAR2026	0.750	03/31/2026	3,000,000.00	2,748,642.86	2,779,504.76	2,692,031.25	(87,473.51)	5,686.81	1.53
91282CCF6	USA TREASURY 0.75% 31MAY2026	0.750	05/31/2026	3,000,000.00	2,721,328.12	2,746,532.58	2,678,789.07	(67,743.51)	1,916.21	1.52
91282CCJ8	USA TREASURY 0.875% 30JUN2026	0.875	06/30/2026	3,000,000.00	2,747,470.99	2,776,521.45	2,685,820.32	(90,701.13)	13,125.00	1.53
91282CCP4	USA TREASURY 0.625% 31JUL2026	0.625	07/31/2026	2,000,000.00	1,816,334.83	1,834,549.56	1,769,375.00	(65,174.56)	5,197.01	1.01
9128282A7	USA TREASURY 1.5% 15AUG2026	1.500	08/15/2026	2,000,000.00	1,896,334.83	1,906,954.53	1,825,156.24	(81,798.29)	11,250.00	1.06
91282CCW9	USA TREASURY 0.75% 31AUG2026	0.750	08/31/2026	2,000,000.00	1,823,053.58	1,840,235.16	1,773,281.24	(66,953.92)	5,055.25	1.02
91282CCZ2	USA TREASURY 0.875% 30SEP2026	0.875	09/30/2026	5,000,000.00	4,557,790.19	4,603,249.46	4,445,703.10	(157,546.36)	11,057.69	2.54
91282CDG3	USA TREASURY 1.125% 31OCT2026	1.125	10/31/2026	2,000,000.00	1,846,647.33	1,860,949.65	1,791,250.00	(69,699.65)	3,791.44	1.03

# SECURITIES HELD

As of December 31, 2022

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
<b>Government Bonds</b>										
91282CDK4	USA TREASURY 1.25% 30NOV2026	1.250	11/30/2026	2,000,000.00	1,855,397.33	1,868,626.55	1,797,109.38	(71,517.17)	2,129.12	1.04
91282CDQ1	USA TREASURY 1.25% 31DEC2026	1.250	12/31/2026	2,700,000.00	2,473,980.47	2,491,662.75	2,421,246.09	(70,416.66)	16,875.00	1.38
912828Z78	USA TREASURY 1.5% 31JAN2027	1.500	01/31/2027	1,400,000.00	1,255,629.69	1,261,656.71	1,265,742.18	4,085.47	8,730.98	0.70
<b>Total Government Bonds</b>				<b>72,900,000.00</b>	<b>69,195,147.03</b>	<b>69,444,945.62</b>	<b>66,974,910.08</b>	<b>(2,470,035.54)</b>	<b>207,720.41</b>	<b>38.61</b>
<b>Grand total</b>				<b>183,837,253.75</b>	<b>179,217,857.05</b>	<b>178,599,961.86</b>	<b>173,037,667.68</b>	<b>(5,562,294.18)</b>	<b>882,395.89</b>	<b>100.00</b>

# GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
<b>United States Treasury Note/Bond</b>												
912828535	USA TREASURY 1.375%	1.375	06/30/2023		AA+	Aaa	1,000,000.00	984,492.19	0.55	984,257.81	0.57	0.48
912828Y61	USA TREASURY 2.75%	2.750	07/31/2023		AA+	Aaa	1,000,000.00	1,040,468.75	0.58	989,140.62	0.57	0.56
9128282D1	USA TREASURY 1.375%	1.375	08/31/2023		AA+	Aaa	2,000,000.00	1,967,109.38	1.10	1,955,234.38	1.13	0.65
9128285D8	USA TREASURY 2.875%	2.875	09/30/2023		AA+	Aaa	1,000,000.00	1,041,679.69	0.58	987,578.12	0.57	0.73
91282CAP6	USA TREASURY 0.125%	0.125	10/15/2023		AA+	Aaa	1,500,000.00	1,493,203.13	0.83	1,447,089.84	0.84	0.78
91282CDD0	USA TREASURY 0.375%	0.375	10/31/2023		AA+	Aaa	2,000,000.00	1,981,803.58	1.11	1,928,671.88	1.11	0.82
9128285P1	USA TREASURY 2.875%	2.875	11/30/2023		AA+	Aaa	1,800,000.00	1,881,216.97	1.05	1,770,609.38	1.02	0.89
912828V23	USA TREASURY 2.25%	2.250	12/31/2023		AA+	Aaa	1,000,000.00	1,019,261.16	0.57	975,546.88	0.56	0.97
91282CBM2	USA TREASURY 0.125%	0.125	02/15/2024		AA+	Aaa	1,500,000.00	1,489,746.09	0.83	1,425,468.75	0.82	1.10
9128286R6	USA TREASURY 2.25%	2.250	04/30/2024		AA+	Aaa	1,000,000.00	1,023,050.23	0.57	968,593.75	0.56	1.28
91282CCC3	USA TREASURY 0.25%	0.250	05/15/2024		AA+	Aaa	2,000,000.00	1,997,116.08	1.11	1,883,203.12	1.09	1.33
912828XT2	USA TREASURY 2%	2.000	05/31/2024		AA+	Aaa	2,000,000.00	2,101,803.58	1.17	1,927,656.24	1.11	1.36
912828Y87	USA TREASURY 1.75%	1.750	07/31/2024		AA+	Aaa	2,000,000.00	2,087,272.33	1.16	1,913,750.00	1.11	1.52
9128282U3	USA TREASURY 1.875%	1.875	08/31/2024		AA+	Aaa	1,000,000.00	1,012,382.81	0.56	956,992.19	0.55	1.60
91282CCX7	USA TREASURY 0.375%	0.375	09/15/2024		AA+	Aaa	1,700,000.00	1,696,685.38	0.95	1,585,316.40	0.92	1.66
912828YY0	USA TREASURY 1.75%	1.750	12/31/2024		AA+	Aaa	2,000,000.00	2,093,281.25	1.17	1,899,531.24	1.10	1.92
912828ZF0	USA TREASURY 0.5%	0.500	03/31/2025		AA+	Aaa	3,000,000.00	2,798,906.25	1.56	2,757,421.86	1.59	2.18
91282CAM3	USA TREASURY 0.25%	0.250	09/30/2025		AA+	Aaa	3,000,000.00	2,740,205.36	1.53	2,696,367.18	1.56	2.67
91282CAT8	USA TREASURY 0.25%	0.250	10/31/2025		AA+	Aaa	3,000,000.00	2,733,408.49	1.53	2,685,234.36	1.55	2.75
91282CAZ4	USA TREASURY 0.375%	0.375	11/30/2025		AA+	Aaa	3,000,000.00	2,739,853.80	1.53	2,686,054.68	1.55	2.83
91282CBC4	USA TREASURY 0.375%	0.375	12/31/2025		AA+	Aaa	2,300,000.00	2,071,445.21	1.16	2,057,601.57	1.19	2.91
91282CBH3	USA TREASURY 0.375%	0.375	01/31/2026		AA+	Aaa	3,000,000.00	2,725,205.36	1.52	2,671,757.82	1.54	2.99
91282CBQ3	USA TREASURY 0.5%	0.500	02/28/2026		AA+	Aaa	3,000,000.00	2,732,939.74	1.52	2,676,328.14	1.55	3.05
91282CBT7	USA TREASURY 0.75%	0.750	03/31/2026		AA+	Aaa	3,000,000.00	2,748,642.86	1.53	2,692,031.25	1.56	3.12
91282CCF6	USA TREASURY 0.75%	0.750	05/31/2026		AA+	Aaa	3,000,000.00	2,721,328.12	1.52	2,678,789.07	1.55	3.29

# GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
<b>United States Treasury Note/Bond</b>												
91282CCJ8	USA TREASURY 0.875%	0.875	06/30/2026		AA+	Aaa	3,000,000.00	2,747,470.99	1.53	2,685,820.32	1.55	3.36
91282CCP4	USA TREASURY 0.625%	0.625	07/31/2026		AA+	Aaa	2,000,000.00	1,816,334.83	1.01	1,769,375.00	1.02	3.44
9128282A7	USA TREASURY 1.5%	1.500	08/15/2026		AA+	Aaa	2,000,000.00	1,896,334.83	1.06	1,825,156.24	1.05	3.42
91282CCW9	USA TREASURY 0.75%	0.750	08/31/2026		AA+	Aaa	2,000,000.00	1,823,053.58	1.02	1,773,281.24	1.02	3.52
91282CCZ2	USA TREASURY 0.875%	0.875	09/30/2026		AA+	Aaa	5,000,000.00	4,557,790.19	2.54	4,445,703.10	2.57	3.59
91282CDG3	USA TREASURY 1.125%	1.125	10/31/2026		AA+	Aaa	2,000,000.00	1,846,647.33	1.03	1,791,250.00	1.04	3.65
91282CDK4	USA TREASURY 1.25%	1.250	11/30/2026		AA+	Aaa	2,000,000.00	1,855,397.33	1.04	1,797,109.38	1.04	3.73
91282CDQ1	USA TREASURY 1.25%	1.250	12/31/2026		AA+	Aaa	2,700,000.00	2,473,980.47	1.38	2,421,246.09	1.40	3.81
912828Z78	USA TREASURY 1.5%	1.500	01/31/2027		AA+	Aaa	1,400,000.00	1,255,629.69	0.70	1,265,742.18	0.73	3.84
<b>Issuer total</b>							<b>72,900,000.00</b>	<b>69,195,147.03</b>	<b>38.61</b>	<b>66,974,910.08</b>	<b>38.71</b>	<b>2.46</b>
<b>Federal Farm Credit Banks Funding Corp</b>												
3133EKKT2	FEDERAL FARM CREDIT	2.250	02/08/2023		AA+	Aaa	1,500,000.00	1,520,580.00	0.85	1,496,836.97	0.87	0.11
3133EKVB9	FEDERAL FARM CREDIT	1.860	10/17/2023		AA+	Aaa	2,000,000.00	1,993,956.00	1.11	1,955,650.54	1.13	0.77
3133EKKU9	FEDERAL FARM CREDIT	2.300	11/08/2023		AA+	Aaa	1,500,000.00	1,524,645.00	0.85	1,469,725.38	0.85	0.83
3133EMTD4	FEDERAL FARM CREDIT	0.370	03/15/2024		AA+	Aaa	2,000,000.00	1,998,000.00	1.11	1,894,120.20	1.09	1.16
3133EMBE1	FEDERAL FARM CREDIT	0.300	03/28/2024		AA+	Aaa	2,000,000.00	1,998,500.00	1.12	1,890,401.66	1.09	1.20
3133EKNX0	FEDERAL FARM CREDIT	2.160	06/03/2024		AA+	Aaa	1,000,000.00	1,012,070.00	0.56	967,487.53	0.56	1.38
3133ENB74	FEDERAL FARM CREDIT	3.150	07/21/2025		AA+	Aaa	3,000,000.00	2,993,700.00	1.67	2,918,670.63	1.69	2.38
3133ENP95	FEDERAL FARM CREDIT	4.250	09/30/2025		AA+	Aaa	3,000,000.00	3,005,673.00	1.68	2,997,179.85	1.73	2.53
3133ENV72	FEDERAL FARM CREDIT	4.500	07/27/2026		AA+	Aaa	2,000,000.00	1,997,520.00	1.11	2,017,119.50	1.17	3.24
3133ENH45	FEDERAL FARM CREDIT	3.125	08/24/2026		AA+	Aaa	4,000,000.00	3,944,044.00	2.20	3,858,222.20	2.23	3.35
<b>Issuer total</b>							<b>22,000,000.00</b>	<b>21,988,688.00</b>	<b>12.27</b>	<b>21,465,414.46</b>	<b>12.41</b>	<b>1.98</b>
<b>Federal Home Loan Banks</b>												
3130AJ7E3	FEDERAL HOME LOAN	1.375	02/17/2023		AA+	Aaa	2,000,000.00	2,002,200.00	1.12	1,992,702.58	1.15	0.13

# GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
<b>Federal Home Loan Banks</b>												
3130AB3H7	FEDERAL HOME LOAN	2.375	03/08/2024		AA+	Aaa	2,000,000.00	2,045,380.00	1.14	1,946,155.44	1.12	1.14
3130AKX84	FEDERAL HOME LOAN	0.270	08/23/2024	02/23/2023	AA+	Aaa	1,000,000.00	999,500.00	0.56	927,737.44	0.54	1.60
3130ATT31	FEDERAL HOME LOAN	4.500	10/03/2024		AA+	Aaa	3,000,000.00	2,989,410.00	1.67	2,997,970.20	1.73	1.66
3130AJHU6	FEDERAL HOME LOAN	0.500	04/14/2025		AA+	Aaa	1,405,000.00	1,297,447.25	0.72	1,292,265.79	0.75	2.21
3130ASG86	FEDERAL HOME LOAN	3.375	06/13/2025		AA+	Aaa	2,000,000.00	2,008,540.00	1.12	1,947,987.70	1.13	2.31
3130AL7C2	FEDERAL HOME LOAN	0.500	08/25/2025	02/25/2023	AA+	Aaa	2,000,000.00	2,000,000.00	1.12	1,798,199.12	1.04	2.51
3130AQF65	FEDERAL HOME LOAN	1.250	12/21/2026		AA+	Aaa	4,000,000.00	3,572,880.00	1.99	3,585,828.52	2.07	3.78
<b>Issuer total</b>							<b>17,405,000.00</b>	<b>16,915,357.25</b>	<b>9.44</b>	<b>16,488,846.79</b>	<b>9.53</b>	<b>2.08</b>
<b>Federal National Mortgage Association</b>												
3135G0U43	FANNIE MAE 2.875%	2.875	09/12/2023		AA+	Aaa	2,000,000.00	2,081,960.00	1.16	1,974,294.68	1.14	0.68
3135G0V75	FANNIE MAE 1.75%	1.750	07/02/2024		AA+	Aaa	2,000,000.00	1,982,440.00	1.11	1,915,298.52	1.11	1.45
3135G03U5	FANNIE MAE 0.625%	0.625	04/22/2025		AA+	Aaa	5,300,000.00	4,905,758.00	2.74	4,873,081.66	2.82	2.23
3135G05X7	FANNIE MAE 0.375%	0.375	08/25/2025		AA+	Aaa	2,000,000.00	1,838,268.89	1.03	1,805,364.32	1.04	2.57
3135G0K36	FANNIE MAE 2.125%	2.125	04/24/2026		AA+	Aaa	3,000,000.00	2,891,100.00	1.61	2,814,871.65	1.63	3.12
<b>Issuer total</b>							<b>14,300,000.00</b>	<b>13,699,526.89</b>	<b>7.64</b>	<b>13,382,910.83</b>	<b>7.73</b>	<b>2.12</b>
<b>Federal Home Loan Mortgage Corp</b>												
3137EAEP0	FREDDIE MAC 1.5%	1.500	02/12/2025		AA+	Aaa	3,000,000.00	2,881,764.00	1.61	2,828,814.69	1.63	2.03
3134GVB31	FREDDIE MAC 0.75%	0.750	05/28/2025	02/28/2023	AA+	Aaa	1,700,000.00	1,556,894.00	0.87	1,544,078.41	0.89	2.24
3137EAEX3	FREDDIE MAC 0.375%	0.375	09/23/2025		AA+	Aaa	4,000,000.00	3,584,696.00	2.00	3,602,798.92	2.08	2.64
<b>Issuer total</b>							<b>8,700,000.00</b>	<b>8,023,354.00</b>	<b>4.48</b>	<b>7,975,692.02</b>	<b>4.61</b>	<b>2.34</b>
<b>Home Depot Inc/The</b>												
437076BM3	HOME DEPOT INC 3%	3.000	04/01/2026	01/01/2026	A	A2	3,000,000.00	2,948,280.00	1.65	2,858,221.20	1.65	2.93

# GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
<b>Home Depot Inc/The</b>												
437076CA8	HOME DEPOT INC 2.5%	2.500	04/15/2027	02/15/2027	A	A2	1,200,000.00	1,104,228.00	0.62	1,105,981.12	0.64	3.91
<b>Issuer total</b>							<b>4,200,000.00</b>	<b>4,052,508.00</b>	<b>2.26</b>	<b>3,964,202.32</b>	<b>2.29</b>	<b>3.20</b>
<b>Toyota Motor Credit Corp</b>												
89236THA6	TOYOTA MOTOR CREDIT	1.350	08/25/2023		A+	A1	1,000,000.00	1,021,010.00	0.57	977,622.09	0.56	0.63
89236THU2	TOYOTA MOTOR CREDIT	0.450	01/11/2024		A+	A1	1,800,000.00	1,797,858.00	1.00	1,722,374.87	1.00	1.00
89236TGL3	TOYOTA MOTOR CREDIT	2.000	10/07/2024		A+	A1	1,000,000.00	999,410.00	0.56	952,152.35	0.55	1.69
<b>Issuer total</b>							<b>3,800,000.00</b>	<b>3,818,278.00</b>	<b>2.13</b>	<b>3,652,149.31</b>	<b>2.11</b>	<b>1.08</b>
<b>Caterpillar Financial Services Corp</b>												
14913R255	CATERPILLAR FINL	0.950	01/10/2024		A	A2	1,000,000.00	993,070.00	0.55	964,931.98	0.56	0.99
14913R2L0	CATERPILLAR FINL	0.450	05/17/2024		A	A2	1,600,000.00	1,597,536.00	0.89	1,506,121.28	0.87	1.34
14913Q3B3	CATERPILLAR FINL	2.150	11/08/2024		A	A2	1,000,000.00	1,048,770.00	0.59	954,533.52	0.55	1.77
<b>Issuer total</b>							<b>3,600,000.00</b>	<b>3,639,376.00</b>	<b>2.03</b>	<b>3,425,586.78</b>	<b>1.98</b>	<b>1.37</b>
<b>John Deere Capital Corp</b>												
24422EUM9	JOHN DEERE CAPITAL	3.650	10/12/2023		A	A2	950,000.00	1,005,926.50	0.56	942,519.93	0.54	0.76
24422EVN6	JOHN DEERE CAPITAL	0.450	01/17/2024		A	A2	800,000.00	787,240.00	0.44	765,118.18	0.44	1.02
24422EUX5	JOHN DEERE CAPITAL	2.600	03/07/2024		A	A2	1,450,000.00	1,476,419.00	0.82	1,412,902.72	0.82	1.13
<b>Issuer total</b>							<b>3,200,000.00</b>	<b>3,269,585.50</b>	<b>1.82</b>	<b>3,120,540.83</b>	<b>1.80</b>	<b>0.99</b>
<b>Bank of America Corp</b>												
06051GHF9	BANK OF AMERICA CORP	3.550	03/05/2024	03/05/2023	A-	A2	1,500,000.00	1,606,050.00	0.90	1,494,655.70	0.86	0.18
06051GHL6	BANK OF AMERICA CORP	3.864	07/23/2024	07/23/2023	A-	A2	1,500,000.00	1,605,540.00	0.90	1,486,421.51	0.86	0.54
<b>Issuer total</b>							<b>3,000,000.00</b>	<b>3,211,590.00</b>	<b>1.79</b>	<b>2,981,077.21</b>	<b>1.72</b>	<b>0.36</b>



# GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
<b>JPMorgan Chase &amp; Co</b>												
46625HJH4	JPMORGAN CHASE & CO	3.200	01/25/2023		A-	A1	1,000,000.00	1,031,190.00	0.58	999,229.46	0.58	0.07
46647PBQ8	JPMORGAN CHASE & CO	1.514	06/01/2024	06/01/2023	A-	A1	2,000,000.00	2,042,800.00	1.14	1,967,623.30	1.14	0.41
<b>Issuer total</b>							<b>3,000,000.00</b>	<b>3,073,990.00</b>	<b>1.72</b>	<b>2,966,852.76</b>	<b>1.71</b>	<b>0.30</b>
<b>Apple Inc</b>												
037833CR9	APPLE INC 3.2%	3.200	05/11/2027	02/11/2027	AA+	Aaa	2,121,000.00	2,062,439.19	1.15	2,013,445.38	1.16	3.89
037833DB3	APPLE INC 2.9%	2.900	09/12/2027	06/12/2027	AA+	Aaa	1,000,000.00	947,060.00	0.53	933,579.71	0.54	4.19
<b>Issuer total</b>							<b>3,121,000.00</b>	<b>3,009,499.19</b>	<b>1.68</b>	<b>2,947,025.09</b>	<b>1.70</b>	<b>3.98</b>
<b>International Business Machines Corp</b>												
459200HP9	IBM CORP 3.375%	3.375	08/01/2023		A-	A3	1,000,000.00	1,061,840.00	0.59	990,268.87	0.57	0.56
459200JY8	IBM CORP 3%	3.000	05/15/2024		A-	A3	2,000,000.00	2,141,300.00	1.19	1,945,773.44	1.12	1.31
<b>Issuer total</b>							<b>3,000,000.00</b>	<b>3,203,140.00</b>	<b>1.79</b>	<b>2,936,042.31</b>	<b>1.70</b>	<b>1.06</b>
<b>US Bancorp</b>												
91159HHV5	US BANCORP 3.375%	3.375	02/05/2024	01/05/2024	A+	A2	1,000,000.00	1,067,060.00	0.60	982,424.56	0.57	1.03
91159HHN3	US BANCORP 2.375%	2.375	07/22/2026	06/22/2026	A+	A2	2,000,000.00	1,912,040.00	1.07	1,847,844.80	1.07	3.28
<b>Issuer total</b>							<b>3,000,000.00</b>	<b>2,979,100.00</b>	<b>1.66</b>	<b>2,830,269.36</b>	<b>1.64</b>	<b>2.47</b>
<b>Microsoft Corp</b>												
594918BX1	MICROSOFT CORP 2.875%	2.875	02/06/2024	12/06/2023	AAA	Aaa	960,000.00	993,734.40	0.55	942,142.68	0.54	1.03
594918BR4	MICROSOFT CORP 2.4%	2.400	08/08/2026	05/08/2026	AAA	Aaa	2,000,000.00	1,939,660.00	1.08	1,865,792.40	1.08	3.28
<b>Issuer total</b>							<b>2,960,000.00</b>	<b>2,933,394.40</b>	<b>1.64</b>	<b>2,807,935.08</b>	<b>1.62</b>	<b>2.52</b>
<b>PNC Bank NA</b>												
69353REF1	PNC BANK NA 3.3%	3.300	10/30/2024	09/30/2024	A	A2	2,500,000.00	2,737,590.00	1.53	2,433,547.00	1.41	1.71
<b>Issuer total</b>							<b>2,500,000.00</b>	<b>2,737,590.00</b>	<b>1.53</b>	<b>2,433,547.00</b>	<b>1.41</b>	<b>1.71</b>

# GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
<b>PPG Industries Inc</b>												
693506BQ9	PPG INDUSTRIES INC 2.4%	2.400	08/15/2024	07/15/2024	BBB+	A3	2,000,000.00	2,012,600.00	1.12	1,914,151.74	1.11	1.53
<b>Issuer total</b>							<b>2,000,000.00</b>	<b>2,012,600.00</b>	<b>1.12</b>	<b>1,914,151.74</b>	<b>1.11</b>	<b>1.53</b>
<b>3M Co</b>												
88579YAV3	3M COMPANY 2.25%	2.250	09/19/2026	06/19/2026	A+	A1	2,000,000.00	1,906,760.00	1.06	1,846,953.22	1.07	3.41
<b>Issuer total</b>							<b>2,000,000.00</b>	<b>1,906,760.00</b>	<b>1.06</b>	<b>1,846,953.22</b>	<b>1.07</b>	<b>3.41</b>
<b>Citibank NA</b>												
17325FAS7	CITIBANK NA 3.65%	3.650	01/23/2024	12/23/2023	A+	Aa3	1,500,000.00	1,618,310.00	0.90	1,479,249.87	0.85	0.99
<b>Issuer total</b>							<b>1,500,000.00</b>	<b>1,618,310.00</b>	<b>0.90</b>	<b>1,479,249.87</b>	<b>0.85</b>	<b>0.99</b>
<b>Walmart Inc</b>												
931142DV2	WALMART INC 2.65%	2.650	12/15/2024	10/15/2024	AA	Aa2	1,500,000.00	1,595,520.00	0.89	1,442,498.33	0.83	1.82
<b>Issuer total</b>							<b>1,500,000.00</b>	<b>1,595,520.00</b>	<b>0.89</b>	<b>1,442,498.33</b>	<b>0.83</b>	<b>1.82</b>
<b>Procter &amp; Gamble Co/The</b>												
742718EB1	PROCTER & GAMBLE	3.100	08/15/2023		AA-	Aa3	1,000,000.00	1,041,328.13	0.58	988,501.39	0.57	0.60
<b>Issuer total</b>							<b>1,000,000.00</b>	<b>1,041,328.13</b>	<b>0.58</b>	<b>988,501.39</b>	<b>0.57</b>	<b>0.60</b>
<b>American Honda Finance Corp</b>												
02665WCT6	AMERICAN HONDA	3.550	01/12/2024		A-	A3	1,000,000.00	1,090,440.00	0.61	986,564.62	0.57	0.98
<b>Issuer total</b>							<b>1,000,000.00</b>	<b>1,090,440.00</b>	<b>0.61</b>	<b>986,564.62</b>	<b>0.57</b>	<b>0.98</b>
<b>PNC Financial Services Group Inc/The</b>												
693475AV7	PNC FINANCIAL	3.500	01/23/2024	12/24/2023	A-	A3	1,000,000.00	1,047,210.00	0.58	985,453.17	0.57	1.00
<b>Issuer total</b>							<b>1,000,000.00</b>	<b>1,047,210.00</b>	<b>0.58</b>	<b>985,453.17</b>	<b>0.57</b>	<b>1.00</b>

# GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2022

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
<b>US Bank NA/Cincinnati OH</b>												
90331HMS9	US BANK NA CINCINNATI	2.800	01/27/2025	12/27/2024	AA-	A1	1,000,000.00	995,210.00	0.56	964,074.16	0.56	1.93
<b>Issuer total</b>							<b>1,000,000.00</b>	<b>995,210.00</b>	<b>0.56</b>	<b>964,074.16</b>	<b>0.56</b>	<b>1.93</b>
<b>General Dynamics Corp</b>												
369550BD9	GENERAL DYNAMICS	3.375	05/15/2023	04/15/2023	A-	A3	943,000.00	984,840.91	0.55	937,744.74	0.54	0.36
<b>Issuer total</b>							<b>943,000.00</b>	<b>984,840.91</b>	<b>0.55</b>	<b>937,744.74</b>	<b>0.54</b>	<b>0.36</b>
<b>PepsiCo Inc</b>												
713448DN5	PEPSICO INC 2.375%	2.375	10/06/2026	07/06/2026	A+	A1	1,000,000.00	967,260.00	0.54	931,220.46	0.54	3.44
<b>Issuer total</b>							<b>1,000,000.00</b>	<b>967,260.00</b>	<b>0.54</b>	<b>931,220.46</b>	<b>0.54</b>	<b>3.44</b>
<b>Cash and Cash Equivalents</b>												
	INVESTED CASH	0.000					208,253.75	208,253.75	0.00	208,253.75	0.12	0.00
<b>Issuer total</b>							<b>208,253.75</b>	<b>208,253.75</b>	<b>0.00</b>	<b>208,253.75</b>	<b>0.12</b>	<b>0.00</b>
<b>Grand total</b>							<b>183,837,253.75</b>	<b>179,217,857.05</b>	<b>100.00</b>	<b>173,037,667.68</b>	<b>100.00</b>	<b>2.13</b>

# SECURITIES PURCHASED

For the period December 1, 2022 - December 31, 2022

Cusip	Description / Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Unit cost	Principal cost	Accrued interest
<b>Corporate Bonds</b>								
037833DB3	APPLE INC 2.9% 12SEP2027 (CALLABLE TORONTO DOMINION BANK, THE	12/16/2022 12/20/2022	2.900	09/12/2027 06/12/2027	1,000,000.00	94.71	(947,060.00)	(7,894.44)
<b>Total Corporate Bonds</b>					<b>1,000,000.00</b>		<b>(947,060.00)</b>	<b>(7,894.44)</b>
<b>Government Agencies</b>								
3134GVB31	FREDDIE MAC 0.75% 28MAY2025 STONEX FINANCIAL INC	12/07/2022 12/09/2022	0.750	05/28/2025 02/28/2023	1,700,000.00	91.58	(1,556,894.00)	(389.58)
<b>Total Government Agencies</b>					<b>1,700,000.00</b>		<b>(1,556,894.00)</b>	<b>(389.58)</b>
<b>Grand total</b>					<b>2,700,000.00</b>		<b>(2,503,954.00)</b>	<b>(8,284.02)</b>

# SECURITIES SOLD AND MATURED

For the period December 1, 2022 - December 31, 2022

Cusip	Description / Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost at sale or maturity	Price	Fair value at sale or maturity	Realized gain (loss)	Accrued interest sold
<b>Corporate Bonds</b>											
06051GHC6	BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22)	12/20/2022 12/20/2022	3.004		(1,000,000.00)	1,028,310.00	1,000,000.00	0.00	1,000,000.00	0.00	0.00
<b>Total (Corporate Bonds)</b>					<b>(1,000,000.00)</b>	<b>1,028,310.00</b>	<b>1,000,000.00</b>		<b>1,000,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Government Agencies</b>											
3130A3KM5	FEDERAL HOME LN BKS CONS BD 2.5% DUE 12-09-2022	12/09/2022 12/09/2022	2.500		(1,500,000.00)	1,531,815.00	1,500,000.00	0.00	1,500,000.00	0.00	0.00
<b>Total (Government Agencies)</b>					<b>(1,500,000.00)</b>	<b>1,531,815.00</b>	<b>1,500,000.00</b>		<b>1,500,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand total</b>					<b>(2,500,000.00)</b>	<b>2,560,125.00</b>	<b>2,500,000.00</b>		<b>2,500,000.00</b>	<b>0.00</b>	<b>0.00</b>

# DETAIL OF RETURN AND INTEREST RECEIVED

For the period December 1, 2022 - December 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
<b>Cash</b>						
	Cash and Cash Equivalents	0.00	0.00	0.00	7,758.22	7,758.22
<b>Total Cash</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,758.22</b>	<b>7,758.22</b>
<b>Corporate Bonds</b>						
88579YAV3	3M COMPANY 2.25% 19SEP2026 (CALLABLE 19JUN26)	1,888.72	0.00	(5,316.68)	3,875.00	0.00
02665WCT6	AMERICAN HONDA FINANCE 3.55% 12JAN2024	(2,500.65)	0.00	1,188.25	3,056.95	0.00
037833DB3	APPLE INC 2.9% 12SEP2027 (CALLABLE 12JUN27)	465.20	0.00	(13,480.29)	886.12	0.00
037833CR9	APPLE INC 3.2% 11MAY2027 (CALLABLE 11FEB27)	1,043.25	0.00	(22,754.49)	5,844.54	0.00
06051GHC6	BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22)	(1,341.71)	0.00	1,171.28	1,668.89	15,020.00
06051GHF9	BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23)	(3,348.95)	0.00	2,165.84	4,585.41	0.00
06051GHL6	BANK OF AMERICA CORP 3.864% 23JUL2024 (CALLABLE 23JUL23)	(3,997.73)	0.00	1,926.74	4,991.00	0.00
14913R2L0	CATERPILLAR FINL SERVICE 0.45% 17MAY2024	68.07	0.00	1,234.66	620.00	0.00
14913R2S5	CATERPILLAR FINL SERVICE 0.95% 10JAN2024	295.73	0.00	4,845.44	818.06	0.00
14913Q3B3	CATERPILLAR FINL SERVICE 2.15% 08NOV2024	(1,109.25)	0.00	(181.38)	1,851.39	0.00
17325FAS7	CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23)	(3,861.63)	0.00	(82.35)	4,714.59	0.00
369550BD9	GENERAL DYNAMICS CORP 3.375% 15MAY2023 (CALLABLE 15APR23)	(919.58)	0.00	1,069.30	2,740.60	0.00
437076CA8	HOME DEPOT INC 2.5% 15APR2027 (CALLABLE 15FEB27)	1,804.75	0.00	(6,964.24)	2,583.33	0.00
437076BM3	HOME DEPOT INC 3% 01APR2026 (CALLABLE 01JAN26)	1,164.86	0.00	(15,416.73)	7,750.00	0.00
459200JY8	IBM CORP 3% 15MAY2024	(3,728.23)	0.00	(4,353.30)	5,166.67	0.00
459200HP9	IBM CORP 3.375% 01AUG2023	(2,486.86)	0.00	364.07	2,906.25	0.00
24422EVN6	JOHN DEERE CAPITAL CORP 0.45% 17JAN2024	539.16	0.00	1,467.86	310.00	0.00

# DETAIL OF RETURN AND INTEREST RECEIVED

For the period December 1, 2022 - December 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
<b>Corporate Bonds</b>						
24422EUX5	JOHN DEERE CAPITAL CORP 2.6% 07MAR2024	(480.64)	0.00	(261.97)	3,246.39	0.00
24422EUM9	JOHN DEERE CAPITAL CORP 3.65% 12OCT2023	(1,144.47)	0.00	1,556.04	2,985.91	0.00
46647PBQ8	JPMORGAN CHASE & CO 1.514% 01JUN2024 (CALLABLE 01JUN23)	(1,331.95)	0.00	5,229.28	2,607.44	15,140.00
46625HJH4	JPMORGAN CHASE & CO 3.2% 25JAN2023	(745.58)	0.00	1,169.73	2,755.56	0.00
594918BR4	MICROSOFT CORP 2.4% 08AUG2026 (CALLABLE 08MAY26)	1,257.08	0.00	(15,366.86)	4,133.34	0.00
594918BX1	MICROSOFT CORP 2.875% 06FEB2024 (CALLABLE 06DEC23)	(640.93)	0.00	(545.46)	2,376.67	0.00
713448DN5	PEPSICO INC 2.375% 06OCT2026 (CALLABLE 06JUL26)	655.67	0.00	(7,176.45)	2,045.14	0.00
69353REF1	PNC BANK NA 3.3% 30OCT2024 (CALLABLE 30SEP24)	(5,549.20)	0.00	3,559.90	6,875.00	0.00
693475AV7	PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23)	(891.32)	0.00	843.73	3,013.89	0.00
693506BQ9	PPG INDUSTRIES INC 2.4% 15AUG2024 (CALLABLE 15JUL24)	(228.40)	0.00	(5,692.92)	4,133.33	0.00
742718EB1	PROCTER & GAMBLE CO/THE 3.1% 15AUG2023	(834.91)	0.00	1,668.30	2,669.44	0.00
89236THU2	TOYOTA MOTOR CREDIT CORP 0.45% 11JAN2024	77.52	0.00	7,071.84	697.50	0.00
89236THA6	TOYOTA MOTOR CREDIT CORP 1.35% 25AUG2023	(733.76)	0.00	1,837.21	1,162.50	0.00
89236TGL3	TOYOTA MOTOR CREDIT CORP 2% 07OCT2024	10.36	0.00	236.99	1,722.23	0.00
91159HHN3	US BANCORP 2.375% 22JUL2026 (CALLABLE 22JUN26)	1,853.09	0.00	(2,151.18)	4,090.28	0.00
91159HHV5	US BANCORP 3.375% 05FEB2024 (CALLABLE 05JAN24)	(2,298.75)	0.00	(1,625.23)	2,906.25	0.00
90331HMS9	US BANK NA CINCINNATI 2.8% 27JAN2025 (CALLABLE 27DEC24)	143.13	0.00	1,036.66	2,411.11	0.00
931142DV2	WALMART INC 2.65% 15DEC2024 (CALLABLE 15OCT24)	(2,567.74)	0.00	(2,494.03)	3,422.92	19,875.00
<b>Total Corporate Bonds</b>		<b>(29,475.65)</b>	<b>0.00</b>	<b>(64,220.44)</b>	<b>107,623.70</b>	<b>50,035.00</b>

# DETAIL OF RETURN AND INTEREST RECEIVED

For the period December 1, 2022 - December 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
<b>Government Agencies</b>						
3135G05X7	FANNIE MAE 0.375% 25AUG2025	4,193.55	0.00	(77.84)	645.83	0.00
3135G03U5	FANNIE MAE 0.625% 22APR2025	12,299.33	0.00	19,194.74	2,852.43	0.00
3135G0V75	FANNIE MAE 1.75% 02JUL2024	293.64	0.00	(238.66)	3,013.89	0.00
3135G0K36	FANNIE MAE 2.125% 24APR2026	2,395.16	0.00	272.10	5,489.58	0.00
3135G0U43	FANNIE MAE 2.875% 12SEP2023	(1,620.83)	0.00	4,090.90	4,951.39	0.00
3133EMBE1	FEDERAL FARM CREDIT BANK 0.3% 28MAR2024 (CALLABLE 11JAN23)	35.69	0.00	5,127.50	516.67	0.00
3133EMTD4	FEDERAL FARM CREDIT BANK 0.37% 15MAR2024 (CALLABLE 11JAN23)	55.25	0.00	6,272.78	637.22	0.00
3133EKVB9	FEDERAL FARM CREDIT BANK 1.86% 17OCT2023	119.06	0.00	5,617.58	3,203.34	0.00
3133EKNX0	FEDERAL FARM CREDIT BANK 2.16% 03JUN2024	(203.66)	0.00	1,254.45	1,860.00	10,800.00
3133EKKT2	FEDERAL FARM CREDIT BANK 2.25% 08FEB2023	(472.02)	0.00	2,505.45	2,906.25	0.00
3133EKKU9	FEDERAL FARM CREDIT BANK 2.3% 08NOV2023	(468.54)	0.00	3,396.49	2,970.84	0.00
3133ENH45	FEDERAL FARM CREDIT BANK 3.125% 24AUG2026	1,172.49	0.00	(7,282.60)	10,763.89	0.00
3133ENB74	FEDERAL FARM CREDIT BANK 3.15% 21JUL2025	174.35	0.00	(2,162.19)	8,137.50	0.00
3133ENP95	FEDERAL FARM CREDIT BANK 4.25% 30SEP2025	(157.87)	0.00	897.33	10,625.00	0.00
3133ENV72	FEDERAL FARM CREDIT BANK 4.5% 27JUL2026	55.24	0.00	(6,008.42)	7,750.00	0.00
3130A3KM5	FEDERAL HOME LN BKS CONS BD 2.5% DUE 12-09-2022	(229.25)	0.00	444.75	937.50	18,750.00
3130AKX84	FEDERAL HOME LOAN BANK 0.27% 23AUG2024 (CALLABLE 23FEB23)	11.84	0.00	2,415.00	232.50	0.00
3130AJHU6	FEDERAL HOME LOAN BANK 0.5% 14APR2025	3,436.19	0.00	1,317.73	604.93	0.00
3130AL7C2	FEDERAL HOME LOAN BANK 0.5% 25AUG2025 (CALLABLE 25FEB23)	0.00	0.00	2,439.08	861.11	0.00
3130AQF65	FEDERAL HOME LOAN BANK 1.25% 21DEC2026	8,758.44	0.00	(4,415.56)	4,305.56	25,000.00



# DETAIL OF RETURN AND INTEREST RECEIVED

For the period December 1, 2022 - December 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
<b>Government Agencies</b>						
3130AJ7E3	FEDERAL HOME LOAN BANK 1.375% 17FEB2023	(195.26)	0.00	5,465.98	2,368.05	0.00
3130AB3H7	FEDERAL HOME LOAN BANK 2.375% 08MAR2024	(804.14)	0.00	5,449.62	4,090.28	0.00
3130ASG86	FEDERAL HOME LOAN BANK 3.375% 13JUN2025	(244.93)	0.00	(1,341.84)	5,812.50	33,375.00
3130ATT31	FEDERAL HOME LOAN BANK 4.5% 03OCT2024	472.77	0.00	(2,068.47)	11,625.00	0.00
3137EAEX3	FREDDIE MAC 0.375% 23SEP2025	12,275.00	0.00	3,413.16	1,291.66	0.00
3134GVB31	FREDDIE MAC 0.75% 28MAY2025 (CALLABLE 28FEB23) #0002	3,850.39	0.00	(12,815.59)	779.17	0.00
3137EAEP0	FREDDIE MAC 1.5% 12FEB2025	3,789.62	0.00	7,604.16	3,875.00	0.00
<b>Total Government Agencies</b>		<b>48,991.51</b>	<b>0.00</b>	<b>40,767.63</b>	<b>103,107.09</b>	<b>87,925.00</b>
<b>Government Bonds</b>						
91282CBM2	USA TREASURY 0.125% 15FEB2024	329.06	0.00	4,570.32	157.95	0.00
91282CAP6	USA TREASURY 0.125% 15OCT2023	249.95	0.00	6,386.71	159.69	0.00
91282CCC3	USA TREASURY 0.25% 15MAY2024	82.93	0.00	4,843.74	428.18	0.00
91282CAM3	USA TREASURY 0.25% 30SEP2025	6,819.34	0.00	(2,812.50)	638.73	0.00
91282CAT8	USA TREASURY 0.25% 31OCT2025	6,818.76	0.00	(3,515.64)	642.26	0.00
91282CCX7	USA TREASURY 0.375% 15SEP2024	93.58	0.00	3,054.68	545.92	0.00
91282CAZ4	USA TREASURY 0.375% 30NOV2025	6,493.19	0.00	(3,046.89)	958.10	0.00
91282CBC4	USA TREASURY 0.375% 31DEC2025	5,845.87	0.00	(1,527.34)	726.56	0.00
91282CBH3	USA TREASURY 0.375% 31JAN2026	6,552.80	0.00	(3,281.25)	947.69	0.00
91282CDD0	USA TREASURY 0.375% 31OCT2023	874.55	0.00	6,875.00	642.26	0.00
91282CBQ3	USA TREASURY 0.5% 28FEB2026	6,234.09	0.00	(2,226.54)	1,284.53	0.00

# DETAIL OF RETURN AND INTEREST RECEIVED

For the period December 1, 2022 - December 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
<b>Government Bonds</b>						
912828ZF0	USA TREASURY 0.5% 31MAR2025	6,246.40	0.00	1,054.68	1,277.47	0.00
91282CCP4	USA TREASURY 0.625% 31JUL2026	3,921.23	0.00	(2,421.88)	1,052.99	0.00
91282CCW9	USA TREASURY 0.75% 31AUG2026	3,698.81	0.00	(2,968.76)	1,284.53	0.00
91282CBT7	USA TREASURY 0.75% 31MAR2026	5,763.37	0.00	(5,742.18)	1,916.21	0.00
91282CCF6	USA TREASURY 0.75% 31MAY2026	6,301.12	0.00	(2,929.68)	1,916.21	0.00
91282CCJ8	USA TREASURY 0.875% 30JUN2026	5,425.08	0.00	(3,515.61)	2,211.28	0.00
91282CCZ2	USA TREASURY 0.875% 30SEP2026	8,984.12	0.00	(8,398.45)	3,725.96	0.00
91282CDG3	USA TREASURY 1.125% 31OCT2026	3,078.97	0.00	(4,687.50)	1,926.80	0.00
91282CDK4	USA TREASURY 1.25% 30NOV2026	2,847.96	0.00	(5,546.86)	2,129.12	0.00
91282CDQ1	USA TREASURY 1.25% 31DEC2026	4,420.57	0.00	(7,488.29)	2,843.07	0.00
912828S35	USA TREASURY 1.375% 30JUN2023	328.15	0.00	3,281.25	1,158.29	0.00
912828D1	USA TREASURY 1.375% 31AUG2023	667.72	0.00	4,843.76	2,354.98	0.00
912828A7	USA TREASURY 1.5% 15AUG2026	2,180.20	0.00	(4,062.52)	2,527.17	0.00
912828Z78	USA TREASURY 1.5% 31JAN2027	2,874.42	0.00	(4,757.82)	1,769.02	0.00
912828YY0	USA TREASURY 1.75% 31DEC2024	(2,222.69)	0.00	546.86	2,868.85	0.00
912828Y87	USA TREASURY 1.75% 31JUL2024	(2,199.55)	0.00	2,265.62	2,948.37	0.00
912828U3	USA TREASURY 1.875% 31AUG2024	(220.62)	0.00	976.57	1,605.66	0.00
912828XT2	USA TREASURY 2% 31MAY2024	(2,699.67)	0.00	2,187.48	3,406.59	0.00
9128286R6	USA TREASURY 2.25% 30APR2024	(451.39)	0.00	976.56	1,926.80	0.00
912828V23	USA TREASURY 2.25% 31DEC2023	(363.20)	0.00	1,875.00	1,895.38	0.00

# DETAIL OF RETURN AND INTEREST RECEIVED

For the period December 1, 2022 - December 31, 2022

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
<b>Government Bonds</b>						
912828Y61	USA TREASURY 2.75% 31JUL2023	(925.86)	0.00	1,562.50	2,316.57	0.00
9128285P1	USA TREASURY 2.875% 30NOV2023	(3,416.18)	0.00	4,078.13	4,407.28	0.00
9128285D8	USA TREASURY 2.875% 30SEP2023	(1,937.14)	0.00	2,500.00	2,448.48	0.00
<b>Total Government Bonds</b>		<b>82,695.94</b>	<b>0.00</b>	<b>(17,050.85)</b>	<b>59,048.95</b>	<b>0.00</b>
<b>Grand total</b>		<b>102,211.80</b>	<b>0.00</b>	<b>(40,503.66)</b>	<b>277,537.96</b>	<b>145,718.22</b>

# TRANSACTION REPORT

For the period December 1, 2022 - December 31, 2022

Trade date Settle date	Cusip	Transaction	Sec type	Description	Maturity	Par value or shares	Realized gain(loss)	Principal	Interest	Transaction total
12/01/2022 12/01/2022	46647PBQ8	Income	Corporate Bonds	JPMORGAN CHASE & CO	06/01/2024	2,000,000.00	0.00	0.00	15,140.00	15,140.00
12/03/2022 12/03/2022	3133EKNX0	Income	Government Agencies	FEDERAL FARM CREDIT BANK	06/03/2024	1,000,000.00	0.00	0.00	10,800.00	10,800.00
12/07/2022 12/09/2022	3134GVB31	Bought	Government Agencies	FREDDIE MAC 0.75%	05/28/2025	1,700,000.00	0.00	(1,556,894.00)	(389.58)	(1,557,283.58)
12/09/2022 12/09/2022	3130A3KM5	Income	Government Agencies	FEDERAL HOME LN BKS CONS	12/09/2022	1,500,000.00	0.00	0.00	18,750.00	18,750.00
12/09/2022 12/09/2022	3130A3KM5	Capital Change	Government Agencies	FEDERAL HOME LN BKS CONS	12/09/2022	(1,500,000.00)	0.00	1,500,000.00	0.00	1,500,000.00
12/13/2022 12/13/2022	3130ASG86	Income	Government Agencies	FEDERAL HOME LOAN BANK	06/13/2025	2,000,000.00	0.00	0.00	33,375.00	33,375.00
12/15/2022 12/15/2022	931142DV2	Income	Corporate Bonds	WALMART INC 2.65%	12/15/2024	1,500,000.00	0.00	0.00	19,875.00	19,875.00
12/16/2022 12/20/2022	037833DB3	Bought	Corporate Bonds	APPLE INC 2.9% 12SEP2027	09/12/2027	1,000,000.00	0.00	(947,060.00)	(7,894.44)	(954,954.44)
12/20/2022 12/20/2022	06051GHC6	Income	Corporate Bonds	BANK OF AMERICA CORP	12/20/2023	1,000,000.00	0.00	0.00	15,020.00	15,020.00
12/20/2022 12/20/2022	06051GHC6	Capital Change	Corporate Bonds	BANK OF AMERICA CORP	12/20/2023	(1,000,000.00)	0.00	1,000,000.00	0.00	1,000,000.00
12/21/2022 12/21/2022	3130AQF65	Income	Government Agencies	FEDERAL HOME LOAN BANK	12/21/2026	4,000,000.00	0.00	0.00	25,000.00	25,000.00
12/31/2022		Income	Cash and Cash Equivalent	Cash		0.00	0.00	0.00	7,758.22	7,758.22

# ADDITIONAL INFORMATION

## As of December 31, 2022

Past performance is not a guide to future performance. The value of investments and any income from them will fluctuate and is not guaranteed (this may partly be due to exchange rate changes) and investors may not get back the amount invested. Transactions in foreign securities may be executed and settled in local markets. Performance comparisons will be affected by changes in interest rates. Investment returns fluctuate due to changes in market conditions. Investment involves risk, including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. The information contained herein is for your reference only and is being provided in response to your specific request and has been obtained from sources believed to be reliable; however, no representation is made regarding its accuracy or completeness. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document should not be duplicated, amended, or forwarded to a third party without consent from Insight. This is a marketing document intended for professional clients only and should not be made available to or relied upon by retail clients.

