



SPECIAL MEETING AGENDA

Date: 5/12/2020

Time: 5:00 p.m.

Special Meeting Location: Joinwebinar.com – ID# 963-935-259

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the City Council, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Submit a written comment online:
menlopark.org/publiccommentMay12*
 - Record a comment or request a call-back when an agenda topic is under consideration:
Dial 650-474-4071 *
 - Access the special meeting real-time online at:
joinwebinar.com – Regular Meeting ID 963-935-259
*Written and recorded public comments and call-back requests are accepted up to 1 hour before the meeting start time. Written and recorded messages are provided to the City Council at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.
- Watch special meeting:
 - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:
Channel 26
 - Online:
menlopark.org/streaming

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

According to City Council policy, all regular 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.

Special Session ([Joinwebinar.com](https://www.joinwebinar.com) – ID# 963-935-259)

A. Call To Order

B. Roll Call

C. Commission/Committee Vacancies and Appointments

- C1. Consider applicants and make appointments to fill vacancies on the various City commissions and committees ([Staff Report #20-094-CC](#))

D. Consent Calendar

- D1. Receive and file the investment portfolio review as of March 31, 2020 ([Staff Report #20-100-CC](#))
- D2. Adopt Resolution No. 6557 to adopt the Bay Area integrated regional water resources management plan October 2019 update ([Staff Report #20-101-CC](#))
- D3. Authorize the city manager to execute an agreement with BMS/Data911 for replacement of police mobile computers in an amount not to exceed \$116,915.93 ([Staff Report #20-102-CC](#))
- D4. Authorize the city manager to renew the Joint-Use Library Initiative memorandum of understanding with Ravenswood City School District for the Belle Haven branch library facility and operations ([Staff Report #20-103-CC](#))

[Web form public comment on item D4.](#)

E. Regular Business

- E1. Provide direction on program and service reductions for the city manager's proposed fiscal year 2020-21 budget and authorize issuance of notice of intent to layoff affected positions ([Staff Report #20-104-CC](#))

[Web form public comment on item E1.](#)

- E2. Update the City Council and public on COVID-19 health emergency and the City's response ([Attachment](#))
- E3. Approve Resolution No. 6554 amending the City's records retention schedule ([Staff Report #20-096-CC](#))

F. Informational Items

- F1. Annual review of Taser program for the period beginning April 1, 2019 and ending April 1, 2020 ([Staff Report #20-080-CC](#))

- F2. Annual review of data captured by Automated License Plate Readers for the period beginning April 1, 2019 through April 1, 2020 ([Staff Report #20-087-CC](#))
- F3. City Council agenda topics: May 2020 to July 2020 ([Staff Report #20-095-CC](#))
- F4. Employee engagement survey results ([Staff Report #20-082-CC](#))
- F5. Pilot public art project update ([Staff Report #20-088-CC](#))
- F6. Roles of City Council, emergency services director and volunteers during a prolonged state of emergency ([Staff Report #20-099-CC](#))

G. City Councilmember Reports

H. City Manager's Report

I. 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 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 prior to, the public hearing.

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

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 5/8/2020)



STAFF REPORT

City Council

Meeting Date:

5/12/2020

Staff Report Number:

20-094-CC

Commission Reports

Consider applicants and make appointments to fill vacancies on the various City commissions and committees

Recommendation

Staff recommends making appointments to the Complete Streets, Environmental Quality, Finance and Audit, Housing, Library, Parks and Recreation, Planning, San Mateo County Mosquito and Vector Control District, and Sister City commissions/committees.

Policy Issues

City Council Policy CC-19-004 (Attachment A) establishes the policies, procedures, roles and responsibilities for the City's appointed commissions and committees, including the manner in which commissioners are selected.

Background

Annually, staff conducts a recruitment to fill commission/committee vacancies that exist due to commissioners being termed out or regular terms ending April 30 (excluding the San Mateo County Mosquito and Vector Control District which expires December 31, 2021.) At the April 21 City Council meeting, City Council extended the current terms through May 31 and extended recruitment for all advisory bodies, with the exception of Planning Commission, through May 5. This recruitment period involved a 4-month period of advertisements and announcements. Incumbent commissioners who were not terming out were informed of their ability to apply for reappointment and previous applicants were notified of current vacancies.

Following City Council's appointment, the city clerk's office provides onboarding and orientation for the new commission/committee members. This includes the oath of office, commissioner handbook, introduction of commission/committee liaison staff, Form 700 Statement of Economic Interests filing (if applicable) and Brown Act training. For appointments made annually in April, the city clerk's office coordinates with the City Attorney's Office to provide this training jointly in May of each year. For all other appointments that are made throughout the year, the city clerk's office handles all aspects of commission/committee member training.

The City Clerk's office regularly reviews all agendas and minutes, tracks attendance (Attachment D) and serves as the principal staff contact for all commissions/committees.

Analysis

Pursuant to City Council Policy CC-19-004, commission members must be residents of the City of Menlo Park and serve for designated terms of four years, or through the completion of an unexpired term or as

otherwise designated. Residency for all applicants has been verified by the city clerk's office. In addition, the City Council's policy states that the selection/appointment process shall be conducted before the public at a regularly scheduled meeting of the City Council. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the City Councilmembers present shall be appointed.

Appointments will be for 4-year terms expiring April 30, 2024, except for:

- One Complete Streets Commission appoint to fill unexpired term ending April 30, 2022.
- Two Finance and Audit Committee appointment (designed to be 2-year terms) expiring April 30, 2022.
- One Library Commission appoint to fill unexpired term ending April 30, 2022.
- One San Mateo County Mosquito and Vector Control District to fill unexpired term ending December 31, 2021 (designed to be 2-year term per City Council approval January 14.)
- One Sister City Committee appointment to fill unexpired terms ending October 1, 2020.

Applications are provided as Attachment B. The City Council has the opportunity to ask applicants if they would consider appointments to an alternate commission. These appointments can be made by the City Council at this meeting.

The City received the following applicants, presented by commission/committee and listed in alphabetical order by last name.

Complete Streets Commission – three vacancies:

- Katie Behroozi
- John Pimentel (also applied for Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Park and Recreation Commission, and Planning Commission)
- Isaac Wyatt

Environmental Quality Commission – two vacancies:

- Leah Elkins
- James Payne
- Janelle London
- John Pimentel (also applied for Complete Streets Commission, Finance and Audit Committee, Housing Commission, Library Commission, Park and Recreation Commission, and Planning Commission)
- Desta Raines

Finance and Audit Committee – two vacancies:

- Theo Keet (also applied for Planning Commission)
- John Pimentel (also applied for Complete Streets Commission, Environmental Quality Commission, Housing Commission, Library Commission, Park and Recreation Commission, and Planning Commission)
- Roger Royse

Housing Commission – one vacancy:

- John Pimentel (also applied for Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Library Commission, Park and Recreation Commission, and Planning Commission)

Library Commission – three vacancies:

- Sukanya Guha (also applied for Park and Recreation Commission)
- Katie Hadrovic
- John Pimentel (also applied for Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Park and Recreation Commission, and Planning Commission)
- Yen Tran

Parks and Recreation Commission – two vacancies:

- Joyce Friedrichs
- Sukanya Guha (also applied for Library Commission)
- Jennifer Johnson
- John Pimentel (also applied for Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, and Planning Commission)

Planning Commission – two vacancies:

- Andrew Barnes
- Theo Keet (also applied for Finance and Audit Committee)
- John Pimentel (also applied for Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Park and Recreation Commission)
- Henry Riggs
- Jeff Schmidt

San Mateo County Mosquito and Vector Control District – one vacancy

- No applicants

Sister City Committee – one vacancy

- Lynn Auslander

Impact on City Resources

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

Public Notice

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

Attachments

- A. City Council Policy CC-19-004
- B. Applications for advisory bodies
- C. List of applicants by district
- D. Hyperlink – March 26 City Council Staff Report #20-053-CC:
menlopark.org/DocumentCenter/View/24570/H2-20200326-CC-Commission-attendance-SR

Staff Report #: 20-094-CC

Report prepared by:
Judi A. Herren, City Clerk

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Procedure #CC-19-004
 Effective 6/5/2019
 Resolution No. 6477

ATTACHMENT A



Purpose
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
Authority
Upon its original adoption, this policy replaced the document known as "Organization of Advisory Commissions of the City of Menlo Park."
Background
<p>The City of Menlo Park currently has eight 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, Planning Commission, and the Sister City Committee. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Seven of the eight commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.</p>
Policies and Procedures
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq., 65300-65401). • Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of

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City Council Policy #CC-01-0004
Effective 6/5/2019

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department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.

- Additional or other staff support may be provided upon a formal request to the City Council.
- The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that his or her statements do not represent the position of the City Council.
- Commission/Committee members will have mandatory training every two years regarding the Brown Act and parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.
- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

Role of City Council commission/committee liaison

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

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

Typically, assignments to commission/committee liaison 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.

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- 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 "Commission/Committee Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

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

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that he or she is 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

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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 s/he thinks 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 his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

3. *Lack of a quorum*

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

4. *Meeting locations and dates*

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

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The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 7 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday 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 at 7 p.m.
- Sister City Committee – Quarterly; Date and time to be determined

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 his or her participation is essential to a meeting, the following shall apply:.

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

6. *Selection of chair and vice chair*

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

G. Memberships

Appointments/Oaths

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

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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; however, the form submitted must be signed.
- 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 open to the public. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the City Council present shall be appointed.
- 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

- An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the 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 he/she will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

Compensation

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

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Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code §87300 et seq. Copies of this Code are filed with the City Clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Planning Commission are required to file a Statement of Economic Interest with the City Clerk to disclose personal interest in investments, real property and income. This is done within 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 his or her 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 with the exception of:
 - Complete Streets Commission – nine (9) members

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.
- 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 his/her term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are listed on the City Council agenda and 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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-01-0004
Effective 6/5/2019

10 working days after posting of the notice (Government Code 54974).

- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the City Clerk and posted in the City Council Chambers bulletin board and on the City’s website. This list is also available to the public (Government Code 54972, Maddy Act).

Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on multi-modal transportation issues according to the goals and policies of the City’s general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City. The Complete Streets Commission's responsibilities would include:

- Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities
- Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan
- Coordination on providing a citywide safe routes to school plan
- Coordination with regional transportation systems
- Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.028

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-01-0004

Effective 6/5/2019

9

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

Library Commission

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

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

Parks and Recreation Commission

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

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

Planning Commission

The Planning Commission is organized according to State Statute.

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

Sister City Committee

The Sister City Committee is primary charged with promoting goodwill, respect and cooperation by facilitating cultural, educational and economic exchanges

- Develop a mission statement and program plan consisting of projects, exhibits, contacts and exchanges of all types to foster and promote the objectives of the mission statement
- Implement the approved program plan upon request of the City Council
- Keep the community informed concerning the Sister City program
- Advise the City Council on matters pertaining to any sister city affairs

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-01-0004
Effective 6/5/2019

- Perform other duties as may be assigned to the committee 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.

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935

Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 4/8/2020

Commission or committee of interest: Complete Streets Commission

Name: Katie Behroozi

Education: MA Education/MBA (Stanford); BA English (Princeton)

Civic affiliations and community activities, including service on other commissions or committees:
 Parents for Safe Routes (leadership team)
 Trinity Church (choir)
 MPC Ready (block coordinator)
 Second Harvest Food Bank (distribution volunteer)

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:
 The CSC serves as an important conduit between the broader Menlo Park community and the city council. We advise council on transportation-related decisions, share insights into city processes and policies with the broader community, and share community input with staff and council members. In subcommittees we often do deeper dives into proposals, e.g. the Transportation Master Plan. I've served on this commission (and the bicycle commission) for the past four years and am currently applying for a second term. I also draw on my personal experience as a driver/pedestrian/bike commuter/recreational cyclist/Hillview parent.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:
 I believe that our city's complete streets policy, if faithfully executed, has the potential to improve community safety and health while mitigating local traffic pain and greenhouse gas emissions. In the approaching economic uncertainty, our council will need to make tough choices about how to spend our resources (including staff time). As an experienced commissioner I hope to continue developing my advisory relationship with the city council, engaging the broader community in city transportation planning processes and helping to ensure a good two-way information flow between council/staff and community, and building a functional and effective commission that supports staff without overburdening them


 Signature

4/8/2020
 Date

OFFICE USE ONLY:

Application received: _____	Address verified in City Limits (if necessary): <input type="checkbox"/> By: _____
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No (Initials)
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If appointed, term ends: _____	

Personal information:			
Name: Katie Behroozi	Number of years as a Menlo Park resident: 18		
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address: n/a	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>current commissione</u>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 10-21-2019

Commission or committee of interest: Complete Streets Commission, Environmental Quality Commission Housing Commission Library Commission Parks and Recreation Commission Planning Commission Committees/Advisers, Finance and Audit Control

Name: John Pimentel

Education: San Joaquin Delta Community College (AA), Univ. of CA Berkeley (BA), Harvard University (MBA)

Civic affiliations and community activities, including service on other commissions or committees:
 Menlo Atherton Little League (Coach 6 years)
 Hillview Middle School (Coach 3 years)
 Menlo Atherton High School Mentor program (3 years)
 Boys and Girls Clubs of the Peninsula College Mentor Program
 Big Brothers / Big Sisters of Sacramento (Big Brother)
 San Mateo County Civics 101 Course
 Central California Soccer League

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:
 I started my career working in the California state government and ultimately served as Deputy Secretary for Transportation from 1993-1996 where I oversaw Caltrans, CA Transportation Commission and the CA Highway Patrol (amongst other agencies). This role included working with local governments on various transportation and law enforcement initiatives. I also have a strong understanding of transportation planning, construction and financing in California. For the past 15 years I have been developing renewable energy and sustainability projects for solar, wind and on-site wastewater treatment systems. This has given me deep insight into the planning process, CEQA, climate change, the threat we face from global climate change, and the economics of sustainable infrastructure. I believe we have an overriding consideration to seek local input when making rational land use decisions that consider both immediate and long-term needs for a community. I know the commissions will require multiple evenings per month. In fact, to be done correctly I assume there will be significant reading, preparation and research to be fully informed on issues that may come before the committee or commission. I also expect to use my personal and professional relationships in the transportation and sustainability field to improve options for Menlo Park in our efforts to improve transportation, housing and sustainability.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:
 I have a particular interest and expertise in transportation, land use, housing and homelessness – and how those four issues are critically intertwined. I would like to help our community make good decisions that maintain our suburban, small town character while recognizing that we need to make significant investments in transportation and housing in order to accommodate the economic growth with which we have been blessed. I would like to pursue policies which improve our quality of life, preserve local control and allow our community to accommodate new residents who bring diversity, youth and vigor to our town. This means addressing the jobs/transportation/housing imbalances from which we currently suffer. I also believe it is within our resources and capability to end homelessness in California and believe it is morally indefensible for our affluent community to leave vulnerable people living unsheltered. It also means creating programs, policies and events which tie the community together from east to west in order to reduce the feeling of separateness created by the socio-economic differences between our neighborhoods and the physical north/south barriers created by infrastructure like Highway 101 or Caltrain. I also have government financial expertise from my early career managing a \$4.5 billion budget encompassing Caltrans, Highway Patrol and DMV and private sector experience in project finance and public company finance from starting and running several successful companies and sitting on a public company board of directors.

[Redacted Signature]

10/21/19

Signature

Date

OFFICE USE ONLY:

Application received: _____ Address verified in City Limits (if necessary): By: _____

Considered by City Council: _____ Appointed: Yes No (Initials)

Considered by City Council: _____ Appointed: Yes No

Considered by City Council: _____ Appointed: Yes No

If appointed, term ends: _____

Personal information:			
Name: John Pimentel		Number of years as a Menlo Park resident: 15	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input type="radio"/> Yes	<input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 2020-05-04

Commission or committee of interest: Complete Streets Commission

Name: Isaac Wyatt

Education: MBA - Michigan State University, BBA - Siena Heights University

Civic affiliations and community activities, including service on other commissions or committees:


My wife and I are frequent patrons of local small businesses and community services like libraries. We are pedestrians of local parks, engaged in our neighborhood MPC-Ready, and we also utilize our community's various transit options (in normal times), like roads and train, in addition to daily walks to downtown Menlo Park, and jogging paths.

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

- Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities
 Not only do I use each of these types transit options, but I also frequently see opportunities for how we could create safer, higher throughput intersections. Not only does my MBA from a top Supply Chain school provide great grounding for managing complex flows like transit, but I also work in business optimization where different flows have different costs and values which apply to different activity types.
- Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan
 I have a strength in outlining problems, working with stakeholders to define the problem, supporting it with data, and collaborating on a decision that is aligned with broader community objectives.
- Coordination on providing a citywide safe routes to school plan
 Key to community stability and growth is providing safety for children to and from school in all aspects from vehicles, lighting, people, sidewalks, and more. Any single incident is one too many.
- Coordination with regional transportation systems
 Networking is a key strength of what I do at work, and something that I can bring to coordinating with other transit systems. Additionally, (in normal times), my wife and I are both inter-county commuters which gives us a perspective on using transit systems that connect with Menlo Park's own.
- Establishing parking restrictions and requirements according to Municipal Code sections 11.24.025 through 11.24.02
 My wife and I often observe the effects parking has on transit flows, but also the supply and demand for parking. I'm very interested in how I can better serve the community in optimizing parking restrictions and permitting.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

Serving on the Complete Streets Commission is an opportunity to help everyone enjoy safer, more efficient transit, regardless of the mode or intent of transportation. As a four year resident of Menlo Park, I want to not only increase our community's own satisfaction, but provide a sustainable practice as our community continues to grow.

Isaac  Digitally signed by Isaac
 Date: 2020.05.04 20:16:11 -07'00'

Signature

2020-05-04

Date

OFFICE USE ONLY:

Application received: _____
 Considered by City Council: _____
 Considered by City Council: _____
 Considered by City Council: _____
 If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
 Appointed: Yes No (Initials)
 Appointed: Yes No
 Appointed: Yes No

Personal information:			
Name: Isaac Wyatt		Number of years as a Menlo Park resident: 4	
Resident address: [REDACTED]		City: Menlo Park	State: CA Zip: 94025
Mailing address (if different):		City:	State: Zip:
Phone: [REDACTED]		Email: [REDACTED]	
Business address:		City:	State: Zip:
Business phone:			
How did you hear about this opportunity: <input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone: Business phone: Home phone: Email:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: May 5, 2020

Commission or committee of interest: Environmental Quality

Name: Leah Elkins

Education: JD, 1990, UC Davis

Civic affiliations and community activities, including service on other commissions or committees:

Block Preparedness Coordinator with Menlo Park Ready, CERT Area 28
Volunteer Local Lead for Moms Demand Action, gun sense activist group

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

I understand that the EQC works as an advisory body for the City Council regarding environmental and sustainability issues, including property development within our city, pollution reduction, resource conservation and protecting green space.

I have no professional qualifications in the environmental arena but I am a lifelong recycler and

~~environmental advocate who tries to "walk the walk" and always look for new ways to sustain and~~
Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I think I can help the City Council balance the needs of the populace with the need to preserve the planet and to protect Menlo Park's "Tree City" reputation. We are experiencing great external pressures from global climate change to increased traffic to housing shortages and the EQC can help make sure that the environment always has a seat at the table when important policy decisions are being made.

Signature

May 5, 2020

Date

OFFICE USE ONLY:

Application received: _____
Considered by City Council: _____
Considered by City Council: _____
Considered by City Council: _____
If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
Appointed: Yes No (Initials)
Appointed: Yes No
Appointed: Yes No

Personal information:			
Name:	Number of years as a Menlo Park resident: 22		
Resident address [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone [REDACTED]	Email [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity: <input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>friend</u>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

COMMISSION & COMMITTEE APPLICATION

City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.
Date: 3/7/16
Commission or Committee of Interest: EQC
Name: M. Janelle London
Education: JD, UC Berkeley; Bachelor of Arts, Stanford University
Civic affiliations and community activities, including service on other commissions or committees: President, Friends of Menlo Park Gymnastics; Co-Chair, La Entrada Spelling Bee; Coach, La Entrada Math Team.
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities: Please see attached.
Describe why you want to serve on this commission or committee and what you hope to accomplish as a member: Please see attached.

[Redacted Signature]

Signature

3/7/16

Date

OFFICE USE ONLY:	
Application Received: _____	Address Verified In City Limits: <input type="checkbox"/> By: _____ (Initials)
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If Appointed Term ends: _____	

Personal Information:			
Name: M. Janelle London	Number of years as a Menlo Park resident: 14		
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address:	City:	State:	Zip:
Business Phone: [REDACTED]			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input checked="" type="checkbox"/> Email <input type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

3/7/16 Application of M. Janelle London to Menlo Park Environmental Quality Commission

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

I understand that the Environmental Quality Commission advises the City Council on matters involving environmental protection, improvement, and sustainability, including the following:

- Implement the city's Climate Action Plan.
- Help develop environmental policies and programs, focusing on:
 - Sustainable building policies and programs
 - Community-wide environmental sustainability policy and success metrics
 - Resource conservation and pollution prevention, including solid waste reduction and water conservation
 - Programs and policies for maximizing the urban tree canopy

My experience relates to these responsibilities as follows:

Current:

Menlo Spark's Director of Sustainability: Developing and implementing measures, programs and partnerships to help Menlo Park reach climate neutrality by 2025, with a focus on community and youth engagement.