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Where indicated, performance numbers used in the analysis are gross returns. The performance reflects the reinvestment of all dividends and income. INA charges management fees on all portfolios managed and these fees will reduce the returns on the portfolios. For example, assume that \$30 million is invested in an account with INA, and this account achieves a 5.0% annual return compounded monthly, gross of fees, for a period of five years. At the end of five years that account would have grown to \$38,500,760 before the deduction of management fees. Assuming management fees of 0.25% per year are deducted monthly from the account, the value at the end of the five year period would be \$38,022,447. Actual fees for new accounts are dependent on size and subject to negotiation. INA's investment advisory fees are discussed in Part 2A of its Form ADV.

Unless otherwise stated, the source of information is Insight. Any forecasts or opinions are Insight's own at the date of this document (or as otherwise specified) and may change. Material in this publication is for general information only and is not advice, investment advice, or the recommendation of any purchase or sale of any security. Insight makes no implied or expressed recommendations concerning the manner in which an account should or would be handled, as appropriate investment strategies depend upon specific investment guidelines and objectives and should not be construed to be an assurance that any particular security in a strategy will remain in any fund, account, or strategy, or that a previously held security will not be repurchased. It should not be assumed that any of the security transactions or holdings referenced herein have been or will prove to be profitable or that future investment decisions will be profitable or will equal or exceed the past investment performance of the securities listed.

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For trading activity the Clearing broker will be reflected. In certain cases the Clearing broker will differ from the Executing broker.

In calculating ratings distributions and weighted average portfolio quality, Insight assigns U.S Treasury and U.S agency securities a quality rating based on the methodology used within the respective benchmark index. When Moody's, S&P and Fitch rate a security, Bank of America and Merrill Lynch indexes assign a simple weighted average statistic while Barclays indexes assign the median statistic. Insight assigns all other securities the lower of Moody's and S&P ratings.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategy's holdings may differ substantially from the securities that comprise the indices shown.

The ICE BofA 3 Month US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The ICE BofA 6 Month US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

The ICE BofA 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The ICE BofA 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

# ADDITIONAL INFORMATION

## As of December 31, 2022

Insight does not provide tax or legal advice to its clients and all investors are strongly urged to consult their tax and legal advisors regarding any potential strategy or investment.

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City of Menlo Park								
Insight ESG Ratings as of December 31, 2022								
Cusip/Id	Description	Moody Rating	S&P Rating	Par	Insight ESG Score	Environmental	Social	Governance
02665WCA7	AMERICAN HONDA FINANCE 2.6% 16NOV2022	A3	A-	\$ 1,000,000	2	2	3	3
46625HJH4	JPMORGAN CHASE & CO 3.2% 25JAN2023	A1	A-	\$ 1,000,000	3	1	2	4
369550BD9	GENERAL DYNAMICS 3.375% 15MAY2023	A3	A-	\$ 943,000	4	3	4	4
459200HP9	IBM CORP 3.2% 01AUG2023	A3	A-	\$ 1,000,000	2	1	2	5
742718EB1	PROCTER & GAMBLE CORP 3.1% 15AUG2023	Aa3	AA-	\$ 1,000,000	3	3	4	3
89236THA6	TOYOTA MOTOR CREDIT 1.35% 25 AUG 2023	A1	A+	\$ 1,000,000	3	3	3	5
24422EUM9	JOHN DEERE CAPITAL CORP 3.65% 12OCT2023	A2	A	\$ 950,000	3	3	3	3
14913R2S5	CATERPILLAR FIN. SER. .95% 10JAN2024	A2	A	\$ 1,000,000	3	3	2	4
89236THU2	TOYOTA MOTOR CREDIT .45% 11JAN2024	A1	A+	\$ 1,800,000	3	3	3	5
02665WCT6	AMERICAN HONDA FINANCE 3.55% 12JAN2024	A3	A-	\$ 1,000,000	2	2	3	3
24422EVN6	JOHN DEERE CAPITAL CORP .45% 17JAN2024	A2	A	\$ 800,000	3	3	3	3
17325FAS7	CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23)	Aa3	A+	\$ 1,500,000	3	1	3	4
693475AV7	PNC FINSERVGRUP 3.5% 23JAN2024 (CALLABLE 24DEC2023)	A3	A-	\$ 1,000,000	3	2	3	3
91159HHV5	US BANK NA CINCINNATI 3.375% 05FEB2024 (CALLABLE 06JAN2024)	A2	A+	\$ 1,000,000	3	3	4	3
594918BX1	MICROSOFT CORP 2.875% 06FEB2024 (CALLABLE 06DEC23)	Aaa	AAA	\$ 960,000	2	1	2	3
06051GHF9	BANK OF AMERICA NA 3.55% 5MAR2024 (CALLABLE 5MAR2023)	A2	A-	\$ 1,500,000	3	1	3	4
24422EUX5	JOHN DEERE CAPITAL CORP 2.6% 07MAR2024	A2	A	\$ 1,450,000	3	3	3	3
459200JY8	IBM CORP 3.0% 15MAY2024	A3	A-	\$ 2,000,000	2	1	2	5
14913R2L0	CATERPILLAR .45% 17MAY2024	A2	A	\$ 1,600,000	3	3	2	4
46647PBQ8	JPMORGAN CHASE & CO 1.514% 01JUN2024 (CALLABLE 01JUN23)	A1	A-	\$ 2,000,000	3	1	2	4
06051GHL6	BANK OF AMERICA NA 3.864% 23JUL2024 (CALLABLE 23JUL2023)	A2	A-	\$ 1,500,000	3	1	3	4
693506BQ9	PPG INDUSTRIES INC 2.4% 15AUG2024	A3	BBB+	\$ 2,000,000	2	1	3	3
89236TGL3	TOYOTA MOTOR CREDIT 2.00% 07OCT2024	A1	A+	\$ 1,000,000	3	3	3	5
69353REF1	PNC BANK NA 3.3% 30OCT2024 (CALLABLE 30SEP2024)	A2	A	\$ 2,500,000	3	2	3	3
14913Q3B3	CATERPILLAR 2.15% 8NOV2024	A2	A	\$ 1,000,000	3	3	2	4
931142DV2	WALMART INC. 2.65% 15DEC2024 (CALLABLE 15OCT2024)	Aa2	AA	\$ 1,500,000	3	1	4	5
90331HMS9	US BANK NA 2.8% 27JAN2025 (CALLABLE 27DEC2024)	A1	AA-	\$ 1,000,000	3	3	4	3
437076BM3	HOME DEPOT INC. 3% 01APR2026 (CALLABLE 01JAN2026)	A2	A	\$ 3,000,000	1	2	2	2
911159HHN3	US BANCORP 2.375% 22JUL2026 (CALLABLE 22Jun2026)	A2	A+	\$ 2,000,000	3	3	4	3
594918BR4	MICROSOFT CORP 2.40% 08AUG2026 (CALLABLE 08MAY26)	Aaa	AAA	\$ 2,000,000	2	1	2	3
88579YAV3	3M COMPANY 2.25% 19SEO2026 (CALLABLE 19JUN2026)	A1	A+	\$ 2,000,000	3	3	3	2
713448DN5	PEPSICO INC. 2.375% 06OCT2026 (CALLABLE 06JUL2026)	A1	A+	\$ 1,000,000	2	3	2	2
437076CA8	HOME DEPOT 2.5% 15APR2027 (CALLABLE 15FEB2027)	A2	A	\$ 1,200,000	1	2	2	2
037833CR9	APPLE INC. 3.2% 11MAY2027 (CALLABLE 11FEB2027)	Aaa	AA+	\$ 2,121,000	3	3	3	5
037833DB3	APPLE INC 2.9% 12SERP2027 (CALLABLE 12JUN2027)	Aaa	AA+	\$ 1,000,000	3	3	3	3

Corporate \$ 49,324,000 2.69 2.20 2.83 3.54

\*ESG ratings are from 1 to 5, with 1 as the highest rating and 5 as the lowest. All ratings are weighted by industry rankings, based on the importance of the category within the individual industry.



**STAFF REPORT**

**City Council**  
**Meeting Date:** 3/28/2023  
**Staff Report Number:** 23-080-CC

**Consent Calendar:** Receive and file City Council and advisory body annual attendance report for March 2022 – February 2023

**Recommendation**

Staff recommends the City Council receive and file the City Council and advisory body annual attendance report for March 2022 – February 2023 (Attachment A.)

**Policy Issues**

City Council Policy CC-23-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities (Attachment B) requires an annual attendance report for each advisory body and the City Council.

**Background**

For advisory bodies to function effectively and accomplish their respective goals and work plans, it is important that all members be active participants by attending the regularly scheduled monthly or quarterly advisory body meetings. The annual attendance report is based on data collected from the meeting minutes of each advisory body and the City Council and verified with staff liaisons.

**Analysis**

Before the posting of a meeting agenda, staff liaisons communicate with their respective advisory body members, to ensure a quorum will be met in order to properly conduct the advisory body meeting. In most cases, advisory body members advise the staff liaison in advance of their absence and typically, absences are due to pre-planned vacations or scheduled work travel and are considered reasonable.

The City places a high value on the work of the advisory bodies and strives to provide sufficient support to all advisory body members in order to facilitate their work. Per City Council policy CC-23-004, absences which result in attendance at less than two-thirds of their meetings will be reported to the City Council (via the annual attendance report) and may result in replacement of the member by the City Council. Removal from an advisory body appointment is rarely recommended by staff. Instead staff liaisons prefer to reach out to the advisory body member(s) with low attendance to determine the reasons for the absences and assess the ability to continue in their advisory body service.



### **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 proposes an organizational structure change that will not result in any direct or indirect physical change in the environment.

### **Public Notice**

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

### **Attachments**

- A. Attendance data for each advisory body and City Council
- B. City Council Policy CC-23-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities

Report prepared by:

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

CITY COUNCIL					Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Second and fourth Tuesdays of the month at 6 p.m.					2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023
	Sworn in	Total no. of meetings	Total meetings attended	Percentage attended												
Combs, Drew	12/13/2022	45	42	93%	6	4	3	5	2	3	2	3	3	3	5	3
Doeer, Maria	1/9/2023	8	8	100%	*	*	*	*	*	*	*	*	*	*	4	4
Mueller, Ray	12/15/2023	35	35	100%	6	4	3	5	2	3	2	3	3	4	*	*
Nash, Betsy	12/13/2022	45	45	100%	6	4	3	5	2	3	2	3	3	4	6	4
Taylor, Cecilia	12/13/2022	45	45	100%	6	4	3	5	2	3	2	3	3	4	6	4
Wolosin, Jen	12/15/2023	45	44	98%	6	4	3	5	2	2	2	3	3	4	6	4

\* not on City Council

- 5/17/2022-special meeting Mueller exited at 6:14 p.m.
- 5/17/2022-special meeting Nash exited at 6:14 p.m.
- 6/17/2022-special meeting Mueller arrived at 2:30 p.m.
- 6/28/2022 Mueller arrived at 6:10 p.m.
- 7/26/2022-special and regular meeting Mueller arrived at 7:36 p.m. and exited at 10:45 p.m.
- 7/26/2022-special and regular meeting Wolosin exited at 10:59 p.m.
- 8/4/2022-special meeting Wolosin excused absence
- 10/11/2022 Mueller exited at 6:15 p.m.
- 11/1/2022 Mueller exited at 8:16 p.m.
- 11/15/2022 Combs exited at 7:02 p.m.
- 12/6/2022-Mueller arrived at 6:44 p.m. and exited at 11:16 p.m.
- 12/6/2022 Combs excused absence
- 1/24/2023 Combs excused absence
- 1/1/2023 Mueller resign
- 2/7/2023 Combs excused absence

<b>COMPLETE STREETS</b>						<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>
<b>Second Wednesday of the month at 6:30 p.m.</b>	<b>Appointed</b>	<b>Re-appointed</b>	<b>Total no. of meetings</b>	<b>Total meetings attended</b>	<b>Percentage attended</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>
Altman, Brian	5/25/2021		10	7	70%	1	1	1		1		1		1	1		
Behroozi, Katie	5/3/2016	6/9/2020	10	10	100%	1	1	1	1	1		1	1	1	1		1
Cebrian, Jacquie	4/16/2019		10	9	90%	1	1	1	1	1			1	1	1		1
Cole, Sally	5/25/2021	4/26/2022	10	10	100%	1	1	1	1	1		1	1	1	1		1
Cromie, John	4/16/2019		2	2	100%	1	1	*	*	*		*	*	*	*		*
Jensen, Jk	5/25/2021		10	7	70%		1		1	1		1	1	1			1
King, Lizbeth	5/25/2021		10	7	70%		1	1	1				1	1	1		1
Kollmann, Christopher	4/26/2022		8	7	88%	*	*	1	1	1		1	1		1		1
Lee, Lydia	5/6/2014	4/24/2018	2	2	100%	1	1	*	*	*		*	*	*	*		*
Levin, Adina	4/16/2013	5/6/2014 & 4/24/2018	2	2	100%	1	1	*	*	*		*	*	*	*		*

CSC reduced from nine to seven members in May 2022

\* not on commission

3/9/2022 Jensen excused absence

3/9/2022 King excused absence

5/11/2022 Jensen excused absence

6/8/2022 Altman excused absence

August 2022 meeting cancelled

9/14/2022 Cebrian excused absence

9/14/2022 King excused absence

9/14/2022 Jensen arrived at 7:08 p.m.

10/12/2022 Altman excused absence

11/9/2022 Kollmann excused absence

12/14/2022 Jensen excused absence

2/8/2023 Altman excused absence

3/1/2023 Jensen resign

ENVIRONMENTAL QUALITY						Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Third Wednesday of the month at 6 p.m.		Appointed	Re-appointed	Total no. of meetings	Total meetings attended	Percentage attended	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023	
Elkins, Leah	10/13/2020			10	9	90%	1		1	1	1		1	1		1	1
Evens, Angela	5/25/2021			10	8	80%	1			1	1	1	1	1		1	1
Kabat, Tom	4/24/2018	4/26/2022		10	10	100%	1		1	1	1	1	1	1		1	1
Larocca Hedley, Nancy	4/26/2022			9	9	100%	*		1	1	1	1	1	1		1	1
Lin, Jeffrey	4/26/2022			10	7	70%				1	1	1	1			1	1
London, Janelle	5/3/2016	6/10/2020		6	3	50%	1			1			1	*	*		*
McKenna, John	11/1/2022			3	3	100%	*		*	*	*	*	*	*	1		1
Price, Ryann	4/24/2018			1	1	100%	1		*	*	*	*	*	*		*	*
Schmidt, Jeff	4/26/2022			9	8	89%	*		1	1		1	1	1		1	1

\* not on commission

- 3/16/2022 Elkins exited at 8 p.m.
- 3/16/2022 Evans arrived at 6:13 p.m.
- 3/16/2022 London exited at 8:30 p.m.
- April 2022 meeting cancelled
- 5/18/2022 Evans excused absence
- 5/18/2022 Lin excused absence
- 5/18/2022 London excused absence
- 6/15/2022 Evans excused absence
- 7/20/2022 London excused absence
- 7/20/2022 Schmidt excused absence
- August 2022 meeting cancelled
- 8/31/2022-special meeting London excused absence
- 9/21/2022 Elkins excused absence
- 9/21/2022 London exited at 6:11 p.m.
- 9/22/2022 London resign
- 10/19/2022 Evans exited at 8:10 p.m.
- 11/16/2022 Lin excused absence
- December 2022 meeting cancelled

FINANCE AND AUDIT						Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Special meetings as needed at 5:30 p.m.	Appointed	Re-appointed	Total no. of meetings	Total meetings attended	Percentage attended	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023
						DeMoss, Michael	5/10/2022		4	4	100%				1	1	
Hill, Susannah	5/10/2022		4	4	100%				1	1			1		1		
Norrington, Matt	5/25/2022		4	4	100%				1	1			1		1		
Taylor, Cecilia	12/14/2021		4	3	75%				1	1			1				
Westcott, Brian	6/4/2019	5/25/2021	4	4	100%				1	1			1		1		
Wolosin, Jen	12/14/2021		4	3	75%				1	1					1		
Wong, Carol	5/25/2021		4	3	75%				1	1			1				

\* not on committee

- No March and April 2022 meetings
- May 2022 meeting cancelled
- No August and September 2022 meetings
- 10/27/2022 Wolosin excused absence
- No November 2022 meeting
- January 2023 meeting cancelled
- No February 2023 meeting
- 12/15/2022 Taylor excused absence
- 12/15/2022 Wong excused absence

HOUSING						Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
First Wednesday of the month at 6:30 p.m.						2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023
	Appointed	Re-appointed	Total no. of meetings	Total meetings attended	Percentage attended												
Bigelow, Lauren	4/16/2019		9	7	78%			1	1		1	1		1	1		1
Campos, Jackelyn	4/26/2022		8	6	75%	*		1	1			1		1	1		1
Grove, Karen	7/18/2017		1	1	100%	1		*	*		*	*		*	*	*	*
Leitch, Heather	5/25/2021		9	6	67%	1		1	1		1				1		1
Merriman, Nevada	5/16/2017	5/25/2021	9	7	78%	1		1	1			1			1	1	1
Nguyen, Chelsea	5/25/2021		9	6	67%			1	1		1	1		1		1	
Pimentel, John	6/9/2020		9	8	89%	1		1	1		1	1		1	1	1	
Walker, Adriana	4/26/2022		8	7	88%	*		1	1		1	1		1		1	1

\* not on commission

attendance less than two-thirds (67%)

April 2022 meeting cancelled

3/2/2022 Bigelow excused absence

3/2/2022 Nguyen excused absence

July 2022 meeting cancelled

8/3/2022 Campos excused absence

8/3/2022 Merriman excused absence

8/3/2022 Nguyen arrived at 7:32 p.m.

9/7/2022 Leitch excused absence

9/7/2022 Nguyen arrived at 6:51 p.m.

October 2022 meeting cancelled

11/2/2022 Leitch excused absence

11/2/2022 Merriman excused absence

12/7/2022 Nguyen excused absence

12/7/2022 Walker excused absence

2/1/2023 Nguyen unexcused absence

2/1/2023 Pimentel excused absence

LIBRARY						Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Third Monday of the month at 6:30 p.m.						2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023
	Appointed	Re-appointed	Total no. of meetings	Total meetings attended	Percentage attended												
Chen Rekhi, Ada	11/1/2022		1	1	100%	*	*	*	*	*	*	*				1	
Cohen, Alan	4/24/2018	4/26/2022	8	7	88%		1	1	1	1	1	1				1	
Erhart, David	4/16/2019		8	7	88%	1	1	1	1	1		1				1	
Hadrovic, Katie	4/24/2018	6/9/2020	8	7	88%	1	1	1	1	1	1	1					
Lee, Aldora	5/25/2021		2	0	0%			*	*	*	*	*				*	
Leep, Kristen	5/12/2015	4/16/2019	8	6	75%	1	1	1			1	1				1	
Singh, Pavneet	9/21/2021		8	5	63%		1	1	1		1					1	
Velagapudi, Vamsi	5/25/2021		8	5	63%	1	1		1	1						1	
Zasslow, Sarah	4/26/2022		4	0	0%	*	*					*				*	

\* not on commission

attendance less than two-thirds (67%)

- 3/21/2022 Cohen excused absence
- 3/21/2022 Lee excused absence
- 3/21/2022 Singh excused absence
- 4/18/2022 Lee excused absence
- 4/18/2022 Leep arrived at 6:45 p.m.
- 5/16/2022 Velagapudi excused absence
- 5/16/2022 Zasslow excused absence
- 6/22/2022 Lee excused absence
- 6/22/2022 Zasslow excused absence
- 7/18/2022 Leep excused absence
- 7/18/2022 Singh excused absence
- 7/18/2022 Zasslow excused absence
- 8/15/2022 Erhart excused absence
- 8/15/2022 Velagapudi excused absence
- 8/15/2022 Zasslow excused absence
- 9/1/2022 Zasslow resign
- 9/19/2022 Singh excused absence
- 9/19/2022 Velagapudi excused absence
- October - December 2022 meetings cancelled
- 1/25/2023 Hadrovic excused absence
- February 2023 meeting cancelled

PARKS AND RECREATION						Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Fourth Wednesday of the month at 6:30 p.m.						2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023
	Appointed	Re-appointed	Total no. of meetings	Total meetings attended	Percentage attended												
Baskin, Jennifer	5/3/2016	6/10/2020	9	4	44%					1	1	1				1	
Brosnan, Aurora	6/8/2021		9	7	78%	1	1		1	1	1		1				1
Bryman, Marc	4/16/2019		9	7	78%		1		1	1	1		1			1	1
Bunyagidj, Mayrin	5/10/2022		7	6	86%	*	*		1		1	1	1			1	1
Diepenbrock, Peter	10/15/2019		9	9	100%	1	1		1	1	1	1	1			1	1
Joshua, Peter	5/25/2021		9	6	67%	1	1		1		1		1				1
Theriault, Kelsey	4/26/2022		7	7	100%	*	*		1	1	1	1	1				1
Thomas, David	6/8/2021		2	2	100%	1	1		*	*	*	*	*			*	*

\* not on commission  
attendance less than two-thirds (67%)

- 3/23/2022 Baskin excused absence
- 3/23/2022 Bryman excused absence
- 4/27/2022 Baskin excused absence
- May 2022 meeting cancelled-lack of quorum
- 6/22/2022 Baskin excused absence
- 7/27/2022 Bunyagidj excused absence
- 7/27/2022 Joshua excused absence
- 7/27/2022 Brosnan exited at 7:54 p.m.
- 9/28/2022 Bryman excused absence
- 9/28/2022 Brosnan excused absence
- 9/28/2022 Joshua excused absence
- November 2022 meeting cancelled
- December 2022 meeting cancelled
- 10/26/2022 Baskin excused absence
- 1/25/2023 Brosnan excused absence
- 1/25/2023 Joshua excused absence
- 2/22/2023 Baskin excused absence



PLANNING						Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Twice a month on Mondays (varies) at 7 p.m.						2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023
	Appointed	Re-appointed	Total no. of meetings	Total meetings attended	Percentage attended												
Barnes, Andrew	5/3/2016	6/10/2020	28	23	82%	2	1	2	2	2	2	2	1	3	2	3	1
DeCardy, Chris	4/16/2019		26	23	88%	2	1	3	2	1	2	2	2	3	3	2	*
Do, Linh Dan	4/26/2022		24	24	100%	*	*	3	2	2	2	2	2	3	3	3	2
Doran, Michael	1/29/2019		4	4	100%	2	2	*	*	*	*	*	*	*	*	*	*
Harris, Cynthia	5/25/2021		28	23	82%	2	2	2	2	2	2		2	3	2	3	1
Kennedy, Camille	4/24/2018		4	4	100%	2	2	*	*	*	*	*	*	*	*	*	*
Riggs, Henry	5/3/2016	6/10/2020	28	26	93%	2	2	3	2	2	2	2	2	2	3	2	2
Schindler, Jennifer	11/1/2022		10	10	100%	*	*	*	*	*	*	*	*		3	3	2
Tate, Michele	4/16/2019		28	22	79%	2	1	1	2	1	1	2	2	2	3	3	2
Thomas, David	4/26/2022		10	10	100%	*	*	3	2	2	2	1	*	*	*	*	*

\* not on commission

- 4/11/2022 Barnes excused absence
- 4/11/2022 DeCardy excused absence
- 4/11/2022 Tate excused absence
- 5/2/2022 Tate excused absence
- 5/23/2022 Barnes excused absence
- 5/23/2022 Harris excused absence
- 5/23/2022 Tate excused absence
- 7/11/2022 DeCardy excused absence
- 7/25/2022 Tate excused absence
- 8/15/2022 Tate excused absence
- 9/12/2022 Harris excused absence
- 9/12/2022 Thomas arrived at 7:55 p.m.
- 9/13/2022 Thomas resign
- 9/19/2022 Harris excused absence
- 10/3/2022 Barnes excused absence
- 11/7/2022 Tate excused absence
- 11/14/2022 Riggs excused absence
- 12/5/2022 Barnes excused absence
- 12/5/2022 Harris excused absence
- 1/9/2023 DeCardy excused absence
- 1/12/2023 Riggs excused absence
- 1/24/2023 DeCardy resign
- 2/27/2023 Barnes excused absence
- 2/27/2023 Harris excused absence

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803



<p><b>Purpose</b></p>
<p>To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.</p>
<p><b>Authority</b></p>
<p>Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”</p>
<p><b>Background</b></p>
<p>The City of Menlo Park currently has seven active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
<p><b>Policies and Procedures</b></p>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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).</li> <li>• 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.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• 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.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

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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

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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.

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### 3. *Lack of a quorum*

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

### 4. *Meeting locations and dates*

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

The schedule of Commission/Committee meetings is as follows:

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

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

### 5. *Off-premises meeting participation*

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

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

### 6. *Selection of chair and vice chair*

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

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### G. Memberships

#### *Appointments/Oaths*

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

#### *Application and selection process*

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

#### *Attendance*

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

#### *Compensation*

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

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

### *Conflict of interest and disclosure requirements*

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

### *Qualifications, compositions, number*

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

### *Reappointments, resignations, removals*

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

### *Term of office*

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

### *Vacancies*

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

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### Roles and Responsibilities

#### Complete Streets Commission

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

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

#### Environmental Quality Commission

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

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

#### Finance and Audit Committee

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

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

#### Housing Commission

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

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

#### Library Commission

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

- The scope and degree of library activities



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

Parks and Recreation Commission

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

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

Planning Commission

The Planning Commission is organized according to State Statute.

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

**Special Advisory Bodies**

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

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

**Procedure history**

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

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



**STAFF REPORT**

**City Council**

**Meeting Date:**

**3/28/2023**

**Staff Report Number:**

**23-073-CC**

**Regular Business:**

**Consider an appeal of the Complete Streets Commission's approval to remove four on-street parking spaces at 660 Roble Avenue**

**Recommendation**

Staff recommends that the City Council take the following actions regarding an appeal of the Complete Streets Commission's (CSC) approval to remove parallel on-street parking spaces adjacent to the 660 Roble Avenue driveway that is serving an eight-unit multifamily building:

- Deny the appeal, as the no parking zones are important for addressing resident safety concerns by providing the required sight distance for drivers turning onto Roble Avenue;
- Adopt a resolution (Attachment A) to remove two spaces to the left and two spaces to the right of the driveway.

**Policy Issues**

Section 11.24.026 of the City's Municipal Code authorizes the CSC to designate a "No Parking Zone" (i.e., red curb) adjacent to driveways, intersections, and crosswalks under specific criteria for safety concerns.

Section 11.24.028 of the Municipal Code permits any Menlo Park resident, business owner, or property owner to appeal the CSC's decision to the City Council within 15 days.

The proposed no parking zones are consistent with the policies and programs (i.e., CIRC-1.1, CIR-4.4) stated in the 2016 general plan circulation element. These policies and programs seek to maintain and improve a circulation system through the street classification system that provides safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

**Background**

Request

Staff received resident feedback concerning inadequate lines of sight for drivers turning onto Roble Avenue from the 660 Roble Avenue driveway. The residents stated that, due to parked vehicles adjacent to both sides of the driveway, drivers are forced to encroach onto Roble Avenue before they can clearly see approaching vehicles from both directions. Currently, the driveway has 3 feet of red curb to the east (right) and 10 feet of red curb to the west (left). It is located approximately 260 feet from El Camino Real to the east and 240 feet from Curtis Street to the west (Attachment B).

This segment of Roble Avenue has a prima facie speed of 25 miles per hour (mph), and will soon be signed as a 15 mph school zone as one of the main access roads to Lydian Academy located at the northwest corner of El Camino Real and Roble Avenue. Prima facie speed is the default speed established by the California Vehicle Code for local access roads, when a speed limit sign is not present.

## **Analysis**

### Evaluation

According to the American Association of State Highway and Transportation Officials' (AASHTO) policy on Geometric Design of Highway and Streets, 155 feet of stopping sight distance is required for 25 mph roadways or 80 feet for 15 mph roadways. Given a 15 mph school zone would only be in effect when children are present, staff used 25 mph for purposes of the evaluation.

Based on field investigation, the line of sight falls below the minimum 155 feet when vehicles are parked adjacent to the driveway. To get a clear view of approaching vehicles, drivers exiting the driveway must encroach onto Roble Avenue before proceeding, as shown in the exhibit for Attachment A.

To achieve at least 155 feet stopping sight distance in each direction requires adding 30 feet of additional new red curb to the east and 38 feet of additional red curb to the west, or approximately two parking spaces on each side.

### Complete Streets Commission decision and appeal

On September 14, 2022, the CSC discussed and unanimously voted to approve staff's recommendation. One member of the public spoke in opposition of the parking removal.

On September 22, 2022, the City received an appeal (Attachment C) to the CSC's approval from another member of the public. The appellant stated that "[t]he driveway is located on the right and the parking spaces on the left do not have any impact on line of sight."

Pursuant to Menlo Park Municipal Code §11.24.028, "any Menlo Park resident, business owner, or property owner may appeal the decision of the complete streets (transportation) commission to the city council in writing within fifteen (15) days after the decision of the commission. Such a request shall be submitted to the city clerk and it shall state the reasons for the appeal. The matter will be reviewed by the city council at its earliest opportunity. Parking restrictions shall not be implemented until all appeals are completed and/or the time for filing an appeal has expired."

The appellants have timely filed their appeal. Therefore, the City Council should consider the appeal and either uphold the appeal, deny the appeal or modify the decision of the CSC. The City Council may review the CSC decision de novo and consider any facts or evidence it deems relevant and appropriate when evaluating the appeal.

### Appeal evaluation

While the appellant correctly stated the driveway is located on the far right edge of the building frontage, parked vehicles to the left and right of the driveway do impede sight visibility, as demonstrated in Attachment D. As a result, staff recommends that the City Council deny the appeal and uphold the CSC's decision to establish a safe minimum line of sight.

If approved, staff will coordinate with the City's signing and striping on-call contractor for implementation.

## **Impact on City Resources**

There is no fee for filing this appeal. If the appeal is denied, the proposed no parking zones will be implemented through the City's annual signage and striping program.

### **Environmental Review**

The proposed no parking zones are categorically exempt under the California Environmental Quality Act Article 19, §15301 Existing Facilities - Class 1. Class 1 allows for minor alterations of existing facilities, including highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities, as long as there is negligible or no expansion of use.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additional public outreach was achieved by sending notification postcards to the properties within 500 feet of the project area. In addition, posters with the proposed modifications and meeting information were placed on A-frames at the site.

### **Attachments**

- A. Resolution
- B. Project map
- C. Appeal letter
- D. Sight distance exhibit

Report prepared by:  
Kevin Chen, Senior Transportation Engineer

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

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AUTHORIZING THE INSTALLATION OF NO PARKING ZONES AT 660 ROBLE  
AVENUE**

WHEREAS, the City of Menlo Park received a resident request to evaluate the adequacy of sight distance for the 660 Roble Avenue driveway that is serving an eight-unit multifamily building; and,

WHEREAS, a field investigation revealed limited sight distance in both directions due to vehicles parked adjacent to the driveway; and,

WHEREAS, to achieve at least 155 feet stopping sight distance, extending the existing no parking zones adjacent to both sides of the driveway are required (i.e., 30 feet of new red curb with 3 feet of existing red curb to the east, 38 feet of new red curb with 10 feet of existing red curb to the west); and,

WHEREAS, California Vehicle Code §22507 authorizes local jurisdictions to install parking restrictions on local streets; and,

WHEREAS, Section 11.24.026 of the Menlo Park Municipal Code authorizes the Complete Streets Commission (CSC) to designate no parking zones of up to five spaces outside of the "Downtown/Station Area" in the El Camino Real/Downtown Specific Plan; and,

WHEREAS, on September 14, 2022, the CSC authorized the installation of the recommended no parking zones pursuant to the authority conferred to the City (the "CSC Action"); and,

WHEREAS, on September 22, 2022, the City received an official appeal to the CSC's decision per Section 11.24.028 of the Menlo Park Municipal Code (Appeal No. 20220922) and,

WHEREAS, the City Council finds and declares that the installation of no parking zones as contemplated and approved by the CSC Action is necessary to address safety issues created by a lack of sight distance at 660 Roble Avenue; and,

WHEREAS, 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.

NOW, THEREFORE, BE IT RESOLVED that the City Council finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

NOW, BE IT FURTHER RESOLVED that the City Council hereby denies Appeal No. 20220922, affirms the CSC Action, and authorizes the installation of no parking zones at 660 Roble Avenue as depicted on 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 twenty-eighth day of March, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

---

Judi A. Herren, City Clerk

Exhibits:

A. 660 Roble Avenue no parking zones



Existing conditions at 660 Roble Avenue



Proposed conditions



# Roble Ave. Parking Removal



- Existing Red Curb
- Planned Parking Removal

0 75 150 Feet

Hi Juli,

We would like to appeal to the proposed parking removal on Roble Ave.

The City proposed to remove 2 parking spaces in front of 660 Roble Ave which is unnecessary. The drive way is located on the right and the parking spaces on the left do not have any impact on line of sight. Please don't take away valuable parking spaces.

Best,  
Jenny

**CITY OF MENLO PARK**

660 ROBLE AVE

ROBLE AVE

Existing Red Curbs  
Planned Parking Removal

**PROPOSED PARKING REMOVAL**

To create better line of sight for drivers as they existing the apartment complex, the City will remove 2 parking spaces on the right, and 2 parking spaces on the left, converting these into no parking zones in junction with the existing red curb.

If approved by the Complete Streets Commission, an appeal of the decision can be made in writing to the City Council within 15 days after the decision.