In this role I've gained experience and understanding of Menlo Park's environmental policies, programs, issues and priorities that will be relevant for service on the EQC.

Previous:

Director, DaVita Inc. (Fortune 500 dialysis provider): 13+ years of experience developing, branding, marketing, implementing and promoting programs for 170,000 dialysis patients and their families, and 60,000 employees and their families. For each of these programs, our team developed and tracked progress metrics.

One such program was DaVita's sustainability program, which met these goals:

- Reduce energy consumption by 15%
- Reduce office paper consumption by 20% and move toward paperless clinics
- Reduce water consumption by 10%
- Increase environmentally preferable procurement by 15%
- Increase employee awareness by implementing one new program each year

This experience relates to the role of advising City Council on development of programs and tracking success metrics.

3/7/16 Application of M. Janelle London to Menlo Park Environmental Quality Commission

Executive Director, Dialysis Patient Citizens: Founded Dialysis Patient Citizens (DPC), a 501(c)(4) patient advocacy group. As its executive director, I recruited the board of directors, started the organization and grew its membership to 20,000, and worked with the board to develop DPC's policies and programs.

Attorney, O'Melveny & Myers: 7 years as an associate at a large corporate law firm gave me experience with understanding and analyzing policies, rules and regulations, similar to those the EQC might consider.

Board/Committee service: I have served on the board of directors of the American Association of Kidney Patients, and on the United Network for Organ Sharing's Patient Affairs Committee and Ethics Committee, and most recently, a middle school committee to draft Administrative Regulations.

These board and committee experiences have prepared me to work effectively with the other members of the EQC and with City Council.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

Menlo Park is a wonderful place to live, work and raise a family. I am passionate about protecting the environment of our great city, and about developing policies and programs to promote sustainability here. As a Commission member, I hope to work with the other Commissioners to advise the City Council on measures that will make a substantial, positive impact on the environment, and keep our city healthy, safe and beautiful. Also, I hope to contribute to making Menlo Park a role model for other cities in how to protect the environment and promote sustainability.

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: March 5, 2020

Commission or committee of interest: Environmental Quality Commission

Name: James Payne

Education: BS in Chemistry and BA in Astronomy, UIUC; MS and PhD in Chemistry, University of Chicago

Civic affiliations and community activities, including service on other commissions or committees:

I have served as a commissioner on this commission for the past two years. This past year, I have served as the Vice Chair of this commission, and I have been an active member of the Climate Action Plan subcommittee. In addition, I have served as an election judge in the past and have volunteered in various capacities for science outreach to children, including as a judge at the Chicago Public Schools Science Fair for three years. I also organized a biomedical research symposium between the University of Chicago, Northwestern University, and the University of Illinois at Chicago.

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

The EQC serves as an advisor body to City Council on topics relating to environmental protection, preservation, and the sustainability of our city. In addition, the EQC hears appeals from citizens regarding the removal of heritage trees. My professional work is focused on green chemistry - the development of methods for chemical synthesis that reduce the waste and harm needed for chemical manufacturing. As a result, I have experience with analyzing multiple potential solutions to a problem and balancing competing considerations of waste, toxicity, efficiency, etc. in order to determine which solution is the most sustainable. I am also as of this year a part of the Rising Environmental Leaders Program at the Stanford Woods Institute for the Environment, where we receive training on how to effectively translate scientific research into environmental policy and communicate it to the community.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I am broadly interested in environmental sustainability - I intend to focus in my professional career on helping to reduce society's impact on the climate, and I would like to dedicate some of my personal time to tackling similar problems closer to home. If I am able to continue my service on the EQC, I hope to continue with the progress we have made on reducing the greenhouse gas emissions of our city, as we were able to help accomplish with the passage of the Reach Codes last year. In particular, we are currently working to develop a new Climate Action Plan for Menlo Park, and I would like to see the development of the plan to completion and help with the implementation of the policies that will be needed to reach the goals set in that plan.

James Payne

Digitally signed by James Payne
Date: 2020.03.05 19:03:40 -08'00'

Signature

March 5, 2020

Date

OFFICE USE ONLY:

Application received: _____

Considered by City Council: _____

Considered by City Council: _____

Considered by City Council: _____

If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____

Appointed: Yes No (Initials)

Appointed: Yes No

Appointed: Yes No

Personal information:			
Name: James Payne		Number of years as a Menlo Park resident: 4	
Resident address: [REDACTED]		City: Menlo Park	State: California Zip: 94025
Mailing address (if different):		City:	State: Zip:
Phone: 708-408-4774		Email: [REDACTED]	
Business address: [REDACTED]		City: Stanford	State: California Zip: 94305
Business phone: [REDACTED]			
How did you hear about this opportunity: <input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <small>Currently on EQC, applying for second term</small>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone: Business phone: Home phone: Email:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 10-21-2019

Commission or committee of interest: Complete Streets Commission, Environmental Quality Commission Housing Commission Library Commission Parks and Recreation Commission Planning Commission Committees/Other, Finance and Audit Control

Name: John Pimentel

Education: San Joaquin Delta Community College (AA), Univ. of CA Berkeley (BA), Harvard University (MBA)

Civic affiliations and community activities, including service on other commissions or committees:
 Menlo Atherton Little League (Coach 6 years)
 Hillview Middle School (Coach 3 years)
 Menlo Atherton High School Mentor program (3 years)
 Boys and Girls Clubs of the Peninsula College Mentor Program
 Big Brothers / Big Sisters of Sacramento (Big Brother)
 San Mateo County Civics 101 Course
 Central California Soccer League

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:
 I started my career working in the California state government and ultimately served as Deputy Secretary for Transportation from 1993-1996 where I oversaw Caltrans, CA Transportation Commission and the CA Highway Patrol (amongst other agencies). This role included working with local governments on various transportation and law enforcement initiatives. I also have a strong understanding of transportation planning, construction and financing in California. For the past 15 years I have been developing renewable energy and sustainability projects for solar, wind and on-site wastewater treatment systems. This has given me deep insight into the planning process, CEQA, climate change, the threat we face from global climate change, and the economics of sustainable infrastructure. I believe we have an overriding consideration to seek local input when making rational land use decisions that consider both immediate and long-term needs for a community. I know the commissions will require multiple evenings per month. In fact, to be done correctly I assume there will be significant reading, preparation and research to be fully informed on issues that may come before the committee or commission. I also expect to use my personal and professional relationships in the transportation and sustainability field to improve options for Menlo Park in our efforts to improve transportation, housing and sustainability.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:
 I have a particular interest and expertise in transportation, land use, housing and homelessness – and how those four issues are critically intertwined. I would like to help our community make good decisions that maintain our suburban, small town character while recognizing that we need to make significant investments in transportation and housing in order to accommodate the economic growth with which we have been blessed. I would like to pursue policies which improve our quality of life, preserve local control and allow our community to accommodate new residents who bring diversity, youth and vigor to our town. This means addressing the jobs/transportation/housing imbalances from which we currently suffer. I also believe it is within our resources and capability to end homelessness in California and believe it is morally indefensible for our affluent community to leave vulnerable people living unsheltered. It also means creating programs, policies and events which tie the community together from east to west in order to reduce the feeling of separateness created by the socio-economic differences between our neighborhoods and the physical north/south barriers created by infrastructure like Highway 101 or Caltrain. I also have government financial expertise from my early career managing a \$4.5 billion budget encompassing Caltrans, Highway Patrol and DMV and private sector experience in project finance and public company finance from starting and running several successful companies and sitting on a public company board of directors.

[Redacted Signature]

10/21/19

Signature

Date

OFFICE USE ONLY:

Application received: _____ Address verified in City Limits (if necessary): By: _____

Considered by City Council: _____ Appointed: Yes No (Initials)

Considered by City Council: _____ Appointed: Yes No

Considered by City Council: _____ Appointed: Yes No

If appointed, term ends: _____

Personal information:			
Name: John Pimentel		Number of years as a Menlo Park resident: 15	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input type="radio"/> Yes	<input type="radio"/> No

QUESTION: Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities.

ANSWER:

My background and expertise can contribute to the commission priorities in the following ways:

Priority 1: Assist in developing sustainable building policies and programs for private and public development projects. Related to development projects, my experience in ethical procurement and policy and programmatic development and implementation would support these efforts in Menlo Park. (refer to resume for more detail)

Priority 2: Develop a community-wide environmental sustainability policy with metrics to measure and evaluate progress. Having reviewed the existing sustainability policy and implementation status I feel I can help with the prioritization and trade-offs needed for Menlo Park to meet and/or adjust its goals. I have the skills, ability and collaborative personality to work with others on the commission, residents and Menlo Park staff to help collectively figure out how to best support this work.

Priority 3: Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation. My work experience has been focused on water pollution from manufacturing facilities and preventative measures, and I can provide support to the commission on this topic from a topical analytical perspective.

Priority 4: Implement Climate Action Plan. I would like to work with the other commissioners, community members and staff on strategy and help to find creative ways to effectively implement Menlo Park's CAP.

Priority 5: Maximize the urban canopy through programs and policies. I can be a solid contributor, analyzing and offering opinions on how to best maintain and grow the urban canopy in Menlo Park.

QUESTION: Describe why you want to serve on this commission or committee and what you hope to accomplish as a member.

ANSWER:

Having a career that focuses on supply chain sustainability issues at the global level I would like to take my passion, interest and experience and apply it at the local level too. I have been a resident in Menlo Park for three years and as time has gone by I have become more interested in engaging at the local level.

A recent example of this is pointing out to city councilmember candidate Jen Wolosin the potential safety issues on the path connecting Menlo Park to Palo Alto at the end of Alma Street. Not only did we talk about it, I also invited her to walk the path with me at night so she could see the potential risks. She then went on to contact city departments in both Palo Alto and Menlo Park to address this issue.

Similarly, I want to use my role as a commissioner to work collaboratively and proactively to implement existing plans while also looking for opportunities for the city of Menlo Park to use its limited resources to achieve maximum results. As we look at the areas the commission is responsible for, we need to consider things like ethical clauses in procurement contracts and how to continue to collaborate and find creative solutions to the sustainability challenges that we all face as residents here.

Personal information:			
Name: Desta A. Raines		Number of years as a Menlo Park resident: 2 years	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address: [REDACTED]	City: Oakland	State: CA	Zip: 94612
Business phone: [REDACTED]			
How did you hear about this opportunity: <input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>Jen Wolosin, city council candidate</u>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

DESTA A. RAINES

Summary of Qualifications

A proven professional who successfully designs and implements transformational programmatic and policy approaches focused on sustainability and corporate social responsibility for global organizations

- ◆ Collaborative leader
- ◆ Detailed and organized
- ◆ Cost efficient
- ◆ Outcomes focused

Experience

FAIR TRADE USA, OAKLAND, CA

Senior Director, Factory Support Services, Apparel & Home Goods Jan 2018-present

- ◆ Leading the successful revamping and rollout of all operational aspects related to the delivery and scaling of Fair Trade USA's global Factory Support Services program in 15 countries for the Apparel & Home Goods category. Includes global talent management and expansion, process design, tools, training, policy formation and strategic stakeholder engagement.
- ◆ Service redesign has led to a 50% reduction of on boarding times for new factories and has generated significant cost savings for Fair Trade USA.
- ◆ In charge of a 12-person team, budget and defining and delivering on strategic targets.
- ◆ Work closely with brand partners such as Target, West Elm, Patagonia, PrAna, JCREW and others to ensure they and their factories are engaged and benefitting from the Fair Trade factory program.

APPLE, INC., CUPERTINO, CA

Human Rights & External Engagement, Supplier Responsibility

Feb 2016-Jan 2018

Labor & Human Rights Manager, Supplier Responsibility

Apr 2012-Feb 2016

- ◆ Developed Apple's international Labor & Human Rights (LHR) approach focused on supply chain. Targeted areas included: trafficking and bonded labor; conflict minerals; responsible sourcing of materials; working hours; student and child labor; worker engagement; ethical recruitment and more.
- ◆ Propelled Apple's global recognition as a leader in labor rights and conflict free minerals.
- ◆ Created the first-ever engagement approach at Apple focused on supply chain, including outreach to national governments, NGO's, multi-lateral organizations, socially responsible investment funds, businesses and unions.
- ◆ Responsible for a multi-million dollar budget and 11-person team in the US and China.

THE JONES GROUP, BRISTOL, PA

Compliance Manager

Mar 2005-Feb 2012

- ◆ Oversaw all aspects of the Jones Group's factory monitoring program globally.
- ◆ Created curriculum and delivered training for factories, agents, key stakeholders and internal staff.
- ◆ Managed an international worker-manager pilot training program in partnership with the Solidarity Center (AFL-CIO) in Guatemala, Thailand and Cambodia.

- ◆ Presented on trade and labor issues at international conferences, universities and events at the United Nations, World Bank, US State Department, American Bar Association, etc.

SOCIAL ACCOUNTABILITY INTERNATIONAL, NEW YORK, NY

Corporate Involvement Program Manager

Jan 2004-Mar 2005

Vietnam Director

Nov 2002-Mar 2005

Communications & Vietnam Program Manager

Apr 2001-Nov 2002

- ◆ Directed an innovative US State Department-funded program that used the SA8000 voluntary workplace standard to improve labor conditions and promote rule of law and economic development in Vietnam.
- ◆ Delivered assessment services to review company's supply chain management systems. Included development of auditing protocols, headquarters and field visits, multi-stakeholder panel review of findings and public reporting analysis for companies like Timberland, Gap, McDonald's and Toys "R" Us.

THE AMERICAN CHAMBER OF COMMERCE IN VIETNAM, HANOI

Executive Director

Jul 1997-Apr 1999

- ◆ Represented American business interests at meetings and events with US, Vietnam and other governments' officials, trade delegations, and multilateral institutions. This included speaking to the media and presenting at events, participating on behalf of Vietnam in APCAC (the Asia Pacific Council of American Chambers of Commerce) and lobbying and liaising with Congressional and Administration representatives in Washington, DC.
- ◆ Advised new-to-market companies on Vietnam's potential, including market entry and business partnership opportunities.
- ◆ Increased chamber of commerce membership by 50 percent, despite the negative impact of the regional economic crisis, by developing customized services and programs.

Leadership & Boards

- ◆ **Top 100 Corporate Social Responsibility Influence Leaders 2019.** Recognized for efforts to establish and improve CSR programs globally.
- ◆ **Certified Sustainability CSR Practitioner.** Certification required course work and establishing a two year sustainability strategy for Fair Trade USA.
- ◆ **Leading Women in Technology (LWT), WILPower Ring Leader.** The WILPower program accelerates women's leadership profile, potential and impact.
- ◆ **Slavery & Trafficking Risk Template Development Committee.** Member of this multi-stakeholder consortium focused on the eradication of human trafficking and modern slavery from supply chains around the world.
- ◆ **Pacific Links Foundation, Advisor.** Pacific Links focuses on youth development and trafficking prevention in Vietnam and surrounding countries.
- ◆ **Responsible Sourcing Network (RSN), Advisory Board Member.** RSN is dedicated to ending human rights abuses and forced labor in raw materials supply chains including cotton and minerals.
- ◆ **National Advisory Committee for Labor Provisions of US Free Trade Agreements.** Appointed by the US Secretary of Labor 2015-2017.
- ◆ **Volunteer Lead, Apple's Global Volunteer Program.** Served as the first volunteer lead from planning through implementation for Apple's inaugural volunteer program.

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: March 7 2020

Commission or committee of interest: Finance & Audit Committee and Planning Commission

Name: Theo Keet

Education: Degree in Finance and Accounting; CPA

Civic affiliations and community activities, including service on other commissions or committees:
 Retirement activities

- Serving as Chair of the Board of Director of the Pacific Art League of Palo Alto since 2014.
- Serving as mentor at the St Clara University program for Global Social Benefit Incubator since 2010.
- Serving as Treasurer and President of the Rotary Club of Menlo Park since 2015.
- Serving on the Menlo Park Environmental Quality Commission in early 2000's.

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:
 Finance and Audit Committee:
 Support the City Controller in maintaining adequate internal controls and safeguarding proper financial reporting
 Planning Commission:
 Approving real estate developments, remodeling and renovation in line with the City overall guidelines and securing an overall aesthetic and cohesive presentation

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:
 For either function my objective is to serve my community and contribute to the wellbeing and resident's focus development of the City


 Signature

March 7 2020
 Date

OFFICE USE ONLY:

Application received: _____

Considered by City Council: _____

Considered by City Council: _____

Considered by City Council: _____

If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
 (Initials)

Appointed: Yes No

Appointed: Yes No

Appointed: Yes No

Personal information:			
Name: Theo Keet		Number of years as a Menlo Park resident: 27	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address: retired	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone:	<input type="radio"/> Yes <input type="radio"/> No
		Business phone:	<input type="radio"/> Yes <input type="radio"/> No
		Home phone:	<input type="radio"/> Yes <input type="radio"/> No
		Email:	<input type="radio"/> Yes <input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 10-21-2019

Commission or committee of interest: Complete Streets Commission, Environmental Quality Commission Housing Commission Library Commission Parks and Recreation Commission Planning Commission Committees/Advisers, Finance and Audit Control

Name: John Pimentel

Education: San Joaquin Delta Community College (AA), Univ. of CA Berkeley (BA), Harvard University (MBA)

Civic affiliations and community activities, including service on other commissions or committees:

- Menlo Atherton Little League (Coach 6 years)
- Hillview Middle School (Coach 3 years)
- Menlo Atherton High School Mentor program (3 years)
- Boys and Girls Clubs of the Peninsula College Mentor Program
- Big Brothers / Big Sisters of Sacramento (Big Brother)
- San Mateo County Civics 101 Course
- Central California Soccer League

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

I started my career working in the California state government and ultimately served as Deputy Secretary for Transportation from 1993-1996 where I oversaw Caltrans, CA Transportation Commission and the CA Highway Patrol (amongst other agencies). This role included working with local governments on various transportation and law enforcement initiatives. I also have a strong understanding of transportation planning, construction and financing in California. For the past 15 years I have been developing renewable energy and sustainability projects for solar, wind and on-site wastewater treatment systems. This has given me deep insight into the planning process, CEQA, climate change, the threat we face from global climate change, and the economics of sustainable infrastructure. I believe we have an overriding consideration to seek local input when making rational land use decisions that consider both immediate and long-term needs for a community. I know the commissions will require multiple evenings per month. In fact, to be done correctly I assume there will be significant reading, preparation and research to be fully informed on issues that may come before the committee or commission. I also expect to use my personal and professional relationships in the transportation and sustainability field to improve options for Menlo Park in our efforts to improve transportation, housing and sustainability.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I have a particular interest and expertise in transportation, land use, housing and homelessness – and how those four issues are critically intertwined. I would like to help our community make good decisions that maintain our suburban, small town character while recognizing that we need to make significant investments in transportation and housing in order to accommodate the economic growth with which we have been blessed. I would like to pursue policies which improve our quality of life, preserve local control and allow our community to accommodate new residents who bring diversity, youth and vigor to our town. This means addressing the jobs/transportation/housing imbalances from which we currently suffer. I also believe it is within our resources and capability to end homelessness in California and believe it is morally indefensible for our affluent community to leave vulnerable people living unsheltered. It also means creating programs, policies and events which tie the community together from east to west in order to reduce the feeling of separateness created by the socio-economic differences between our neighborhoods and the physical north/south barriers created by infrastructure like Highway 101 or Caltrain. I also have government financial expertise from my early career managing a \$4.5 billion budget encompassing Caltrans, Highway Patrol and DMV and private sector experience in project finance and public company finance from starting and running several successful companies and sitting on a public company board of directors.