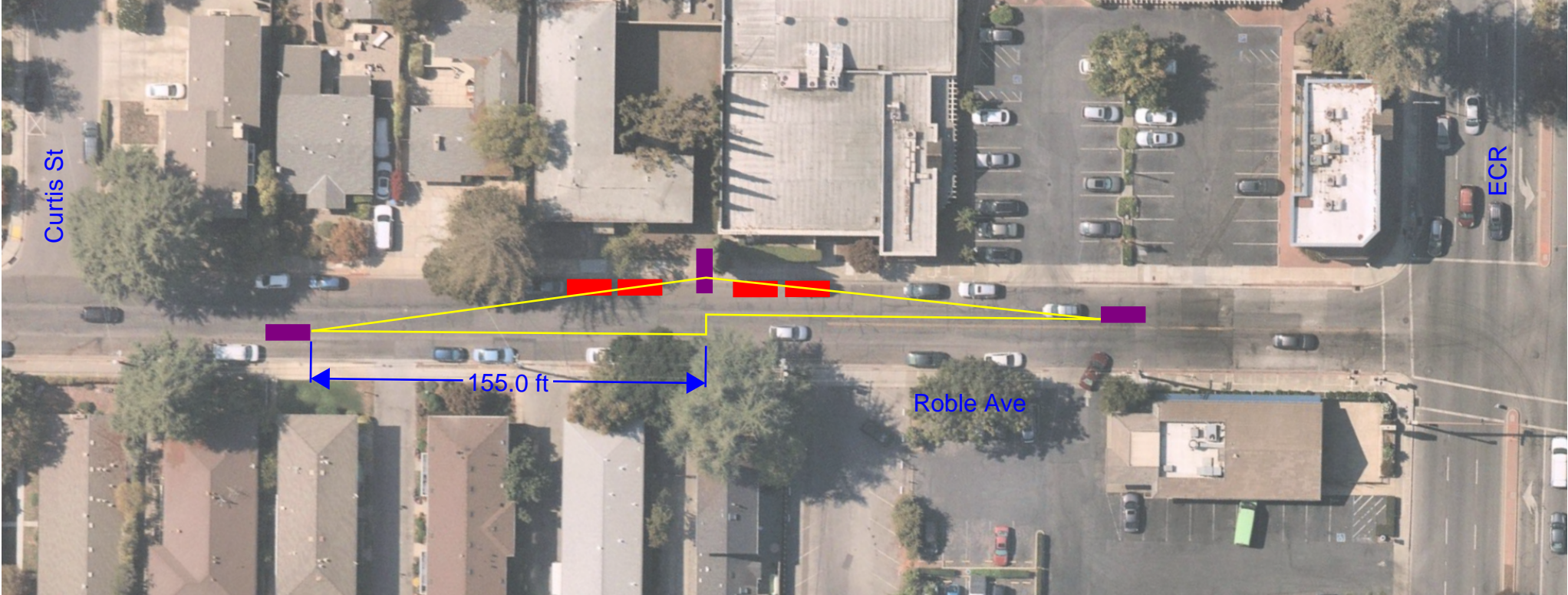
**PROVIDE YOUR INPUT**  
Complete Streets Commission  
Wednesday, September 14, 2022  
7 p.m.  
Join via the Zoom link on the published meeting agenda at [menlopark.org/agendas](http://menlopark.org/agendas)

**FOR MORE INFORMATION**

- Email [phnguyen@menlopark.org](mailto:phnguyen@menlopark.org)
- Call 650-330-6771

**City of Menlo Park**  
701 Laurel St.  
Menlo Park, CA 94025  
650-330-6740  
[menlopark.org/publicworks](http://menlopark.org/publicworks)

Enhancing the  
quality of life





# CONSIDER AN APPEAL OF 660 ROBLE AVE. ON-STREET PARKING REMOVAL

Kevin Chen, Senior Transportation Engineer



# AGENDA

- Background
- Project timeline
- Evaluation
- Recommendations





## BACKGROUND



660 Roble Ave. (view to the left)

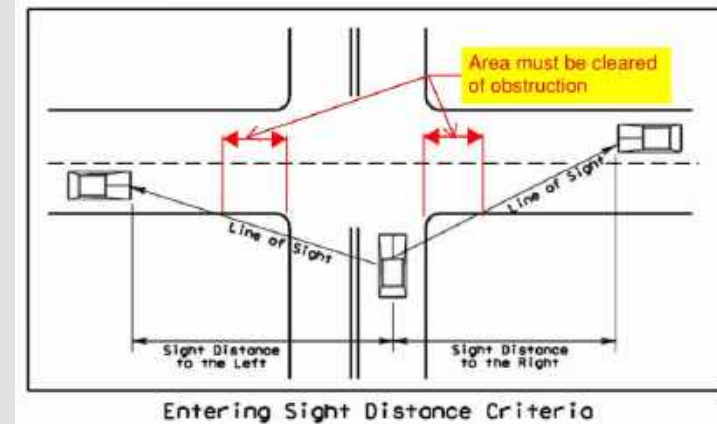


660 Roble Ave. (view to the right)

## BACKGROUND

- Minimum stopping sight distance for 25 mph: 155 feet

US Customary				
Design speed (mph)	Brake reaction distance (ft)	Braking distance on level (ft)	Stopping sight distance	
			Calculated (ft)	Design (ft)
15	55.1	21.6	76.7	80
20	73.5	38.4	111.9	115
25	91.9	60.0	151.9	155
30	110.3	86.4	196.7	200
35	128.6	117.6	246.2	250
40	147.0	153.6	300.6	305
45	165.4	194.4	359.8	360
50	183.8	240.0	423.8	425
55	202.1	290.3	492.4	495
60	220.5	345.5	566.0	570
65	238.9	405.5	644.4	645
70	257.3	470.3	727.6	730
75	275.6	539.9	815.5	820
80	294.0	614.3	908.3	910





## PROJECT TIMELINE

- Sept. 14, 2022: Complete Streets Commission approved project
- Sept. 22, 2022: The City received an appeal, for the following reason:
  - given driveway location, parking spaces on the left do not have impact to line of sight





## EVALUATIONS

- Stopping sight evaluations account for advancing sight lines beyond stop bar



## RECOMMENDATIONS

- Deny the appeal
- Adopt resolution to remove ~four parking spaces





**THANK YOU**



**STAFF REPORT**

**City Council**  
**Meeting Date:** 3/28/2023  
**Staff Report Number:** 23-075-CC

**Regular Business:** Amend the fiscal year 2022-23 budget

**Recommendation**

Staff recommends the City Council adopt a resolution (Attachment A) to amend the fiscal year 2022-23 budget:

1. Department requests
  - A. Revenues of \$1.2 million in public works for the main library improvement project, city manager’s office for a recycling grant, and police department for a special equipment grant.
  - B. Expenditures of \$4.1 million, including \$1 million to the Menlo Park Atherton Education Foundation, professional services, and adjustments to personnel costs and operating expenses.
2. Non-departmental adjustments
  - A. Revenues of \$5.5 million, including receiving the final American Rescue Plan Act (ARPA) grant disbursement of \$4.1 million, additional investment earnings of \$400,000, and a \$1 million disbursement from the City’s California Employer’s Retiree Benefit Trust (CERBT).
  - B. Expenditures of \$254,000 for unbudgeted operating expenses.

The net impact of the recommended amendments results in a forecasted General Fund deficit of approximately \$15,000 for fiscal year 2022-23, compared to a budgeted deficit of \$6.4 million. This is primarily due to approximately \$1.6 million more in revenues (vehicle license fee, transient occupancy tax and interest income) and salary savings of roughly \$5.5 million.

**Policy Issues**

The City Council maintains responsibility for all budgetary appropriations. Under section 2.08.080(8) of the Menlo Park Municipal Code (MPMC), the city manager has the responsibility “to prepare and submit to the city council the annual budget.” It is a best practice for public agencies to conduct mid-year budget reviews considering possible amendments to reflect the latest information available. This process improves fiscal line item management and informs future spending plans. The city manages its budget at the fund, department, account number and project level.

**Background**

The City Council approved the fiscal year 2022-23 budget at its June 28, 2022, meeting by adopting Resolution No. 6751. The adopted General Fund operating budget was balanced with the use of \$6.4 million in reserves. Throughout the budget process, staff anticipated the need to adopt mid-year budget amendments to adjust to the latest information available.

**Analysis**

Staff recommends several mid-year budget amendments to the City’s adopted budget and is providing a

year-to-date budget versus actual analysis. Proposed amendments by department are depicted in Attachment B and summarized by Fund in Attachment C. Finally, a fiscal year-end forecast that incorporates the proposed amendments is provided in Attachment E.

#### December year-to-date (YTD) budget versus actual (Attachment E)

As of December 2022, the General Fund is experiencing a temporary surplus primarily due to a 24 percent vacancy rate compared to an anticipated 5 percent vacancy rate in positions funded out of the General Fund. However, these funds will be drawn down by the close of the fiscal year. In the General Fund, the City has 191 full-time equivalent personnel (FTEs) currently filled compared to the 250 FTEs authorized in the adopted budget, compared to 290.5 FTEs across all funds. Additionally, YTD investment earnings are \$0.6 million compared to an adopted annual budget of \$0.84 million.

#### Proposed departmental amendments

The total proposed budget amendments equate to a net change of \$2.36 million across all funds, of which the General Fund represents a negative \$1 million (Attachments B and C). This net increase is primarily due to non-departmental amendments, as explained below. However, staff is forecasting a negative General Fund year-end balance of approximately \$15,000. The proposed amendments are illustrated in detail by department and fund in Attachments B and C, respectively, as well as summarized below:

#### Non departmental

- The City's investment portfolio is yielding higher than expected earnings while remaining in compliance with its investment policy. Staff is recommending a conservative revenue amendment of \$400,000.
- As demonstrated in Attachment D, the City is overfunded in its CERBT by approximately \$1.7 million. These funds can only be put toward health care premiums. The City has disbursed funds twice in the past for a total of \$1.4 million to assist with premiums. For the mid-year adjustment, staff recommends a \$1 million disbursement.
- The City received its final ARPA grant disbursement of \$4.1 million. Note: At its June 28, 2022, meeting, the City Council directed staff to dedicate a portion of ARPA funds specifically for residents of Menlo Park in the fiscal year 2023-24 budget. Staff will include a City Council consideration of ARPA funds for eligible expenditures during the fiscal year 2023-24 budget development process. ARPA funds must be fully expended by December 31, 2024, and any unspent balance is forfeited.
- Minor adjustments for miscellaneous, unanticipated expenses.

#### City manager's office

- The City Council approved a \$1 million grant to the Menlo Park Atherton Education Foundation. This amendment reduces the General Fund Project related reserves.
- Amendments to the Community Funding program include an increase to the grant program approved by City Council as well as funding for hotel reimbursements due to prolonged power outages.
- Minor adjustments include legal support, a recycling grant and other administrative expenses.

#### Administrative services department

- The main amendment is for temporary help and overtime that the department is relying on more due to staffing changes.
- Minor adjustments include the management development program and technology and utility costs.

#### Library and community services

- Minor amendments include expenses covered by existing grants for Big Lift and Belle Haven Child Development Center and a new appropriation to support the Belle Haven Community Development Fund

mini-grant program's 2023 grant cycle.

### Community development

- A main amendment establishes an expense budget associated with credit card processing fees. These fees are applied to applicant credit card transactions related to building permits and charged to the City.
- A minor amendment provides for an increase to M-Group's professional service agreement, approved by the City Council March 14, 2023, for the Housing Element Update for the preparation of the Water Supply Assessment, responses to the State Housing and Community Development's Housing Element letter, and anticipates review and coordination on the Environmental Justice Element by Change Lab Solutions.
- A minor amendment includes payment of property taxes associated with two City-owned below market rate duplexes and one City-owned below market rate condominium unit from the Below Market Rate Housing Fund.

### Public works

- The main amendment establishes a budget for City water accounts that is covered by the Water Operations Fund.
- Other amendments include overtime and temporary help, along with landscaping and park-related expenses.

### Police

- The main amendments are for communications and administration division overtime and temporary help.
- A minor amendment includes a grant for special equipment.

### Capital projects

- The main amendment establishes a budget of approximately \$1 million for the Main Library Improvement Project, which is being funded by a State grant and remaining bond proceeds.

### Fiscal year 2022-23 forecast (Attachment E)

The General Fund forecast through June 30, 2023, was prepared using December YTD actuals and incorporates the latest information available. The additional \$1.3 million in vehicle license fee (VLF), \$1 million in transient occupancy tax (TOT), and reduction in Redevelopment Property Tax Trust Fund (RPTTF) of \$1 million is confirmed from San Mateo County and other sources. Given the YTD investment earnings, staff conservatively estimates \$0.4 million in investment earnings through the end of the fiscal year.

The forecast for wages and benefits use December YTD actuals and assumes a revised vacancy rate of 14 percent compared to the current rate of 24 percent. This vacancy rate equates to 35 vacancies and forecasted level of 215 FTEs. Vacancies adversely impact the organization's ability to deliver services to the community and maintain vital infrastructure. Staff is addressing this challenge through internal advancements, interim/acting assignments, and recruitment efforts. Fringe benefits includes the additional \$1 million payment for pension unfunded actuarial liability (UAL).

The fiscal year 2022-23 General Fund forecast results in \$76.64 million in revenues offset by \$76.66 million in expenses, closing at a deficit of approximately \$15,000.

After adjusting the General Fund reserve levels to comply with City Council policy, the unassigned fund balance reserve increases to \$2.1 million at June 2023 compared to a budgeted \$0.36 million. This is a

result of spending down project related and strategic pension reserves by approximately \$2.0 million and adjusting economic reserves by \$0.75 million as directed by City Council policy.

Table 1: General Fund balance reserves		
Item	FY 2021-22 (Actual)	FY 2022-23 (Forecast)
Ending fund balance (June 30)	\$34,232,360	\$34,217,086
Fund balance reserve components		
Non-spendable prepaids	\$446,047	\$446,047
Project related, encumbrances	\$1,540,643	\$540,643
Strategic pension funding reserve	\$3,250,860	\$2,288,492
Emergency contingency reserve	\$12,064,534	\$12,064,534
Economic stabilization reserve	\$16,000,000	\$16,750,000
Unassigned fund balance	\$930,276	\$2,127,370

**Impact on City Resources**

The total proposed budget amendments equate to a net change of \$2.36 million across all funds, of which the General Fund represents a negative \$1 million, primarily due to non-departmental amendments. For the final General Fund year-end balance, staff is forecasting a negative \$15,000.

**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. Recommended budget amendments by department
- C. Recommended budget amendments by fund
- D. CERBT account summary as of December 31, 2022
- E. General Fund fiscal year 2022-23 budget, actual, forecast

Report prepared by:  
Marvin Davis, Interim Finance Director

Report reviewed by:  
Brittany Mello, Administrative Services Director  
Stephen Stolte, Assistant City Manager



**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AMENDING THE FISCAL YEAR 2022–23 ADOPTED BUDGET**

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget document dated June 14, 2022, and related written and oral information at the meeting held June 28, 2022, adopted the fiscal year 2022-23 operating budget; and

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget amendments in Exhibit A and related written and oral information at the meeting held March 28, 2023, and the City Council having been fully advised in the matter and good cause appearing;

WHEREAS, the City of Menlo Park, acting by and through its City Council, wanting to reflect the \$4,150,250 disbursement of the American Rescue Plan Act (ARPA) funds in its budgetary accounts; and

WHEREAS, the City of Menlo Park, acting by and through its City Council, wanting to use \$1,000,000 of its California Employer’s Retiree Benefit Trust (CERBT) for health insurance premiums, understanding the CERBT is currently overfunded by a total of \$1,687,000 as indicated in its December 31, 2022, account summary;

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

1. Amend the fiscal year 2022-23 budget as summarized 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 twenty-eighth day of March, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

---

Judi A. Herren, City Clerk

Exhibits:

- A. Budget amendments

Fiscal Year 2022-23 Budget Amendment			
Fund number and name	2022-23 Revenue	2022-23 Expenditure	Net change
(100) General*	\$1,400,000	\$2,424,500	(\$1,024,500)
(213) CalRecycle SB 1383 Local Grant	\$25,000	\$25,000	-
(222) Below Market Rate Housing	-	\$10,300	(\$10,300)
(251) Big Lift	-	\$15,000	(\$15,000)
(253) Belle Haven Child Development Center	-	\$60,000	(\$60,000)
(327) Supplemental Law Enforcement Services	\$152,261	\$145,203	\$7,058
(358) Landscape/Tree Assessment	-	\$24,500	(\$24,500)
(397) American Rescue Plan Act	\$4,150,250	-	\$4,150,250
(400) Library General Obligation Bond 1990	\$360,000	\$360,000	-
(501) General CIP	\$536,000	\$536,000	-
(510) Library Addition	\$121,000	\$121,000	-
(610) Water Operations	-	\$550,000	(\$550,000)
(702) General Liability Internal Services Fund	-	\$50,000	(\$50,000)
(704) Information Tech Internal Services Fund	-	\$62,880	(\$62,880)
<b>Total</b>	<b>\$6,744,511</b>	<b>\$4,384,383</b>	<b>\$2,360,128</b>

\*Note: \$1,000,000 of General Fund expense is covered by project reserves for the Menlo Park Atherton Education Foundation Grant.

Fiscal Year 2022-23 Department budget amendments			
Department request	2022-23 Revenue	2022-23 Expenditure	Fund
<b>Non Departmental</b>			
Investment Earnings	400,000		100
OPEB Trust for Health Insurance Premiums	1,000,000		100
American Rescue Plan Act Grant	4,150,250		397
HDL Service, FA Admin, Citizen Support, Membership, Misc.		254,000	100
<b>Total</b>	<b>5,550,250</b>	<b>254,000</b>	
<b>City Manager</b>			
Menlo Park Atherton Education Foundation Grant		1,000,000	100
Community Funding Subcommittee Approval, Hotel Reimbursements		80,000	100
Legal Support on General Liability Claims		50,000	702
Gas and Electric Allocations		15,000	100
District Advertising, HDL Contract		17,500	100
Recycling Grant & Expense	25,000	25,000	213
<b>Total</b>	<b>25,000</b>	<b>1,187,500</b>	
<b>Administrative Services Department</b>			
Employee Education Reimbursement		14,000	100
Overtime and Temporary Help		175,000	100
Monday.com Subscription		26,880	704
Telephone and Alarm Allocations, Internet Upgrade		36,000	704
<b>Total</b>	<b>-</b>	<b>251,880</b>	
<b>Library and Community Services</b>			
Big Lift Grant & Expense		15,000	251
Belle Haven Child Development Center - Cal. Dept. of Ed. Grant		30,000	253
Belle Haven Community Development Fund Mini-Grants		30,000	253
<b>Total</b>	<b>-</b>	<b>75,000</b>	
<b>Community Development</b>			
Contract Services for Housing Element Update		72,000	100
Credit Card Processing Fees Associated with Building Permits		125,000	100
Property Taxes for City-Owned Below Market Rate Housing Units		10,300	222
<b>Total</b>	<b>-</b>	<b>207,300</b>	
<b>Public Works and Capital Projects</b>			
City Water Purchases (medians, buildings, etc.)		520,000	601
Overtime and Temporary Help		152,000	100
Overtime (trees)		24,500	358
Overtime (water)		30,000	601
Landscaping Equipment and Supplies		20,000	100
Main Library Improvement Project & Grant CPB007	509,000	509,000	501
Main Library Improvement Bond Support CPB007	360,000	360,000	400
Main Library Improvement Bond Support CPB007	121,000	121,000	510
Main Library Improvement cost to CPB002 Support CPB007	27,000	27,000	501
<b>Total</b>	<b>1,017,000</b>	<b>1,763,500</b>	
<b>Police</b>			
Special Equipment Grant	152,261	145,203	327
Communications Overtime and Temp Help		400,000	100
Administration Overtime		100,000	100
<b>Total</b>	<b>152,261</b>	<b>645,203</b>	
<b>Total</b>	<b>6,744,511</b>	<b>4,384,383</b>	

Fiscal Year 2022-23 Fund budget amendments			
Fund number and name	2022-23 Revenue	2022-23 Expenditure	Net change
(100) General *	1,400,000	2,424,500	(1,024,500)
(213) CalRecycle SB 1383 Local Grant	25,000	25,000	-
(222) Below Market Rate Housing	-	10,300	(10,300)
(251) Big Lift	-	15,000	(15,000)
(253) Belle Haven Child Development Center	-	60,000	(60,000)
(327) Supplemental Law Enforcement Services	152,261	145,203	7,058
(358) Landscape/Tree Assessment	-	24,500	(24,500)
(397) American Rescue Plan Act	4,150,250	-	4,150,250
(400) Library General Obligation Bond 1990	360,000	360,000	-
(501) General CIP	536,000	536,000	-
(510) Library Addition	121,000	121,000	-
(601) Water Operations	-	550,000	(550,000)
(702) General Liability Internal Services Fund	-	50,000	(50,000)
(704) Information Tech Internal Services Fund	-	62,880	(62,880)
<b>Total</b>	<b>6,744,511</b>	<b>4,384,383</b>	<b>2,360,128</b>

\* Note: \$1,000,000 of General Fund expense is covered by project reserves for the Menlo Park Atherton Education Foundation Grant

# CERBT Account Update Summary

City of Menlo Park

as of December 31, 2022



## OPEB Valuation Report Summary

OPEB Actuarial Valuation Report by Segal Consulting	
Valuation Date	6/30/2019
Measurement Date	N/A
Total OPEB Liability (TOL)	\$20,360,000
Valuation Assets	\$22,047,000
Net OPEB Liability (NOL)	(\$1,687,000)
Funded Status	108%
Actuarially Determined Contribution (ADC)	\$669,000
CERBT Asset Allocation Strategy	Strategy 3
Discount Rate	5.50%

## CERBT Account Summary

As of December 31, 2022	Strategy 3
Initial contribution (05/14/2008)	\$10,400,000
Additional contributions	\$2,488,040
Disbursements	(\$1,417,876)
CERBT expenses	(\$239,796)
Investment earnings	\$10,628,931
Total assets	\$21,859,299
Annualized net rate of return (05/14/2008-12/31/2022 = 14.63 years)	4.56%

## Cash Flow Summary by Fiscal Year

Fiscal Year	Contributions	Disbursements	Cumulative Investment Gains (Losses)	Cumulative Fees	Cumulative Ending Assets
2006-07	\$0	\$0	\$0	\$0	\$0
2007-08	\$10,400,000	\$0	(\$611,159)	(\$1,198)	\$9,787,642
2008-09	\$564,002	\$0	(\$2,761,551)	(\$7,804)	\$8,194,647
2009-10	\$330,994	\$0	(\$1,485,212)	(\$17,154)	\$9,792,630
2010-11	\$239,624	\$0	\$963,218	(\$31,733)	\$12,466,105
2011-12	\$64,033	\$0	\$983,049	(\$46,194)	\$12,535,508
2012-13	\$90,574	\$0	\$2,457,785	(\$66,711)	\$14,080,300
2013-14	\$99,090	\$0	\$5,066,619	(\$88,060)	\$16,766,877
2014-15	\$542,000	(\$552,669)	\$5,069,374	(\$105,347)	\$16,741,674
2015-16	\$0	\$0	\$5,244,551	(\$119,193)	\$16,903,006
2016-17	\$277,723	\$0	\$7,035,234	(\$134,227)	\$18,956,379
2017-18	\$280,000	\$0	\$8,552,326	(\$151,305)	\$20,736,392
2018-19	\$0	\$0	\$9,841,363	(\$168,975)	\$22,007,760
2019-20	\$0	\$0	\$10,627,977	(\$187,916)	\$22,775,433
2020-21	\$0	(\$865,207)	\$14,027,508	(\$208,877)	\$25,288,795
2021-22	\$0	\$0	\$11,333,971	(\$230,284)	\$22,573,852
as of 12/31/2022	\$0	\$0	\$10,628,931	(\$239,796)	\$21,859,299

# CERBT/CEPPT Investment Returns Outperform Benchmarks

Periods ended November 30, 2022

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	\$13,459,360,123	6.45%	0.06%	2.00%	-12.85%	3.73%	4.66%	6.37%	4.86%
Benchmark		6.44%	0.08%	1.99%	-13.00%	3.48%	4.40%	6.03%	4.46%
CERBT Strategy 2 (Inception October 1, 2011)	\$1,721,150,600	6.15%	-0.99%	0.17%	-13.71%	1.97%	3.62%	5.04%	6.07%
Benchmark		6.12%	-0.98%	0.16%	-13.78%	1.80%	3.42%	4.74%	5.80%
CERBT Strategy 3 (Inception January 1, 2012)	\$754,489,489	5.75%	-1.73%	-1.06%	-13.26%	0.96%	2.89%	3.86%	4.52%
Benchmark		5.71%	-1.74%	-1.09%	-13.31%	0.82%	2.73%	3.56%	4.25%
<b>CERBT Total</b>	<b>\$15,935,000,212</b>								
CEPPT Strategy 1 (Inception October 1, 2019)	\$70,265,817	5.55%	0.06%	1.31%	-12.13%	1.96%	-	-	2.58%
Benchmark		5.53%	0.01%	1.29%	-12.30%	1.85%	-	-	2.50%
CEPPT Strategy 2 (Inception January 1, 2020)	\$26,939,687	4.67%	-0.55%	-0.26%	-11.87%	-	-	-	-0.50%
Benchmark		4.66%	-0.60%	-0.31%	-11.97%	-	-	-	-0.63%
<b>CEPPT Total</b>	<b>\$97,205,504</b>								



## CERBT Portfolios

2022 Capital Market Assumptions	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Expected Return	6.0%	5.5%	5.0%
Risk	12.1%	9.9%	8.4%

## CERBT Portfolio Details

Asset Classification	Benchmark	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Global Equity	MSCI All Country World Index IMI (Net)	49% ±5%	34% ±5%	23% ±5%
Fixed Income	Bloomberg Long Liability Index	23% ±5%	41% ±5%	51% ±5%
Global Real Estate (REITs)	FTSE EPRA/NAREIT Developed Index (Net)	20% ±5%	17% ±5%	14% ±5%
Treasury Inflation Protected Securities (TIPS)	Bloomberg US TIPS Index, Series L	5% ±3%	5% ±3%	9% ±3%
Commodities	S&P GSCI Total Return Index	3% ±3%	3% ±3%	3% ±3%
Cash	91-Day Treasury Bill	0% +2%	0% +2%	0% +2%

## Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
  - Combines administrative, custodial, and investment fees
  - Separate trust funds
  - Self-funded, fee rate may change in the future
  - Fee is applied daily to assets under management
    - 10 basis points - CERBT
    - 25 basis points - CEPPT

## CEPPT/CERBT Consistently Low Fee Rate History

Fiscal Year	CERBT	CEPPT
2007-2008	2.00 basis points	-
2008-2009	6.00 basis points	-
2009-2010	9.00 basis points	-
2010-2011	12.00 basis points	-
2011-2012	12.00 basis points	-
2012-2013	15.00 basis points	-
2013-2014	14.00 basis points	-
2014-2015	10.00 basis points	-
2015-2016	10.00 basis points	-
2016-2017	10.00 basis points	-
2017-2018	10.00 basis points	-
2018-2019	10.00 basis points	-
2019-2020	10.00 basis points	25.00 basis points
2020-2021	10.00 basis points	25.00 basis points
2021-2022	10.00 basis points	25.00 basis points
2022-2023	10.00 basis points	25.00 basis points

# 620 Prefunding Program Employers

598 CERBT and 79 CEPPT

- State of California
- 156 Cities or Towns
- 10 Counties
- 81 School Employers
- 32 Courts
- 340 Special Districts and other Public Agencies
  - (103 Water, 37 Sanitation, 34 Fire, 25 Transportation)

## Financial Reporting

- CERBT is the Plan
  - Provides audited and compliant GASB 74 report in a Schedule of Changes in Fiduciary Net Position (FNP)
  - Published in February each year

CERBT FNP Fiscal Year	Availability
<a href="#">2018-19</a>	Available at <a href="https://www.calpers.ca.gov/cerbt">https://www.calpers.ca.gov/cerbt</a>
<a href="#">2019-20</a>	
<a href="#">2020-21</a>	
2021-22	February 2023

City of Menlo Park

General Fund FY 2022-23 Revenue budget, actual, forecast at December 2022

Reserve Breakdown: FY 2021-22 audited

Non-spendable prepaids	446,047	
Project related, encumb	1,540,643	
Strategic pension funding	3,250,860	Actual %
Emergency (Policy: 15-20%)	12,064,534	15%
Economic (Policy: 20-25%)	16,000,000	20%
Unassigned	930,276	
<b>Total Reserve</b>	<b>34,232,360</b>	

	FY 2023 Adopted	FY 2023 Amended	Jul-Dec Actual	FY 2023 Forecast	Fcst - Budget Adopted	Notes
<b>Revenue</b>						
Property taxes: Secured	20,020,457	20,020,457	13,273,526	20,020,457	0	HDL forecast, property tax receipts are non linear
Property taxes: Vehicle License Fee (VLF)	4,677,710	4,677,710	2,354,642	6,005,343	1,327,633	Based upon most recent approval
Excess Educ. Rev. Augment. Fund (ERAF)	4,168,229	4,168,229	1,985,025	4,168,229	0	On schedule to receive the full amount
Redev. Property Tax Trust Fund (RPTTF)	3,616,199	3,616,199	1,729,005	2,529,005	(1,087,194)	Best estimates from San Mateo County at this time
Property Taxes: Other	2,211,186	2,211,186	946,768	2,211,186	0	HDL forecast, on track to receive
Sales Taxes	6,621,444	6,621,444	2,126,519	6,621,444	0	
Transient Occupancy Tax (TOT)	9,000,000	9,000,000	5,680,780	10,000,000	1,000,000	Year to date \$6.2 million
Utility User Tax (UUT)	1,647,858	1,647,858	669,972	1,647,858	0	
Fines, Rental, Gov't, Other	3,289,126	4,289,126	1,163,646	4,289,126	0	
Licenses & Permits	5,173,500	5,173,500	3,384,987	5,173,500	0	
Charges for Services	5,008,550	5,008,550	2,601,483	5,008,550	0	
Interest Income	844,640	1,244,640	574,354	1,244,640	400,000	Conservative estimate
Transfers	7,723,831	7,723,831	3,865,616	7,723,831	0	One-time \$2.8M for internal services, \$3.7 ARPA use by Dec. 2024
<b>Revenue Total</b>	<b>74,002,730</b>	<b>75,402,730</b>	<b>40,356,322</b>	<b>76,643,169</b>	<b>1,640,439</b>	
<b>Expense</b>						
Salaries and Wages	32,485,961	33,160,961	12,868,333	29,650,102	(2,835,860)	Budgeted full-time equivalents (FTEs) of 250, actual 191
Fringe Benefits	13,225,765	13,239,765	5,557,107	10,517,281	(2,708,484)	Assume 14% vacancy rate FTEs of 215
Operating Expenses	10,874,411	11,266,711	5,832,110	11,266,711	0	
Services	10,921,678	11,003,178	6,365,383	11,003,178	81,500	
Repairs & Maintenance	1,042,796	1,042,796	875,755	1,233,992	191,196	
Utilities, Rentals	1,862,373	1,877,373	898,260	1,878,274	0	
Fixed Assets, Special Project	1,186,050	2,271,050	385,246	2,277,716	0	
Transfers	8,831,190	8,831,190	4,393,745	8,831,190	0	\$3M CIP, \$1.5 for PassThru, \$2.5M Chrysler, \$1M Other
<b>Expense Total</b>	<b>80,430,224</b>	<b>82,693,024</b>	<b>37,175,940</b>	<b>76,658,443</b>	<b>(5,271,648)</b>	
Surplus / (Deficit)	(6,427,494)	(7,290,294)	3,180,382	(15,274)		
Reserve Breakdown					<b>FY 21-22 vs Fcst</b>	
Non-spendable prepaids	458,698			446,047		
Project related, encumb	1,000,000			540,643		
Strategic pension funding	2,250,860			2,288,492	\$962K to UAL	
Emergency (Policy: 15-20%)	11,800,000			12,064,534	15%	
Economic (Policy: 20-25%)	16,000,000			16,750,000	20%	
Unassigned	367,348			2,127,370		
<b>Total Reserve</b>	<b>31,876,906</b>			<b>34,217,086</b>	<b>-\$15,274 change</b>	



# FISCAL YEAR 2022-23 BUDGET AMENDMENT

March 28, 2023





# AGENDA

- General Fund budget
  - Year to date
  - Year-end forecast
- Recommended budget amendments
- City Council adoption and direction





# GENERAL FUND BUDGET





## GENERAL FUND YEAR TO DATE (DECEMBER 31, 2022)



### Current Activity:

- December Year to Date: \$2.7 million temporary surplus
  - Primarily due to 191 current FTEs vs. 250 General Fund budgeted FTEs
- This is a timing issue – The bulk of revenues and expenses are received/paid in the latter part of each fiscal year





## GENERAL FUND FISCAL YEAR-END FORECAST (JUNE 30, 2023)

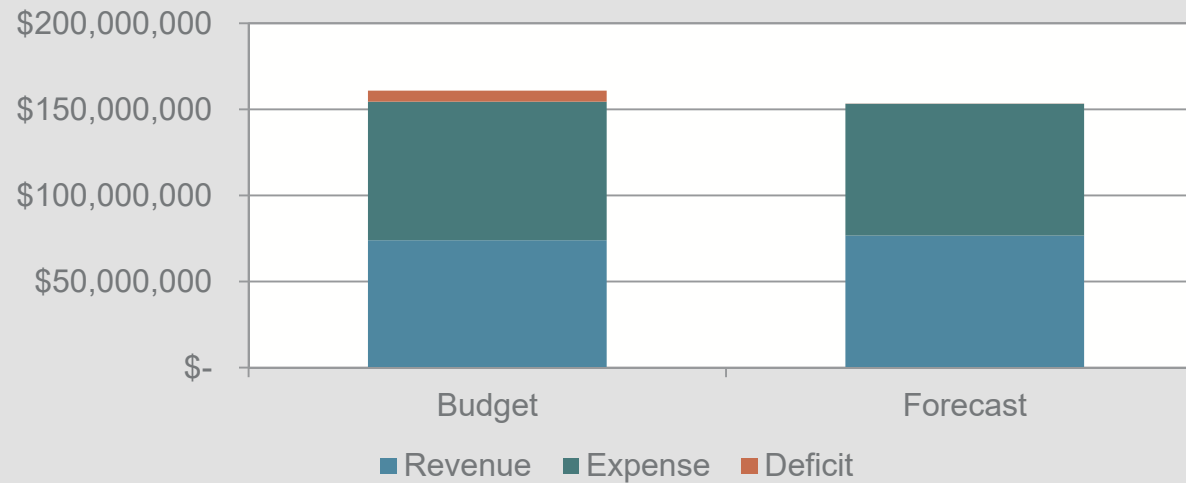


### Fiscal Year End Forecast:

- FY 2022-23 Budgeted deficit of \$6.4 million
- FY 2022-23 Forecasted deficit of \$15,000
  - Revenue estimated \$1.6 million higher
  - Expenses estimated \$5.2 million lower
  - Forecast includes requested mid-year budget amendments
- Anticipating future economic uncertainty



## FY 2022-23 GENERAL FUND – BUDGET VS FORECAST





## GENERAL FUND RESERVES

- General Fund Reserve Impacts:
  - Project related reserves decreases from \$1.5 million to \$0.5 million for the Menlo Park Atherton Education Foundation grant
  - Strategic pension reserve decreases from \$3.2 million to \$2.2 million for the additional Unfunded Accrued Liability (UAL) payment
  - Economic reserve increases from \$16 million to \$16.7 million to meet minimum reserve limits per Council policy
  - Unassigned fund balance increase from \$0.9 million to \$2.1 million



# BUDGET AMENDMENTS





## FY 2022-23 BUDGET AMENDMENTS BY DEPARTMENT

- Net change across all funds is \$2.36 million as shown below:

Department	2022-23 Revenue	2022-23 Expenditure	Primary Drivers
Non Departmental	\$5,550,250	\$254,000	American Rescue Plan Act (ARPA), CA Employer's Retiree Benefit Trust (CERBT), Investment earnings
City Manager	\$25,000	\$1,187,500	Menlo Park Atherton Education Foundation grant, hotel reimbursements
Administrative Services	-	\$251,880	Overtime/Temp help
Library and Community Services	-	\$75,000	Expenditures covered by grant funding (i.e., Big Lift, Belle Haven Child Development Center)
Community Development	-	\$207,300	Processing fees, Housing Element consulting services
Public Works	-	\$746,500	City water accounts, Overtime/Temp help, added Parks expenses
Capital Projects	\$1,017,000	\$1,017,000	Main Library Improvement Project
Police	\$152,261	\$645,203	Overtime/Temp help
<b>Total</b>	<b>\$6,744,511</b>	<b>\$4,384,383</b>	

The background of the slide is a photograph of a building with a Spanish-style architectural influence. It features a prominent tower with a tiled roof and several arched openings. The sky is clear and blue. A teal banner with a white border is positioned horizontally across the middle of the image, containing the text "CITY COUNCIL DIRECTION".

# CITY COUNCIL DIRECTION



## CITY COUNCIL ADOPTION AND DIRECTION



- Adopt the fiscal year 2022-23 mid-year budget amendment
  
- Next steps and anticipated timeline
  - FY 2023-24 budget principles adoption and direction for upcoming budget: April 25
  - FY 2023-24 public budget workshop: June 1
  - FY 2023-24 public hearing: June 13
  - FY 2023-24 budget adoption: June 27
  - Determination and use of ARPA funding by December 2024



**THANK YOU**





## STAFF REPORT

**City Council**  
**Meeting Date:** 3/28/2023  
**Staff Report Number:** 23-076-CC

**Regular Business:** **Adopt a resolution to approve amendments to the salary schedule as of April 9, 2023, related to and supporting Menlo Park Community Campus supervision, programs and operations**

### Recommendation

Staff recommend that the City Council adopt a resolution (Attachment A) to approve the following amendments to the City of Menlo Park salary schedule (Attachment B):

1. Update position title with no change to salary range – library and community services manager
2. Update position title with no change to salary range – assistant library and community services director
3. Delete – assistant community services director.

The proposed salary schedule revisions will not result in any change to the City's current total authorized full-time equivalent (FTE) head count.

### Policy Issues

The City Council retains sole authority to amend the salary schedule and budget for FTEs. The City Council last amended the salary schedule as of September 25, 2022 (Attachment C.)

### Background

The City of Menlo Park salary schedule identifies City Council-approved salary ranges by classification (e.g., accountant, administrative assistant, business manager) and the hourly rates of pay for each classification at each step. The proposed changes to the salary schedule modify the titles of two classifications necessary to meet immediate and critical needs to support the Menlo Park Community Campus (MPCC) project and the library and community services department's ongoing development: library and community services manager and assistant library and community services director; and deletes one classification that would be rendered obsolete by the aforementioned revisions.

The proposed salary schedule revisions will not result in any change to the City's current total authorized FTE head count, nor to salary ranges.

### Analysis

#### Immediate and critical management needs to support the Menlo Park Community Campus project

There currently exists a critical need to fill a vacant management-level position in library and community services that has been staffed on an interim basis for over 16 months. Continuing to staff this key management role on an interim basis is unsustainable, and is becoming increasingly challenging to the City's capabilities to effectively execute on the desired goals of the MPCC project and other City priorities.

With every vacancy, the organization's current and future personnel needs are evaluated prior to moving forward with a recruitment.

As the opening of the new MPCC approaches, preparations for the new facility's ongoing programs and operations have intensified dramatically. Qualified, effective oversight of the new MPCC facility, a multiservice center that will include five distinct programs covering a wide range of municipal services and disciplines (i.e., library, recreation, senior center, school age childcare, and aquatics), will be critical to the new facility's success. Ideally, this management-level oversight should be put in place up to 12 months in advance of MPCC opening to allow the manager to engage meaningfully in the planning and preparations for the start of operations in the new facility. Even if City Council authorizes the proposed salary schedule revision effective April 9, 2023, at the current pace of recruitment, it is anticipated to take 3-6 months to complete a recruitment and effectively onboard the candidate.

From a staff development and internal advancement perspective, the City organization is fortunate to have several current personnel who have extensive experience working in and serving the Belle Haven neighborhood, and who would be qualified and competitive in an open recruitment for the proposed library and community services manager position, in addition to the qualified external applicants, including local applicants, that such a recruitment opportunity would be expected to attract.

#### Staff development, succession planning, and organizational resiliency

In any organization, especially a municipal government organization like the City of Menlo Park, proactive staff development and succession planning are an essential part of ensuring organizational resiliency and continuity. The recruitment, retention, and development of talented personnel is critical to delivering high-quality services to the community on a perpetual basis, and 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 when current leadership transitions out of the organization, as all leaders eventually do.

#### Scopes of responsibility

The proposed library and community services manager (LCS Manager) would have oversight of multiple synergistic functional areas of the library and community services department. For example, depending on the experience and skills the individual possesses, the LCS Manager's portfolio could include management responsibility for libraries, childcare, and senior services; or it could include management responsibility for recreation, sports, gymnastics, and aquatics. Importantly for organizational resiliency as well as leadership development, the LCS Manager classification could be assigned to any combination of these responsibilities as needed, and the assignments could evolve over time as the needs of the community and the organization evolve over time. The LCS Manager would report directly to the assistant director or department head.

The proposed assistant library and community services director (Assistant LCS Director) would combine the scopes of the existing assistant library services director and assistant community services director classifications, which are already similar in scope. The Assistant LCS Director would have oversight for all department programs, functions, and activities; develop, implement, and interpret public policy; serve as deputy to the department head reporting directly to the department head, and serve as the acting department head in the absence of the department director.

### **Impact on City Resources**

There is no impact to the City's general fund associated with the requested action. The proposed salary schedule revisions will not result in any change to the City's current total authorized FTEs, and will not result in any change to salary ranges.

### **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. Proposed salary schedule amendments
- C. Hyperlink – Comprehensive salary schedule effective September 25, 2022:  
[menlopark.gov/Government/Departments/Administrative-Services/Human-Resources/Salary-schedule](https://menlopark.gov/Government/Departments/Administrative-Services/Human-Resources/Salary-schedule)

Report prepared by:

Sean S. Reinhart, Library and Community Services Director  
Brittany Mello, Administrative Services Director

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AMENDING THE SALARY SCHEDULE EFFECTIVE APRIL 9, 2023**

WHEREAS, pursuant to the Personnel System Rules, the City Manager prepared a Compensation Plan; and

WHEREAS, the salary schedule requires classification title changes with no adjustments to the previously approved salary ranges; and

WHEREAS, preparations for the future Menlo Park Community Campus (MPCC) facility's ongoing programs and operations have intensified dramatically as the new facility's opening approaches; and

WHEREAS, qualified, effective oversight of the new MPCC facility, a multiservice center that will include five distinct programs covering a wide range of municipal services and disciplines (i.e., library, recreation, senior center, school age childcare, and aquatics), will be critical to the new facility's success; and

WHEREAS, amending the salary schedule with updated classification titles that capture the revised job responsibilities of these positions will allow the recruitment process to proceed and assist in attracting qualified internal and external applicants, including local applicants;

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 any previous enacted compensation provisions contained in Resolutions No. 6754 and No. 6772 remain with the revisions provided in Exhibit A.

BE IT FURTHER RESOLVED that the changes herein shall be effective April 9, 2023.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

---

Judi A. Herren, City Clerk

Exhibits:

- A. Proposed salary schedule amendments

Proposed salary schedule amendments - Effective April 9, 2023					
Classification title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
<del>Assistant Community Services Director</del>	<del>\$133,380</del>		<del>Open Range</del>		<del>\$187,407</del>
<del>Assistant Library Services Director</del> Assistant Library and Community Services Director	\$133,380		Open Range		\$187,407
<del>Library Services Manager</del> Library and Community Services Manager	\$130,350		Open Range		\$175,695

\*Amends salary schedule effective September 25, 2022.

City of Menlo Park  
Salary Schedule Amendments

**PROPOSED**

**Table 1: Salary schedule amendments effective April 9, 2023**

Classification title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)	Action
<b>Merge and retitle</b>						
<del>Assistant Community Services Director</del>	<del>\$133,380</del>		<del>Open Range</del>		<del>\$187,407</del>	Delete
<del>Assistant Library Services Director</del> Assistant Library and Community Services Director	\$133,380		Open Range		\$187,407	Update title, no salary change
<del>Library Services Manager</del> Library and Community Services Manager	\$130,350		Open Range		\$175,695	Update title, no salary change

\*Amends salary schedule effective September 25, 2022.