10/21/19

Signature

Date

OFFICE USE ONLY:

Application received: _____
 Considered by City Council: _____
 Considered by City Council: _____
 Considered by City Council: _____
 If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
 Appointed: Yes No (Initials)
 Appointed: Yes No
 Appointed: Yes No

Personal information:			
Name: John Pimentel		Number of years as a Menlo Park resident: 15	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone [REDACTED]	Email [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input type="radio"/> Yes	<input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: April 7, 2018

Commission or committee of interest: Finance and Audit Committee

Name: Roger Royse

Education: BSBA, JD, LL.M

Civic affiliations and community activities, including service on other commissions or committees:

Member of Menlo Park General Plan Advisory Committee (2016-2017)

Past President of Palo Alto Area Bar Association

Tax Attorney and founder of Royse Law Firm, PC, a 30 lawyer Menlo Park tax and business law firm

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

I understand that the committee facilitates the city's financial reporting and assists in reviewing the financial audit and the investment portfolio. As a member of numerous boards, tax lawyer and also a CPA (not licensed in California) I have experience with financial reporting as well as investment and can help communicate audit results and accounting processes to the community.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I would like have a role in the city's financial audit and processes and I hope to assist the committee in fairly presenting the city's financial position to the public

Roger Royse

Signature

April 7, 2018

Date

OFFICE USE ONLY:

Application received: _____

Considered by City Council: _____

Considered by City Council: _____

Considered by City Council: _____

If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____

Appointed: Yes No (Initials)

Appointed: Yes No

Appointed: Yes No

Personal information:			
Name: Roger Royse		Number of years as a Menlo Park resident: 18	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different): [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Phone: [REDACTED]	Email: [REDACTED]		
Business address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Business phone: [REDACTED]			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>from Soody Tronson</u>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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Date: 10-21-2019

Commission or committee of interest: Complete Streets Commission, Environmental Quality Commission Housing Commission Library Commission Parks and Recreation Commission Planning Commission Committees/Advisers, Finance and Audit Control

Name: John Pimentel

Education: San Joaquin Delta Community College (AA), Univ. of CA Berkeley (BA), Harvard University (MBA)

Civic affiliations and community activities, including service on other commissions or committees:
 Menlo Atherton Little League (Coach 6 years)
 Hillview Middle School (Coach 3 years)
 Menlo Atherton High School Mentor program (3 years)
 Boys and Girls Clubs of the Peninsula College Mentor Program
 Big Brothers / Big Sisters of Sacramento (Big Brother)
 San Mateo County Civics 101 Course
 Central California Soccer League

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:
 I started my career working in the California state government and ultimately served as Deputy Secretary for Transportation from 1993-1996 where I oversaw Caltrans, CA Transportation Commission and the CA Highway Patrol (amongst other agencies). This role included working with local governments on various transportation and law enforcement initiatives. I also have a strong understanding of transportation planning, construction and financing in California. For the past 15 years I have been developing renewable energy and sustainability projects for solar, wind and on-site wastewater treatment systems. This has given me deep insight into the planning process, CEQA, climate change, the threat we face from global climate change, and the economics of sustainable infrastructure. I believe we have an overriding consideration to seek local input when making rational land use decisions that consider both immediate and long-term needs for a community. I know the commissions will require multiple evenings per month. In fact, to be done correctly I assume there will be significant reading, preparation and research to be fully informed on issues that may come before the committee or commission. I also expect to use my personal and professional relationships in the transportation and sustainability field to improve options for Menlo Park in our efforts to improve transportation, housing and sustainability.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:
 I have a particular interest and expertise in transportation, land use, housing and homelessness – and how those four issues are critically intertwined. I would like to help our community make good decisions that maintain our suburban, small town character while recognizing that we need to make significant investments in transportation and housing in order to accommodate the economic growth with which we have been blessed. I would like to pursue policies which improve our quality of life, preserve local control and allow our community to accommodate new residents who bring diversity, youth and vigor to our town. This means addressing the jobs/transportation/housing imbalances from which we currently suffer. I also believe it is within our resources and capability to end homelessness in California and believe it is morally indefensible for our affluent community to leave vulnerable people living unsheltered. It also means creating programs, policies and events which tie the community together from east to west in order to reduce the feeling of separateness created by the socio-economic differences between our neighborhoods and the physical north/south barriers created by infrastructure like Highway 101 or Caltrain. I also have government financial expertise from my early career managing a \$4.5 billion budget encompassing Caltrans, Highway Patrol and DMV and private sector experience in project finance and public company finance from starting and running several successful companies and sitting on a public company board of directors.

10/21/19

Signature

Date

OFFICE USE ONLY:

Application received: _____ Address verified in City Limits (if necessary): By: _____

Considered by City Council: _____ Appointed: Yes No (Initials)

Considered by City Council: _____ Appointed: Yes No

Considered by City Council: _____ Appointed: Yes No

If appointed, term ends: _____

Personal information:			
Name: John Pimentel		Number of years as a Menlo Park resident: 15	
Resident address: [REDACTED]		City: Menlo Park	State: CA Zip: 94025
Mailing address (if different):		City:	State: Zip:
Phone: 650-269-8933		Email: [REDACTED]	
Business address:		City:	State: Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone:	<input checked="" type="radio"/> Yes <input type="radio"/> No
		Business phone:	<input type="radio"/> Yes <input type="radio"/> No
		Home phone:	<input type="radio"/> Yes <input type="radio"/> No
		Email:	<input type="radio"/> Yes <input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 05/05/20

Commission or committee of interest: LIBRARY COMMISSION

Name: SUKANYA GUHA

Education: BSc. VISUAL COMMUNICATION ; MULTIPLE SUBJECTS TEACHING CREDENTIAL

Club affiliations and community activities, including service on other commissions or committees.

I was a part of Literacy in the classroom and garden (k-3) a few years ago in Mountain View and saw the amount of benefits associated with the outdoor part of the program, as well as the indoor part.

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal opportunity or professional experience relate to these responsibilities.

The commission is responsible for the maintenance and protection of the city libraries, improvement of services and acquisition of materials. Being a teacher I would be really interested in adding to the various literacy programs and also brainstorming and coming up with new programs to benefit students.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member.

I believe that learning never ends. Books can take everybody to a different world and being a teacher I feel its important for children to have full access to the library and its programs. I would love to come up with programs catering to the children of the district.

Signature:

Date: 05/05/20

OFFICE USE ONLY:

Application received _____	Address verified in City Limits (if necessary): <input type="checkbox"/> By _____
Considered by City Council _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If appointed, term ends: _____	

Personal information:			
Name: SUKANYA GUHA	Number of years as a Menlo Park resident: 6		
Resident address: [REDACTED]	City: MENLO PARK	State: CA	Zip: 94025
Mailing address (if different): [REDACTED]	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City: JP	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> City website	
<input type="checkbox"/> Nextdoor	<input type="checkbox"/> Patch.com	<input type="checkbox"/> Other _____	
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone:	<input checked="" type="radio"/> Yes <input type="radio"/> No
		Business phone:	<input type="radio"/> Yes <input type="radio"/> No
		Home phone:	<input type="radio"/> Yes <input type="radio"/> No
		Email:	<input checked="" type="radio"/> Yes <input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 4-7-2020

Commission or committee of interest: Library Commission

Name: Katie Hadrovic

Education: LAW SCHOOL GRADUATE

Civic affiliations and community activities, including service on other commissions or committees:

I have served on the Library Commission since 2018.

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

The library commission holds monthly public meetings and also attends community events related to the library whenever feasible. We take public comments and work towards completing our work plan and assuring the library is meeting community needs.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I have been on the library commission for 2 years, serving as the Chair of the commission for the past year. I believe we play an important role in assuring that the community needs are heard, communicated to the City Council and met by the service of the library. I am proud of the work the commission has done related to the building of a new Belle Haven branch and services offered at both branches and I hope to continue to do this vital work going forward.

Date 4/7/2020

OFFICE USE ONLY:

Application received: _____
Considered by City Council: _____
Considered by City Council: _____
Considered by City Council: _____
If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
Appointed: Yes No (Initials)
Appointed: Yes No
Appointed: Yes No

Personal Information:			
Name: <i>Kate Hadrovic</i>	Number of years as a Menlo Park resident:		
Resident address: [REDACTED]	City: <i>Menlo Park</i>	State: <i>CA</i>	Zip: <i>94025</i>
Mailing address: [REDACTED]	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website			
<input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
	Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 10-21-2019

Commission or committee of interest: Complete Streets Commission, Environmental Quality Commission Housing Commission Library Commission Parks and Recreation Commission Planning Commission Committees/Other, Finance and Audit Control

Name: John Pimentel

Education: San Joaquin Delta Community College (AA), Univ. of CA Berkeley (BA), Harvard University (MBA)

Civic affiliations and community activities, including service on other commissions or committees:
 Menlo Atherton Little League (Coach 6 years)
 Hillview Middle School (Coach 3 years)
 Menlo Atherton High School Mentor program (3 years)
 Boys and Girls Clubs of the Peninsula College Mentor Program
 Big Brothers / Big Sisters of Sacramento (Big Brother)
 San Mateo County Civics 101 Course
 Central California Soccer League

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:
 I started my career working in the California state government and ultimately served as Deputy Secretary for Transportation from 1993-1996 where I oversaw Caltrans, CA Transportation Commission and the CA Highway Patrol (amongst other agencies). This role included working with local governments on various transportation and law enforcement initiatives. I also have a strong understanding of transportation planning, construction and financing in California. For the past 15 years I have been developing renewable energy and sustainability projects for solar, wind and on-site wastewater treatment systems. This has given me deep insight into the planning process, CEQA, climate change, the threat we face from global climate change, and the economics of sustainable infrastructure. I believe we have an overriding consideration to seek local input when making rational land use decisions that consider both immediate and long-term needs for a community. I know the commissions will require multiple evenings per month. In fact, to be done correctly I assume there will be significant reading, preparation and research to be fully informed on issues that may come before the committee or commission. I also expect to use my personal and professional relationships in the transportation and sustainability field to improve options for Menlo Park in our efforts to improve transportation, housing and sustainability.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:
 I have a particular interest and expertise in transportation, land use, housing and homelessness – and how those four issues are critically intertwined. I would like to help our community make good decisions that maintain our suburban, small town character while recognizing that we need to make significant investments in transportation and housing in order to accommodate the economic growth with which we have been blessed. I would like to pursue policies which improve our quality of life, preserve local control and allow our community to accommodate new residents who bring diversity, youth and vigor to our town. This means addressing the jobs/transportation/housing imbalances from which we currently suffer. I also believe it is within our resources and capability to end homelessness in California and believe it is morally indefensible for our affluent community to leave vulnerable people living unsheltered. It also means creating programs, policies and events which tie the community together from east to west in order to reduce the feeling of separateness created by the socio-economic differences between our neighborhoods and the physical north/south barriers created by infrastructure like Highway 101 or Caltrain. I also have government financial expertise from my early career managing a \$4.5 billion budget encompassing Caltrans, Highway Patrol and DMV and private sector experience in project finance and public company finance from starting and running several successful companies and sitting on a public company board of directors.

[Redacted Signature]

10/21/19

Signature

Date

OFFICE USE ONLY:

Application received: _____ Address verified in City Limits (if necessary): By: _____

Considered by City Council: _____ Appointed: Yes No (Initials)

Considered by City Council: _____ Appointed: Yes No

Considered by City Council: _____ Appointed: Yes No

If appointed, term ends: _____

Personal information:			
Name: John Pimentel		Number of years as a Menlo Park resident: 15	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input type="radio"/> Yes	<input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 3/19/2020

Commission or committee of interest: Library Commission

Name: Yen Tran

Education: Bachelor's in English; Bachelor's in Art History; Masters Library and Information Science


Civic affiliations and community activities, including service on other commissions or committees:

Currently I have no civic affiliations or community activities. I was hoping that this would be the beginning of my participation (and contributions) to the community in which I am part of.