Annual salaries based on 2080 hours per year  
except where set by contract or noted



# **SALARY SCHEDULE AMENDMENTS RELATED TO AND SUPPORTING MPCC SUPERVISION AND OPERATIONS**

City Council – March 28, 2023





## Recommendation

- City staff recommend that the City Council adopt a resolution to approve the following amendments to the City of Menlo Park salary schedule:
  1. Update position title with no change to salary range – library and community services manager
  2. Update position title with no change to salary range – assistant library and community services director
  3. Delete – assistant community services director
- The proposed salary schedule revisions will not result in any change to the City's current total authorized full-time equivalent (FTE) head count





## Immediate and critical needs

- Vacant management-level position in library and community services has been staffed on an interim basis for over 16 months
- Continuing to staff this key management role on an interim basis is unsustainable, and is becoming increasingly challenging to the City's capabilities to effectively execute on the desired goals of the Menlo Park Community Campus (MPCC) project and other City priorities
- With every vacancy, the organization's current and future personnel needs are evaluated prior to moving forward with a recruitment

## Preparations for MPCC opening

- Preparations for the new facility have intensified dramatically
- Qualified, effective oversight of the MPCC facility, a multiservice center with five distinct programs (library, recreation, senior center, school age childcare, and aquatics), will be critical to the new facility's success



## Preparations for MPCC opening

- Ideally, this management-level oversight should be put in place up to 12 months in advance of MPCC opening to allow the manager to engage meaningfully in the planning and preparations for the start of operations in the new facility
- If City Council authorizes the proposed salary schedule revision effective April 9, 2023, it is anticipated to take 3-6 months to complete a recruitment and effectively onboard the candidate





## Succession planning, organizational resiliency

- Proactive staff development and succession planning are an essential part of ensuring organizational resiliency and continuity
- The recruitment, retention, and development of talented personnel is critical to delivering high-quality services to the community on a perpetual basis, and to preserve institutional knowledge
- 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
- A well-run organization will prepare emerging leaders to seamlessly advance to leadership roles when current leadership transitions out of the organization, as all leaders eventually do



## Scopes of responsibility

- The proposed library and community services manager (LCS Manager) would have oversight of multiple synergistic functional areas of the library and community services department
- For example, the LCS Manager's portfolio could include management responsibility for libraries, childcare, and senior services; or it could include responsibility for recreation, sports, gymnastics, and aquatics
- Importantly for organizational resiliency as well as leadership development, the LCS Manager classification could be assigned to any combination of these responsibilities as needed
- The LCS Manager would report directly to the assistant director or department head



## Scopes of responsibility

- The proposed assistant library and community services director (Assistant LCS Director) would combine the scopes of the existing assistant library services director and assistant community services director classifications, which are already similar in scope
- The Assistant LCS Director would have oversight for all department programs, functions, and activities; develop, implement, and interpret public policy; serve as deputy to the department head reporting directly to the department head, and serve as the acting department head in the absence of the department director





## Impact on city resources

- There is no impact to the City's general fund associated with the requested action
- The proposed salary schedule revisions will not result in any change to the City's current total authorized FTEs, and will not result in any change to salary ranges



# Proposed salary schedule amendments

Classification title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)	Action
Merge and retitle						
<del>Assistant Community Services Director</del>	<del>\$133,380</del>		<del>Open Range</del>		<del>\$187,407</del>	Delete
<del>Assistant Library Services Director</del> -Assistant Library and Community Services Director	\$133,380		Open Range		\$187,407	Update title, no salary change
<del>Library Services Manager</del> Library and Community Services Manager	\$130,350		Open Range		\$175,695	Update title, no salary change



## Recommendation

- City staff recommend that the City Council adopt a resolution to approve the following amendments to the City of Menlo Park salary schedule:
  1. Update position title with no change to salary range – library and community services manager
  2. Update position title with no change to salary range – assistant library and community services director
  3. Delete – assistant community services director
- The proposed salary schedule revisions will not result in any change to the City's current total authorized full-time equivalent (FTE) head count



**STAFF REPORT**

**City Council**  
**Meeting Date:** 3/28/2023  
**Staff Report Number:** 23-081-CC

**Regular Business:** **Appoint City Councilmembers to various standing and ad-hoc subcommittees, and disband inactive ad-hoc subcommittees**

**Recommendation**

Staff recommends that the City Council:

1. Disband inactive City Council ad-hoc subcommittees
2. Make appointments to City Council standing subcommittees and ad-hoc subcommittees

**Policy Issues**

The City Council establishes subcommittees of less than a quorum of the City Councilmembers in order to expedite review and consideration of matters requiring City Council action. Standing subcommittees that have continuing subject matter jurisdiction or a meeting schedule established by the City Council are subject to the Brown Act (see Government Code §54952(b).) Ad-hoc subcommittees that are of limited duration and have a defined task are not subject to the Brown Act.

**Analysis**

Each year, after the City Council reorganization, the City Council may make appointments to City Council standing subcommittees and ad-hoc subcommittees.

Attachment A lists current City Council subcommittees, including both standing and ad-hoc subcommittees. Ad-hoc subcommittees are further distinguished by active and inactive. City staff will recommend that inactive subcommittees be disbanded.

Regarding potential subcommittees, the City Council may wish to appoint subcommittees to the two pending development projects currently requesting Development Agreements (DA), The two projects are the Parkline project at 333 Ravenswood Avenue and the Commonwealth 3 project at 162-164 Jefferson Drive.

Staff is working to update the City Council Procedures Manual (manual), however, per the manual, City Councilmembers are strongly encouraged to report to the City Council on matters discussed at subcommittees at City Council meetings under the "City Councilmember Reports" agenda item. City Council subcommittees will normally not have direct dealings with staff operations. City Council subcommittees may not speak or act for the City Council and are generally used sparingly and ordinarily in an ad-hoc capacity.

Unless otherwise stated, an ad-hoc subcommittee ceases to exist as soon as its charge is complete. The

City Council may assign, and specify the role of, one or two City Councilmembers to a subcommittee (if more, it becomes a defacto City Council meeting.)

### **Impact on City Resources**

There is no impact on City resources associated with this action outside of any staff assistance required.

### **Environmental Review**

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

### **Public Notice**

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

### **Attachments**

A. List of current 2022 City Council assignments

Report prepared by:

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

<b>CITY COUNCIL STANDING COMMITTEES</b>	<b>2022 Member</b>	<b>2022 Member</b>	<b>Notes</b>
Community Grant Funding Committee	Drew Combs	Cecilia Taylor	Meets annually, typically in Nov. or Dec.
<b>ACTIVE CITY COUNCIL AD HOC SUBCOMMITTEES</b>	<b>2022 Member</b>	<b>2022 Member</b>	
Aquatics Operator Agreement Negotiations Subcommittee (ad-hoc committee)	Betsy Nash	Cecilia Taylor	Established on Feb. 28, 2023. Expected to be completed by May 2023
Climate Action Plan Subcommittee Nos. 1-5 Subcommittee (ad hoc committee)	Jen Wolosin	Betsy Nash	Established on Dec. 10, 2019 and bifurcated to Nos. 1-5 Dec. 14, 2021
Climate Action Plan Subcommittee No. 6 Subcommittee (ad hoc committee)	Betsy Nash	Cecilia Taylor	Established on Dec. 14, 2021
ConnectMenlo Community Amenities Subcommittee (ad hoc committee)	Betsy Nash	Cecilia Taylor	Established on Oct. 6, 2020
Economic Development Subcommittee (ad hoc committee)	Betsy Nash	<i>Ray Mueller</i>	Established on Dec. 14, 2021
Menlo Park Community Campus Subcommittee (ad hoc committee)	Betsy Nash	Cecilia Taylor	Established on Dec. 10, 2019
Reimagining Public Safety Subcommittee (ad hoc committee)	Cecilia Taylor	Jen Wolosin	Established on Aug. 7, 2021
<b>INACTIVE CITY COUNCIL SUBCOMMITTEES (DISBAND UNLESS REACTIVATED)</b>	<b>Member</b>	<b>Member</b>	
Rail Standing Subcommittee	Jen Wolosin	<i>Ray Mueller</i>	Disbanded 2021
Anti-Displacement Strategy Subcommittee (ad hoc committee)	Jen Wolosin	Cecilia Taylor	Established on Dec. 6, 2022 and the subcommittee work was completed as of Dec. 2022.
Bayfront Homeless Encampment Emergency Response Subcommittee (ad hoc committee)	Cecilia Taylor	<i>Ray Mueller</i>	Established May 22, 2020 and declared inactive Dec. 14, 2021
Facebook/Willow Village Development Agreement Negotiations Subcommittee (ad hoc committee)	Betsy Nash	Cecilia Taylor	Established on Dec. 10, 2019 and subcommittee work completed as of Dec. 2022.
West Menlo Triangle Annexation Subcommittee (ad hoc committee) *			Established on Feb. 13, 2018 *
Willow Road/U.S. Highway 101 Interchange Improvements Subcommittee (ad hoc committee)	Drew Combs	Cecilia Taylor	Established on Feb. 9, 2016
<b>POTENTIAL AD HOC SUBCOMMITTEES</b>	<b>Member</b>	<b>Member</b>	
Commonwealth 3 Development Agreement Negotiations Subcommittee (ad hoc committee)			
Parkline Development Agreement Negotiations Subcommittee (ad hoc committee)			

\*Annexation application is still pending



**STAFF REPORT**

**City Council**

**Meeting Date:** 3/28/2023

**Staff Report Number:** 23-082-CC

**Informational Item:** City Council agenda topics: April 4 – April 25, 2023

**Recommendation**

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

**Policy Issues**

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

**Analysis**

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items, Attachment A, through April 25, 2023. The topics are arranged by department to help identify the work group most impacted by the agenda item.

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

**Public Notice**

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

**Attachments**

A. City Council agenda topics: April 4 – April 25, 2023

Report prepared by:

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

**Tentative City Council Agenda**

#	Title	Department	Item type	City Council action
1	Adopt Fiscal Year 23-24 budget principles	ASD	Regular	Approve
2	Receive and file report on labor negotiations (SEIU/AFSCME)	ASD	Regular	Receive and file
3	Quarterly Personnel Activity Report	ASD	Informational	Receive and file
4	Consider an appeal of a Planning Commission approval of a use permit at 440 University Avenue	CDD	Public Hearing	Adopt resolution
5	Consider the Planning Commission’s recommendation to approve the vesting tentative map extension and adopt a resolution to approve a two-year extension of a vesting tentative map to merge the existing SP-ECR/D	CDD	Public Hearing	Adopt resolution
6	Advisory body annual appointments	CMO	Advisory Body Vacancies and Appointments	Decide
7	Goal and priority setting follow-up/final report	CMO	Regular	Receive and file
8	Introduction and first reading of Streetaries outdoor dining ordinance	CMO	Regular	First read/intro ordinance
9	Planning Commission interviews	CMO	Special	Interview
10	Proclamation: April as National Poetry Month	CMO	Proclamation	No action
11	Proclamation: Earth Day	CMO	Proclamation	No action
12	Resolution approving the California Governor’s Office of Emergency Services Form 130 in order to pursue State financial assistance	CMO	Consent	Adopt resolution
13	Study Session: Reach Codes 2.0	CMO	Study Session	No action
14	Transmittal of city attorney billing (Feb 2023)	CMO	Informational	No action
15	Appropriate funds related to and supporting the Menlo Park Community Campus project microgrid switchgear	LCS	Regular	Approve
16	Menlo Park Community Campus programming plan elements	LCS	Regular	Direction to staff
17	Police Department AB 481 Annual Review and Ordinance Renewal	PD	Regular	Receive and file, Adopt resolution
18	Police department quarterly update – Q1 January 2023 - March 2023	PD	Informational	Receive and file
19	Adopt a resolution certifying housing policy compliance required to accept One Bay Area Grant (OBAG3) funds	PW	Consent	Adopt resolution
20	Approve service agreement with Caltrain for Middle Avenue undercrossing project	PW	Consent	Contract award or amend
21	Award a contract for the 2023 Annual Street Resurfacing Program	PW	Consent	Contract award or amend
22	Quiet zone study session	PW	Study Session	Direction to staff
23	Update on Bedwell Bayfront Park West Bay Encroachment agreement	PW	Informational	No action
24	Update on the Belle Haven Traffic Calming Plan	PW	Informational	No action
25	Update on Kelly Park field turf and track renovation project	PW, LCS	Informational	No action





**STAFF REPORT**

**City Council Meeting Date:** 3/28/2023  
**Staff Report Number:** 23-077-CC

**Informational Item:** Update on the emergency water storage/supply project

**Recommendation**

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

**Policy Issues**

All water agencies are required to have emergency supplies. According to California Code of Regulations, §64554(a)(1), Chapter 16, Title 22, a water system serving more than 1,000 service connections must be able to meet four hours of peak hourly demand with storage capacity, source capacity, and/or emergency connections at all times.

The project is consistent with the 2016 general plan, Policy LU-7.3 for supplemental water supply, which requires Menlo Park Municipal Water (MPMW) to “Explore and evaluate development of supplemental water sources and storage systems, such as wells and cisterns, for use during both normal and dry years.”

Emergency water storage/supply is a high priority that is reflected in the Capital Improvement Plan, the 2020 Urban Water Management Plan, the 2018 Water System Master Plan, and the 2022 Water Master Plan Supplement (described in more detail below.)

**Background**

MPMW purchases all of its water from San Francisco Public Utilities Commission (SFPUC) and is fully reliant on that supply to meet the needs of businesses and approximately 19,000 residents through 4,400 water connections. MPMW provides water to two service areas (Attachment A.) The upper zone, located in the Sharon Heights area, has two enclosed water reservoirs that can provide emergency water if needed. The lower zone, located east of El Camino Real, does not currently have emergency water reservoirs. The lower zone consists of two areas: (1) the low pressure zone, which typically receives water at lower, regulated pressures and (2) the high pressure zone, which receives water at very high, unregulated pressures. In evaluating emergency supply, staff considers all pressures zones. The lower zone has one emergency well located at the City’s corporation yard which is nearing completion in 2023. This well will provide sufficient emergency supply to meet approximately half of the City’s average daily demand plus fire flow of 3,000 gallons per minute. Its yield is 1,500 gallons per minute. This means that some users in the lower zone may not have water during a natural disaster or if SFPUC water is unavailable.

Water infrastructure in the upper and lower zones are not physically connected to each other and therefore cannot share emergency supplies. The emergency water storage/supply project (Project) focuses on providing emergency water for MPMW to help meet State regulations.

Interconnections between water agencies allows water to be transferred from one agency to another if

needed for emergency purposes. MPMW has emergency interconnections with four adjacent water suppliers: California Water Service, City of East Palo Alto, City of Redwood City, and O'Connor Tract Co-Operative Water Company. Each of these agencies (except for O'Connor Tract Co-Operative Water Company, who relies fully on well water) relies on SFPUC for all or a large portion of their water supply so it is unknown how much water may be available if there is a SFPUC supply shortage. Staff is working closely with the City of Palo Alto and the San Francisquito Creek Joint Power Authority on the design for the Pope/Chaucer Bridge Replacement, which will include a future agreement to construct another emergency interconnection with the City of Palo Alto.

The Project has a long history and many decisions have been made by past City Councils. The February 9, 2021 staff report (Attachment B) provided an update on the status of investigating properties for additional emergency supply and storage options. At that City Council meeting, staff also shared that monitoring wells were installed at two locations to confirm if seasonal groundwater levels were low enough to install a buried reservoir. The City installed a two-inch diameter 30-foot depth monitoring well at the former James Flood School, located adjacent to San Mateo County's Flood Park, and a two-inch diameter 50-foot depth monitoring well at the edge of Willow Oaks Park, adjacent to Ravenswood City School District school field property. Both monitoring wells were constructed flush with the ground and secured with locking caps in at-grade vaults. Each was equipped with a pressure transducer to record groundwater levels every four hours, and results were downloaded quarterly and reviewed by City staff. Below is a summary of findings after reviewing groundwater level data:

- Flood School – The highest groundwater depth recorded between March 2021 and March 2022 was 12.67 feet below ground surface, which is too shallow and not a viable option for a buried reservoir large enough to meet the City's storage requirement. As the monitoring well was no longer needed by the City, it was destroyed in April 2022.
- Willow Oaks Park – The highest groundwater depth recorded between March 2021 and February 2023 was 21.02 feet below ground surface. This confirms that an underground reservoir is a viable option and would meet the City's storage requirement. In order to continue periodic monitoring, the monitoring well at the edge of Willow Oaks Park remains in-place and staff can download data as needed.

The 2018 Water System Master Plan identifies infrastructure needs and recommends both storage and supply capital projects in order to provide emergency water to the lower zone. In 2022 (2022 Supplement), the City's consultant made minor clarifications/corrections to the 2018 Plan, reevaluated storage requirements based on existing water demands and 2040 conditions using the water hydraulic model, and updated the five-year capital projects for water storage/supply and water line replacements (Attachment C.) The 2022 Supplement recommends the following capital improvements related to emergency supply that will meet the State Water Board's emergency storage/supply requirements for MPMW:

- A second well, and possible third well, to provide an additional 1,500 gallons per minute capacity
- A two to three million gallon water reservoir and booster pump station for the lower zone that receives regulated pressures
- A second booster pump station for the lower zone's high pressure area. Adding this booster pump station and connecting it to the water reservoir in the lower zone eliminates the need to construct a water reservoir in the high pressure zone.

Before 2018, the Project focused on installing wells only to meet the emergency supply requirements for MPMW's lower zone. On July 19, 2016, the City entered into an agreement with Infrastructure Engineering Corporation (now Ardurra) to identify the next two emergency well sites, prepare environmental documents, design the wells, and provide construction support. The 2018 Plan updated the Project scope to include water storage in addition to supply.

### Corporation yard emergency well

The well was drilled in 2017 and can provide up to 1,500 gallons per minute, half of the 3,000 gallons per minute goal. The City completed construction of the well facility (e.g., generator, disinfection equipment, associated piping) in mid-2020, however, due to the pandemic the State Water Board was not able to inspect the construction in order to permit the new well and amend MPMW's drinking water permit. Since mid-2020, staff have been working closely with the Board in order to proceed forward with the remaining project tasks: final well testing and staff training. In January 2023, the Board approved the City proceeding with final testing, and earlier this month staff received the amended permit to utilize the well for emergencies.

### **Analysis**

Based on the 2022 Supplement, staff developed an extensive summary outlining all sites considered for a water reservoir and/or well since 2010. In order to determine the best site(s) for an underground reservoir and/or well, staff amended Ardurra's agreement to perform detailed engineering and hydrologic evaluations at the four sites listed below. The evaluation will drill exploratory borings, determine well yields, develop cost estimates for each site, and ultimately, provide the necessary information for staff to recommend next steps to the City Council.

The entire exploratory drilling process will take approximately three weeks at each site. The drilling activities will occur during normal weekday business hours; no night drilling will occur. The actual drilling will take between two to four days and will extend from the surface into the deep aquifer up to 600 feet below ground surface; this will establish the groundwater elevation and the hydraulic conductivity of the soil. The City's noise ordinance prohibits any source of sound from exceeding 60 decibels (dBA) during daytime hours (7 a.m. – 10 p.m.) as measured from any residential property. Daytime construction activities Monday through Friday are exempt from this limit, so long as no piece of equipment exceeds 85 dBA at 50 feet from the source of sound. The noise level generated by the drilling equipment is on the order of 78 dBA at a distance of 50 feet. Staff anticipates using noise barriers to reduce the noise levels by about 10 dBA at the source. Even though the drilling equipment noise levels will be within the City's noise ordinance tolerance levels, staff will also perform outreach to notify nearby neighbors.

In January 2023, staff coordinated field meetings at each site and identified preferred exploratory boring locations (Attachment D.)

### Alma site – potential well only

The Alma site is located at the intersection of Alma Street and East Creek Drive, adjacent to the bridge that connects the City of Menlo Park to the City of Palo Alto. This site is directly adjacent to San Francisquito Creek and could potentially provide a very high well production even though it is not located within MPMW's lower zone (additional piping would be required to connect it to MPMW's distribution system.)

### Willow Oaks School field – potential reservoir and well

The Ravenswood City School District continues to express interest in a joint use facility that would consist of an underground reservoir to meet MPMW's emergency needs with athletic facilities constructed at ground level for District use and/or potential City use through a joint use agreement. The monitoring well data confirms that this is a viable site for an underground reservoir.

### SRI Parkline project – potential reservoir and well

The Parkline project is proposing a park/field on the corner of Ravenswood Avenue and Middlefield Road. Staff began investigating this site as a possible underground reservoir site in 2022 and has met with SRI, and the Parkline team to discuss the project. The reservoir will be evaluated as a variant in the Parkline

project's environmental review. A variant is defined as a project alternative to establish an understanding of the variety of environmental impacts that may be possible based on the differing scenarios that each variant presents. Variants are helpful tools in the decision making process as they provide a more complete range of development impacts, which is a crucial part of the environmental review process.

Menlo Park Fire Protection District (MPFPD) Station No. 1, 300 Middlefield Road – potential well only  
MPFPD may be interested in pursuing a well onsite for a reliable future water supply for Fire District operations given a land purchase from St. Patrick's Seminary. In addition, staff recently re-engaged with the Seminary to see if a portion of the land needed for the overall well facility, such as site access and/or overall zone of control requirements, could be located on the Seminary property immediately adjacent to the Fire District property. The Seminary was receptive to further discussions including the potential for locating a reservoir and/or other uses on a portion of their property. Staff will continue to engage with the Seminary regarding these possibilities.

Staff estimates the exploratory borings will begin in late-summer and conclude by the end of this year with final evaluations and cost estimates for each location completed in early 2024. Staff anticipates returning to City Council in spring 2024 with findings and recommendations for next steps.

#### Corporation yard emergency well

Since mid-2020 the well pump, facility and equipment have remained untouched. In order to move forward with the remaining project tasks, five activities must be performed, as outlined below.

1. Flush the well system to remove any debris. Flushing will occur onsite only and will not impact the distribution system.
2. Inspect each piece of equipment to ensure it's working properly.
3. Initiate testing to fine-tune disinfection set points.
4. Perform final testing (current scope of work) allows the City to operate the well pump/disinfection system and release well water into MPMW's distribution system (the lower zone) for the first time to ensure that equipment and well instrumentation is operating properly, and will operate properly for any future emergency. Staff anticipates final testing will take a few days. When two different water supplies are blended (in this case SFPUC water and well water), it is common that taste and odor concerns may arise, as the water may taste different or have a different hardness or mineral properties. While these concerns do not present any health or safety concerns, residents will likely notice a difference in their water. Prior to running the well and releasing the well water into MPMW's distribution system, staff will perform public outreach to water customers in the lower zone.
5. Conduct staff training (current scope of work)

As more than two years have passed, in order to complete Steps 1 through 5. Staff anticipates releasing the bid for this work this summer, returning to City Council in the fall to seek approval of the contractor agreement, and completing the project in early 2024

### **Impact on City Resources**

There is currently adequate budget and staff resources to proceed with the next steps for exploratory drilling and completion of the corporation yard emergency well. For comparison, the corporation yard emergency well construction cost approximately \$3 million in 2019-21, and \$2.5 to \$3 million is planned per year for the next three years in the five-year capital improvement program. The water storage reservoirs will also have land acquisition costs as well as construction costs, and a planning estimate of \$27 million is currently incorporated in fiscal year 2025-26 in the capital program for construction. Future financial needs will continue to be refined as the project proceeds and updates will be incorporated into the five-year capital improvement program and MPMW rates, as appropriate. The most recent rate study adopted by the City

Council on May 11, 2021 incorporated similar cost estimates for these projects in the development of maximum anticipated five-year water rates.

### **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**

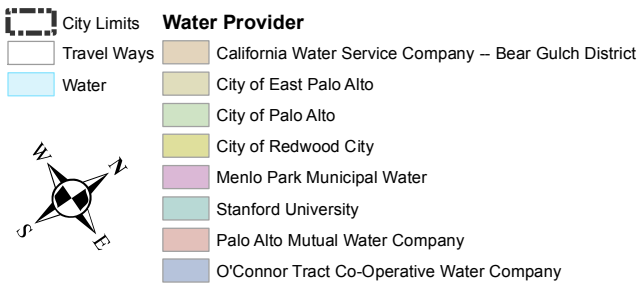
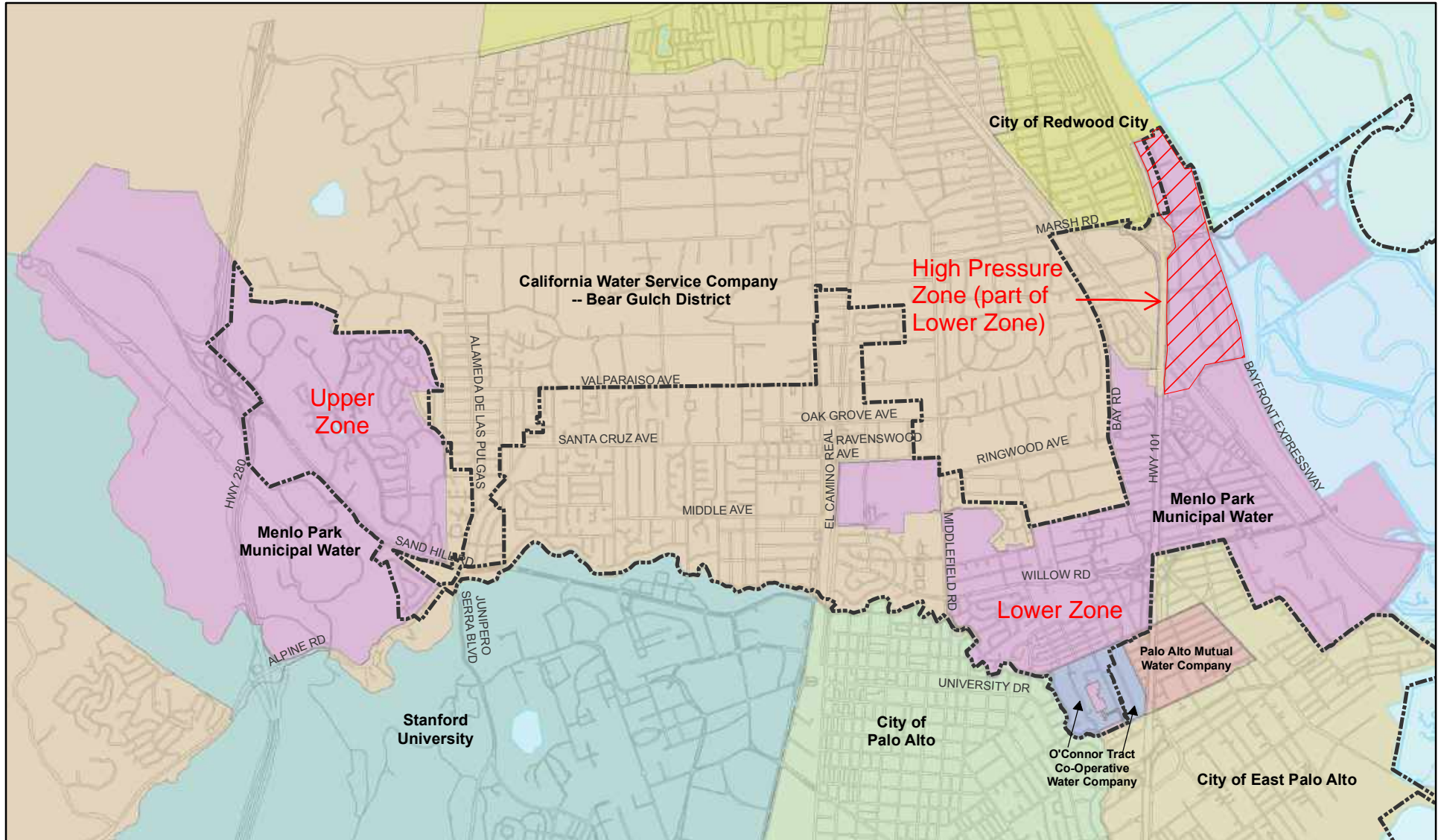
Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Map of MPMW service areas
- B. Hyperlink – February 9, 2021 City Council staff report:  
[menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2021-meetings/agendas/20210209-city-council-agenda-packet.pdf#page=831](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2021-meetings/agendas/20210209-city-council-agenda-packet.pdf#page=831)
- C. 2022 Water System Master Plan Supplement, Technical Memo
- D. Map of proposed exploratory boring locations

Report prepared by:  
Pam Lowe, Senior Civil Engineer

Report reviewed by:  
Tanisha Werner, Assistant Public Works Director - Engineering



# Water Agencies Within and Surrounding Menlo Park



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## TECHNICAL MEMORANDUM

DATE: December 9, 2022

Project No.: 648-60-22-10

SENT VIA: EMAIL

TO: Pam Lowe, Senior Civil Engineer, Public Works

CC: Fariborz Heydari, Senior Civil Engineer, Public Works  
Nikki Nagaya, Public Works Director  
Tanisha Werner, Assistant Public Works Director

FROM: Roberto Vera, PE, RCE #83500  
Kiersten Miller, EIT, #162281



REVIEWED BY: Polly Boissevain, PE, RCE #36164

SUBJECT: Water Master Plan Supplement

The purpose of this Technical Memorandum (TM) is to summarize the findings and conclusions of West Yost's supplemental analysis of the City of Menlo Park (City) Water System Master Plan (WSMP) completed in 2018. In particular, the City requested that the certain tables and figures be updated, storage recommendations be revisited based on updated demand data, and that recommended pipeline replacement projects be further broken down into smaller project packages for the City's use in its upcoming update to its five-year capital improvement plan. The following sections summarize the evaluations:

1. Background
2. WSMP Updates
3. Storage Evaluation
4. Hydraulic Evaluation
5. Five-Year CIP

### 1.0 BACKGROUND

In 2018, West Yost completed the WSMP for the City. The WSMP documented existing system conditions and historical water use, projected future water use based on planned development identified in the ConnectMenlo General Plan and M-2 (Bayfront) Area Zoning Update, and hydraulically evaluated system improvements (storage tanks, pump stations, pipelines) needed to support future growth. The WSMP also included a pipeline risk assessment prioritizing pipeline replacements based on several likelihoods of failure and consequence of failure factors.

The WSMP recommended constructing a new storage reservoir to serve the Lower Zone and High-Pressure Zone. Reservoir sizing was based on existing baseline demand conditions, using 2013 water use to represent existing conditions, plus projected demand needs based on anticipated growth in the





were used to estimate peak hour use. Table 1 summarizes the average day, max day, and peak hour use for the Lower and High-Pressure Zone for 2018 through 2021.

<b>Table 1. Summary of Water Use from 2018 through 2021</b>				
<b>Year</b>	<b>Average Day Use, gpm</b>	<b>Maximum Day Date</b>	<b>Maximum Day Use, gpm</b>	<b>Peak Hour Use, gpm</b>
<b>High-Pressure Zone <sup>(a)</sup></b>				
2018	290	7/30/2018	499	664
2019	253	6/10/2019	413	686
2020	228	7/17/2020	418	611
2021	226	7/15/2021	379	611
<b>2018-2021 Average</b>	<b>249</b>	--	<b>427</b>	<b>642</b>
<i>Adopted in Master Plan<sup>(b)</sup></i>	<i>188</i>	--	<i>290</i>	<i>408</i>
<i>Percent Difference from Master Plan</i>	<i>32.6</i>	--	<i>47.2</i>	<i>57.4</i>
<b>Lower Pressure Zone <sup>(c)</sup></b>				
2018	1,016	3/10/2018	1,592	4,750
2019	1,034	6/28/2019	1,551	2,182
2020	1,093	8/14/2020	1,564	2,157
2021	931	7/9/2021	1,396	2,182
<b>2018-2021 Average</b>	<b>1,018</b>	--	<b>1,526</b>	<b>2,173<sup>(d)</sup></b>
<i>Adopted in Master Plan<sup>(e)</sup></i>	<i>1,442</i>	--	<i>2,221</i>	<i>3,124</i>
<i>Percent Difference from Master Plan</i>	<i>-29.4</i>	--	<i>-31.3</i>	<i>-30.4</i>
(a) Use based on flow recorded from SFPUC’s EyeOnWater website for the Hill Turnout. (b) Use from WSMP Chapter 7 Table 7-1 for High-Pressure Zone. (c) Use based on flow recorded from SFPUC’s EyeOnWater website for the Burgess, Madera, and Chilco Turnouts. (d) Average based on 2019 through 2021 due to peak hour anomaly in 2018. (e) Use from WSMP Chapter 7 Table 7-1 for Lower Pressure Zone.				

With respect to the High-Pressure Zone, average day, max day, and peak hour use were generally consistent from 2018 through 2021. Since water use was consistent for all four years, the average of each demand condition was used to establish the baseline demands.

With respect to the Lower Zone, average day and max day use was generally consistent from 2018 through 2020. In 2021 there was a drop in water use compared to 2018 through 2020 use. Based on input provided by City staff, this drop may be due to a commercial or industrial user going offline. The ratio of maximum day use to average day use remained the same as previous years, so all years were used to calculate existing average day and maximum day use. Peak hour use for the Lower Zone was consistent from 2019 through 2021 but was extremely high in 2018. The value in 2018 was determined to be an anomaly. Therefore, the average of 2019 through 2021 was used as the baseline for peak hour use.

### 3.2 Peaking Factors Updates

Water system facilities are generally sized to meet peak demands. The peaking conditions of most concern for water facility sizing are maximum day demand plus fire flow and peak hour demand. Peak water use is typically expressed as a ratio, or peaking factor, dividing the peak water use by the average daily or maximum day water use. These peaking factors are then used to calculate maximum day and peak hour water use for future conditions.

Table 2 summarizes the maximum day and peak hour peaking factors by pressure zone, based on water use from 2018 through 2021 as described in the section above.

	Average Day to Maximum Day Peaking Factor	Average Day to Peak Hour Peaking Factor
High-Pressure Zone		
<b>2018-2021 Average</b>	<b>1.71</b>	<b>2.59</b>
<i>Adopted in Master Plan <sup>(a)</sup></i>	<i>1.54</i>	<i>2.20</i>
<i>Percent Difference from Master Plan</i>	<i>11.3</i>	<i>17.8</i>
Lower Pressure Zone		
<b>2018-2021 Average</b>	<b>1.50</b>	<b>2.14<sup>(b)</sup></b>
<i>Adopted in Master Plan</i>	<i>1.54</i>	<i>2.20</i>
<i>Percent Difference from Master Plan</i>	<i>-2.6</i>	<i>-2.6</i>
(a) Peaking factors assumed to be identical to Lower Zone in Master Plan, due to similar land use types and data anomalies that indicated unreasonably high peaking factors for the High-Pressure Zone.		
(b) Peaking factor based on average demands for 2019 through 2021 due to peak hour anomaly in 2018.		

### 3.3 Summary of Baseline and 2040 Demands

Table 3 summarizes the City’s updated existing water demands by pressure zone reflecting recent water use summarized in Table 1. Maximum day and peak hour demands were calculated using average daily demands multiplied by the adopted peaking factors shown in Table 2. As shown in Table 3, updated existing average day, maximum day, and peak hour demands are generally 19 to 22 percent lower than estimates established in the 2018 WSMP.

Pressure Zone	Average Day Demand		Maximum Day Demand		Peak Hour Demand	
	gpm	mgd	gpm	mgd	gpm	mgd
Lower Zone	1,018	1.5	1,527	2.2	2,182	3.1
High-Pressure Zone	249	0.4	427	0.6	646	0.9
<b>Total</b>	<b>1,268</b>	<b>1.8</b>	<b>1,955</b>	<b>2.8</b>	<b>2,828</b>	<b>4.1</b>
Master Plan	1,630	2.3	2,511	3.6	3,532	5.1
Change from Master Plan	-22.2%		-22.2%		-19.9%	
(a) Refer to Table 1 and 2. Maximum and peak hour demands calculated based on updated peaking factor information.						

Table 4 summarizes the City’s future (2040) water demands by pressure zone. Future demands were estimated using the same anticipated growth as identified in the WSMP added to the revised existing demand, which is summarized in Table 3. The increase in average day demand attributed to growth specifically for the Lower and High-Pressure Zones is 0.14 mgd and 0.64 mgd, respectively.

Pressure Zone	Average Day Demand <sup>(a)</sup>		Maximum Day Demand		Peak Hour Demand	
	gpm	mgd	gpm	mgd	gpm	mgd
Lower Zone	1,114	1.6	1,671	2.4	2,388	3.4
High-Pressure Zone	693	1.0	1,189	1.7	1,797	2.6
<b>Total</b>	<b>1,808</b>	<b>2.6</b>	<b>2,860</b>	<b>4.1</b>	<b>4,185</b>	<b>6.0</b>
Master Plan	2,170	3.1	3,343	4.8	4,703	6.8
Change from Master Plan	-16.7%		-14.5%		-11.0%	

(a) Based on updated baseline demand summarized in Table 1 plus the same growth estimated in the City’s Water System Master Plan. Average day growth for the Lower, High-Pressure and Upper Zones was calculated to be 0.14, 0.64 and 0.03 mgd, respectively.

As summarized in Table 4, there is a net decrease in future demand of 11 to 17 percent when compared to estimates prepared in the 2018 WSMP. The decrease in both the existing and future demand estimates is attributed to the updated existing demand, which now reflects changes in water use within the City following 2014 through 2016 drought years and is now based on water use data from 2018 through 2021.

These updated water demand estimates were subsequently used to re-evaluate the storage needs in the Lower and High-Pressure Zones, as described in the next section.

### 3.4 Revised Storage Analysis

As described in the 2018 WSMP, the principal advantages that storage provides for the water system are: (1) operational storage to balance differences in demands and supplies; (2) emergency storage in case of supply outage (e.g., loss of SFPUC Supply); and, (3) water to fight fires. The City’s water storage capacity requirements are detailed in WSMP Table 5-1, and are as follows:

- Operational storage component equal to 25 percent of maximum day demand.
- Emergency component equal to 50 percent of maximum day demand.
- Fire storage component equal to the highest fire flow multiplied by the recommended duration.

If groundwater wells are available to supply a pressure zone, the emergency storage volume required can be reduced since groundwater wells access the aquifer as a form of storage. The recently completed groundwater well in the Lower Zone (at the City’s Corporation Yard), is currently permitted to be used during emergencies, when SFPUC supply is disrupted or unavailable. The City received an amended permit for an “active” well, meaning it can be accessed at any given time. The City is currently investigating if an active well is feasible or if the well should be classified as “standby”, which would limit use to five consecutive days and fifteen total days per year. Additionally, the City is also exploring the possibility of a second well in the Lower Zone at Willow Oaks Park, adjacent to where storage is currently planned, as discussed below. This would further contribute to lowering the emergency storage requirements.

To account for the availability of groundwater during an emergency, a reduction of required storage volume, defined as an emergency storage credit, was considered as part of the storage sizing calculations. The emergency groundwater storage credit, detailed in WSMP Table 5-1, is calculated as the minimum of: 1) the emergency storage requirement; or, 2) the volume produced by the wells, assuming an emergency with a 24-hour duration occurring on the maximum day demand.

Table 5 compares the City's available water storage capacity with the required storage capacity for the Lower and High-Pressure Zones under existing conditions. The existing Corporation Yard well in the Lower Zone was assumed to be offline, at the request of the City. One fire volume for both the Lower and High-Pressure Zone was assumed. The existing storage capacity requirement/deficit is 3.1 MG.

Table 6 compares the City's available water storage capacity with the required storage capacity for future conditions with different supply and fire flow scenarios. The following scenarios were explored:

- Future demand conditions, with no groundwater credit and only one fire volume in storage
- Future demand conditions, with emergency storage credit only assigned to the Lower Zone and one fire volume in storage
- Future demand conditions, with emergency storage credit to both the Lower and High-Pressure Zones, and one fire volume in storage
- Future demand conditions, with emergency storage credit to both the Lower and High-Pressure Zones, and two fire volumes in storage

The intent of these scenarios was to provide the City with a menu of options to optimize the amount of storage that should be constructed. As shown on Table 6, whether the emergency storage credit is included or not significantly impacts the storage volume needed. The number of fire volumes also impact total amount of storage needed. The comparison between available and required storage capacities indicates there is a future water storage capacity deficit between 2.0 and 4.1 MG, depending on the scenario, across the Lower and High-Pressure Zones.

It is worth noting, as shown on Table 6, that the current capacity of the existing well is sufficient to maximize the emergency storage credit and a second well would not further reduce storage requirements. However, a second well would further bolster the City's water supply reliability, particularly during an SFPUC outage.

Based on the revised evaluation, it is not recommended that the City size storage without the emergency groundwater credit, as this would yield the largest tank (4.1 MG), which would be costly and would be difficult to maintain water quality during lower demand conditions. A storage tank between 2.0 to 3.0 MG is recommended, depending on whether the City would like to conservatively assume concurrent fires in the Lower and High-Pressure Zones. The likelihood of two simultaneous industrial type of fires in the Lower and High-Pressure Zones is low.

Table 5. Comparison of Available and Existing Required Storage Capacity										
[A]	[B]	[C]	[D]	[E]	[F] = [D]+[E]	[G]	[H]	[I]	[J] = [G]+[H]+[I]	[K] = [F]-[J]
Pressure Zone	Maximum Day Demand, mgd	Available Storage Capacity, MG				Required Storage Capacity, MG				Storage Capacity Surplus (Deficit), MG
		Facility	Existing Storage Capacity	Emergency Groundwater Storage Credit	Total Existing Storage Capacity	Operational <sup>(a)</sup>	Emergency <sup>(b)</sup>	Fire Flow <sup>(c)</sup>	Total Required Storage Capacity	
Lower Zone	2.2	--	0.00	0.00	0.00	0.55	1.10	0.96	3.07	(3.07)
High Pressure Zone	0.6	--	0.00	0.00	0.00	0.15	0.31			
(a) Operational storage is 25 percent of the maximum day demand (See WSMP, Chapter 5, Table 5-1) (b) Emergency storage is 50 percent of the maximum day demand (See WSMP, Chapter 5, Table 5-1) (c) Fire flow is zones with commercial, Industrial, or Institutional/governmental customers is 4,000 gpm for 4 hours. Assumed to be sprinklered for planning purposes (See Chapter 5, Table 5-2)										

Table 6. Comparison of Available and Future Required Storage Capacity										
[A]	[B]	[C]	[D]	[E]	[F] = [D]+[E]	[G]	[H]	[I]	[J] = [G]+[H]+[I]	[K] = [F]-[J]
Pressure Zone	Maximum Day Demand, mgd	Available Storage Capacity, MG				Required Storage Capacity, MG				Storage Capacity Surplus (Deficit), MG
		Facility	Storage Capacity	Emergency Groundwater Storage Credit	Total Available Storage Capacity	Operational <sup>(a)</sup>	Emergency <sup>(b)</sup>	Fire Flow <sup>(c)</sup>	Total Required Storage Capacity	
Future Demand Conditions, no groundwater well and one fire volume stored										
Lower Zone	2.41	--	0.00	0.00	0.00	0.60	1.20	0.96	4.05	(4.05)
High Pressure Zone	1.71	--	0.00	0.00	0.00	0.43	0.86			
Future Demand Conditions, with one groundwater well providing emergency supply to Lower Pressure Zone and one fire volume stored <sup>(d)</sup>										
Lower Zone	2.41	--	0.00	1.20	1.20	0.60	1.20	0.96	4.05	(2.85)
High Pressure Zone	1.71	--	0.00	0.00	0.00	0.43	0.86			
Future Demand Conditions with one groundwater well providing emergency supply to both Lower and High Pressure Zones and one fire volume stored <sup>(d)</sup>										
Lower Zone	2.41	--	0.00	1.20	1.20	0.60	1.20	0.96	4.05	(1.99)
High Pressure Zone	1.71	--	0.00	0.86	0.86	0.43	0.86			
Future Demand Conditions with one emergency groundwater well providing emergency supply to both Lower and High Pressure Zones and two fire volumes stored <sup>(d)</sup>										
Lower Zone	2.41	--	0.00	1.20	1.20	0.60	1.20	0.96	5.01	(2.95)
High Pressure Zone	1.71	--	0.00	0.86	0.86	0.43	0.86			
(a) Operational storage is 25 percent of the maximum day demand (See WSMP, Chapter 5, Table 5-1) (b) Emergency storage is 50 percent of the maximum day demand (See WSMP, Chapter 5, Table 5-1) (c) Fire flow volume is based on a single fire associated with commercial, Industrial, or Institutional/governmental land uses, which requires 4,000 gpm for 4 hours and assumed to be sprinklered for planning purposes in the future (See WSMP, Chapter 5, Table 5-2). (d) Groundwater capacity assumes capacity in emergency well is equal to 1,500 gpm, based on most recent performance testing.										

## 4.0 Hydraulic Evaluation

To hydraulically evaluate recommended storage facilities and the impacts to the City’s distribution system, West Yost first updated the City’s hydraulic model to include the following:

- Future system scenarios updated with revised 2040 water demands and new diurnal patterns calculated based on updated peaking factor information;
- A new storage reservoir in the Lower Zone, located adjacent to Willow Oaks Park, likely to be constructed beneath the existing school district field. This site is currently being considered by the City. In addition, two booster pump stations, (1) one at the storage site which would supply the Lower Zone, and (2) one at Karl Clark Park to supply the High-Pressure Zone from the Lower Pressure Zone (essentially an in-line booster pump station), and associated pipelines.
- Willow Village and Life Sciences District pipeline improvements, which are planned in the future as established as part of other concurrent analyses.
- Distribution system piping downstream of the Madera Turnout and at the intersection of Ivy Drive and Willow Road was corrected to reflect as-built information provided by the City.
- Model set up to support an extended period simulation. A seven-day extended period simulation, along with the updated diurnal, was used to evaluate tank operations.

As described above, two booster pump stations are needed to support the nominal hydraulic grade lines of the Lower and High-Pressure Zone. Table 7 summarizes the basis for the sizing each of the booster pump stations.

Facility	Assumed Location	Flow Requirement Basis	Head Requirement Basis
BPS Supplying Lower Zone	At planned storage tank site, Willow Oaks Park	Maximum of either: <ul style="list-style-type: none"> <li>• Peak Hour demand (2,388 gpm, see Table 4)</li> <li>• Maximum day demand plus fire flow (4,000 gpm plus 1,527 gpm, or 5,527 gpm)</li> </ul> <b>Maximum Day demand plus fire flow drive the sizing and is equivalent to 5,550 gpm or 8 mgd</b>	<ul style="list-style-type: none"> <li>• Suction Head Assumption: Low water level in tank of (2 feet)</li> <li>• Discharge Head Assumption: Nominal grade of Lower Zone (213 feet)</li> <li>• Total Nominal Dynamic Head Required: Difference between discharge and suction head (211 feet)</li> </ul>
BPS Supplying High-Pressure Zone	At Karl Clark Park	Maximum of either: <ul style="list-style-type: none"> <li>• Peak Hour demand (1,797 gpm, see Table 4)</li> <li>• Maximum day demand plus fire flow (4,000 gpm plus 1,189 gpm, or 5,189 gpm)</li> </ul> <b>Maximum Day demand plus fire flow drive the sizing and is equivalent to 5,200 gpm or 7.5 mgd</b>	<ul style="list-style-type: none"> <li>• Suction Head Assumption: Average grade of Lower Zone (187 feet)</li> <li>• Discharge Head Assumption: Average grade of High-Pressure Zone (319 feet)</li> <li>• Total Nominal Dynamic Head Required: Difference between discharge and suction head (132 feet)</li> </ul>

### ***Planning and Modeling Criteria***

The planning and modeling criteria used to evaluate the proposed Project are based on the system performance and operational criteria developed in the WSMP. The criteria used to evaluate the water system and proposed pipelines for the Project consist of the following:

- Minimum allowable service pressure is 40 pounds per square inch (psi) under normal system operating conditions.
- Residual pressure at the flowing hydrant (during a maximum day demand plus fire flow condition) and at customer service locations throughout the Lower Pressure Zone must be equal to or greater than 20 psi.
- Maximum velocities of 5 feet per second (ft/s) for distribution system pipelines and 4 ft/s for transmission pipelines under normal conditions.
- Maximum velocities of 12 ft/s for distribution system pipelines and 7 ft/s for transmission pipelines under fire flow conditions.

### ***Hydraulic Evaluation***

To evaluate the proposed storage locations the following evaluations were performed under buildout conditions to assess distribution system performance, and to confirm that the City's future distribution system would be able to deliver the required potable water, while meeting the City's adopted water system performance criteria.

- **Future Operating Conditions without New Facilities (Baseline).** This scenario evaluates customer service pressures in the system without the new facilities and is evaluated over an extended period simulation.
- **Future Operating Conditions with New Facilities.** This scenario evaluates customer service pressures in the system with the new facilities and is evaluated over an extended period simulation.
- **Future Maximum Day Demand plus Fire Flow.** This scenario evaluates whether fire flow can be provided by new facilities.

For this evaluation, storage and pumping facilities were assumed to be located at the following locations:

- Lower Zone Storage and Booster Pump Station at Willow Oaks Park
- High-Pressure Zone Booster Pump Station at Karl Clark Park

With respect to operating assumptions, all turnouts serving the Lower and High-Pressure zones were assumed to be online in all scenarios except the emergency scenario, where fire flows were evaluated with turnouts offline. During peak periods, booster pump stations were assumed to be online and operating together (i.e., in series). Based on the updated diurnal curves from both zones, operation of these facilities was assumed to be between 10 P.M and 9 A.M. to capture peak demand for both pressure zones. The new tank was assumed to refill beginning at 10 A.M. stop when the level reaches 19 feet, to maintain 1 foot of headspace with a 20-foot-tall tank. An altitude valve was assumed to control the rate of flow into the tank by maintaining a minimum upstream pressure of 49 psi (resulting in a fill rate of approximately 2,000 gpm).

Results for the three scenarios are described in the following sections.



## Baseline Conditions

Results from the baseline simulation indicate the system can adequately meet the City's minimum pressure criterion of 40 psi at all customer service locations. Figure 1 presents the minimum pressure and maximum pipeline velocity for the Lower Zone and High-Pressure Zone. Under these baseline conditions, the 12-inch pipeline between Burgess Turnout and Santa Monica Ave, located in the Lower Zone, has velocities between 3 and 5 feet per second (ft/s), exceeding the velocity criterion of 4 ft/s for transmission pipelines. This pipeline was also identified in the WSMP as having high velocities however, no recommendations were identified since a minimum pressure of 40 psi was met. Since Figure 1 shows no impact in maintaining pressure, replacement of this pipeline is still not recommended. The high velocities are due to the pressure settings at the Burgess Turnout and the effective hydraulic grade it establishes, which when compared to other turnouts results in this turnout providing the largest amount of supply to the zone. The velocities can be reduced if the pressure settings at the other turnouts are adjusted.

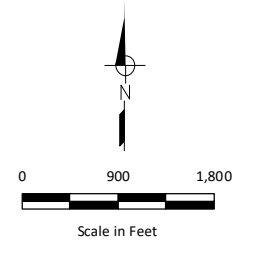
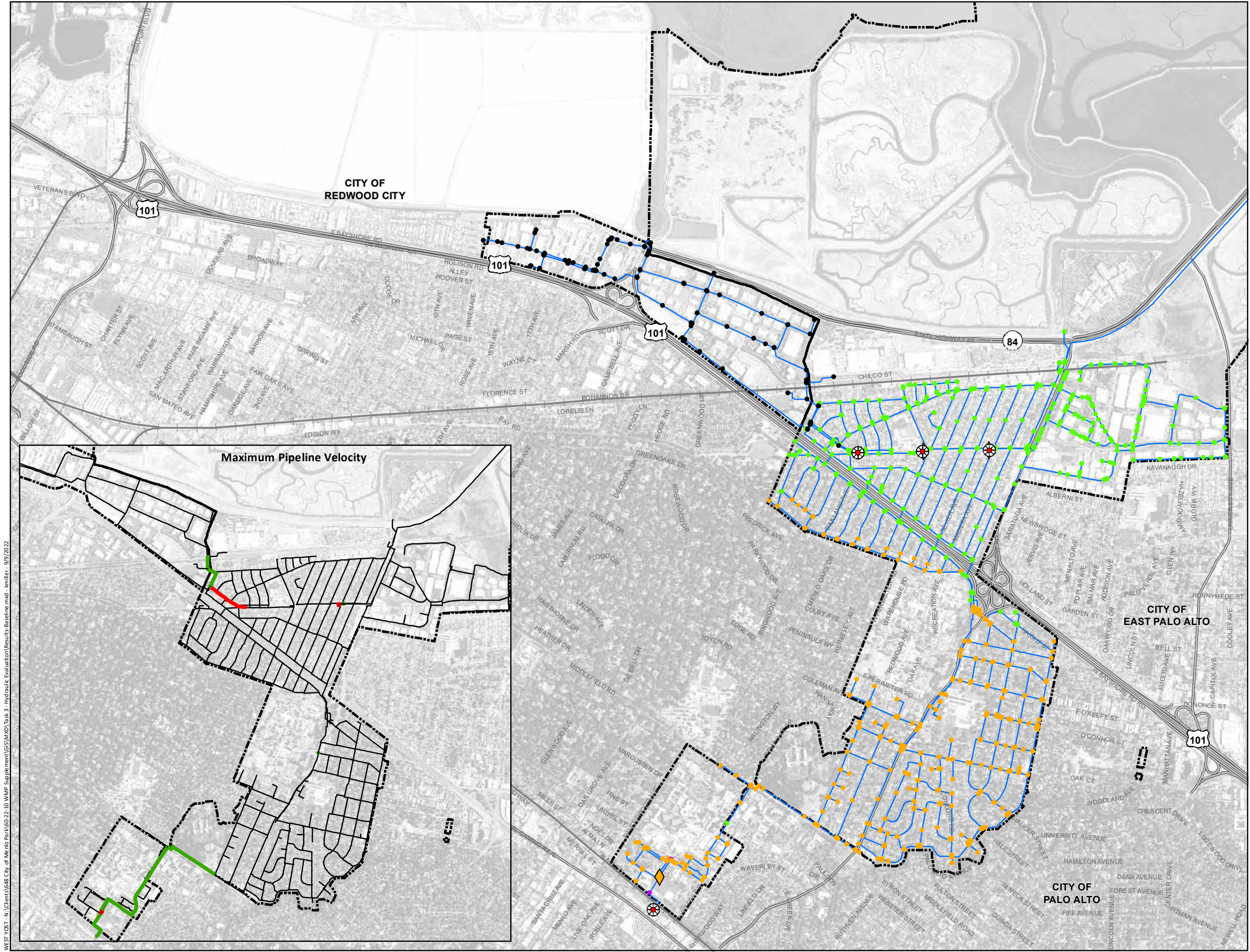
With respect to the High-Pressure Zone, the existing 12-inch pipeline along Market Place and Ivy Drive exceeds 4 ft/s. Since there is no impact to pressure in the vicinity of this pipeline, no recommendations were identified.

## With Proposed Tank and Pump Station Facilities

Results with proposed tank and pump station facilities are similar to the baseline conditions and meet the City's minimum pressure criterion of 40 psi at all customer service locations. Figure 2 presents the minimum pressure and maximum pipeline velocity for the Lower and High-Pressure Zone with storage facilities added. Velocities in the 12-inch Willow Road pipeline between Gilbert Avenue and Highway 101 range from 3 to 5 ft/s with the segment of pipe between Okeefe Street and Durham Street exceeding 5 ft/s, which exceed the City's velocity criterion for transmission pipelines. The total headloss through this stretch of pipe is 18 feet, or approximately 4.83 ft of headloss per 1,000 feet. Under normal conditions, the WSMP states maximum headloss for transmission pipelines should be 3 ft of loss per 1,000 feet. While there aren't impacts to pressure from the high velocity, upsizing is recommended to mitigate excessive velocities and headloss through the pipeline. This is further discussed in the Fire Flow discussion below.

Figure 3 presents the decrease in pressure when compared to the baseline conditions. Locations in purple represent a 3 to 5 psi drop in pressure, and locations in blue represent a 1 to 3 psi drop in pressure. The net decrease in pressure of the distribution system can be attributed to the filling of the new tank or the localized reduction in pressures on the suction side of the High-Pressure Zone pump station.

Figure 4 summarizes tank levels and booster pump station flow/operations. The blue line corresponds to the tank level. Periods of decrease indicate the tank is emptying / when the pump station is online and supplying the system, while periods of increase correspond to the tank filling when the pump station is offline. Figure 5 and Figure 6 compare pressures in the vicinity of the Lower Zone and High-Pressure pump stations, respectively. With respect to the Lower Zone, pressures under baseline conditions are maintained at 55 psi. When storage is added, pressures range from 65 psi, when the pump station is operating, to 48 psi, when the pump station is off, and the tank is re-filling. At the High-Pressure Zone pump station, pressures with and without storage are essentially the same.



- Minimum System Pressure**
- Less than 40 psi
  - ≥ 40 psi to < 60 psi
  - ≥ 60 psi to < 80 psi
  - ≥ 80 psi to < 100 psi
  - ≥ 100 psi to < 120 psi
  - 120 psi or greater

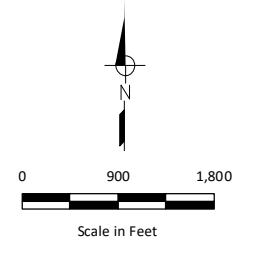
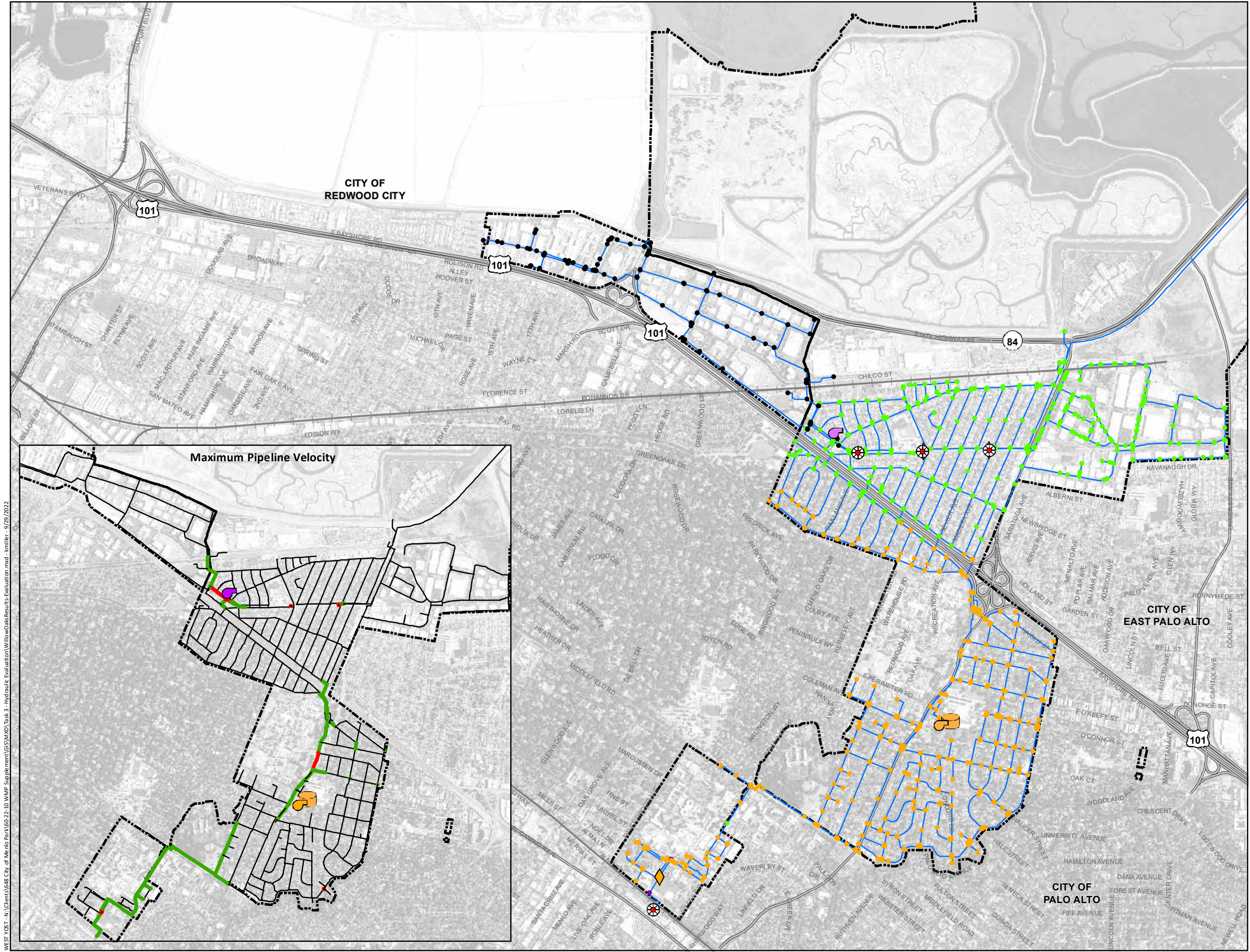
- Maximum Pipeline Velocity**
- Less than 3 ft/s
  - 3 to 5 ft/s
  - Greater than 5 ft/s
  - Existing Pipeline
  - ◆ Existing Pressure Reducing Valve Station
  - ⊗ Existing SFPUC Turnout
  - ⬡ Water Service Boundary

- Notes:**
1. Demands reflect the updated baseline demands consistent with Table 2.
  2. Future maximum day demand is equal to 1.7 mgd for the High Pressure Zone and 2.4 mgd for the Lower Zone.
  3. Results are based on the minimum predicted pressures and maximum velocities observed in a 168 hour extended period simulation. Diurnal patterns in the hydraulic model for the Lower and High Pressure zones were updated based on 2018 through 2021 data. Refer to the diurnal patterns contained in Attachment A.



**Figure 1**  
**Future System Baseline**  
**Maximum Day Results**

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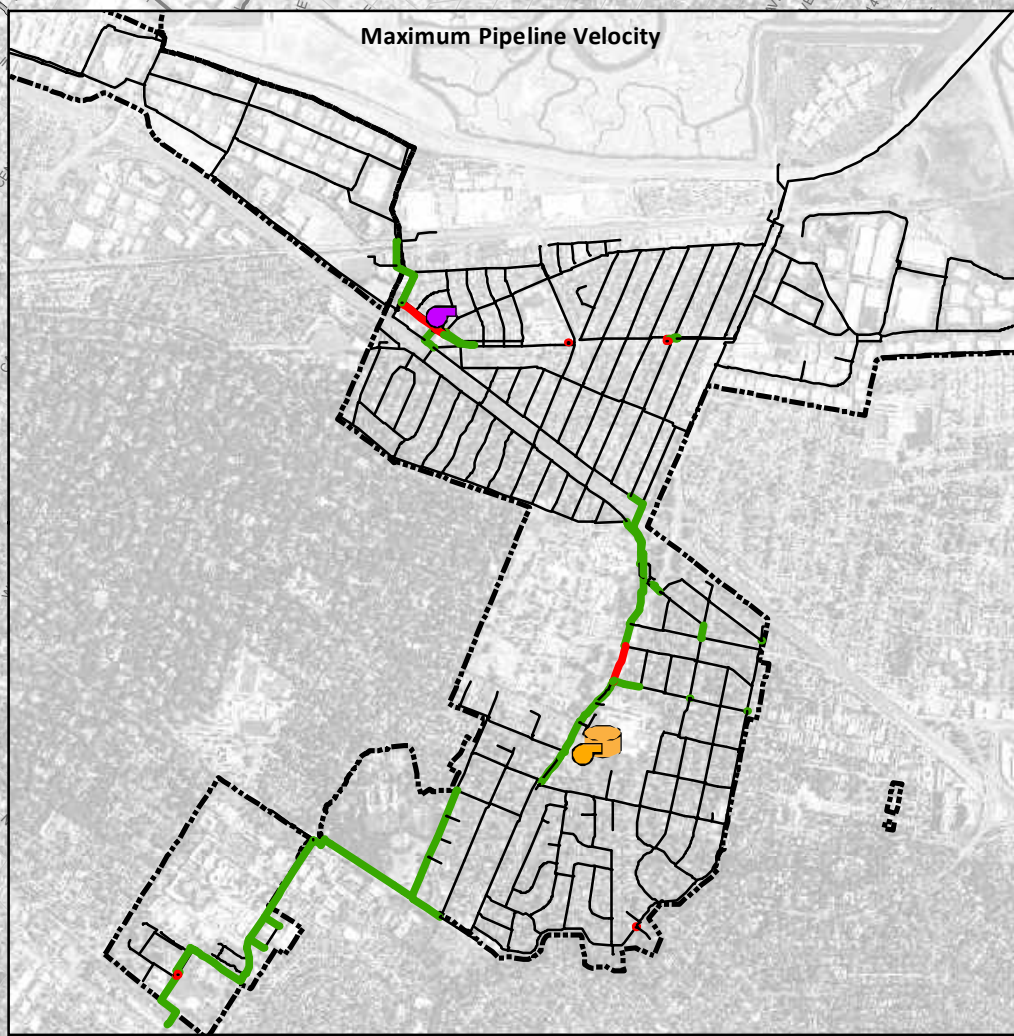


- Minimum System Pressure**
- Less than 40 psi
  - ≥ 40 psi to < 60 psi
  - ≥ 60 psi to < 80 psi
  - ≥ 80 psi to < 100 psi
  - ≥ 100 psi to < 120 psi
  - 120 psi or greater

- Maximum Pipeline Velocity**
- Less than 3 ft/s
  - 3 to 5 ft/s
  - Greater than 5 ft/s
  - Existing Pipeline

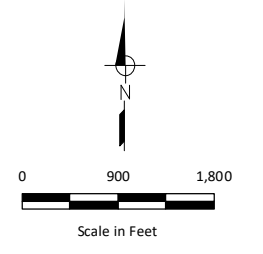
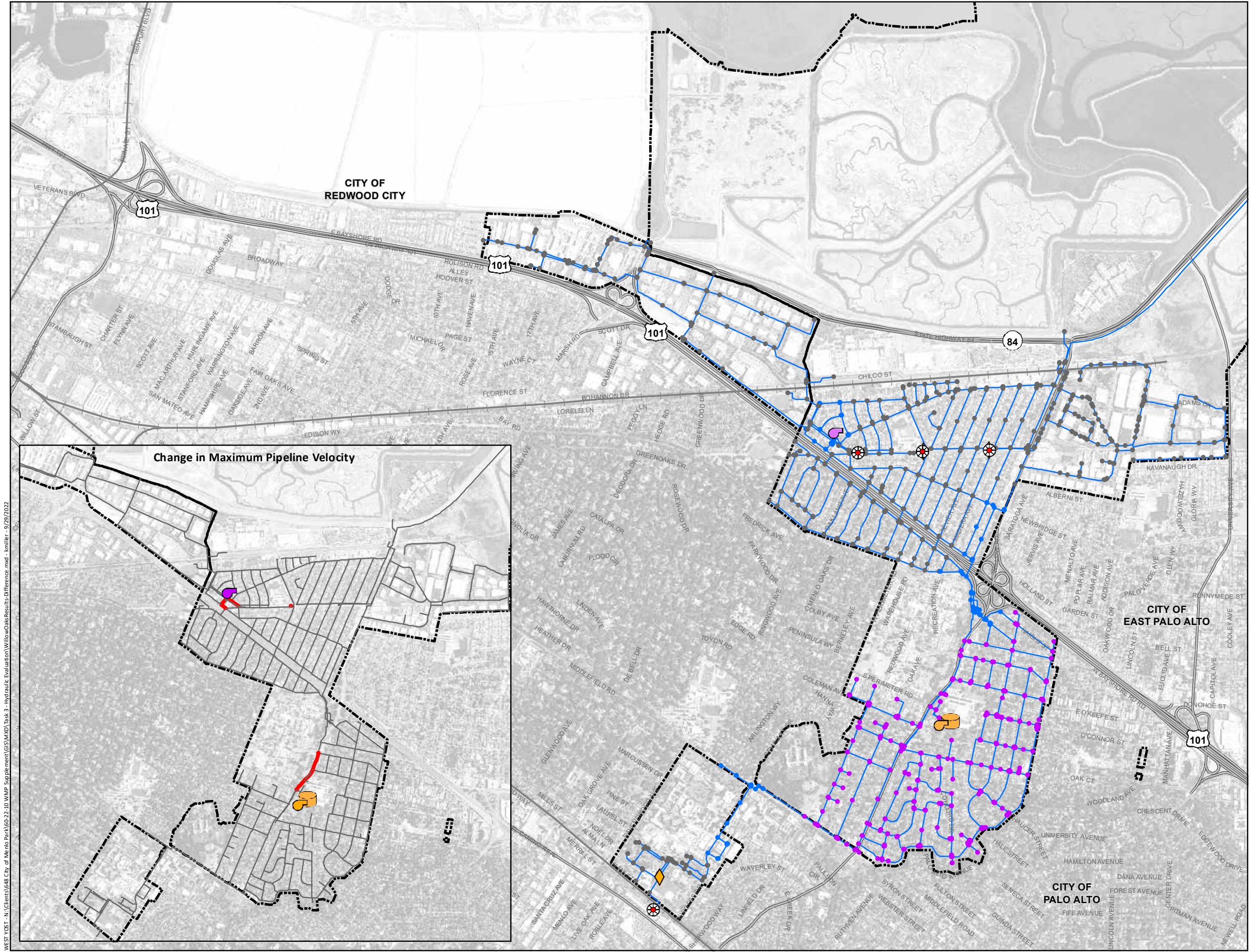
- 🏠 New 4 MG Tank - Willow Oaks Park
- 🔧 New 8 MGD Pump Station (Discharging to Lower Zone)
- 🔧 New 7 MGD Pump Station (Discharging to High Pressure Zone)
- ⬇️ Existing Pressure Reducing Valve Station
- ⊕ Existing SFPUC Turnout
- ⬛ Water Service Boundary

- Notes:**
1. Demands reflect the updated baseline demands consistent with Table 2.
  2. Future maximum day demand is equal to 1.7 mgd for the High Pressure Zone and 2.4 mgd for the Lower Zone.
  3. Results are based on the minimum predicted pressures and maximum velocities observed in a 168 hour extended period simulation. Diurnal patterns in the hydraulic model for the Lower and High Pressure zones were updated based on 2018 through 2021 data. Refer to the diurnal patterns contained in Attachment A.



**Figure 2**  
**Future System with New Facilities**  
**Maximum Day Results**

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- Change in Minimum Pressure**
- > 3 to ≤ 5 psi drop
  - > 1 to ≤ 3 psi drop
  - No Change
- Change in Maximum Pipeline Velocity**
- Less than 3 ft/s
  - Greater than 3 ft/s
  - Existing Pipeline
- 📦 New 4 MG Tank - Willow Oaks Park
  - 🏠 New 8 MGD Pump Station (Discharging to Lower Zone)
  - 🏠 New 7 MGD Pump Station (Discharging to High Pressure Zone)
  - ⬇ Existing Pressure Reducing Valve Station
  - ⊗ Existing SFPUC Turnout
  - ⬛ Water Service Boundary

- Notes:**
1. Demands reflect the updated baseline demands consistent with Table 2.
  2. Future maximum day demand is equal to 1.7 mgd for the High Pressure Zone and 2.4 mgd for the Lower Zone.
  3. Results are based on the minimum predicted pressures and maximum velocities observed in a 168 hour extended period simulation. Diurnal patterns in the hydraulic model for the Lower and High Pressure zones were updated based on 2018 through 2021 data. Refer to the diurnal patterns contained in Attachment A.



Figure 3

**Future System with New Facilities  
Changes in Differential Pressure  
and Velocity Results**

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Figure 4. Facility Operations

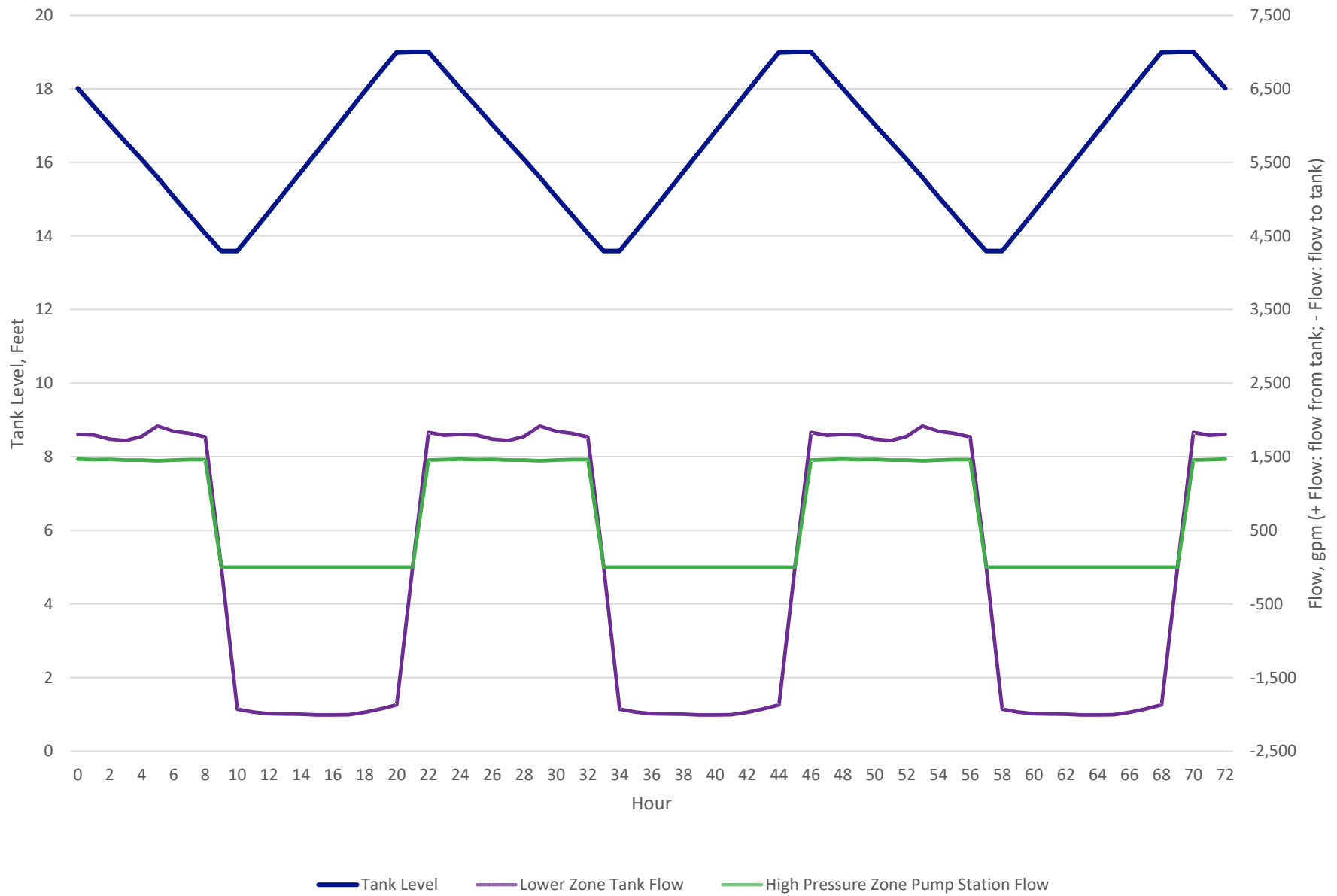


Figure 5. Comparison of Pressure at the Lower Zone Pump Station

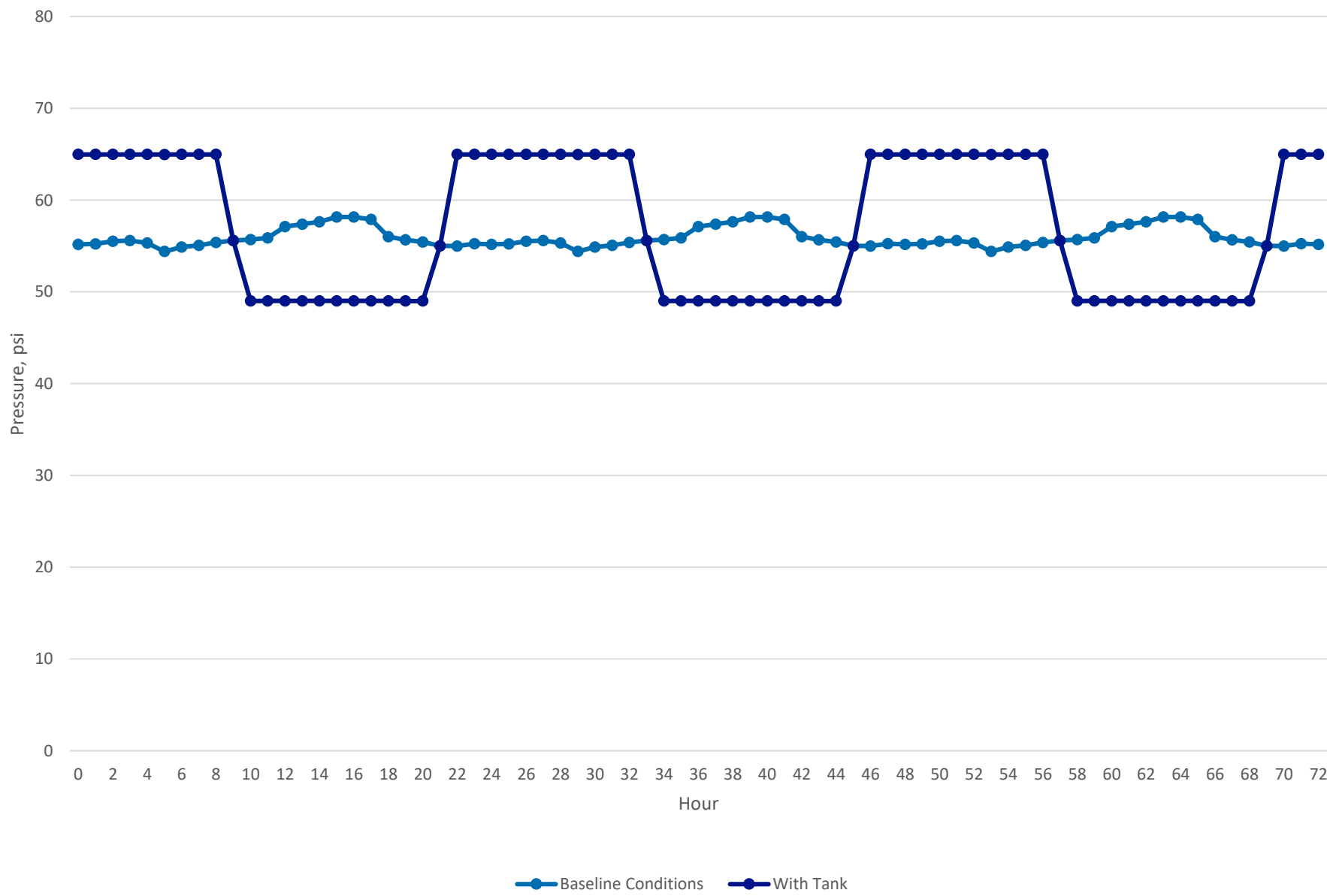
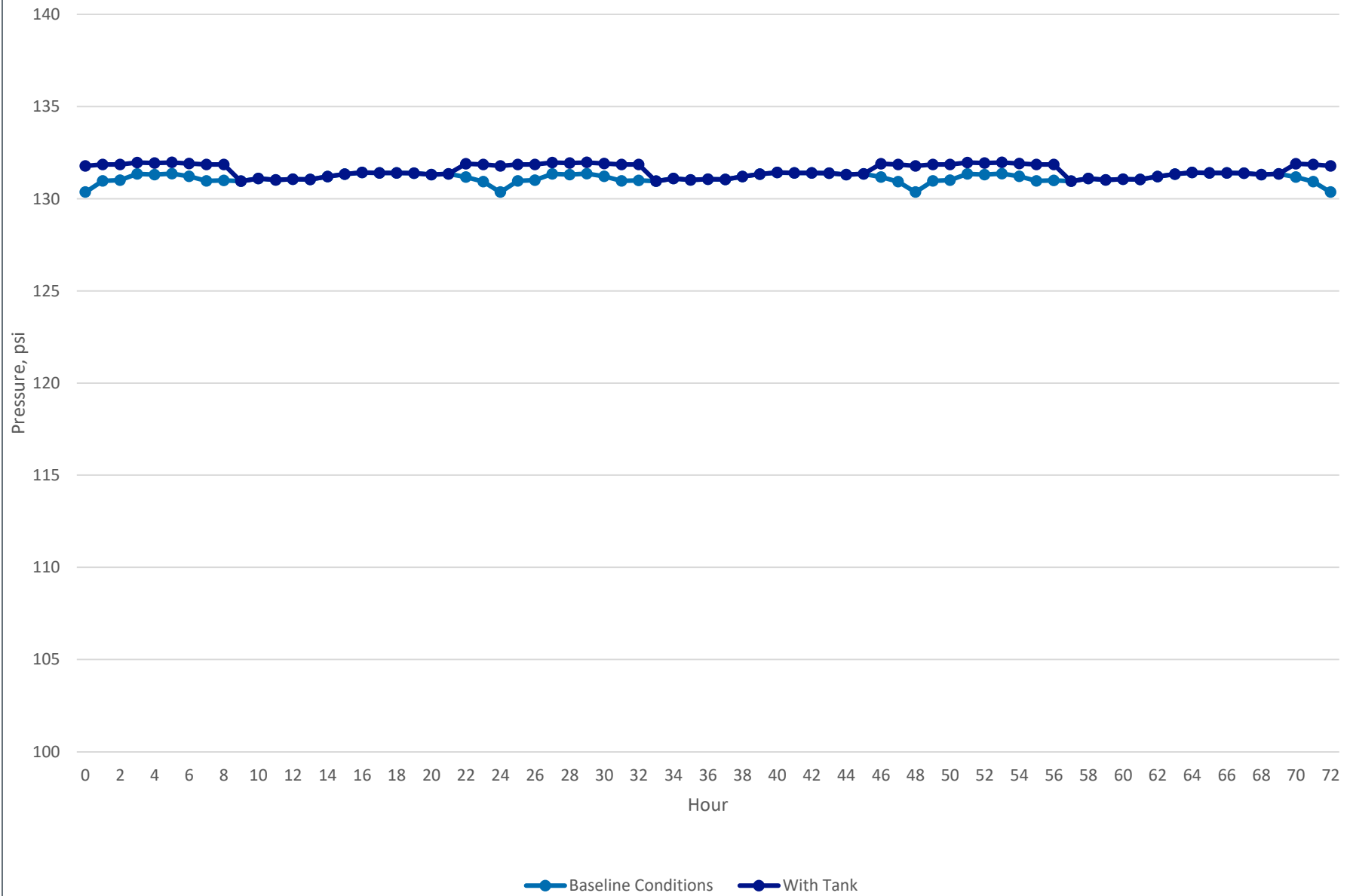


Figure 6. Comparison of Pressure at the High Pressure Zone Pump Station



## Fire Flow Conditions

To evaluate the future water system for fire flow conditions, InfoWater’s “Available Fire Flow Analysis” tool was used to determine the available flow at a minimum residual pressure of 20 psi under maximum day demand conditions in the Lower and High-Pressure Zones. The analysis assumed the Willow Oaks Tank is 75 percent full and the Lower and High-Pressure Zone booster pump stations are operating. Figure 7 summarizes the available fire flow at each tested hydrant location while meeting the minimum residual pressure criterion of 20 psi and fire flow criteria based on sprinklered services. Fire flow requirements for sprinklered services are 50 percent of not sprinklered service requirements. Locations that meet fire flow requirements are shown in green. Locations that do not meet fire flow requirements are shown in red. The majority of the locations meet fire flow requirements. Deficient locations are confined to areas where there are single feeds to an area or where there are small diameter pipelines supplying the area that constrain flow. These areas were also deficient in the WSMP under sprinklered conditions.

To confirm the tank size and that the tank and booster pump station can provide sufficient capacity to meet fire flow requirements across the system, fire flow under emergency conditions was evaluated. In particular, this analysis was performed to confirm that up to 5,550 gpm is supplied from the proposed tank and booster pump station facilities while also maintaining a residual pressure of 20 psi. If this flow rate of cannot be maintained, it would suggest that the capacity of the tank is oversized. Under normal conditions, up to 5,500 gpm was obtained from the booster pump station, depending on the location of the tested fire flow event.