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

It is my understanding that the Library Commission is an advisory group to the City Council, providing a voice on library and library systems maintenance and operations. I believe that my professional experience as an academic librarian for the last 12 years (I am currently a librarian at San Jose State University) will contribute to the Library Commission's work in advising City Council on improving or enhancing, library activities, collections and acquisitions, and services. I will also provide a unique

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

Signature 

3/19/2020

Date

OFFICE USE ONLY:

Application received: _____
Considered by City Council: _____
Considered by City Council: _____
Considered by City Council: _____
If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
Appointed: Yes No (Initials)
Appointed: Yes No
Appointed: Yes No

Personal information:			
Name:	Number of years as a Menlo Park resident: 3.5 years		
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity: <input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>Someone I know</u>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 3.27.20

Commission or committee of interest: Planning Commission

Name: Andrew Barnes

Education: MBA - Waseda 早稲田大学大学院 (Tokyo), BA - Penn State University

Civic affiliations and community activities, including service on other commissions or committees:

MP Planning Commission, Chair - Current
SamTrans - Citizens Advisory Committee (CAC), Chair - Current
MP Transportation Master Plan Oversight and Outreach Committee, Member - Current
MP Environmental Quality Commission, Commissioner - Previous

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

In my experience, responsibilities are primarily related to land use, policies, environmental impacts and architectural review for development. Professionally I work for the County of Santa Clara in the Office of Supportive Housing (OSH) as its Senior Housing Development Officer. OSH is the lead agency for the County's Affordable Housing Bond and is on track to build \$3.75 billion in affordable housing throughout Santa Clara County serving the neediest in the community.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

During my service I hope that I've been informed and reasoned in my decision making. My hope is that I could continue to be of service by being re-appointed for a second term. Land use issues underpin our daily lives and I'd appreciate the opportunity to apply thoughtful execution to existing policies and forward-looking thinking to new policies.

3.27.20

Signature

Date

OFFICE USE ONLY:

Application received: _____
Considered by City Council: _____
Considered by City Council: _____
Considered by City Council: _____
If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
Appointed: Yes No (Initials)
Appointed: Yes No
Appointed: Yes No

Personal information:			
Name:	Number of years as a Menlo Park resident: 10		
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address: [REDACTED]	City: San Jose	State: CA	Zip: 95131
Business phone: [REDACTED]			
How did you hear about this opportunity: <input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>Current Planning Commission member</u>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input type="radio"/> Yes	<input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: March 7 2020

Commission or committee of interest: Finance & Audit Committee and Planning Commission

Name: Theo Keet

Education: Degree in Finance and Accounting; CPA

Civic affiliations and community activities, including service on other commissions or committees:
 Retirement activities

- Serving as Chair of the Board of Director of the Pacific Art League of Palo Alto since 2014.
- Serving as mentor at the St Clara University program for Global Social Benefit Incubator since 2010.
- Serving as Treasurer and President of the Rotary Club of Menlo Park since 2015.
- Serving on the Menlo Park Environmental Quality Commission in early 2000's.

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:
 Finance and Audit Committee:
 Support the City Controller in maintaining adequate internal controls and safeguarding proper financial reporting
 Planning Commission:
 Approving real estate developments, remodeling and renovation in line with the City overall guidelines and securing an overall aesthetic and cohesive presentation

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:
 For either function my objective is to serve my community and contribute to the wellbeing and resident's focus development of the City


 Signature

March 7 2020
 Date

OFFICE USE ONLY:

Application received: _____

Considered by City Council: _____

Considered by City Council: _____

Considered by City Council: _____

If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
 (Initials)

Appointed: Yes No

Appointed: Yes No

Appointed: Yes No

Personal information:			
Name: Theo Keet		Number of years as a Menlo Park resident: 27	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address: retired	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone:	<input type="radio"/> Yes <input type="radio"/> No
		Business phone:	<input type="radio"/> Yes <input type="radio"/> No
		Home phone:	<input type="radio"/> Yes <input type="radio"/> No
		Email:	<input type="radio"/> Yes <input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 10-21-2019

Commission or committee of interest: Complete Streets Commission, Environmental Quality Commission Housing Commission Library Commission Parks and Recreation Commission Planning Commission Committees/Other, Finance and Audit Control

Name: John Pimentel

Education: San Joaquin Delta Community College (AA), Univ. of CA Berkeley (BA), Harvard University (MBA)

Civic affiliations and community activities, including service on other commissions or committees:

- Menlo Atherton Little League (Coach 6 years)
- Hillview Middle School (Coach 3 years)
- Menlo Atherton High School Mentor program (3 years)
- Boys and Girls Clubs of the Peninsula College Mentor Program
- Big Brothers / Big Sisters of Sacramento (Big Brother)
- San Mateo County Civics 101 Course
- Central California Soccer League

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

I started my career working in the California state government and ultimately served as Deputy Secretary for Transportation from 1993-1996 where I oversaw Caltrans, CA Transportation Commission and the CA Highway Patrol (amongst other agencies). This role included working with local governments on various transportation and law enforcement initiatives. I also have a strong understanding of transportation planning, construction and financing in California. For the past 15 years I have been developing renewable energy and sustainability projects for solar, wind and on-site wastewater treatment systems. This has given me deep insight into the planning process, CEQA, climate change, the threat we face from global climate change, and the economics of sustainable infrastructure. I believe we have an overriding consideration to seek local input when making rational land use decisions that consider both immediate and long-term needs for a community. I know the commissions will require multiple evenings per month. In fact, to be done correctly I assume there will be significant reading, preparation and research to be fully informed on issues that may come before the committee or commission. I also expect to use my personal and professional relationships in the transportation and sustainability field to improve options for Menlo Park in our efforts to improve transportation, housing and sustainability.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I have a particular interest and expertise in transportation, land use, housing and homelessness – and how those four issues are critically intertwined. I would like to help our community make good decisions that maintain our suburban, small town character while recognizing that we need to make significant investments in transportation and housing in order to accommodate the economic growth with which we have been blessed. I would like to pursue policies which improve our quality of life, preserve local control and allow our community to accommodate new residents who bring diversity, youth and vigor to our town. This means addressing the jobs/transportation/housing imbalances from which we currently suffer. I also believe it is within our resources and capability to end homelessness in California and believe it is morally indefensible for our affluent community to leave vulnerable people living unsheltered. It also means creating programs, policies and events which tie the community together from east to west in order to reduce the feeling of separateness created by the socio-economic differences between our neighborhoods and the physical north/south barriers created by infrastructure like Highway 101 or Caltrain. I also have government financial expertise from my early career managing a \$4.5 billion budget encompassing Caltrans, Highway Patrol and DMV and private sector experience in project finance and public company finance from starting and running several successful companies and sitting on a public company board of directors.

Signature

10/21/19

Date

OFFICE USE ONLY:

Application received: _____
 Considered by City Council: _____
 Considered by City Council: _____
 Considered by City Council: _____
 If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
 Appointed: Yes No (Initials)
 Appointed: Yes No
 Appointed: Yes No

Personal information:			
Name: John Pimentel		Number of years as a Menlo Park resident: 15	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input type="radio"/> Yes	<input type="radio"/> No

COMMISSION & COMMITTEE APPLICATION

City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.	
Date:	21 Feb 2016
Commission or Committee of Interest:	Planning
Name:	Henry Riggs
Education:	BFA, BArch
Civic affiliations and community activities, including service on other commissions or committees:	Lorelei HOA, Habitat for Humanity board, Chair No on M, previous planning commissioner
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:	to review projects for architectural control and use permits, assist staff and council with zoning and long range planning, act on variance requests and review EIR and other conformance documents with applications
Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:	Hope to add insight particularly into use permit reviews, zoning updates and potential guidelines for applicants.

[Redacted Signature]

21 February 2016

Date

OFFICE USE ONLY:

Application Received: _____
Considered by City Council: _____
Considered by City Council: _____
Considered by City Council: _____
If Appointed Term ends: _____

Address Verified in City Limits: By: _____ (Initials)
Appointed: Yes No
Appointed: Yes No
Appointed: Yes No

Personal Information:			
Name: Henry Riggs	Number of years as a Menlo Park resident: 18		
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address: same	City:	State:	Zip:
Business Phone: [REDACTED]			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>council member</u>			
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business Phone:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: March 7, 2020

Commission or committee of interest: Planning Commission

Name: Jeff Schmidt

Education: San Jose State University, Bachelor's Degree

Civic affiliations and community activities, including service on other commissions or committees:

I'm currently the CEO of Ignited, a 35-year old education nonprofit that is very active in communities all across the Bay Area. I'm also a member of the SVO (San Jose) Chamber of Commerce and participating on their Education committee. I'm a regular community volunteer on projects like Habitat for Humanity, Loaves and Fishes and local community cleanup projects. And before taking my current role seven months ago, I was a member of the Silicon Valley Leadership Group's Housing and Education committees where I got to work on many of the same issues faced by the Menlo Park Planning Commission.

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

The commission plays a critical role in creating and implementing Menlo Park's General Plan. I see the commission's focus as listening to the community, debating a wide variety of options and deciding on the critical issues and trade-offs required for the city's use of land. The commission also heavily influences development processes and permitting for the city, helps with issues around rezoning and protects the environment by balancing the economic needs of the business community with the social and environmental impacts of proposed developments and re-developments.

My professional and community experiences fit well with the responsibilities of the commission.

Professional - In my 25+ years of corporate experience, I've held a variety of senior leadership roles that required strategic planning, collaboration, discipline in implementation and relationship building. I'll also bring many years of experience in communicating with a wide variety of stakeholders to understand, persuade and mobilize them to action. In my current role as CEO of Ignited, I'm using all of those skills to build an education / corporate coalition that improves STEM planning and resourcing, in partnership with The Tech Interactive, the 9 County Offices of Education, Catholic Charities, SVLG and Higher Education institutions like Foothill College, CSU East Bay and SJSU. I believe my experiences related to planning, implementation, relationship and coalition building will all be valuable additions to the committee.

Community - Based on spending two years as a member of the Housing Committee of the Silicon Valley Leadership Group, I'm also able to bring relevant direct experience to the Planning Commission. Many local developers presented projects to our committee and we debated and discussed issues of land use, zoning, streamlining the development process with city government and assessing community and environmental impacts of the development projects.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I believe the Planning Commission has one of the most critical functions in our community. Deciding how we use our limited resources in a sustainable and responsible way is important to ensure we continue to preserve a high quality of life in Menlo Park for our children and grandchildren. That requires commission members to support the economic engine we've built in Silicon Valley, but balance it with the needs of the overall community and a wide variety of stakeholders. I care about these issues and helping maintain that balance, and as part of the commission, I feel like I can have a direct and meaningful impact.