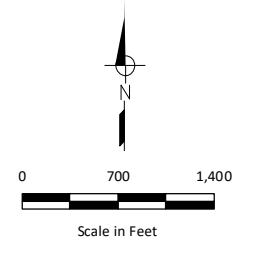
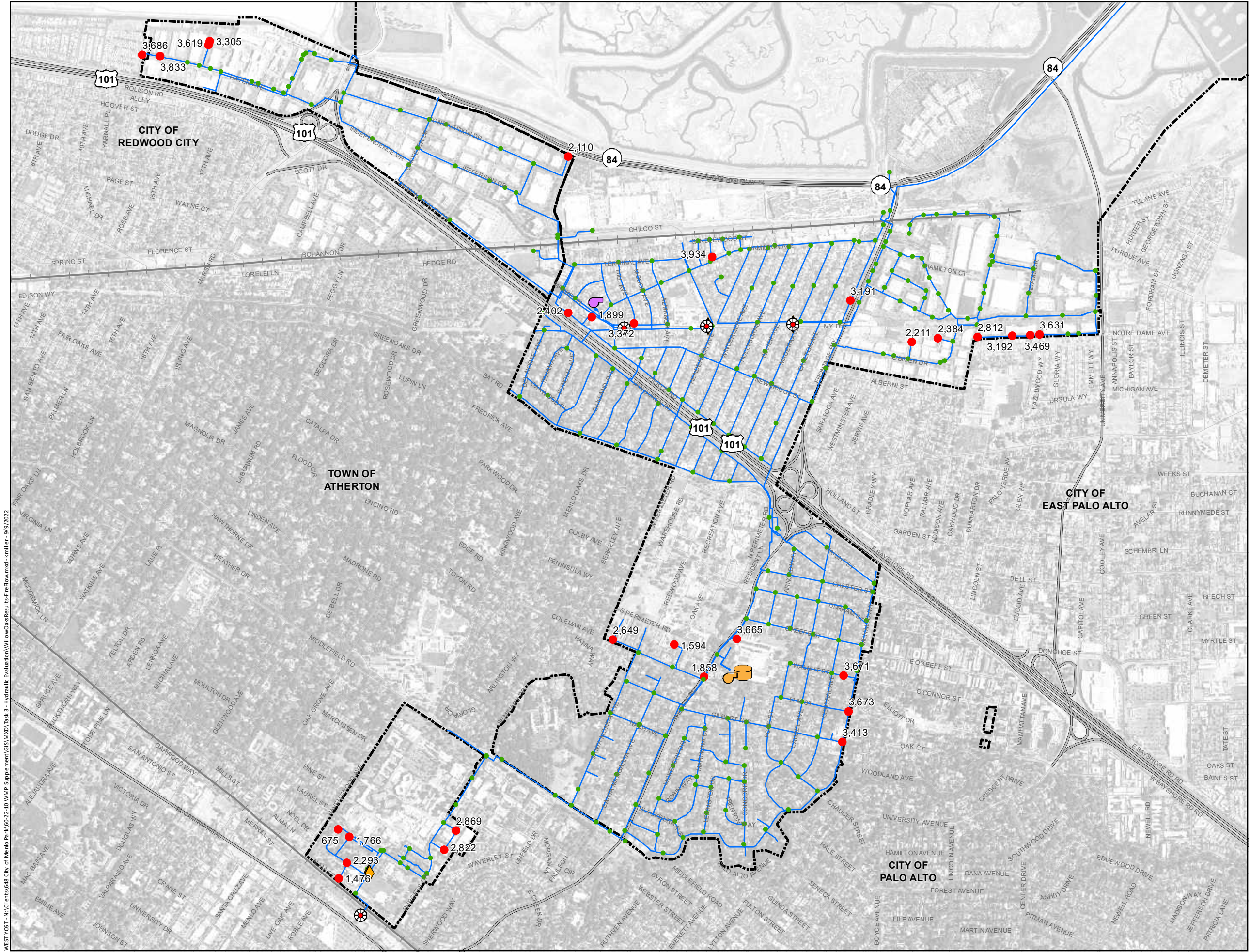
## Fire Flow during Emergency Conditions

Under emergency conditions, the fire flow analysis assumed SFPUC is offline and thus not supplying water to the City through the turnouts. Under these emergency conditions the existing emergency well at the City’s Corporation Yard was assumed to be online supplying the Lower Zone. The following five locations were tested and analyzed under these conditions: east of the Willow Oaks Tank site, west of the Willow Oaks Tank site, just before Highway 101, High-Pressure Zone, and near Willow Village Facebook campus in the Bayfront area.

Findings concluded the tank is adequately sized as the flow discharging from the tank and booster pump station exceed 4,000 gpm (ranging between 4,775 and 5,775 gpm). However, for the tested locations within the High-Pressure Zone or in the Bayfront area, hydraulic restrictions along Willow Road, between the Willow Oaks Tank site and Highway 101 crossing, result in pressures in the Bayfront area to drop below 20 psi, thus not satisfying fire flow requirements. It is worth noting that these results are based on maximum day demand during emergency conditions, and likely not resemble realistic demand conditions during an SFPUC supply outage. Under these outage conditions, conservation measures would be in-place and enforced across the City. As a result, average day conditions were also checked and minimum residual pressures across the Lower and High-Pressure Zone remain above 20 psi and all fire flow requirements are met.

To increase and improve the reliability of the system, it is recommended that a new parallel 16-inch diameter pipeline along Willow Road be considered by the City. Currently, there is a 12-inch pipeline along Willow Road which acts as the main conduit for water distribution between the Lower Zone and the Bayfront area and High-Pressure Zone. In the event of a break on the existing pipeline, supply from the Burgess turnout and the emergency well would be limited to the Lower Zone. Additionally, the existing 12-inch diameter pipeline was identified as a high priority pipeline for replacement (PR-LOW-005, PR-LOW-006). To limit traffic disruption along Willow Road, construction of the new parallel 16-inch diameter pipeline should coincide with the replacement of the existing 12-inch diameter pipeline. Costs associated with the new parallel pipeline is provided in the Cost Evaluation section below and included in the City’s five-year CIP in Attachment C.





- Meets Requirements**
- Available Fire Flow is less than the Required Fire Flow
  - Available Fire Flow meets or exceeds the Required Fire Flow
  - Existing Pipeline
  - New 4 MG Tank - Willow Oaks Park
  - New 8 MGD Pump Station (Discharging to Lower Zone)
  - New 7 MGD Pump Station (Discharging to High Pressure Zone)
  - Existing Pressure Reducing Valve Station
  - Existing SFPUC Turnout
  - Water Service Boundary

- Notes:**
1. Results based on maintaining a minimum residual pressure of 20 psi at customer service connections.
  2. Labeled value adjacent to nodes is the associated Available Fire Flow, reported in gallons per minute (gpm).



**Figure 7**

**Future System with New Facilities  
Fire Flow Results under  
Sprinklered Criteria**

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### ***Hydraulic Evaluation Findings and Conclusions***

The hydraulic evaluation findings indicate that the Lower and High-Pressure Zone pump stations need to operate together to maintain pressure across the zones. When the High-Pressure Zone pump station turns on, the pressures drop locally and require the Lower Zone pump station to supply water and maintain pressure. During tank fill periods, pressures near the tank facility decrease. Therefore, the Lower Zone Booster Pump station is required to support both the Lower Zone and the High-Pressure Zone. If the High-Pressure Zone pump station is not constructed, water in storage could not be used to support the High-Pressure Zone. Therefore, it is recommended that both pump stations and the tank be constructed at the same time.

It is important to note the findings and conclusions presented above are for the Lower Zone tank at Willow Oaks Park site. The City is actively exploring other locations and change in tank site would impact the results discussed in this TM and will need to be further explored. However, a tank site south of Willow Oaks Park would be hydraulically constrained by the existing 12-inch diameter pipeline along Willow Road. Additional pipeline improvements would be required to mitigate the bottleneck, increasing overall construction and capital costs significantly.

The proposed locations for the Willow Oaks Tank and two booster pump stations are in residential areas. The City has expressed concern for potential noise impacts from the operations of these facilities. While there will be noise generated during operations, placing pumps within an enclosure (i.e., in a concrete masonry unit block building) significantly reduces noise. Additional measures (i.e., sound attenuation panels) can be incorporated to further reduce noise.

As discussed above in the Fire Flow during Emergency Conditions section, it is recommended the City consider installing a new 16-inch diameter parallel pipeline along Willow Road to increase reliability of the system, especially during an emergency condition or a main break. While the fire flow analysis determined only 1,500 linear feet (LF), between Willow Oaks Park and Chester Street, is needed to meet all fire flow requirements during a maximum day emergency condition, complete redundancy would be achieved when a parallel pipe is installed between Middlefield Road and the Highway 101 crossing. Construction of the new parallel 16-inch diameter pipeline should coincide with the replacement of the existing 12-inch diameter pipeline.

The hydraulic evaluation performed for the Project is based on the assumptions listed above. If any of these items are changed or modified in any way, other than as described in this TM, additional hydraulic evaluation may be required.

### ***Capital Cost Estimate***

Table 8 summarizes the capital cost estimates developed for the major facilities using the same unit costs presented in the WSMP and escalated to San Francisco July 2022 Engineering News Record Construction Cost Index of 15,640. The total capital cost for the new major facilities ranges from \$20.8 million (M) with a new 2 MG storage tank to \$25.9 M with a new 3 MG Tank.

As discussed in Appendix F of the WSMP, the construction costs of the tank include installation of the storage tank, site piping, minor earthwork and grading, paving, instrumentation, all related sitework and does not include land acquisition. The storage tank construction costs are representative of construction under normal excavation and foundation conditions for a partially or fully buried reinforced concrete tank (up to about 20 feet in depth below grade). If special conditions exist such as high groundwater levels, salinity levels, or fill above storage reservoir, costs may increase drastically.

A capital cost estimate for 1,500 LF of new 16-inch diameter parallel pipeline is included in Table 8. Unit cost, assuming open-cut construction were used. Due to the traffic conditions associated with Willow Road, capital cost estimates include additional contingencies to account for these traffic impacts. The length and cost of this new pipeline is associated with the Willow Oaks Park tank site. If the City selects a different tank location the length and cost of this new parallel pipeline will need to be re-evaluated.

As previously mentioned, the City is considering a second well in the Lower Zone. Currently it is planned that this second well will be located to be located at the Lower Zone tank site. To assist with City in its planning efforts, capital costs for a new groundwater well are included in Table 8. Detailed well costs are shown in Attachment B and include downhole, pump and motor, electrical equipment, chemical feed system, site and building, land acquisition and contingencies. Treatment costs, however, are not included and would further increase capital costs.

Facility	Construction Cost <sup>(b)</sup> , \$M	Total Capital Cost <sup>(c)</sup> , \$M
<b>Booster Pump Stations and Tank Costs</b>		
New 2 – 3 MG Tank	7.54 – 11.44	9.80 – 14.87
New 8 mgd pump station for Lower Zone	4.42	5.74
New 7 mgd pump station for High-Pressure Zone	4.03	5.24
<b>Total with 2 MG Tank</b>	<b>15.99</b>	<b>20.78</b>
<b>Total with 3 MG Tank</b>	<b>19.89</b>	<b>25.85</b>
<b>Other Costs</b>		
1,500 feet of new 16-inch parallel pipe along Willow Road <sup>(d)</sup> <i>(minimum LF per hydraulic modeling)</i>	2.95	3.84
New Groundwater Well	3.89	5.06
(a) Costs shown are based on the July 2022 San Francisco ENR CCI of 15,640. (b) Costs include mark-ups equal to 30 percent (Base Construction Costs plus Construction Contingency). (c) Costs include mark-ups equal to 69 percent (Base Construction Costs plus Construction Contingency: 30 percent and; Professional Services: 30 percent of Base Construction Costs plus Contingency). (d) New parallel pipeline tied to the new storage tank project due to capacity restrictions along Willow Road. Length and costs are associated with the Willow Oaks Park tank site and will need to be re-evaluated upon selection of a different tank site.		

## **FIVE-YEAR CIP**

As part of the WSMP, a pipeline risk assessment was performed to identify priority pipeline replacements based on likelihood of failure and consequence of failure factors. For the current effort, the City required that pipelines identified as high and medium-high risk in the WSMP be grouped into more discrete project packages ranging approximately between 1,500 to 2,500 linear feet (LF) so that the City can subsequently use as part of its update to the upcoming five-year CIP. During the grouping exercise, pipeline segments were grouped based on vicinity to each other. Pipelines within each of the groupings, however, had varying risk assessments (i.e., high, or medium-high). Therefore, a Risk Profile was established to define what the overall project risk profile (based on the grouped pipelines and their associated risk categories) of grouping. Then, to further prioritize pipelines, a system priority rank was developed. This system priority rank was based on the above-described project grouping risk profile and considered other factors

like pipe age and number of leaks. Finally, water mains the City already intends to replace are also included as part of the system priority rank.

Per City request, the new 16-inch diameter parallel pipeline project is included in the updated five-year CIP and will resolve capacity restrictions along Willow Road. It is important to note this pipeline project originated from the hydraulic evaluation and therefore was not included in the WSMP pipeline risk assessment. The length and cost associated with the new pipeline is associated with the Willow Oaks Park tank site and will need to be re-evaluated upon the selection of a different tank site. Project priority is dependent on the timing of the storage tank construction and installation of the parallel pipe should coincide with the replacement of the existing 12-inch diameter pipeline (PR-Low-005 and PR-Low-006) to minimize traffic impacts along Willow Road.

Shapefiles for all project packages will be provided to the City. Attachment C includes the following:

- A table summarizing the thirty-five project packages from highest priority to lowest priority by pressure zone.
- Figures showing the top ten project packages, based on system priority rank, for the High-Pressure and Lower Zone and Upper Zone, respectively.
- Figures showing all project packages for the High-Pressure and Lower Zone and Upper Zone, respectively.

With respect to construction costs, areas where pipelines would need to cross under railroad tracks or canals, project costs were refined to include an approximate Jack-and-bore/trenchless length. Construction costs and capital costs were updated accordingly to reflect proposed construction methods. Due to the current supply chain issues, the unit costs were calculated based on a weighted average, by diameter, of the 2021 Water Main Replacement Project for Haven Avenue Fire Flow Improvements Bid Results received from the City on May 11, 2022, rather than escalated from the WSMP contributing to an 88 percent increase in total capital cost. Unit costs are summarized in Table 9. It is worth noting, that costs presented in Table 9 are base construction costs. Additional markups, consistent with the WSMP, would need to be applied to develop capital cost estimate, which account for construction/estimating contingency as well as implementation or professional services. Refer to Appendix F in the WSMP for more details.

<b>Table 9. Updated Pipeline Construction Unit Cost Summary</b>	
<b>Pipe Diameter, inches</b>	<b>Cost, dollar/linear foot</b>
<b>Open-Cut</b>	
8	540
10	670
12	780
14	910
16	1,010
18	1,140
<b>Jack-and-Bore</b>	
8 (with 16-inch casing)	1,600
12 (with 24-inch casing)	2,160
16 (with 30-inch casing)	2,400

# Attachment A

## WSMP Update



Conceptual Capital Cost Estimate  
for a New Groundwater Well

## Attachment B

A detailed breakdown of the conceptual capital costs for a new groundwater well are summarized in Table 1. These costs were developed based on construction costs for municipal wells in the region.

These costs omit costs significantly impacted by marked volatility and COVID supply chain constraints. Construction costs include allowances for general conditions, contractor overhead and profit, sales tax, and planning-level estimating contingencies. The construction costs are considered budget-level estimates with accuracies of -10 percent to +40 percent in accordance with the recommendations of the Association of Advancement of Cost Engineering (AACE). Other project costs are included to estimate the value of other project elements including engineering, construction management and program implementation (e.g., administrative, CEQA, legal, etc.).

Costs assume water quality in the new groundwater well meet all Title 22 drinking water standards. If water quality in a new well is found not to meet Title 22 drinking water standards, additional treatment facilities would be required to be permitted as active wells, and the type of treatment would be dependent on the specific constituents that exceed maximum contaminant levels. Costs associated with these treatment facilities vary widely and would be in addition to the costs presented in Table 1.

<b>Table 1. Conceptual Capital Cost Estimate for a New Groundwater Well</b>		
<b>Cost Element</b>	<b>Basis</b>	<b>Estimated Cost</b>
<b>Construction Costs</b>		
Downhole	Based on recent bid costs, not significantly impacted by market volatility and or supply chain constraints	\$816,000
Pump and Motor		\$150,000
Electrical Equipment		\$700,000
Chemical Feed System		\$150,000
Site/Building		\$700,000
Land Acquisition	\$15/sq. ft., with an assumed 6,500 sq. ft. lot	\$97,500
<i>Subtotal</i>		<i>\$2,613,500</i>
Estimating Contingency	20% of Direct Costs	\$523,000
<i>Subtotal Direct Construction Cost (with Contingency)</i>		<i>\$3,136,500</i>
General Conditions	10% of Direct Construction Costs (with Contingency)	\$314,000
Overhead and Profit	10% of Direct Construction Costs (with Contingency)	\$314,000
Sales Tax	8% of 1/2 of Direct Construction Costs (with Contingency)	\$126,000
<i>Total Construction Cost</i>		<i>\$3,890,500</i>
<b>Other Project Costs<sup>(a)</sup></b>		
Engineering	10% of Construction Cost	\$390,000
Construction Management	10% of Construction Cost	\$390,000
Program Implementation	10% of Construction Cost	\$390,000
<i>Total Other Project Costs</i>		<i>\$1,170,000</i>
<b>Total Capital Costs</b>		<b>\$5,060,500</b>
(a) Other project cost multipliers are consistent with City's 2022 Water Master Plan assumptions.		



# Attachment C

## Five-Year CIP

C1: Summary of Updated Project Packages by Zone

C2: Top Ten Project Packages

C3: Pipeline Replacement Projects

## C1. Summary of Updated Project Packages by Zone

Table 1. Summary of Updated Project Packages by Zone<sup>(a)</sup>

Project ID	No. of Pipe Segments	Length, LF	Risk Profile, % by Risk Level	System Priority Rank <sup>(b)</sup>	Location	Construction Method	Estimated Construction Cost <sup>(c)</sup>	Capital Cost (includes mark-ups) <sup>(d)</sup>	Notes (per City list)
<b>High Pressure Zone</b>									
PR-HP-001	9	2,410	100% High	6	Along Independence Drive and Haven Ave	Open-Cut	\$ 2,100,000	\$ 2,730,000	
PR-HP-009	4	2,641	100% High	4	Along Commonwealth Drive	Open-Cut plus 300 feet of Jack & Bore	\$ 3,140,000	\$ 4,080,000	
PR-HP-005	12	1,638	100% High	5	Along Jefferson Drive	Open-Cut	\$ 1,660,000	\$ 2,160,000	Project includes High Pressure Zone item 4 recommended by City staff
PR-HP-008	9	1,578	98% High, 2% Medium-High	12	Along Haven Ave	Open-Cut	\$ 1,370,000	\$ 1,780,000	
PR-HP-003	5	1,861	80% High, 20% Medium-High	19	Along Chrysler Drive and Commonwelath Drive	Open-Cut	\$ 1,790,000	\$ 2,320,000	
PR-HP-002	2	2,075	100% Medium-High	18	Along Constitution Drive and Independence Drive	Open-Cut	\$ 1,470,000	\$ 1,920,000	Project includes High Pressure Zone item1 recommended by City staff
PR-HP-007	13	1,763	100% High	8	Along Del Norte Ave, Market Place and Terminal Ave	Open-Cut plus 310 feet of Jack & Bore	\$ 2,380,000	\$ 3,100,000	Project includes High Pressure Zone item 2 and 3 recommended by City staff
PR-HP-006	11	2,160	100% High	11	Along Chilco Street and Jefferson Drive	Open-Cut	\$ 2,160,000	\$ 2,810,000	Project includes High Pressure Zone item 3 and 4 recommended by City staff
PR-HP-004	9	1,698	100% High	10	Along Constitution Drive and Independence Drive	Open-Cut	\$ 1,480,000	\$ 1,920,000	Project includes High Pressure Zone item 5 recommended by City staff
<b>High Pressure Zone Subtotal</b>							<b>\$ 17,550,000</b>	<b>\$ 22,820,000</b>	
<b>Lower Zone</b>									
PR-Low-010	8	2,244	100% High	7	Along Middlefield Road	Open-Cut	\$ 2,100,000	\$ 2,730,000	Project includes Low Zone item 1 recommended by City staff
PR-Low-009	12	1,376	98% High, 2% Medium-High	22	Along Laurel Streek and Mielke Drive	Open-Cut plus 460 feet of Jack & Bore	\$ 2,210,000	\$ 2,870,000	
PR-Low-005	10	1,905	84% High, 16% Medium-High	23	Along Durham Street and Willow Road	Open-Cut	\$ 1,860,000	\$ 2,420,000	Project includes Low Zone item 2 recommended by City staff
PR-Low-002	23	2,090	100% Medium-High	20	Along Chilco Street and Henderson Ave	Open-Cut	\$ 2,150,000	\$ 2,790,000	
PR-Low-011	9	1,848	11% High, 89% Medium-High	21	Along O'Brien Drive	Open-Cut	\$ 1,880,000	\$ 2,440,000	Project includes Low Zone item 3 recommended by City staff
PR-Low-001	10	1,913	84% High, 16% Medium-High	27	Along Almanor Ave, Ivy Drive and Market Place	Open-Cut	\$ 1,840,000	\$ 2,400,000	
PR-Low-004	8	2,085	80% High, 20% Medium-High	24	Along Bay Road and Van Buren Road	Open-Cut	\$ 1,770,000	\$ 2,310,000	Project includes Low Zone item 2 recommended by City staff
PR-Low-006	13	1,607	67% High, 33% Medium-High	30	Along Coleman Ave, Gilbert Ave and Willow Road	Open-Cut	\$ 1,480,000	\$ 1,930,000	Project includes Low Zone item 2 recommended by City staff
PR-Low-007	11	1,801	100% Medium-High	34	Along Bay Road	Open-Cut	\$ 1,260,000	\$ 1,640,000	
PR-Low-008	16	1,957	100% Medium-High	35	Along Vay Road and Del Norte Ave	Open-Cut	\$ 1,470,000	\$ 1,910,000	
PR-Low-012	3	670	37% High, 63% Medium-High	33	Along Menlo Oaks Drive	Jack & Bore	\$ 1,390,000	\$ 1,810,000	
PR-Low-003	8	1,450	24% High, 76% Medium-High	29	Along Bay Road	Open-Cut plus 350 feet of Jack & Bore	\$ 2,650,000	\$ 3,450,000	Project includes Low Zone item 2 recommended by City staff
PR-Low-013 <sup>(e)</sup>	5	1,500	100% Medium-High	36	Along Willow Road	Open-Cut	\$ 2,954,000	\$ 3,841,000	
<b>Lower Zone Subtotal</b>							<b>\$ 25,014,000</b>	<b>\$ 32,541,000</b>	
<b>Upper Zone</b>									
PR-Up-014	5	2,060	100% High	3	Along Monte Rosa Drive and Sand Hill Road	Open-Cut	\$ 2,710,000	\$ 3,520,000	Project includes Upper Zone item 1 recommended by City staff
PR-Up-012	7	1,854	100% High	2	Along Sand Hill Road	Open-Cut	\$ 2,430,000	\$ 3,160,000	
PR-Up-007	17	2,102	100% High	1	Along Continental Drive	Open-Cut	\$ 2,130,000	\$ 2,770,000	Project includes Upper Zone item 4 recommended by City staff
PR-Up-004	13	2,038	100% High	9	Along Monte Rosa Drive	Open-Cut	\$ 2,070,000	\$ 2,690,000	Project includes Upper Zone item 1 recommended by City staff
PR-Up-006	2	2,075	90% High, 10% Medium-High	13	Along Eastridge Ave and Sharon Park Drive	Open-Cut	\$ 1,460,000	\$ 1,900,000	Project includes Upper Zone item 2 recommended by City staff
PR-Up-009	13	2,139	67% High, 33% Medium-High	16	Along Sharon Park Drive	Open-Cut	\$ 1,740,000	\$ 2,270,000	Project includes Upper Zone item 2 recommended by City staff
PR-Up-010	14	2,112	60% High, 40% Medium-High	15	Along Sand Hill Circle and Sharon Park Drive	Open-Cut	\$ 1,850,000	\$ 2,400,000	Project includes Upper Zone item 2 recommended by City staff
PR-Up-001	7	3,275	49% High, 44% Medium-High	14	Along Sharon Oaks Drive, Sharon Park Drive and Sharon Road	Open-Cut	\$ 2,800,000	\$ 3,650,000	
PR-Up-005	9	1,886	44% High, 56% Medium-High	17	Along Continental Drive and Monte Rosa Drive	Open-Cut	\$ 1,910,000	\$ 2,490,000	Project includes Upper Zone item 1 recommended by City staff
PR-Up-013	22	1,765	65% High, 35% Medium-High	28	Along Sand Hill Circle and Sand Hill Road	Open-Cut	\$ 1,750,000	\$ 2,270,000	
PR-Up-002	7	2,547	100% Medium-High	25	Along Branner Drive and Campbell Lane	Open-Cut	\$ 1,790,000	\$ 2,320,000	Project includes Upper Zone item 2 recommended by City staff
PR-Up-003	6	2,199	100% Medium-High	26	Along Cranner Drive and Sharon Park Drive	Open-Cut	\$ 1,540,000	\$ 2,010,000	
PR-Up-008	19	2,214	100% Medium-High	31	Along Lassen Drive and Trinity Drive	Open-Cut	\$ 1,930,000	\$ 2,510,000	
PR-Up-011	8	1,955	100% Medium-High	32	Along Sand Hill Circle	Open-Cut	\$ 1,700,000	\$ 2,210,000	
<b>Upper Zone Subtotal</b>							<b>\$ 27,810,000</b>	<b>\$ 36,170,000</b>	
<b>Total</b>	<b>359</b>	<b>70,490</b>				<b>Total All Zones</b>	<b>\$ 70,374,000</b>	<b>\$ 91,531,000</b>	
Total High & Medium-High	436	78,644				Total of Projects - 100% High	\$ 18,340,000	\$ 23,840,000	
Projects Unprioritized	77	8,153				Total of Projects - Top 10 by System Priority Rank	\$ 22,090,000	\$ 28,720,000	

(a) Costs shown are based on a weighted average, by diameter, of the 2021 Water Main Replacemmnt Project for Haven Anenue Fire Flow Improvements Bid Results received from City on 5/11/2022.

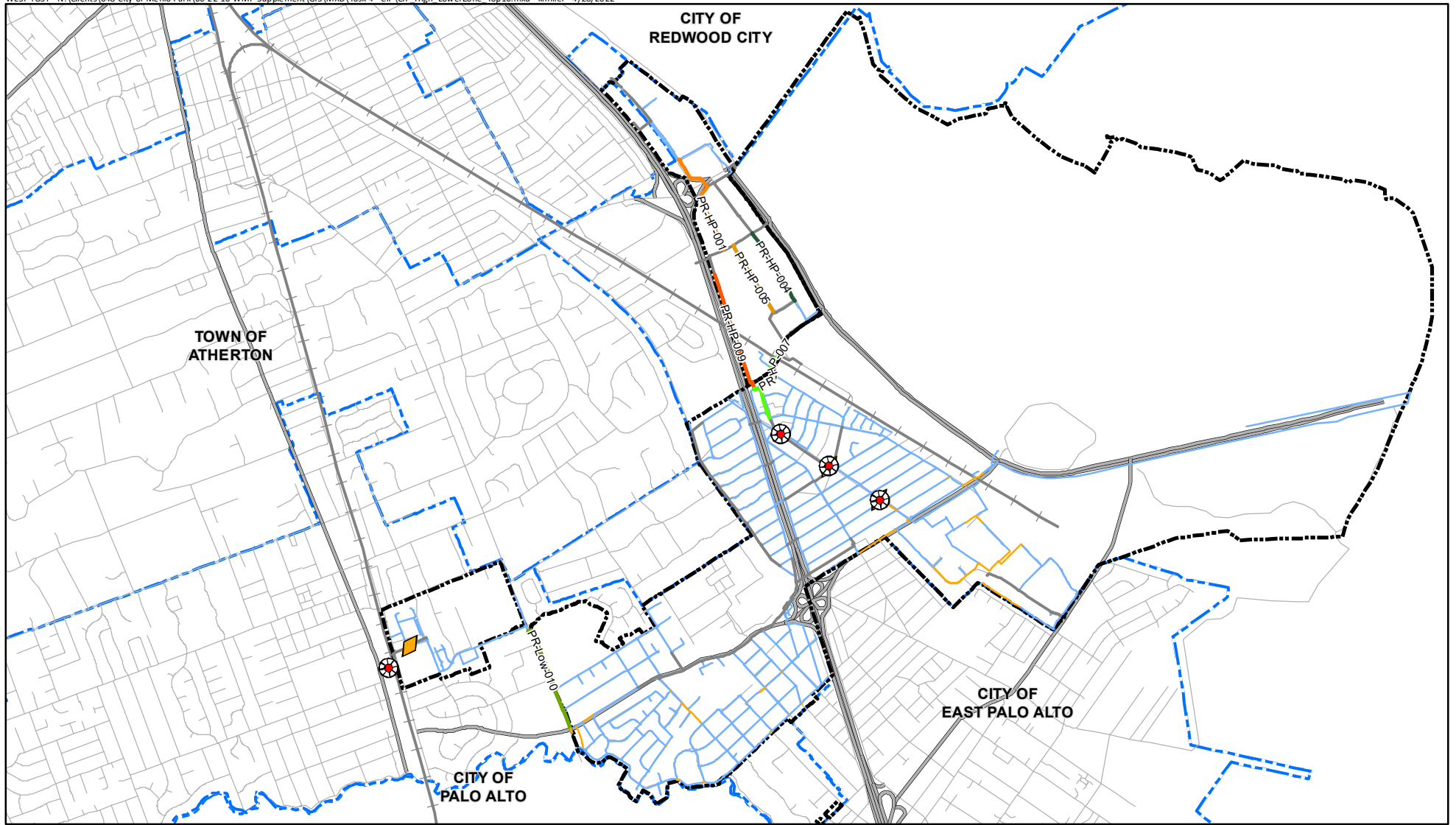
(b) Priority rank is based on pipe age and leaks.










(c) Costs include mark-ups equal to 30 percent (Base Construction Costs plus Construction Contingency)

(d) Costs include mark-ups equal to 69 percent (Base Construction Costs plus Construction Contingency: 30 percent and' Professional Services: 30 percent of Base Construction Costs plus Contingency).

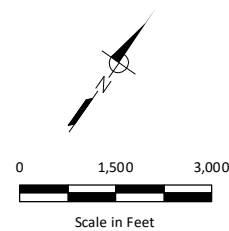
(e) New 16-inch diameter parallel pipeline project tied to the Lower Zone storage tank project to resolve capacity restrictions along Willow Road. Project priority will be dependent on timing of tank construction. Length and costs are associated with the Willow Oaks Park tank site and will need to be re-evaluated upon selection of a different tank site. Construction costs increased by 50% due to increased traffic control required on Willow Road.

## C2. Top Ten Project Packages

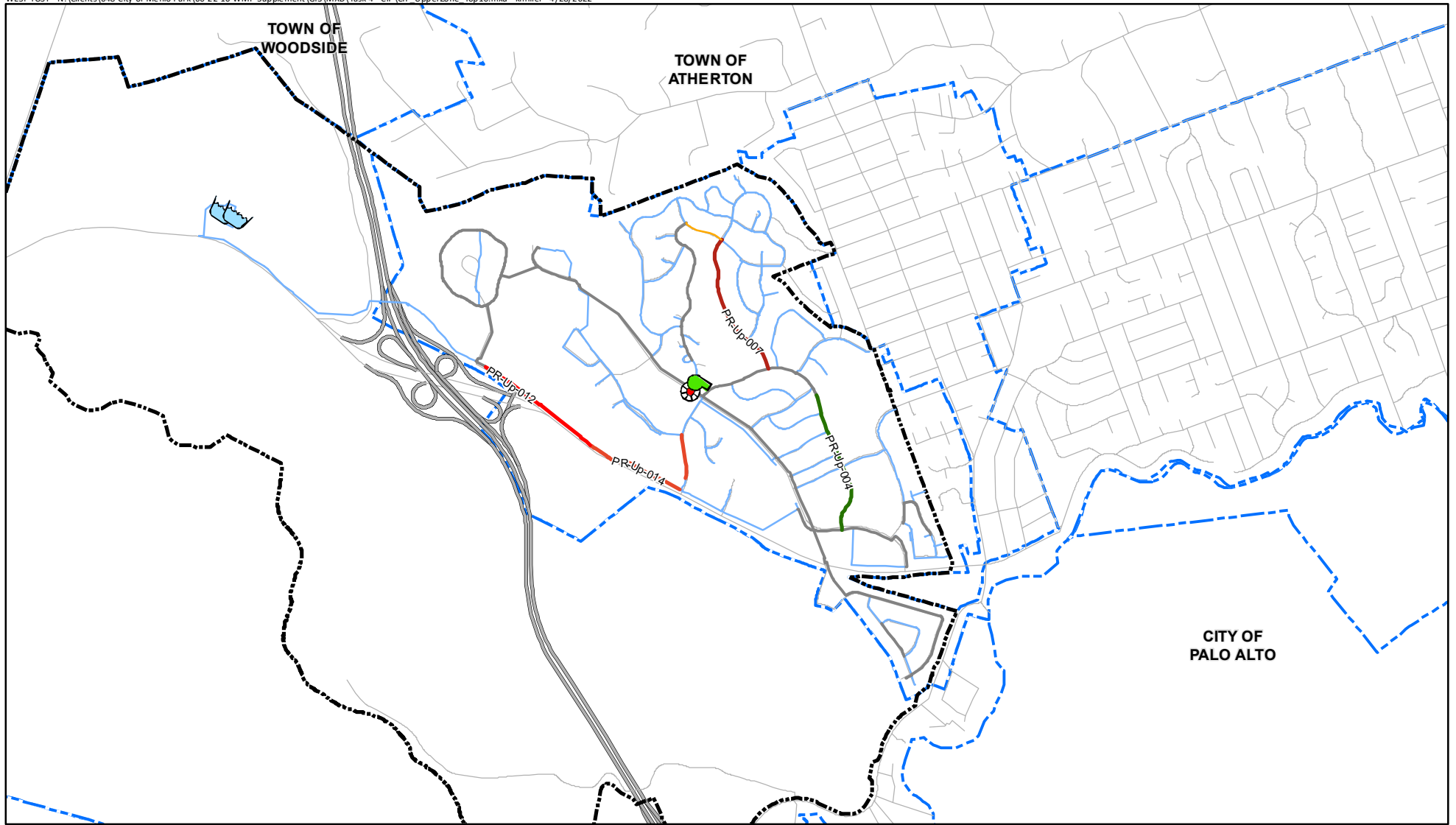











-  Sand Hill Reservoirs
-  Sharon Heights Pump Station
-  Pressure Reducing Valve Station
-  SFPUC Turnout
-  Priority 1
-  Priority 10
-  Other CIP Project
-  Medium-High/High Risk - Not Prioritized
-  Existing Pipeline - Not Medium-High/High Risk

Pipes shown in orange are omitted from the CIP but will be completed as part of main replacements conducted in the future with lower priority rehab and replacement projects.

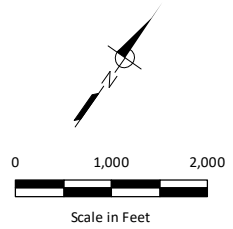


**Figure 1**  
**Top 10 Pipeline Replacement Projects High and Lower Zone**



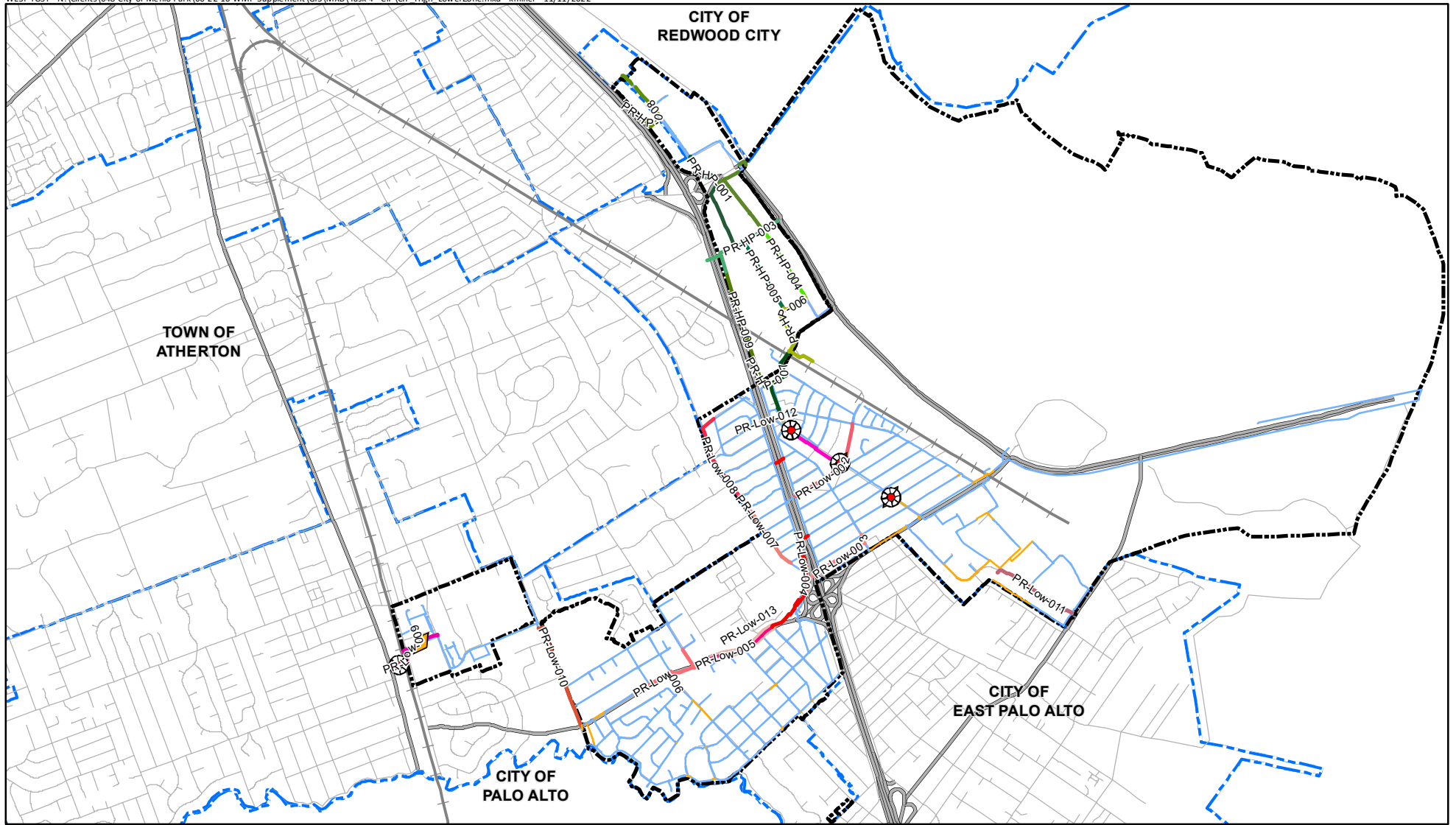
-  Sand Hill Reservoirs
-  Sharon Heights Pump Station
-  Pressure Reducing Valve Station
-  SFPUC Turnout
-  Priority 1
-  Priority 10
-  Other CIP Project
-  Medium-High/High Risk - Not Prioritized
-  Existing Pipeline - Not Medium-High/High Risk

Pipes shown in orange are omitted from the CIP but will be completed as part of main replacements conducted in the future with lower priority rehab and replacement projects.