There are three main things I'd want to accomplish as a member of the Planning Commission

- 1) Continue the successful implementation of the General Plan. The General Plan has been a powerful guide to help the commission strike the right balance among a wide range of stakeholders and their interests. I'd like to be an active part of that work and can help by forging strong relationships with commission members, community stakeholders and the business community. With my background in strategic planning, operations, coalition building, communications and community service, I have some valuable experiences and skills to bring to the commission's work.
- 2) Strengthen developer relationships. Some of the most critical relationships to cultivate locally are with the developers and construction firms working on various projects. Understanding their needs, balancing multiple viewpoints and finding common ground are all important. One part of my work at Ignited is helping the construction industry work with teachers and schools to understand the industry and build their local workforces. I can bring those ongoing experiences and relationships to the work of the Planning Commission to ensure strong partnerships in service of the city and its needs.
- 3) Help engage the community. I've had many years of communications and marketing experience and would love to bring those skills to the commission to help engage the community. Engaging more Menlo Park residents in the work of the city and the Planning Commission is an ongoing effort and I'd love to help. That could range from helping residents understand the rationale behind key decisions to creating more outreach mechanisms for the business community. I'd enjoy supporting community workshops, hosting open discussions with leaders and helping with communication campaigns as needed.

I'm excited about the opportunity to contribute to the committee and appreciate your consideration.

Jeff Schmidt



Signature

March 8, 2020

Date

OFFICE USE ONLY:

Application received: _____

Considered by City Council: _____

Considered by City Council: _____

Considered by City Council: _____

If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____

Appointed: Yes No (Initials)

Appointed: Yes No

Appointed: Yes No

Personal information:			
Name: Jeff Schmidt		Number of years as a Menlo Park resident: 5 months	
Resident address: [REDACTED]		City: Menlo Park	State: CA Zip: 94025
Mailing address (if different): same		City:	State: Zip:
Phone: [REDACTED]		Email: [REDACTED]	
Business address: [REDACTED]		City: Santa Clara	State: CA Zip: 95051
Business phone: [REDACTED]			
<p>How did you hear about this opportunity:</p> <input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone: Business phone: Home phone: Email:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: August 14, 2019

Commission or committee of interest: Park & Recreation

Name: Joyce Friedrichs

Education: BS Education

Civic affiliations and community activities, including service on other commissions or committees:

I have not served on any city committees or commissions, but I have been very active in the Environmental Volunteers, an educational non-profit, for the past 37 years. I have served on the board for a total of 15 years and have been board chair or co-chair for six years. I also serve on three different committees with Environmental Volunteers. I am a docent at Jasper Ridge Biological Preserve (Stanford) and I also am a mentor for the non-profit Peninsula Bridge. I was a classroom volunteer in my children's schools in Menlo Park, was on site councils and was on the Jeanie Ritchie Grant Committee in the Menlo Park School District. I was very involved in the parent community when my children were at Menlo-Atherton High School.

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

The Park & Recreation Committee strives to respect and affirm diversity in the community by providing high quality, inclusive programs and services that meet the needs of all community members. The committee needs to focus on financial responsibility, programmatic excellence, preservation of open spaces and parklands, positive community relations with the City Council and local schools, solid partnerships, and serving a diverse community.

I am an "outdoors" person who loves and appreciates all recreational spaces. I have frequented our local parks in the 40 years I have lived in Menlo Park. I so value the programs we provide for the community. I am keenly aware that we need to afford services for all members of our ever-changing community. My background in various aspects of education provides a healthy perspective on what's possible for children and adults.

In my career I worked on teams and held leadership roles. These experiences have given me a healthy perspective on what it means to be a team player and to lead. As an Environmental Volunteers board member and board chair I have been involved with the financial health of the organization, with the program offerings, I've worked with diverse communities and have been instrumental in the overall health of the organization.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I love living in Menlo Park. I think it's a wonderful community. Parts of what makes us such a strong community are the services we provide, the open space, and the recreational opportunities available to us. I feel deeply that because our community is diverse we need to be especially diligent about making sure we are serving all of our constituents. It's important to me that I contribute to our community and being on the Park and Recreation Committee is one way to do this. Personally, I want to find productive, interesting and useful ways to spend my time, and I would like to get to know other people who share my values. I am keenly aware that spending time outdoors (the parks part) and participating in a variety of activities (the recreation part) are essential to healthy people and a healthy community.

Regarding what I hope to accomplish, I would like to be a part of making sure we serve our community well. I feel that with my professional and volunteer experience I can contribute to a strong park and recreation committee. I am a team player, I listen well and I care.

Joyce Friedrichs

Digitally signed by Joyce Friedrichs
 Date: 2019.08.14 12:17:03 -0700

Signature

August 14, 2019

Date

OFFICE USE ONLY:

Application received: _____
 Considered by City Council: _____
 Considered by City Council: _____
 Considered by City Council: _____
 If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
 Appointed: Yes No (Initials)
 Appointed: Yes No
 Appointed: Yes No

Personal information:			
Name: Joyce Friedrichs		Number of years as a Menlo Park resident: 41	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity: <input checked="" type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 04/12/2018

Commission or committee of interest: LIBRARY COMMISSION

Name: SUKANYA GUHA

Education: BSc. VISUAL COMMUNICATIONS; MULTIPLE SUBJECTS TEACHING CREDENTIAL (K-8)

Civic affiliations and community activities, including service on other commissions or committees:

- USED TO VOLUNTEER FOR LITERACY IN THE CLASSROOM & GARDEN (CASTRO ELEMENTARY SCHOOL IN MOUNTAIN VIEW)
- ADVISORY BOARD MEMBER (NEW BEGINNINGS PRESCHOOL IN MENLO PARK)

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

I UNDERSTAND THAT THE COMMISSION WILL BE RESPONSIBLE TO IMPROVE AND PROTECT THE LIBRARY SERVICE; ACQUIRE NEW MATERIALS; OFFER LITERACY & ENGLISH AS SECOND LANGUAGE PROGRAMS FOR PEOPLE WHO NEED THEM. AS A TEACHER I HAVE WORKED WITH ESL STUDENTS AND

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

LIBRARIES HELP BRING THE COMMUNITY TOGETHER. BOOKS HELP US THINK AND COMMUNICATE OUR IDEAS OR A MESSAGE TO OTHERS. I BELIEVE VOLUNTEERS HELP MAKE OUR COMMUNITY STRONGER AND OUR CITY BETTER. AS A TEACHER MY LOVE FOR READING IS VAST AND I WOULD LOVE AN OPPORTUNITY TO PASS IT DOWN TO OTHERS AS WELL.

[Redacted Signature]

Signature

04/12/2018
Date

OFFICE USE ONLY:	
Application received: _____	Address verified in City Limits (if necessary): <input type="checkbox"/> By: _____
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No (Initials)
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If appointed, term ends: _____	

20171101 JVH

Personal information:			
Name: SUKANYA GUHA	Number of years as a Menlo Park resident:		
Resident address: [REDACTED]	City: MENLO PARK	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City: 00	State: 0	Zip:
Business phone:			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 05/05/20

Commission or Committee of interest: PARKS AND RECREATION

Name: SUKANYA GUHA

Education: BSc. VISUAL COMMUNICATION; MULTIPLE SUBJECTS TEACHING CREDENTIAL

Civic affiliations and community activities, including service on other commissions or committees.

I was a part of Literacy in the classroom and garden (K-3) a few years ago in Mountain View and saw the amount of benefits associated with the outdoor part of the program.

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

Advising and receiving community input concerning parks, open spaces, and recreation activities. As a parent and teacher I understand the importance of the above not just for children, but everybody in the community and would bring in a dual perspective.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member.

I am very passionate about making learning come alive. I feel being a teacher puts me in a great spot to understand children. Ideally I would like to recreate a similar program to Literacy in the garden in Menlo Park too.

Signature:

Date: 05/05/20

OFFICE USE ONLY:

Application received: _____
Considered by City Council: _____
Considered by City Council: _____
Considered by City Council: _____
If appointed, term ends: _____

Address verified in City Limits (if necessary): By _____
Appointed: Yes No (initials)
Appointed: Yes No
Appointed: Yes No

Personal information:			
Name: SUKANYA GUHA	Number of years as a Menlo Park resident: 6		
Resident address: [REDACTED]	City: MENLO PARK	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> City website	
<input type="checkbox"/> Nextdoor	<input type="checkbox"/> Patch.com	<input type="checkbox"/> Other _____	
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: March 10, 2020

Commission or committee of interest: Parks & Recreation

Name: Jennifer Johnson

Education: PhD in clinical psychology

Civic affiliations and community activities, including service on other commissions or committees:

Please see attached

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

Please see attached

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

Please see attached

Signature

Date

3/10/20

OFFICE USE ONLY:

Application received: _____

Considered by City Council: _____

Considered by City Council: _____

Considered by City Council: _____

If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____

Appointed: Yes No

(Initials)

Appointed: Yes No

Appointed: Yes No

Personal information:			
Name: Jennifer Johnson		Number of years as a Menlo Park resident: 10	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>current commissioner</u>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone:	<input type="radio"/> Yes <input type="radio"/> No
		Business phone:	<input type="radio"/> Yes <input type="radio"/> No
		Home phone:	<input type="radio"/> Yes <input type="radio"/> No
		Email:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Attachment, Parks and Recreation Commission application, Jennifer Johnson

1. Civic affiliations and community activities, including service on other commissions or committees:

- Parks and Recreation Commissioner, City of Menlo Park (2016-present)
- Developer/Coordinator for inclusive recreation classes for children with special needs (2015-present) both in Menlo Park and other areas on the Peninsula
- Vice Chair, Parks and Recreation Commission, City of Menlo Park (2017-2018)
- Chair, Parks and Recreation Commission, City of Menlo Park (2018-2019)
- Subcommittee member on Committee for park renovations (2017- 2019)
- Subcommittee member on Committee for selection of project contractor (2017)
- Subcommittee member for Parks and Recreation Master Plan Committee (2017- 2019)
- AYSO VIP Team coordinator (team for players with special needs), Redwood City, 2014-2019)
- Donate Life Ambassador, California Transplant Donor Network (2011-2017)
- Chairperson for Donate Life 5K Run/Walk (2013)
- Secretary, Special Needs PTA (2010-2013)

2. Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

The responsibilities of the Parks and Recreation Commission include acting as a liaison between the community and the Council, being accessible to the community, being responsive to the community needs for programs, preserving park lands and open spaces, promoting safety, and affirming the diversity in our community. As a current member of the Parks and Recreation Commission, I have had several years to acquire experience in these responsibilities. I have been selected for and accepted leadership roles on the Commission as well as roles on numerous subcommittees working in furtherance of the Commission's work plan. I attended a statewide conference (CPRS) to learn more about inclusive practices in playground design and implementation. I brought this information back to the Commission and utilized it in the playground subcommittee's work on renovating Nealon Park, which is now a National Demonstration site based on its unique and inclusive features. Social justice is an ideal that drives my community work. In my opinion, it is critical that all of the residents of Menlo Park are able to enjoy equitable access to programs and services that are inclusive and celebrate their diversity.