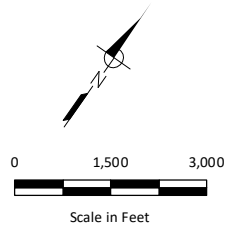


**Figure 2**  
**Top 10 Pipeline Replacement Projects**  
**Upper Zone**

## C3. Pipeline Replacement Projects



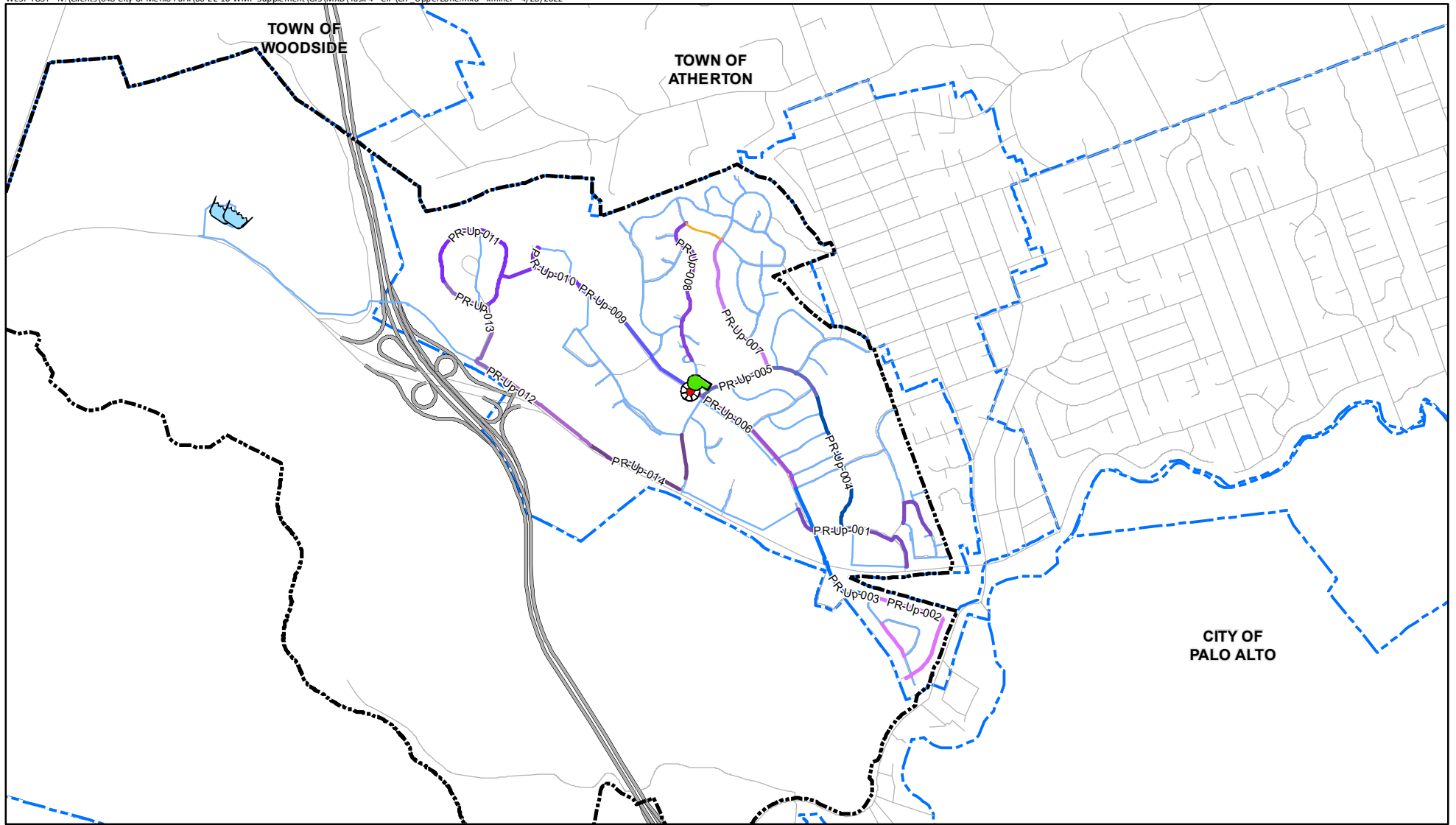
- Sand Hill Reservoirs
- Sharon Heights Pump Station
- Pressure Reducing Valve Station
- SFPUC Turnout
- pipe\_parallel 16  
Pipes shown in orange are omitted from the CIP but will be completed as part of main replacements conducted in the future with lower priority rehab and replacement projects.
- Upper Zone - CIP Pipeline Projects
- Lower Zone - CIP Pipeline Projects
- High Pressure Zone - CIP Pipeline Projects
- Medium-High/High Risk - Not Prioritized
- Existing Pipeline - Not Medium-High/High Risk












**Figure 1**  
**Pipeline Replacement Projects**  
**High and Lower Zone**

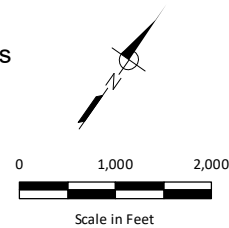






-  Sand Hill Reservoirs
-  Sharon Heights Pump Station
-  Pressure Reducing Valve Station
-  SFPUC Turnout
-  Upper Zone - CIP Pipeline Projects
-  Lower Zone - CIP Pipeline Projects
-  High Pressure Zone - CIP Pipeline Projects
-  Medium-High/High Risk - Not Prioritized
-  Existing Pipeline - Not Medium-High/High Risk

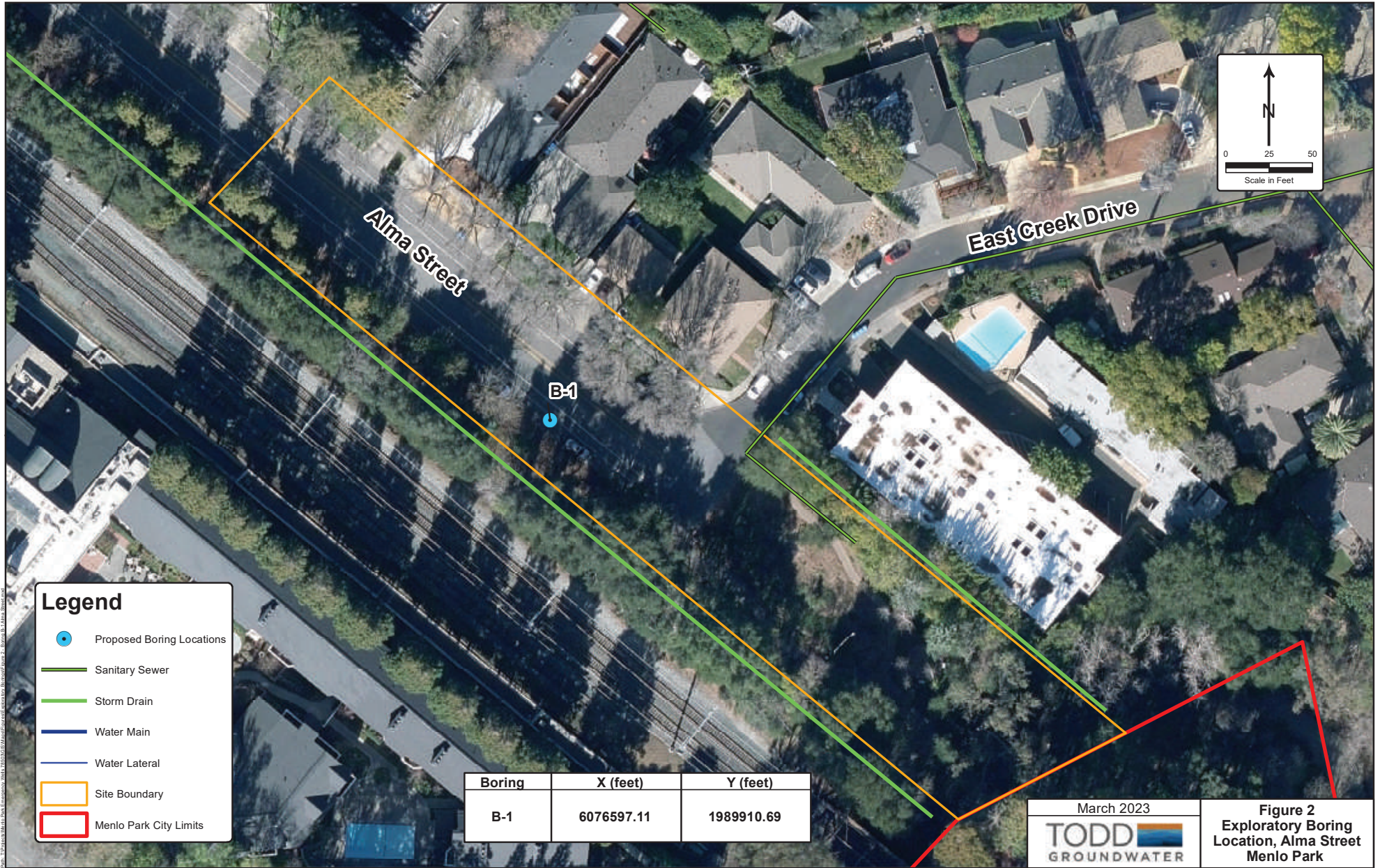
Pipes shown in orange are omitted from the CIP but will be completed as part of main replacements conducted in the future with lower priority rehab and replacement projects.



**Figure 2**  
**Pipeline Replacement Projects**  
**Upper Zone**



Figure 1  
Exploratory Boring  
Locations, Menlo  
Park Emergency Wells



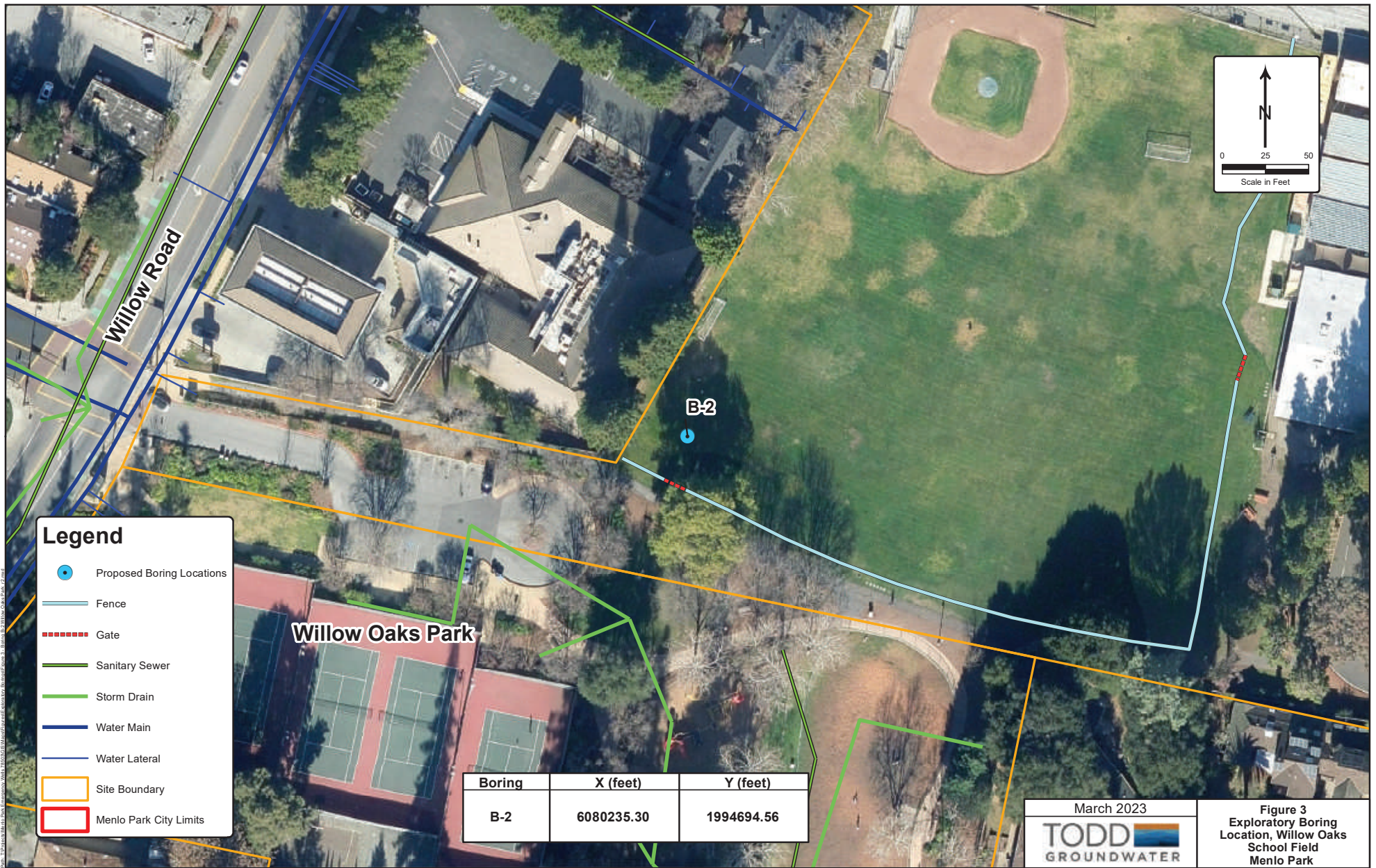
**Legend**

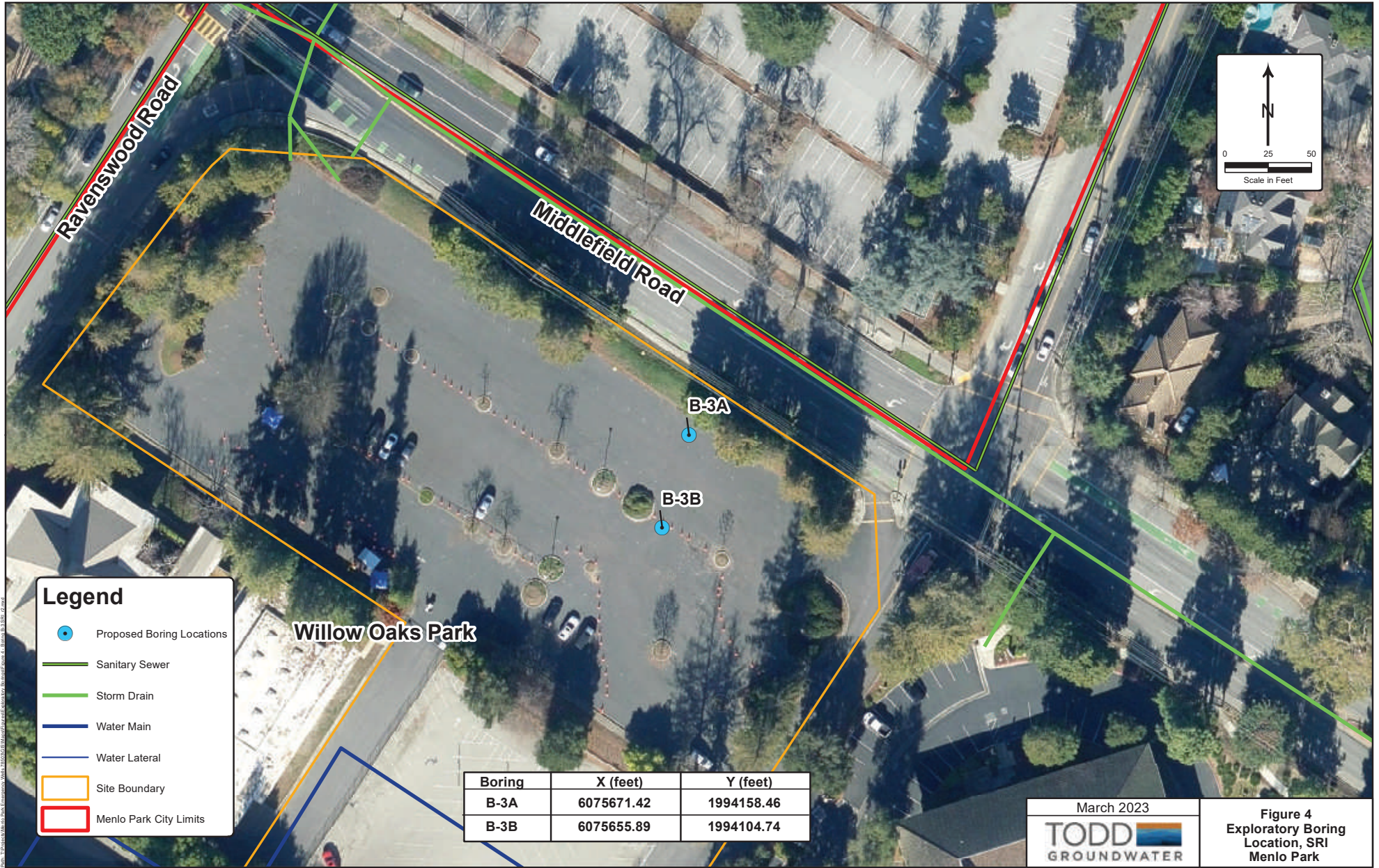
- Proposed Boring Locations
- Sanitary Sewer
- Storm Drain
- Water Main
- Water Lateral
- Site Boundary
- Menlo Park City Limits

Boring	X (feet)	Y (feet)
B-1	6076597.11	1989910.69

March 2023  
**TODD**  
 GROUNDWATER

**Figure 2**  
 Exploratory Boring  
 Location, Alma Street  
 Menlo Park









## STAFF REPORT

### City Council

Meeting Date:

3/28/2023

Staff Report Number:

22-078-CC

Informational Item:

Annual City Council priority and goal setting workshop update

### Recommendation

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

### Policy Issues

The City Council holds an annual priority and goal setting workshop to provide direction to the city manager on aligning resources and work plans for the next year.

### Background

The City Council held its annual workshop March 18, 2023 (Attachment A) with a professional facilitator and City staff. The City Council received information on major projects and initiatives underway that will continue through the next fiscal year, an analysis of community input on City Council priorities, live public comment, an overview of norms for governing, and the context for priority setting. The workshop presentation is available in Attachment B and an article discussed during the workshop from the Institute for Local Government, "Attributes of Exceptional Councils," is available in Attachment C. The City Council engaged in robust discussion of priority issues and a voting exercise to set top priorities for fiscal year 2023-24.

### Analysis

This staff report provides a high level overview of top priorities.

Through a voting exercise, the City Council set the following priorities:

- Housing – (4) four votes
- Emergency preparedness – (3) three votes
- Climate action – (3) three votes
- Activating downtown, with the added focus on economic development, small businesses – three (3) votes
- Safe streets – three (3) votes
- Advancing equity – two (2) votes
- Community engagement – two (2) votes
- Organizational effectiveness – zero (0) votes

City Council indicated that advancing equity and community engagement would be expected aspects of work undertaken citywide.

### Next steps

The City Council's priorities will guide the fiscal year 2023-24 budget development. A series of next steps include, but are not limited to:

- The professional facilitator will produce a workshop final report that will be brought to City Council in coming weeks.
- Staff will review the approximately 12 emails related to priorities received before the workshop to the [city.council@menlopark.gov](mailto:city.council@menlopark.gov) email address.
- Staff will continue to build out the dedicated webpage (Attachment D).
- Staff will build a fiscal year 2023-24 work plan based on top priorities.
- The City Council may decide to hold study sessions on top priorities over the course of the calendar year.

### **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. Hyperlink – March 18, 2023, City Council staff report: [menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230318-city-council-agenda-packet.pdf#page=3](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230318-city-council-agenda-packet.pdf#page=3)
- B. City Council priority and goal setting workshop presentation
- C. "Attributes of Exceptional Councils," Institute for Local Government
- D. Hyperlink – Public engagement website: [menlopark.gov/priorities](https://menlopark.gov/priorities)

Report prepared by:

Stephen Stolte, Assistant City Manager





# City of Menlo Park City Council Workshop

City Hall Council Chambers  
March 18, 2023 10:00 a.m. to 2:00 p.m.

**Steve Mermell | Facilitator**



# Welcome from Mayor Wolosin



Mayor  
Jen Wolosin



Vice Mayor  
Cecilia Taylor



Councilmember  
Drew Combs



Councilmember  
Betsy Nash



Councilmember  
Maria Doerr

# Public Comment



# Opening Comments from the City Manager



Consensus direction from Council on priorities is needed



Build a foundation for Strategic Planning



# Today's Objectives



Understand major projects and initiatives underway that will continue through the end of FY 2023-24



Review community input on Council priorities



Establish Council priorities through the end of FY 2023-24



Strengthen teamwork

# Agenda



Discuss governance and norms

Discuss the context for priority setting

Discuss major projects and initiatives underway

Establish Council's priorities through FY2023-24

Review follow-up steps from staff

Wrap up

# Workshop Ground Rules



**Listen to  
understand  
each other's  
point of view**



**Seek  
consensus**



**Assume good  
intent**

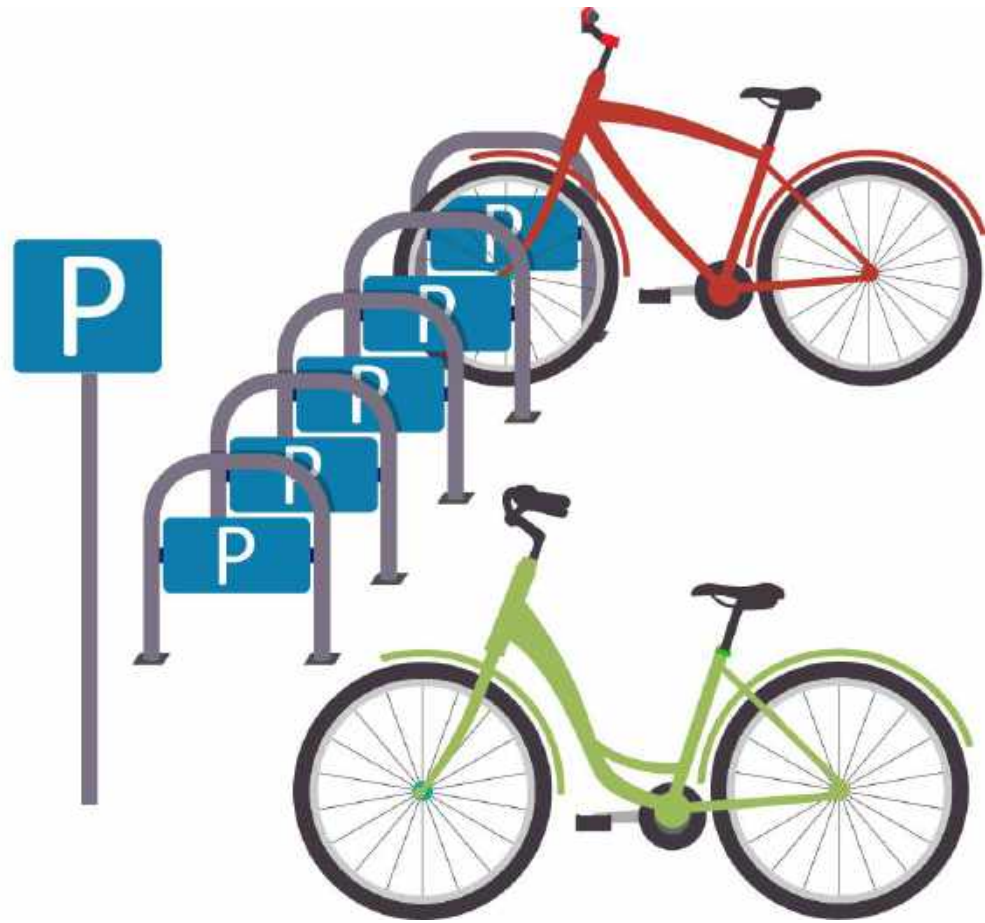


**Speak up if we  
need course  
correction**



**Stay focused**

# Bike Rack



Time  
management tool

Items to discuss at a  
later time



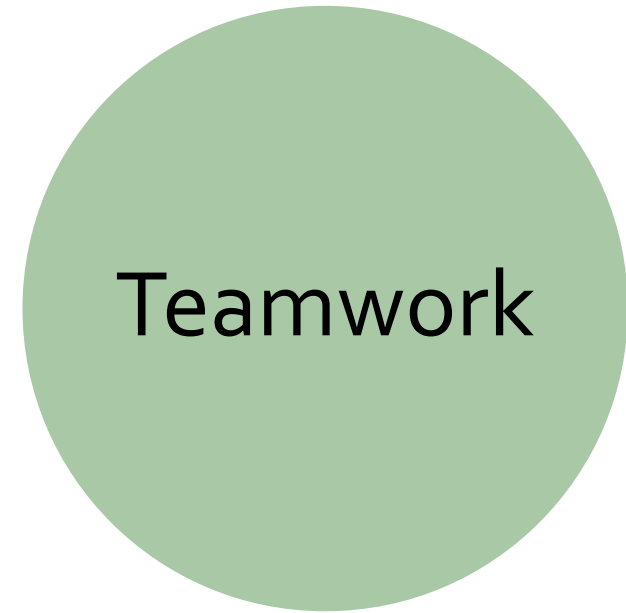
Serving the  
Community  
Requires

*Being in Alignment with These*

**The What**



**The How**



# Effective Councils

All Four of These Are Needed

Unity of Purpose

Clear Roles and Responsibilities

Positive Governance Culture

Norms, Protocols, and Policies

*Institute for Local Government*

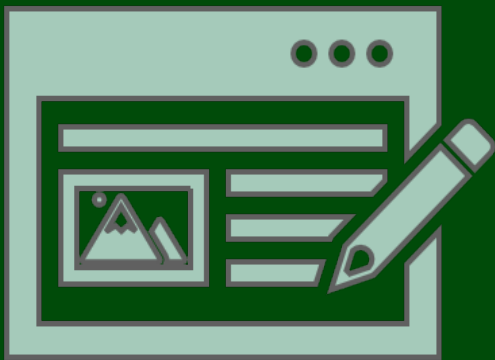
# Exceptional City Councils

## *Institute for Local Government*

1. Have a **sense of team**; a partnership with the city manager to govern and manage the city
2. Have **clear roles** and responsibilities that are understood and adhered
3. **Honor the relationship with staff and each other**
4. Routinely conduct **effective meetings**
5. Hold themselves and the city **accountable**
6. Have members who practice **continuous improvement**

The screenshot shows a document from the Institute for Local Government. The title is 'Attributes of Exceptional Councils'. Below the title, there is an introductory paragraph: 'Leading public organizations and governing with colleagues on a council is a challenging art of community service. The Institute recognizes that many aspects of leadership and governance are not intuitive. This piece is intended to provide councilmembers and city managers insight into the attributes of exceptional councils as well as provide practical tips to help them become exceptional.' The first point listed is '1. Exceptional councils develop a sense of team – a partnership with the city manager to govern and manage the city'. Below this point, there is a sub-section titled 'KEY CHARACTERISTICS' which lists several bullet points: '• Successfully transition from candidate to a member of the council.', '• Become a champion of the city. Make decisions based on the needs and interests of the community at-large / the greater good.', '• Develop, communicate and support policy goals and council decisions.', and '• Demonstrate a willingness to work collaboratively (as a team) and have a...'

# Council Discussion About Norms



Norms are agreed upon **standards** of behavior and **practices**

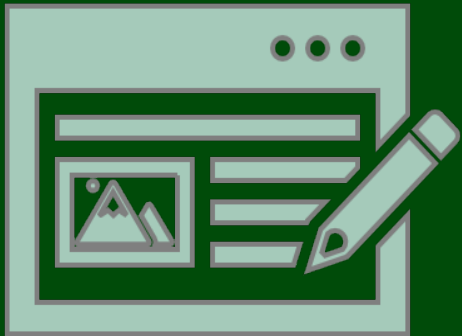
Many Councils have a set of **adopted norms** for governance

# Typical Council Norms

## *For Effective Governance*

- 1) Maintain a **citywide perspective**, while being mindful of our districts.
- 2) Move **from I to we**, and from campaigning to governing.
- 3) Work together as a body, **modeling teamwork and civility** for our community.
- 4) Assume **good intent**.
- 5) Disagree **agreeably and professionally**.
- 6) Utilize **long range plans** to provide big picture context that is realistic and achievable.
- 7) Stay **focused** on the topic at hand. Ensure each member of Council has an **opportunity to speak**.
- 8) Demonstrate **respect, consideration and courtesy** to all.
- 9) Share information and **avoid surprises**.
- 10) Keep **confidential** things confidential.
- 11) Respect the **council/manager form of government** and the roles of each party.
- 12) Communicate concerns about staff to the City Manager; **do not criticize staff** in public.

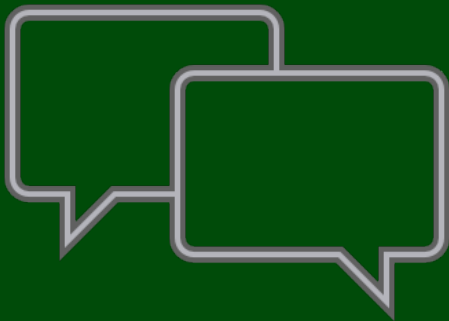
# Consensus on Norms



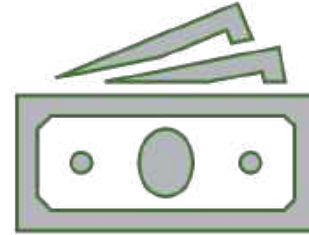
Do you **concur** with these typical norms?

What would you **change**?

# Councilmembers' Comments About Setting Priorities



Desire to be more  
**strategic**



Consider a two-year  
budget process



Keep focused on  
what we've already  
started



Keep a  
citywide  
focus



Ensure we are  
inclusive of all  
segments of the  
community

# Priority Setting



We can't  
do  
everything



But we can do  
some things very  
well if we are  
focused

## Successful City Governments

- Respect the **ongoing work** of City departments as the **day-to-day operations** must be well managed; that takes time
- Have a **collaborative, trusting relationship** between the City Council and staff
- Set a **few priorities**, with a staff work plan to achieve them



# “Big Rocks”



**Don't fill up the bucket**  
with so many small  
rocks that there isn't  
room for the big ones

**Put the big  
rocks in first**

**Then add the small  
ones where there is  
room**

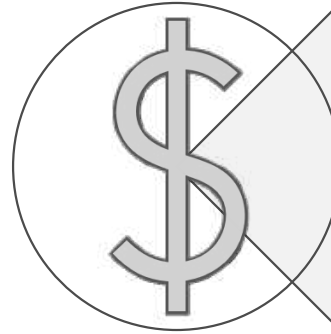
# Today's Process: Council Discussion and Consensus on Top Priorities



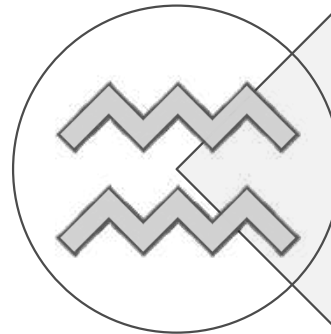
# Some Key Accomplishments Cited by Councilmembers

- New executive leadership
- Completing the redistricting process
- Greater participation and diversity on City commissions
- Development of the Climate Action Plan
- Covid-19 response
- Approval of the Housing Element
- Approval of Willow Village development project
- Beginning to address historical inequities within the City

# Financial Outlook

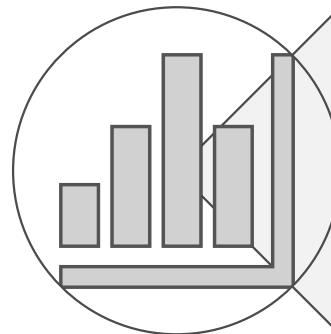


General Fund revenues have started to recover from pandemic impacts



Economic uncertainty

- Bank collapses, significant layoffs in tech sector

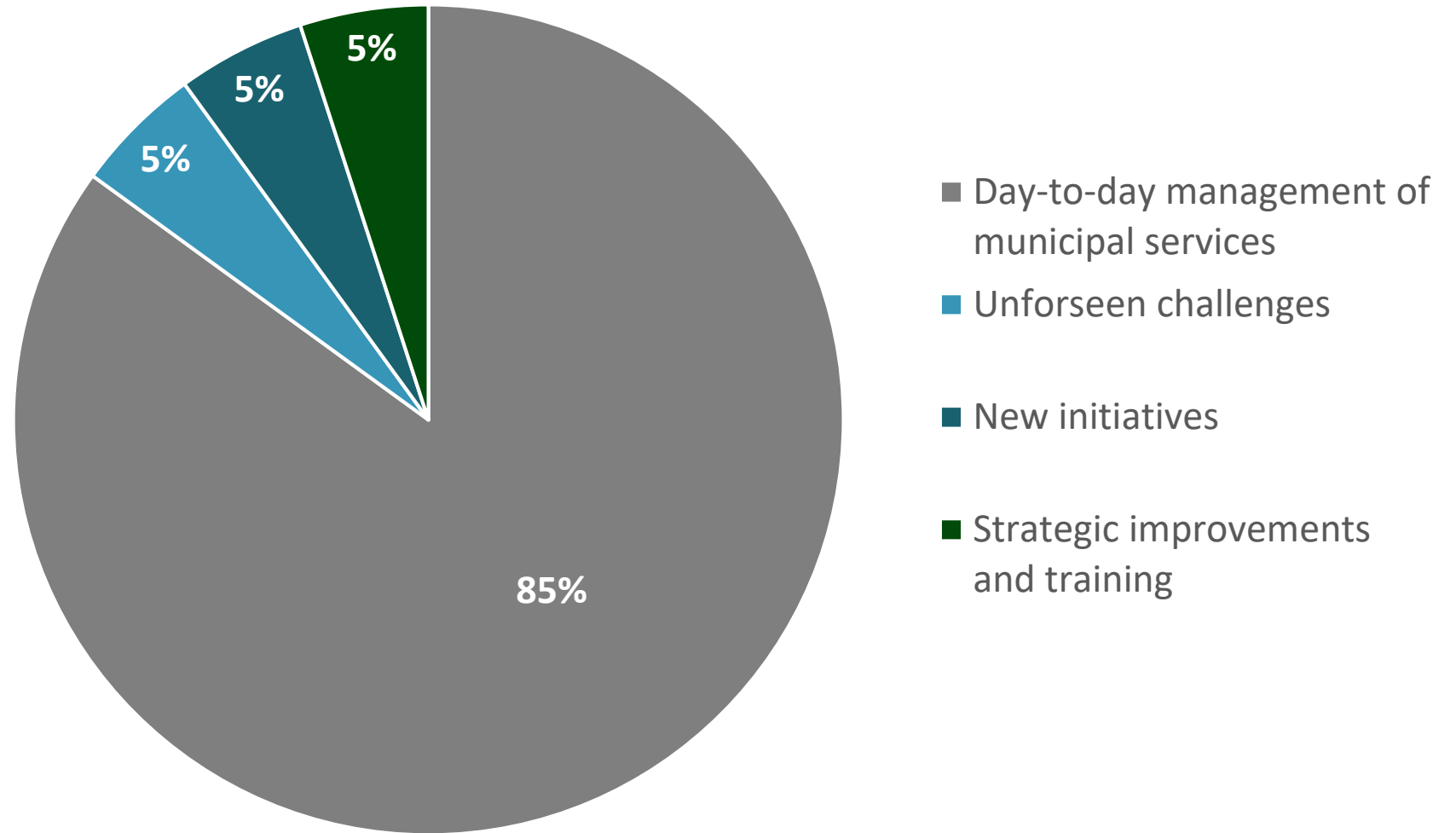


Development of updated five-year General Fund financial forecast

- To better inform decision-making

# How Management Staff Allocate Their Time

Management's Time



# Key Challenges



**Forging a vision for the City and setting priorities**



**Planning for emergencies**



**Housing**



**Addressing impacts of racial inequality**



**Staff vacancies and capacity**



**Managing the pace of development**



**Creating a vibrant downtown**



**Climate change**



**Improving communication and engagement**

# Former Council Priorities

Adopted April 2021

- Redistricting
- Reimagining Public Safety
- Conversion of buildings to all-electric (CAP #1)
- Housing Element and Zoning Code updates
- ConnectMenlo update
- Menlo Park Community Campus building
- Reimagining downtown
- Caltrain rail corridor quiet zone analysis
- Middle Avenue rail crossing and complete streets

# Former Council Work Plan

Adopted April 2021

- ✓ Racial equity – NLC REAL program and baseline project
- ✓ Set citywide goal for increasing electric vehicles (EVs) and decreasing gasoline sales (CAP #2)
- ✓ Expand EV charging access for multifamily and commercial properties (CAP #3)
- ✓ Reduce vehicle miles traveled by 25% or an amount recommended by the Complete Streets Commission (CAP #4)
- ✓ Transportation management association formation (CAP #4a)
- ✓ Eliminate the use of fossil fuels from municipal operations (CAP #5)
- ✓ Develop a climate adaptation plan (CAP #6)
- ✓ Implement Menlo Park SAFER bay (CAP #6a)
- ✓ Public health advocacy (Covid-19, mental health)
- ✓ Caltrain grade separation
- ✓ Willow Road traffic calming
- ✓ Coleman and Ringwood avenues transportation study



# Examples of Significant Council Directed Projects or Items Requiring Allocation of Staff Time



Implement new technology to improve operations and customer service



Evaluate and improve public engagement strategies and emergency preparedness communications



Maintain a productive workforce and continue to fill key vacancies and retain talent; complete negotiations with labor groups



Advance Climate Action Plan goals: Reach Code 2.0, public education, fossil fuel use elimination at City facilities



Implement Housing Element including Environmental Justice and Safety Elements



Advance transportation projects that enhance safety and quality of life



Coordinate development projects

# Priorities Mentioned by Councilmembers

Emergency preparedness

Climate action

Activating downtown

Safe streets

Housing

Advancing equity

Organizational effectiveness

Community engagement

# Community Input on Priorities



# Community Input on Priorities

Main themes of 392 online submissions:

- Quiet zone for train noise (41%)
- Expand pickleball opportunities (25%)
- Preserve/improve tennis opportunities (17%)
- Safe streets for bicycles and traffic (14%)
- Sustainability, mainly electrification and climate action (10%)
- Other themes: Emergency preparedness/response, recreation opportunities/improvements and park preservation, housing, downtown vibrancy

# Discussion of Priority Issues

## ❖ Emergency preparedness

- The changing nature of threats
- Response plans
- Communication to residents and businesses

## ❖ Activating Downtown

- Creating vibrancy
- Attracting diners and shoppers
- Developing downtown parking lots

## ❖ Climate action

- Advancing plans for climate adaptation
- Reducing vehicle miles travelled (VMT)
- Reducing/eliminating use of fossil fuels
- Electrifying buildings and vehicles

## ❖ Safe Streets

- Multimodal: walking, biking, cars
- Traffic enforcement

# Discussion of Priority Issues (continued)

## ❖ Housing

- Creating workforce housing
- Meeting state requirements (RHNA)
- Managing the pace of development

## ❖ Organizational Effectiveness

- Strategic planning
- Better use of advisory bodies
- Review of policies and processes
- Enhancing the City's website to offer more online services

## ❖ Advancing Equity

- Through the priority of City expenditures
- Addressing the geographic determinants of health
- Addressing impacts of red-lining

## ❖ Community Engagement

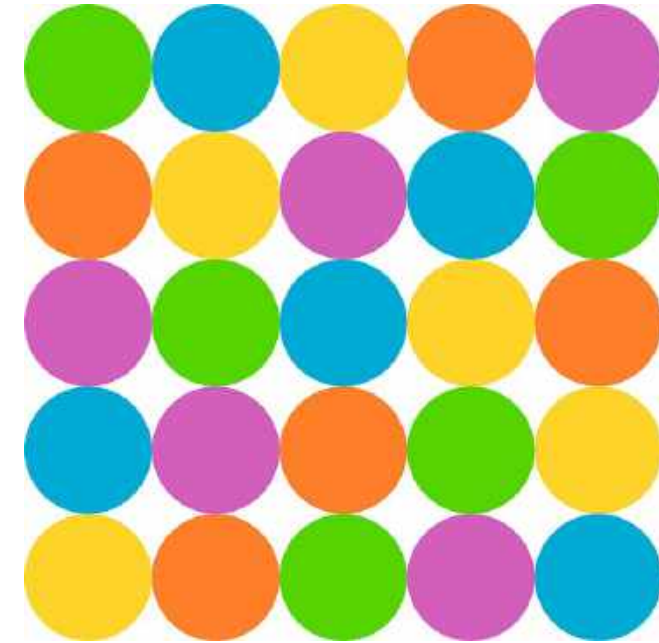
- Improving communication with those not "plugged-in" to city hall, e.g., seniors, low-income residents, community-based organizations
- Hosting events that build community

# Dot Voting

Priorities to be set through FY 2023-24

Dot voting exercise for priorities

- Place your dot next to your four top priorities



# Commitments from Staff



Align **programs, projects and activities** to advance Council priorities consistent with budget, staffing, and workloads



Build Council direction into the **budget**



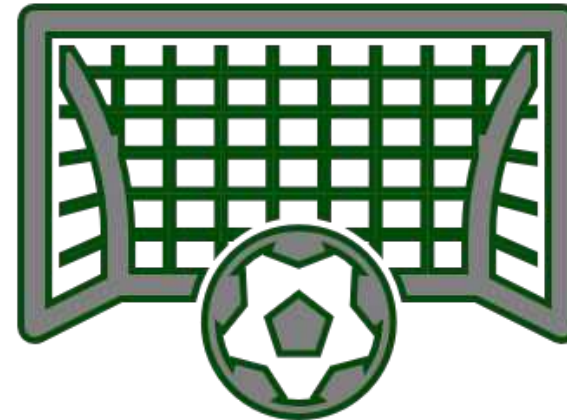
# Staying on Track with Priorities



Regular progress reporting



Hold off on new Council initiatives until next priority setting



# Best Practice Criteria for Adding Initiatives and Projects Mid Cycle

*Otherwise wait until  
next priority-setting  
process*

**Emergency** (natural  
disaster, pandemic,  
civil unrest)

**New outside  
funding** opportunity  
that is time  
sensitive

**New multi-agency  
opportunity** that  
cannot be delayed

**Community safety**  
issue that must be  
addressed in near  
term

Changes in **laws or  
mandates**

What **comes off**  
the plate if  
something goes  
on?

What are the  
**consequences** of  
shifting direction  
mid way?



# Next Steps



Workshop  
report



City  
Manager's  
next steps

# Closing Comments



Please share a comment about what was useful about today's discussions.



Thank you!

Steve Mermell | [steve.mermell@bakertilly.com](mailto:steve.mermell@bakertilly.com)



# Attributes of Exceptional Councils

Leading public organizations and governing with colleagues on a council is a challenging art of community service. The Institute recognizes that many aspects of leadership and governance are not intuitive. This piece is intended to provide councilmembers and city managers insight into the attributes of exceptional councils as well as provide practical tips to help them become exceptional.

## 1. Exceptional councils develop a sense of team – a partnership with the city manager to govern and manage the city

The mayor, councilmembers and city manager see themselves and work as a team as they undertake a series of tasks to further their common purpose. The individual team members work in a coordinated and collaborative manner with a high degree of respect, trust and openness. The team values diversity in style and perspective. The team thinks and acts strategically as it examines issues/situations and decides on a course of action serving their city's mission and goals.

### KEY CHARACTERISTICS

- Successfully transition from candidate to a member of the council.
- Become a champion of the city. Make decisions based on the needs and interests of the community at-large / the greater good.
- Develop, communicate and support policy goals and council decisions.
- Demonstrate a willingness to work collaboratively (as a team) and have a citywide perspective.

### BEST PRACTICE TIPS

Build capacity to create a more effective team. The governance team (mayor, councilmembers and city manager) should get to know each other; how each person approaches issues, decision making style and so on. This can be accomplished at annual meetings or workshops through-out the year. In the event that councilmembers disagree, clear ground rules (norms of behavior and practice) can help quell acrimony before it becomes a problem. It's important to remember that trust is built around understanding and respect, not necessarily agreement.

## 2. Exceptional councils have clear roles and responsibilities that are understood and adhered.

Exceptional councils understand their role is to serve as policy maker - to represent the values, beliefs and priorities of their community while serving in the community's best interest. They carry out a variety of responsibilities including: developing and adopting a vision for the city; focusing and aligning plans, policies, agreements and budgets in furtherance of this vision; and holding themselves and the city manager accountable for results.

Exceptional councils understand that the city manager is responsible for the day-to-day operations of the city. The city manager is responsible for undertaking and accomplishing the policy objectives of the council. Exceptional councils recognize the subject matter expertise of staff and utilize their knowledge and experience to guide and inform decision making.

### KEY CHARACTERISTICS

- Understand the role of local government and their responsibilities.
- Know their role- to set vision and policy, avoid micromanagement.
- Councilmembers should strive to be informed about the issues facing the city and be prepared to ask questions of staff and each other.

### BEST PRACTICE TIPS

Create a shared understanding of the city manager's role and the council's expectations to optimize the working relationships. This shared understanding is informed by local charter and ordinance provisions that provide the overall framework for the relationship. The council should make time to have conversations during retreats and or study sessions to define and/or reveal and refine their role and responsibilities. Since role clarity between the city council and city management is critical to mutual success, having clear protocols helps avoid misunderstandings.

### 3. Exceptional councils honor the relationship with staff and each other

Exceptional councils understand that a good working relationship with staff is vital for the city to be run successfully. Exceptional councils treat each other and staff with dignity and respect. They act with civility and a high level of professional decorum. Councilmembers build trust by not playing the “gotcha game” and strive to have a no secrets, no surprises approach as an operating norm. Finally, they respect the diversity of styles and perspectives among their colleagues and staff and are open to new ideas.

#### KEY CHARACTERISTICS

- Councilmembers have the ability to respectfully disagree (to disagree without being disagreeable). They are able to leave it at the dais; debates are about policy, not personality.
- Exceptional councilmembers reflect positive decorum/model of leadership by providing respectful tone with colleagues.
- Establish a set of behaviors ahead of time, potentially documented in a code of conduct, to help promote civility and respect.

#### BEST PRACTICE TIPS

Set council priorities and strategic goals at an annual meeting; these goals and priorities are a tool to guide the city manager and staff on where to focus their efforts. This annual meeting provides time for the council to reflect on community priorities as well as offer an opportunity to discuss their decorum and their relationship among each other and the relationship between the city manager/staff and the council.

### 4. Exceptional councils routinely conduct effective meetings

Open and public meetings are central to democratic decision-making. Exceptional councils master the art of effective meetings. They develop and adhere to meeting protocols and processes. They spend time planning and organizing the agenda with the aim of having a more focused meeting. They allocate the council’s time and energy appropriately (focused on the council’s role and responsibilities) and meeting short- and long-term priorities. They honor the public’s participation and engagement and they generally start on time and are held during reasonable hours.

Exceptional councils use public meetings not only for their intended purpose, information sharing and decision-making,

#### KEY CHARACTERISTICS

- Councilmembers are respectful of each other, the public and everyone’s time.
- Councilmembers use engaging body language as a way to demonstrate respect.
- Issues are not personalized, thoughtful dialogue is the objective.
- Agenda packets are read, councilmembers come prepared and have an open mind
- Respect is demonstrated for varied opinions.
- Everyone strives to be civil and act with decorum.



but they also use the meeting to demonstrate respect and civility for each other, staff and the public. Exceptional councilmembers prepare in advance of the meeting, remain focused on the city goals and objectives and mindful of their role and responsibilities.

### BEST PRACTICE TIPS

Develop and adopt (with regular reviews and updates), guidelines for conducting meetings and making decisions. These governance protocols typically address meeting procedures (agenda preparation, how to put issues on the agenda, debate and voting procedures (parliamentary rules) and standards of decorum (civility)). As part of a regular self-assessment, councils should evaluate their meetings and their effectiveness and adjust behavior and practices for better results.

## 5. Exceptional councils hold themselves and the city accountable

Exceptional councils operate openly, ethically and work to engage the community in a myriad of decisions impacting the prosperity and well-being of their community. Toward that end, exceptional councils consistently provide short- and long-term strategic direction and goals, as well as provide budget, program and policy oversight.

Exceptional councils hold themselves accountable for the conduct, behavior and effectiveness of the council. They establish clear priorities and goals and hold the city manager accountable for results. And finally, they embrace accountability as a process and tool to calibrate ongoing efforts to address and meet policy and program objectives.

### KEY CHARACTERISTICS

- Councilmembers operate ethically and with integrity.
- Councils conduct team building / goal setting exercise to track progress towards mutually agreed upon goals
- Councils taking responsibility for the results (good and bad).
- Councils celebrate success.
- Councilmembers hold themselves responsible for adhering to operating protocols and codes of conduct.

### BEST PRACTICE TIPS

Annually evaluate council and city manager performance toward achieving the city's priorities and goals (consider having this be part of an annual goal setting meeting). Council should consider assessing its own behavior and effectiveness as part of its annual self-assessment.

## 6. Exceptional councils have members who practice continuous personal learning and development

Governance is not intuitive. In addition, the policy and economic environment impacting cities are ever changing. Exceptional councils continually provide the opportunity to build their knowledge and skills, to enhance their understanding of key issues, increase their awareness of best practices and sharpen their leadership and governance skills.

### KEY CHARACTERISTICS

- Stay informed on key issues
- Gain key insights and knowledge on all aspects of governing, from budgets to plans and everything in between.
- Learning to listen is sometimes more important than learning to give a speech.

### BEST PRACTICE TIPS

Seek out national, state and local professional growth and educational opportunities. These opportunities can focus on the nuts and bolts of governing to helping you gain valuable information and/or insights on key policy issues facing your city. In addition, city run orientations for newly elected officials provide a good way to acclimate new members to the council's norms and protocols as well as the budget and key policy issues.



## STAFF REPORT

### City Council

Meeting Date:

3/28/2023

Staff Report Number:

23-079-CC

Informational Item:

Re-Imagining Public Safety Ad Hoc Subcommittee update

### Recommendation

The purpose of this informational item is to provide an update to the public and to the City Council on the work being done in the Ad Hoc Re-Imagining Public Safety Subcommittee (Subcommittee.)

### Policy Issues

In accordance with the City Council procedures manual, the city manager and the Mayor set the agenda for City Council meetings. The Subcommittee consists of Mayor Wolosin and Vice Mayor Taylor, who wanted to update the City Council and public.

### Analysis

The Subcommittee was formed in August 2021 to facilitate communication and understanding between the police department and the community and explore contemporary policing practices that meet the interests and needs of the community for the feeling of safety and satisfaction with professional provision of public safety services in this City. The Subcommittee has met about 34 times to date.

During the late spring of 2022, the City held “safe space focus groups” in each of the City’s five represented Districts facilitated by an academic, and without police presence. A wrap-up Town Hall meeting with the police department was also held to review the depersonalized and anonymous feedback generated from the “safe space” meetings. A summary of the meetings was included in the June 28, 2022 City Council agenda (Attachment B).

Since the Town Hall, the Subcommittee has received reports of initiatives, changes, and future programs implemented and planned by the police department in light of the feedback from the “safe space” meetings. The members of the committee – the city manager, the police chief, and the two involved City Councilmembers – engaged in an iterative process to explore the future direction and priorities of the department as it continues to evolve in light of progressive policing priorities.

Attachment A provides an informational report which summarizes the progress to date from these meetings, and a picture at the future objectives of the Subcommittee and the police department.

### 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. Memorandum – informational report – Subcommittee update  
Hyperlink – June 28, 2022, City Council Staff Report: [menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220628-city-council-agenda-packet.pdf#page=329](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220628-city-council-agenda-packet.pdf#page=329)

Report prepared by:  
Dave Norris, Police Chief

Reviewed by:  
Justin Murphy, City Manager



**MEMORANDUM**

**Date:** 02/28/23  
**To:** City Council via City Manager Murphy  
**From:** Re-imagining Public Safety Ad Hoc Subcommittee (by Chief Norris)  
**Re:** Informational Report - Re-imagining Public Safety Subcommittee Update

Honored City Council –

Structural discrimination and bias are an ongoing challenge for the city and its institutions. Menlo Park is reckoning with ways to create a more welcoming and inclusive environment for all community members.

The *Ad Hoc* Subcommittee to Re-imagine Public Safety was formed in August 2021 to facilitate communication and understanding between the police department and the community and explore contemporary policing practices that meet the interests and needs of the community, for the feeling of safety and satisfaction with professional provision of public safety services in this City. The Subcommittee has met about 34 times over the 18 months since its inception.

From March through May 2022, this Subcommittee supported a series of listening sessions, five sessions held in each of the City's five represented districts, to gain understanding directly from our public concerning the community's questions, concerns, priorities, and interests in policing within this community. To address some early concerns that the public might be apprehensive to provide this feedback due to fear of retaliation or concern of dismissal of the feedback by police, the subcommittee employed Dr. Terri Givens, a local academic, to facilitate these meetings. Police Chief Dave Norris committed to removing police presence entirely in these information gathering sessions. Dr. Givens and her team collected and de-personalized the feedback from these sessions, and referred the substance of the feedback to the Police Department.

On June 1, 2022, the Police Department participated in a public [Town Hall presentation](#) (Attachment A) to the community, acknowledging receipt of the feedback received, accepting some further community questions, and presented a comprehensive summary of these items along with a strategic process to address these questions and concerns, provide further community transparency, engage in a continuing plan to listen to the community, and identify progressive strategies and objectives for further evolution of policing and public safety in Menlo Park.

The full summary of the information sessions and Town Hall is available in the Reimagining Public Safety Subcommittee Update presented as an [informational item to City Council on June 28, 2022](#) (Attachment B).

In the months that followed, the Police Chief and City Manager worked closely with the Council Members on the Subcommittee to identify a roadmap for the future action by the Police Department and Community to continue to take in feedback and information from the community through interactive strategies, identify further information sources and available resources and partners to facilitate further evolution, deploy these strategies, and employ smart measures to constantly evaluate progress, take in feedback, and make adjustments as needed for success.

The following is a summary of the general workplan moving forward to address the work done in this *ad hoc* Subcommittee in an enduring fashion.

### Video Presentations:

The Police Department has planned a number of public transparency sessions to share with our community how our department is composed, how we operate, our hiring, training and policy, and what the future holds for policing. We originally proposed to do several conventional, longer presentations. However, recent good feedback suggests we may break this up in to some much smaller, bite-sized video shorts to make this information more accessible and easier to digest. We are currently [using a similar format](#) (Attachment C) to highlight department activities and people, and address some of the questions brought forth in last June's Town Hall.

Our department intends to begin rolling out informative transparency videos by summer of 2023. Here are some of the planned topic areas:

- Organizational Structure and Department Operating Units
- Operational Strategies – how we do what we do
- Community Connectedness – Public Events, Neighborhood Watch, Youth Initiatives, Social Media
- Police Officer Timeline – what it takes from recruitment to solo officer
- Legislative Changes and Impact on the Policing Profession
- Hot Issues in Policing – Alternatives to Patrol, Topics on the National Narrative, Local Policing
- Policy, Training, and Accountability (includes complaint investigation & consequences)
- Future of Policing – Technology, Partnerships, and Real-Time Transparency

### Transparency, Community Engagement and Social Media:

- RIPA Data – The Racial Identity Profiling Act required all police departments to report stop data (supporting information and details for every detention made by police) to the CA Department of Justice (DOJ) beginning in January 2022. The Police Department has just finished collecting our first year of data.
  - Annual Report –state law requires an annual report of data to DOJ by April 1. This obligation has been completed, and we will be coordinating that with a publicly available document to present the first year's data.
  - Public Transparency Dashboard – while all of the reported RIPA data will be available through the DOJ database, we will be setting up public dashboards localized to Menlo Park. Working through a large bulk of data as it is held with the DOJ can be difficult and cumbersome. However, this data will be available in its rawest form for those interested in reviewing it that way. For most of the public, an easier to read, visually appealing, yet objective and honest display of data makes more sense, and we feel the department has an obligation to make this information easier to see for our public. It takes time and coordinated effort to accomplish this in a meaningful way – this project is in development.
- “Behind the Badge” Series
  - Menlo Park PD has recorded several sessions in its “Behind the Badge” series, giving the public a closer look at the men and women who serve our community and keep us safe. We have many more sessions yet to come, and we are looking for some ways to make this more interactive with our public.
- Community Events and Initiatives – The Police Department is in the early stages of return to expanded interaction with our public through large and small-scale activities:
  - Events - National Night Out, Faith & Blue, Neighborhood Watch, Coffee with a Cop, etc.
  - Community Police Academy – An in-depth and interactive “inside look” at Menlo Park PD with a cohort of 12-20 members of our public. The first 2023 Class just wrapped up this month (February

2023), and the department will be exploring a Youth Academy version as well as a version for non-native English-speakers.

- “How-to” Resources – there have been many suggestions from our public to help guide us to providing needed information in the most accessible and understandable way.
  - The Police Department will be working with the public to ensure this is community driven based on public interests.
  - The department will assess any needs for added resources if this project requires it.

#### Complaints and Accountability:

- At the request of the community and Subcommittee, the [Police Department’s Compliments and Complaints webpage](#) (Attachment D) has been modified from a downloadable / printable PDF to an easy-to-use, automatically transferred web-form. Information will be added to the Compliments & Complaints webpage to provide further details on complaint review, investigation, and disposition.
- The Police Department currently provides ongoing updates to the City Council through quarterly reporting. One of the dimensions of the report is complaint data. In the quarterly report, complaints taken within the quarter are listed and compared to total calls for police service. Details of personnel investigations are limited due to confidentiality, but each complaint is thoroughly reviewed, and dispositions are completed on each one. Beginning with the first quarterly for 2023, the Police Department will provide data on complaint dispositions in addition to intake.
- PD continues to work on an ombudsman concept for complaint receipt (this item is in Research and Development – hoping for a solution within 2023)
- At the Subcommittee’s request, the Police Chief will arrange to meet and dialogue with “Fixin San Mateo.” (PD is in process of connecting by Spring 2023)
- “Brown Act” Advisory Group
  - The Subcommittee has discussed the idea of a “Brown Act” body to provide perspective and suggestions on progressive policing. This type of advisory body would take significant staff resources and time to get established and started.
  - With understanding of continued interest in some type of advisory body and the support of the Subcommittee, the Police Department is engaging and piloting a “Community-Police Advisory Roundtable” - a non-Brown Act, highly diverse and transparent group consisting of Community Members and Police Department Members.
    - The Community-Police Advisory Roundtable will consist of community members with representation from each of the five Menlo Park Council Districts, ideally a representative from our schools and local businesses, and police department representatives from both the line and leadership levels.
    - This group will be transparent to the public, with detailed notes from the meetings and other interactive opportunities.
  - The department has asked for time to fully develop and evaluate this solution before taking on the resources and effort of creating a “Brown Act” group.

#### Additional Strategies:

- Youth Connection – the Subcommittee has expressed a priority to identify interactive engagement opportunities with Menlo Park Youth (this is also a priority initiative for the department, and is in development)
  - Youth Advisory Committee
  - School and student-related partnerships and discussion sessions
  - Planning is underway for a refresh of the Community Police Academy targeting youth participants later in 2023.

- Diversity, Equity, Inclusiveness (DEI)
  - The Police Department is committed to be an early adopter and leader among City departments in any City Organization DEI initiative (currently in City Staff development with commitment from MPPD).
- Emergency Preparedness
  - The department is currently working with City Staff to prepare for recruitment of an E-Prep Coordinator (later in 2023).
  - The Menlo Park Fire Protection District has offered their expertise for advice and coordination.
  - First Orders of business for new E-Prep Coordinator will be identifying City Staff Readiness and Evaluating City Continuation of Operations / Continuation of Government (COOP-COG) readiness and plan.

#### Contemporary Issues in Public Safety:

- Homelessness, Substance Abuse, Mental Health, and Crime – a very complex topic area –
  - The Police Department will be working with new Housing Manager, County Health, Samaritan House, LifeMoves / WeHope and Other Partners for a Study Session or local Town Hall to take a comprehensive look at this topic and possible approaches (target later in 2023).
- Mental Health Crisis Response
  - The department will provide some transparency to the public on MPPD Training, Options, and Resources in regard to mental health crisis response.
  - The department will collaborate with the public in research and discussion of alternative response strategies.
  - The City of Menlo Park is awaiting County response to our application to participate in the Community Wellness and Crisis Response Team (CWCRT).

As we know that ad hoc Council Subcommittees are by their nature designed for a limited purpose, this update serves as a natural point for consideration of the potential sunset of the ad hoc Reimagining Public Safety Subcommittee. While we may be winding down the formal composition of this group, our effort carries on to gain understanding of our community's needs through ongoing exploration, fact-finding, and dialogue with community members, a continual orientation to the future of policing and public safety, and a desire to remain open and connected.

The Police Department is dedicated to ensuring that our community feels orderly and safe, and we recognize that it takes a holistic understanding of all parts of this great city, and includes the thoughts and feelings of all of those who live, work, learn and play in Menlo Park. This is the commitment of the men and women who represent you in your Menlo Park Police Department.

Respectfully submitted on behalf of the *Ad Hoc* Re-imagining Public Safety Subcommittee by:  
Chief Dave Norris, Menlo Park Police Department.

Reviewed by:  
City Manager Justin Murphy

#### Attachments:

- A. Hyperlink – Town Hall presentation: [menlopark.gov/Government/Departments/Police/Reimagining-public-safety/Watch-the-community-meeting](https://menlopark.gov/Government/Departments/Police/Reimagining-public-safety/Watch-the-community-meeting)



- B. Hyperlink – informational item to City Council on June 28, 2022:  
[menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220628-city-council-agenda-packet.pdf#page=329](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220628-city-council-agenda-packet.pdf#page=329)
- C. Hyperlink – Video presentation format:  
[vimeo.com/channels/menloparkpd/videos/sort:preset/format:thumbnail](https://vimeo.com/channels/menloparkpd/videos/sort:preset/format:thumbnail)
- D. Hyperlink – Police Department’s Compliments and Complaints webpage:  
[menlopark.gov/Government/Departments/Police/Compliments-and-complaints](https://menlopark.gov/Government/Departments/Police/Compliments-and-complaints)



**STAFF REPORT**

**City Council**

**Meeting Date:**

**3/28/2023**

**Staff Report Number:**

**23-083-CC**

**Informational Item:**

**Racial and Identity Profiling Act (RIPA) data annual report for calendar year 2022**

**Recommendation**

The purpose of this informational item is to provide the annual report to the public and to the City Council on data collected for calendar year 2022 pursuant to the California Racial and Identity Profiling Act (Attachment A.)

**Policy Issues**

Assembly Bill (AB) 953 requires an agency that employs one or more but less than 334 peace officers to issue its annual report by April 1, 2023.

**Analysis**

In 2015, the State of California passed AB 953, otherwise known as the Racial and Identity Profiling Act (RIPA.) AB 953, hereafter referred to simply as RIPA, requires that law enforcement agencies in the state of California collect perceived demographic data from specified police contacts.

This data, referred to by RIPA as “stop data,” is to be collected in accordance with the California Code of Regulations and submitted to the Department of Justice on a yearly basis.

As outlined by the California Code of Regulations (11 CCR §999.224), RIPA stop data must be collected during police contacts matching either of the following criteria: “(1) *Any detention ... by a peace officer of a person; or (2) any peace officer interaction with a person in which the officer conducts a search...*”

Specified data fields for each RIPA stop must be completed at the end of every qualifying contact and certain data collected is based on the officer’s perception.

The collection requirement of this statute was implemented in waves, with each wave having a staggered commencement date based on agency size. Larger agencies in the state began collecting stop data as early as 2018. As a smaller-size agency, Menlo Park Police Department (MPPD) began collecting stop data for RIPA January 1, 2022.

As part of this “final wave” of California agencies required to collect data, the MPPD is required to report the 2022 data collected by our agency to the California Department of Justice (DOJ) by April 2023. For clarity, MPPD has been fulfilling this obligation through automatically updating data directly to DOJ on a monthly basis throughout 2022.

We are also cognizant of the recommendations of the 2020-21 San Mateo County Civil Grand Jury in their report on RIPA that San Mateo County law enforcement agencies provide reports quarterly to their public regarding collected data and its relation to ongoing productivity and training of their police departments. The

attached RIPA Report will be used as a template to aggregate future collected information for quarterly reports to the public.

**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. MPPD RIPA report 2022

Report prepared by:

Dave Norris, Police Chief

Tracy Weber, Communications and Records Manager

Dani O'Connor, Management Analyst I



PUBLIC SAFETY

# MENLO PARK POLICE DEPARTMENT RIPA REPORT 2022



# RIPA DATA

## OVERVIEW:

In 2015, the State of California passed Assembly Bill No. 953 (AB 953), otherwise known as the Racial and Identity Profiling Act (RIPA). AB 953, hereafter referred to simply as RIPA, requires that law enforcement agencies in the state of California collect perceived demographic data from specified police contacts.

This data, referred to by RIPA as “stop data,” is to be collected in accordance with the California Code of Regulations and submitted to the Department of Justice on a yearly basis.

As outlined by the California Code of Regulations (11 CCR § 999.224), RIPA stop data must be collected during police contacts matching either of the following criteria: *“(1) Any detention ... by a peace officer of a person; or (2) any peace officer interaction with a person in which the officer conducts a search...”*

Specified data fields for each RIPA stop must be completed at the end of every qualifying contact and certain data collected is based on the officer’s perception. Therefore, it is important to note that the way an officer perceives any given individual might differ from the way that individual identifies themselves.

The collection requirement of this statute was implemented in waves, with each wave having a staggered commencement date based on agency size. Larger agencies in the state began collecting stop data as early as 2018. As a smaller-size agency, Menlo Park Police Department began collecting stop data for RIPA on January 1, 2022 and regularly uploading the data to the Department of Justice shortly thereafter.

The Menlo Park Police Department welcomes the opportunity to use this data to continuously maintain and improve upon our longstanding core values, and providing the people of Menlo Park a transparent overview of each year’s RIPA data and utilizing that data to continuously monitor our work and engage in meaningful conversations with our Community. The following report has been compiled using Menlo Park Police Department RIPA stop data from the period of January 1, 2022, to December 31, 2022.

## METHODOLOGY:

The information presented in the RIPA section of this report is representative of the 2022 statistical data gathered from the work of on-duty Menlo Park Police Officers. This data includes all stop data reported by our police officers. While about 93% of these stops typically occur within the City of Menlo Park, our jagged boundaries result in occasional stops in adjoining jurisdictions, including Atherton, East Palo Alto, and Unincorporated San Mateo County.

Officers report the following for “perceived characteristics” for each person stopped:

- Perceived Race or Ethnicity of Person Stopped
- Perceived Gender of Person Stopped
- Person Stopped Perceived to be LGBT
- Perceived Age of Person Stopped
- Person Stopped Has Limited or No English Fluency
- Perceived or Known Disability of Person Stopped

Specific officer actions are also tracked if the individual meets the stop requirements of RIPA. These include:

- Reason for stop
- Result of the stop
- Actions taken during the stop

It is important to note that this data collection is unprecedented for this agency. As first-year data, it is too early to deeply answer the “why” behind many of these data points. However, it establishes a firm baseline for exploring these questions and serves as an excellent point of reference for future professional policing efforts.

# RIPA DATA

## OBSERVATIONS AND LESSONS LEARNED IN THE FIRST YEAR OF RIPA DATA:

- Menlo Park PD purchased special software to collect RIPA Data and conducted department-wide training for our officers. Multiple reminders were sent to officers to keep personnel on track with collection of data.
- This is an entirely new set of data never before collected by our personnel, and progress was tracked throughout the year. In review of the 2022 data, our MPPD Management Team is identifying any gaps in data collection, training, and accountability to make each subsequent year’s practices and data accuracy an improvement on the previous year. Constant improvement is an important value at MPPD, as we strive to bring you the most professional team possible.
- This year’s race/ethnicity data was very consistent in outcome (± 2%) with statewide race/ethnicity data tracked across over 3 million stops reviewed in the 2023 RIPA Board Annual Report.
- The 2022 data provides us a baseline from which we can learn, adjust, and perfect officer performance and stop data reporting for upcoming years.
- Menlo Park Police Department is committed to making stop data available to the public in an easy-to-read format and raw data on a quarterly basis.

## REFERENCE MATERIALS SUPPLEMENTAL TO REVIEW OF COLLECTED DATA:

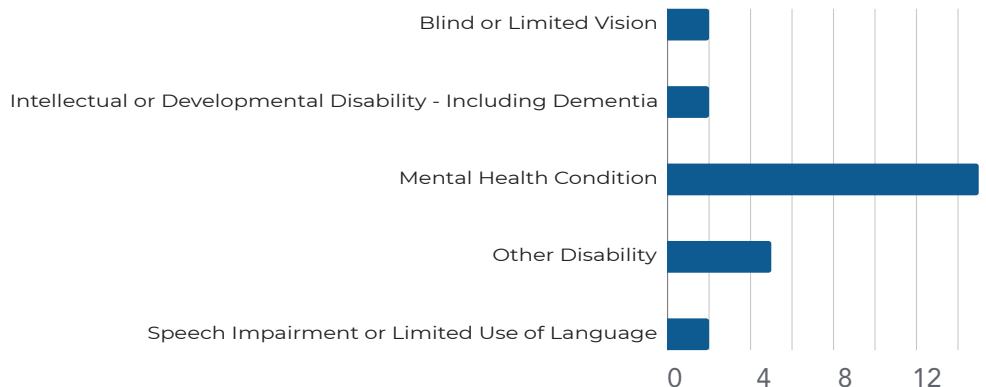
- Link for the [DOJ Data Portal](#)
- NOTE – Various state reports on this site include accumulated annual RIPA data aggregated by year up to 2021, and will not yet include Menlo Park PD Data from 2022
- Link to [2023 RIPA Board Annual Report](#)
- Link to [Menlo Park PD Open Data - Current](#)
- Link to [MPPD Lexipol Policy Manual](#) Bias-Based Policing Policy and RIPA Policy 402 (p. 314)
- This includes section 402.4.2 “REPORTING OF STOPS” and 402.7 “REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE”
- Link to the [2020-21 San Mateo County Civil Grand Jury’s Report](#) - “BUILDING GREATER TRUST BETWEEN THE COMMUNITY & LAW ENFORCEMENT VIA THE RACIAL AND IDENTITY PROFILING ACT”

### Demographics Reference -

- [City of Menlo Park](#)
- [San Mateo County](#)
- [9 SF Bay Area Counties](#)
- [State of California](#)

## PERCEIVED DISABILITY

Blind or Limited Vision	2
Intellectual or Developmental Disability, Including Demetia	2
Mental Health Condition	15
Other Disability	5
Speech Impairment or Limited Use of Language	2



It should be noted that there were no perceived disabilities for 7,083 contacts.

# RIPA DATA

**TOTAL STOPS**  
7,109

**OFFICER INITIATED  
ACTIVITY**  
6,998

**CALLS FOR SERVICE  
RESULTING IN STOPS**  
111

## ANNUAL RACIAL AND IDENTITY PROFILING ACT (RIPA) STATISTICS

Consensual encounter resulting in search	75
Determine if student violated school property	0
Investigation to determine if the person is a truant	24
Knowledge of outstanding arrest warrant/wanted person	114
Known to be on parole/probation/PRCS/mandatory supervision	37
Possible conduct warranting discipline under Education Code	0
Reasonable suspicion that the person was engaged in criminal activity	430
Traffic violation	6,429

## ACTIONS TAKEN DURING STOP

Asked for consent to search a person	173
Asked for consent to search property	172
Baton or other impact weapon used	0
Canine bit or held a person	6
Chemical spray used	1
Curbside detention	65
Electronic control device used	0
Field sobriety test conducted	51
Firearm discharged or used	1
Firearm pointed at person	10
Handcuffed or flex cuffed	288
Impact projectile discharged or used	0
None	6,095
Other physical or vehicle contact	19
Patrol car detention	271
Person photographed	166
Person removed from vehicle by order	87
Person removed from vehicle by physical contact	4
Property was seized	157
Search of person was conducted	459
Search of property was conducted	361
Vehicle impounded	33

# RIPA DATA

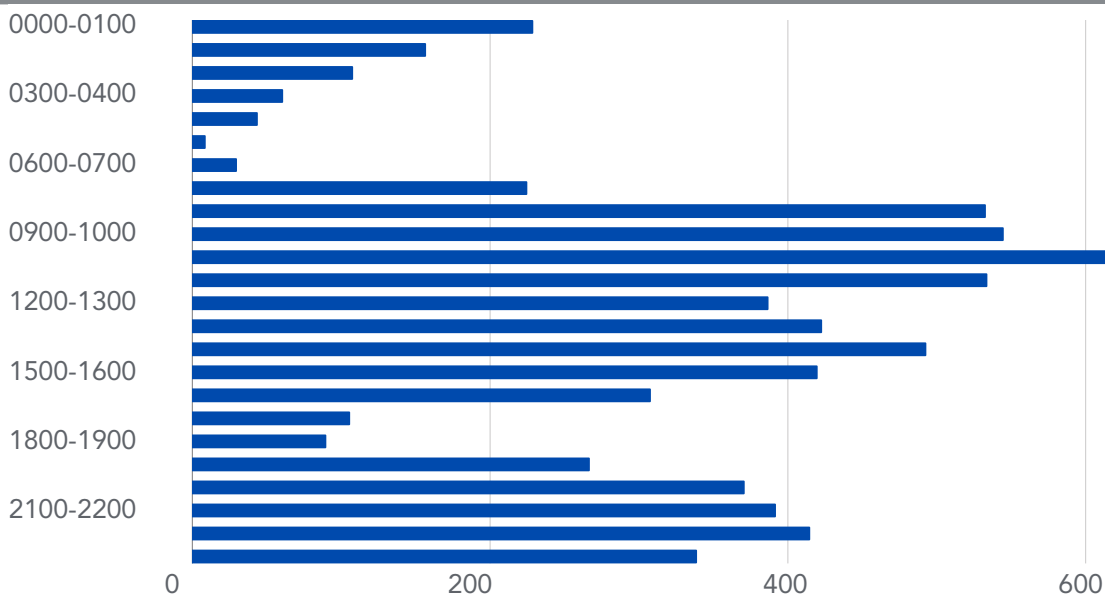
## RESULT OF STOP

Citation for infraction	2,099
Contacted parent/legal guardian or other person responsible for the minor	0
Contacted the U.S. Department of Homeland Security	0
Custodial arrest pursuant to outstanding warrant	144
Custodial arrest without warrant	162
Field interview card completed	65
In-field cite and release	315
No action	693
Noncriminal transport for caretaking	8
Psychiatric hold	0
Referral to school administrator	0
Referral to school counselor or other support staff	0
Warning (verbal or written)	3,797

## REASON FOR STOP

Consensual encounter resulting in search	75
Determine if student violated school policy	0
Investigation to determine if the person is truant	24
Knowledge of outstanding arrest warrant/wanted person	114
Known to be on parole/probation/PRCS/mandatory supervision	37
Possible conduct warranting discipline under Education Code	0
Reasonable suspicion that the person was engaged in criminal activity	430
Traffic violation	6,249

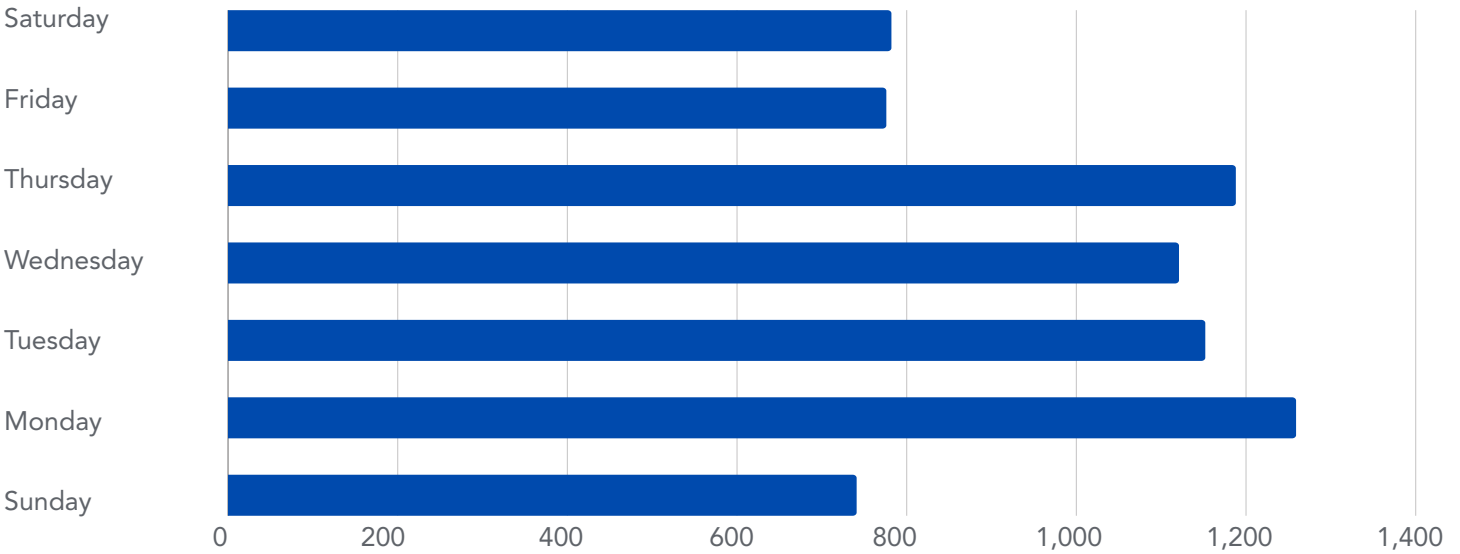
## STOPS BY TIME OF DAY





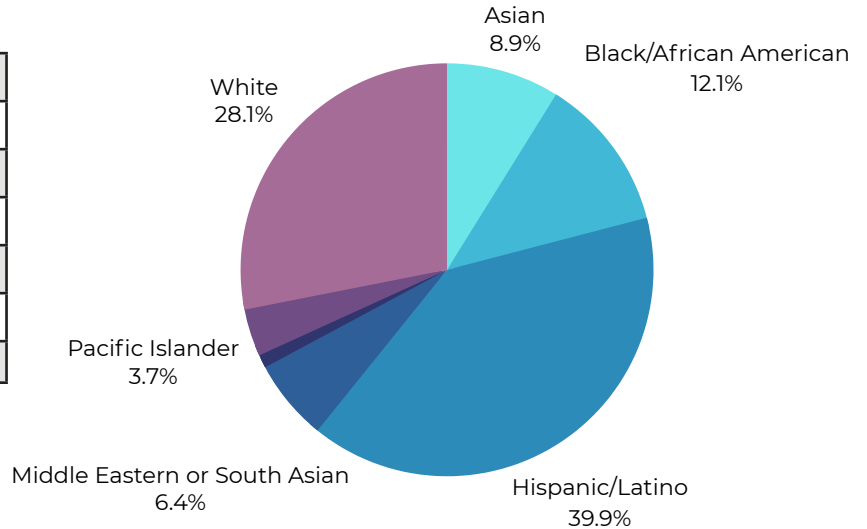
# RIPA DATA

## STOPS BY DAY OF WEEK



## PERCEIVED RACE

Asian	656
Black/African American	895
Hispanic/Latino	2,952
Middle Eastern or South Asian	472
Native American	76
Pacific Islander	275
White	2,081



### As defined in RIPA Regulations – More than one option can be chosen

“Asian” refers to a person having origins in any of the original peoples of the Far East or Southeast Asia, including for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam, but who does not fall within the definition of “Middle Eastern or South Asian” or “Pacific Islander.”

“Black/African American” Refers to a person having origins in any of the Black racial groups of Africa.

“Hispanic/Latino” refers to a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

“Middle Eastern or South Asian” refers to a person of Arabic, Israeli, Iranian, Indian, Pakistani, Bangladeshi, Sri Lankan, Nepali, Bhutanese, Maldivian, or Afghan origin.

“Native America” refers to a person having origins in any of the original peoples of North, Central, and South American.

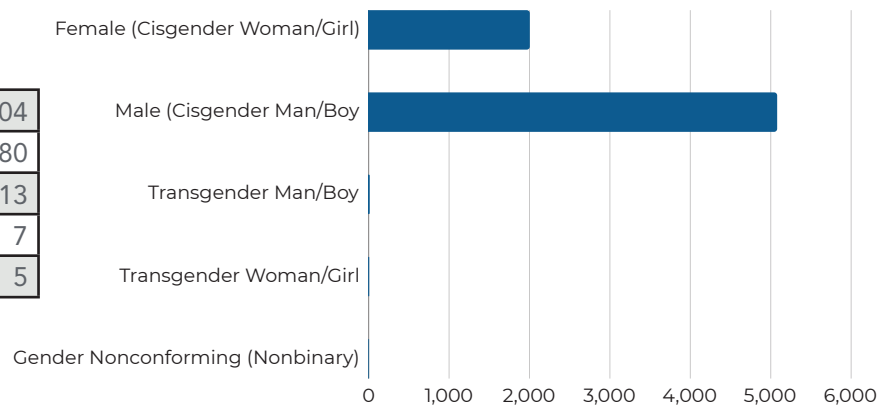
“Pacific Islander” refers to a person having origins in any of the original peoples of Hawaii, Guan, Samoa, or other Pacific Islands, but who does not fall within the definition of “Middle Eastern or South Asian” or “Asian.”

“White” refers to a person of Caucasian descent having origins in any of the original peoples of Europe and Eastern Europe.

# RIPA DATA

## PERCEIVED GENDER

Female (Cisgender Woman/Girl)	2,004
Male (Cisgender Man/Boy)	5,080
Transgender Man/Boy	13
Transgender Woman/Girl	7
Gender Nonconforming (Nonbinary)	5



### As defined in RIPA Regulations

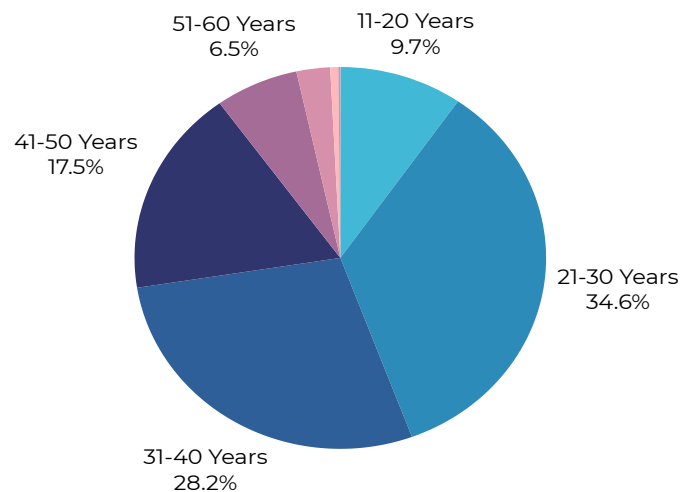
“Transgender man/boy” means a person who was assigned female at birth but who currently identifies as a man, or boy if the person is a minor.

“Transgender woman/girl” means a person who was assigned male at birth but who currently identifies as a woman, or girl if the person is a minor.

“Gender nonconforming” means a person whose gender-related appearance, behavior, or both, differ from traditional conceptions about how males or females typically look or behave. A person of any gender or gender identity may be gender nonconforming. For this reason, an officer may select “Gender nonconforming” in addition to any of the other gender data values, if applicable.

## PERCEIVED AGE

0-10 Years	2
11-20 Years	687
21-30 Years	2,463
31-40 Years	2,002
41-50 Years	1,246
51-60 Years	465
61-70 Years	188
71-80 Years	45
81-90 Years	10
90 Years or Older	1





**City of Menlo Park**  
701 Laurel St.  
Menlo Park, CA 94025  
650-330-6300  
[menlopark.gov/police](http://menlopark.gov/police)

Building  
a Safe Community

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## STAFF REPORT

### City Council

**Meeting Date:** 3/28/2023  
**Staff Report Number:** 23-084-CC

**Informational Item:** California Public Records Act internal procedures

### Recommendation

This informational item provides an update on City procedures for California Public Records Act (CPRA) requests, which also meet recommendations made by the San Mateo County Civil Grand Jury.

### Policy Issues

The city meets its obligations under the CPRA (Government Code §7922.000 *et seq.*) and provides transparency into the People's business.

### Background

On November 1, 2022, the City Council authorized the Mayor to sign the City's response to the San Mateo Civil Grand Jury report, "A Delicate Balance Between Knowledge and Power: Government Transparency and the Public's Right to Know." The staff report and response can be found in Attachment A. The report assessed CPRA programs across the county and issued a recommendation that "the city council should direct staff to consider and report back by June 30, 2023, on the creation of a written CPRA policy or procedures document for circulation to all relevant staff."

In its response, the City informed the Grand Jury that written procedures were already drafted and implemented, and indicated the city would conduct a review of its written procedures, and where appropriate, make revisions to more efficiently meet the obligations of the CPRA. Additionally, the City committed to reporting to the City Council before June 30, 2023, on its written policies and procedures.

### Analysis

The city clerk's office drafted a procedural document for CPRA requests and shared with each city department, which was requested to identify CPRA coordinators. The coordinators and department heads reviewed the procedural document and provided comment. The city clerk's office, in conjunction with the city attorney's office, then reviewed the comments resulting in a further draft procedural document. City staff then commenced processing the public records requests pursuant to those written procedures. This procedures document was created and implemented in March 2022, which was six months before the city received the Grand Jury report.

Since receiving the Grand Jury report, and as planned when the procedure document was created, staff has been implementing various revisions to the procedures throughout the year. For example, conducting searches of emails and communications has been refined to put the records in various formats to assist in expediting review, of what may be voluminous requests. The latest version of the Standard Operating

Procedure for Public Records Act Request is available in Attachment B.

The City has received requests of all sizes and has been able to meet its obligations under the CPRA using these procedures. City staff will continue to refine and modify the procedures as needed.

### **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. Hyperlink – November 1, 2022 City Council Staff Report:  
[menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20221101-city-council-agenda-packet.pdf#page=89](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20221101-city-council-agenda-packet.pdf#page=89)
- B. Standard Operating Procedure for Public Records Act Request

Report prepared by:

Judi Herren, Assistant to the City Manager/City Clerk

Reviewed by:

Eli Flushman, Deputy City Attorney

# Standard Operating Procedure for Public Records Act Request

City Clerk Procedure  
Adopted March 28, 2023



<b>Purpose</b>
Under the California Public Records Act (PRA), a member of the public may request a City record(s) be provided to them for their use.
<b>Description</b>
The PRA request can be made online, via email, in person, or over the phone and requester is not required to provide their name or a reason for the request.
The city clerk's office inputs all received PRAs into the City's digital system (GovQA).
The City is not required to create records; only to provide the records we have.
Please refer to the City's current records retention schedule for reference and is available through the city clerk's office.
<b>Procedure</b>
<ol style="list-style-type: none"> <li>1. Receive PRA <ol style="list-style-type: none"> <li>a. Send to city clerk's office if received by staff <ol style="list-style-type: none"> <li>i. If staff is unsure, best practice is to send to the city clerk's office for review</li> </ol> </li> </ol> </li> <li>2. City clerk's office will enter the PRA into GovQA, unless the requestor has submitted through GovQA <ol style="list-style-type: none"> <li>a. GovQA will automatically send an email notification to the requester acknowledging receipt of the PRA</li> <li>b. GovQA will automatically send an email notification to the city clerk's office and city attorney (CAO)</li> </ol> </li> <li>3. The city clerk's office will generate a cloud based (e.g., Box.com) folder for each PRA</li> <li>4. The city clerk's office will send an email notification to staff to upload any responsive records <ol style="list-style-type: none"> <li>a. Email will include <ol style="list-style-type: none"> <li>i. Description of records requested</li> <li>ii. Date range of records requested</li> <li>iii. Cloud based (e.g., Box.com) folder link</li> <li>iv. Due date (typically, eight days before a response is due) <ol style="list-style-type: none"> <li>a. All PRAs must be responded to within 10 business days of receipt</li> </ol> </li> </ol> </li> <li>b. Staff must review the request at that time and should timely raise to the city clerk's office if: <ol style="list-style-type: none"> <li>i. The request is vague, unclear, or ambiguous</li> <li>ii. The request will generate an unreasonable amount of documents</li> </ol> </li> <li>c. Staff should only provide responsive documents, but will error on over inclusion <ol style="list-style-type: none"> <li>i. Staff will seek clarification from CAO on responsiveness</li> </ol> </li> <li>d. If the request contains sensitive material, or materials believed to be privileged or confidential, staff will note it and the basis for the belief</li> <li>e. IT (information technology) staff may be requested to search City emails/communications <ol style="list-style-type: none"> <li>i. Generate reasonable search terms with the given parameters</li> <li>ii. Remove duplicate emails from the search results</li> <li>iii. Assess whether the search should be narrowed or expanded</li> <li>iv. Put the final search results into .pdf format for redacting and pst. format as needed</li> </ol> </li> </ol> </li> <li>5. The city clerk's office will send an email notification to the CAO when documents are ready for CAO review <ol style="list-style-type: none"> <li>a. The city clerk's office may request staff do the following with the responsive records: <ol style="list-style-type: none"> <li>i. Audit for responsiveness</li> <li>ii. Mark responsive documents for redactions <ol style="list-style-type: none"> <li>iii. Redactions may include personal contact information, private financial information, etc.</li> </ol> </li> </ol> </li> </ol> </li> <li>6. CAO will review and may request additional assistance from staff/city clerk's office or inquire as to additional responsive records.</li> <li>7. The CAO will send an email notification to the city clerk's office when records are ready to release or to request an extension (extensions are no greater than 14 calendar days)</li> <li>8. The city clerk's office will respond to the requestor through GovQA</li> </ol>

<b>Procedure history</b>		
Action	Date	Notes
Procedure adopted	March 28, 2023	Prepared by and for the city clerk's office