I understand how crucial attendance is for commission meetings. Except for times when I have just had surgery, I have attended all commission meetings.

3. Describe why you want to serve on this commission or committee and what you hope to accomplish as a member.

Serving on the Parks and Recreation Commission for the last 4 years has been a great privilege. I consider myself fortunate to be able to engage in community work that aims to bring people together, all people. Working toward work plan objectives with this extraordinary group of commissioners is so gratifying. Service is something that is crucial for me. I have been lucky to enjoy many of life's privileges and am motivated to give back wherever I can, both in my work and in my community.

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 10-21-2019

Commission or committee of interest: Complete Streets Commission, Environmental Quality Commission Housing Commission Library Commission Parks and Recreation Commission Planning Commission Committees/Other, Finance and Audit Control

Name: John Pimentel

Education: San Joaquin Delta Community College (AA), Univ. of CA Berkeley (BA), Harvard University (MBA)

Civic affiliations and community activities, including service on other commissions or committees:

- Menlo Atherton Little League (Coach 6 years)
- Hillview Middle School (Coach 3 years)
- Menlo Atherton High School Mentor program (3 years)
- Boys and Girls Clubs of the Peninsula College Mentor Program
- Big Brothers / Big Sisters of Sacramento (Big Brother)
- San Mateo County Civics 101 Course
- Central California Soccer League

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

I started my career working in the California state government and ultimately served as Deputy Secretary for Transportation from 1993-1996 where I oversaw Caltrans, CA Transportation Commission and the CA Highway Patrol (amongst other agencies). This role included working with local governments on various transportation and law enforcement initiatives. I also have a strong understanding of transportation planning, construction and financing in California. For the past 15 years I have been developing renewable energy and sustainability projects for solar, wind and on-site wastewater treatment systems. This has given me deep insight into the planning process, CEQA, climate change, the threat we face from global climate change, and the economics of sustainable infrastructure. I believe we have an overriding consideration to seek local input when making rational land use decisions that consider both immediate and long-term needs for a community. I know the commissions will require multiple evenings per month. In fact, to be done correctly I assume there will be significant reading, preparation and research to be fully informed on issues that may come before the committee or commission. I also expect to use my personal and professional relationships in the transportation and sustainability field to improve options for Menlo Park in our efforts to improve transportation, housing and sustainability.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I have a particular interest and expertise in transportation, land use, housing and homelessness – and how those four issues are critically intertwined. I would like to help our community make good decisions that maintain our suburban, small town character while recognizing that we need to make significant investments in transportation and housing in order to accommodate the economic growth with which we have been blessed. I would like to pursue policies which improve our quality of life, preserve local control and allow our community to accommodate new residents who bring diversity, youth and vigor to our town. This means addressing the jobs/transportation/housing imbalances from which we currently suffer. I also believe it is within our resources and capability to end homelessness in California and believe it is morally indefensible for our affluent community to leave vulnerable people living unsheltered. It also means creating programs, policies and events which tie the community together from east to west in order to reduce the feeling of separateness created by the socio-economic differences between our neighborhoods and the physical north/south barriers created by infrastructure like Highway 101 or Caltrain. I also have government financial expertise from my early career managing a \$4.5 billion budget encompassing Caltrans, Highway Patrol and DMV and private sector experience in project finance and public company finance from starting and running several successful companies and sitting on a public company board of directors.

Signature

10/21/19

Date

OFFICE USE ONLY:

Application received: _____
 Considered by City Council: _____
 Considered by City Council: _____
 Considered by City Council: _____
 If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____
 Appointed: Yes No (Initials)
 Appointed: Yes No
 Appointed: Yes No

Personal information:			
Name: John Pimentel		Number of years as a Menlo Park resident: 15	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input type="radio"/> Yes	<input type="radio"/> No

COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620 fax 650-328-7935

RECEIVED

APR 01 2020



City of Menlo Park
City Manager's Office

Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: March 17, 2020

Commission or committee of interest: Sister City Committee

Name: Rosalynn (Lynn) Auslander

Education: J.D. U of Miami School of Law; B.S.F.S. Georgetown University School of Foreign Service (Economics & Asia focus)

Civic affiliations and community activities, including service on other commissions or committees:

- Girl Scout Leader (8 years), recipient of Council Appreciation Award
- School Volunteer (14 years) including field trips, fundraisers, teacher appreciation, in-class activities, tutoring, library aide, translator, class prep, bake sales, service-leadership club advisor, among other positions.
- Menlo-Atherton High School mentor in digital filmmaking
- League of Women Voters
- American Field Service (AFS) high school international student exchange program volunteer (orientation, transition, etc.)
- AnitaB.org Pass It On Awards application reviewer
- Stanford's Community Committee for International Students

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

My understanding of the responsibilities of Menlo Park's Sister City Committee are as follows:

- Help decide, review, and implement the City of Menlo Park's Sister Cities International (SCI) program goals;
- Work and communicate (e.g., correspondence, presentations, etc.) with the Menlo Park City Council, city staff, businesses and organizations, and SCI cities and offices;
- Identify, create, support, and implement exchange events;
- Review existing agreements as needed;
- Supporting regional and other SCI events;
- Assist Menlo Park's SCI-related administration needs; and
- Attend committee meetings.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I have top communication experience as a former TV new producer (at NHK Japan Broadcasting Corp Washington, DC Bureau), and in business development at ABC News, News Corp, and AOL/Time Warner/Fortune Magazine. Currently, I volunteer at M-A High School as a mentor in digital filmmaking.

My cross-culture communication skills are strong as I am a former AFS high school exchange student to Japan (12 months) and Israel (2 months). I currently volunteer with AFS as a pre-departure orientation leader teaching cross-culture communication skills. I have also lived in Switzerland, where my daughters attended a UN-focused international school, and have strong family ties in France.

As a graduate of Georgetown University's School of Foreign Service, where I studied international economics, as an attorney (FL & DC licenses), and as a selected participant in Disney/ABC's executive management training program, I understand international and local business development.

Having worked at the US Department of State in Intelligence & Research's Economic Office and interned at the US Embassy Tokyo Economic Office, I have become very familiar with high-level diplomatic practices.

Locally I volunteer with Grassroots Ecology, where I've learned about our local ecology issues. I also write and research stories for MerriSF.com focusing on events and highlights on the peninsula, which keep me current about local happenings.

March 17, 2020

Signature

Date

OFFICE USE ONLY:

Application received _____

Considered by City Council _____

Considered by City Council _____

Considered by City Council _____

If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____

Appointed: Yes No (Initials)

Appointed: Yes No

Appointed: Yes No

Personal information:			
Name: Rosalynn (Lynn) Auslander		Number of years as a Menlo Park resident: 10.5 (home 16.5)	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address: n/a	City:	State:	Zip:
Business phone: n/a			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper	<input type="checkbox"/> Email	<input type="checkbox"/> City website	
<input type="checkbox"/> Nextdoor	<input type="checkbox"/> Patch.com	<input checked="" type="checkbox"/> Other <u>Bizen Sister City Chaperone Participant</u>	
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Table 1: Application districts	
Advisory body	District
Complete Street	2
Complete Street	3
Complete Street	3
Environmental Quality	1
Environmental Quality	5
Environmental Quality	2
Environmental Quality	3
Environmental Quality	3
Finance and Audit	3
Finance and Audit	3
Finance and Audit	4
Housing Commission	3
Library Commission	2
Library Commission	3
Library Commission	3
Library Commission	4
Park and Recreation	3
Park and Recreation	3
Park and Recreation	4
Park and Recreation	5
Planning Commission	2
Planning Commission	2
Planning Commission	3
Planning Commission	3
Planning Commission	3
Sister City	4



STAFF REPORT

City Council
Meeting Date: 5/12/2020
Staff Report Number: 20-100-CC

Consent Calendar: **Receive and file the investment portfolio review as of March 31, 2020**

Recommendation

Staff recommends receipt and filing of the City’s investment portfolio review as of March 31, 2020.

Policy Issues

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.

Analysis

Investment portfolio as of March 31, 2020

The City’s investment portfolio as of March 31, 2020, totaled \$154,367,418. 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 March 31, 2020. The Local Agency Investment Fund (LAIF) is considered a safe investment as it provides the liquidity of a money market fund. The majority of the remaining securities are prudent and secure short- and medium-term investments (1-5 years,) bearing a higher interest rate than LAIF, and/or provide investment diversification.

Table 1: Recap of investments held as of March 31, 2020				
Security	Amortized cost basis	Fair value basis	% of portfolio	
LAIF	\$ 65,373,805	\$ 65,373,805	42.3%	
Securities portfolio				
Corporate bonds	34,158,600	34,183,446	22.1%	
Government agencies	39,702,020	40,791,743	26.4%	
Government bonds	13,522,969	14,018,424	9.1%	
Total	\$ 152,757,394	\$ 154,367,418	100.0%	

As shown in Table 1, the fair value of the City's securities was \$1,610,024 greater than the amortized cost as of March 31, 2020. 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. 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 consolidated portfolio report for the quarter ending March 31, 2020, is included as Attachment A and each component is described in greater detail below.

LAIF

As previously shown in Table 1, 42 percent of the portfolio resides in the City's account at the LAIF, a liquid fund managed by the California State Treasurer, yielding 1.78 percent for the quarter ended March 31, 2020. LAIF yields had been at historic lows in the recent past but the last three years had shown a small but steady trend upward before again falling recently. Due to the liquidity of LAIF and based on uncertainty surrounding rates for longer-term securities, the City has kept a large number of funds in LAIF in recent years. However, the City does invest excess funds in other types of securities in an effort to provide diversification and guarantee rates from longer-duration investments.

Securities portfolio

As of March 31, 2020, the City held a number of securities in corporate bonds, government agency notes and government bonds and reflect a diversified mix in terms of type but all at low risk. Insight Investment serves as the City's investment adviser on security investments and makes recommended trades of securities, purchase and sale that align market conditions to the City Council adopted investment policy to the greatest extent possible. The Insight Investments quarterly statement for the period ended March 31, 2020, is provided in Attachment B. As shown on the quarterly statement, the return for the period ended March 31, 2020, on an amortized cost basis, was 0.53 percent. The positions the City held as of March 31, 2020, are included in Attachment C and the concentrations of corporate positions by industry is included in Attachment D.

Performance comparison

As specified in the City's investment policy, the performance of the portfolio is measured against the benchmark of a similar-length treasury bond. In the quarter ending March 31, 2020, the City's portfolio returned a weighted average of 1.95 percent with non-LAIF funds having a weighted average maturity of 2.20 years. The trailing 18-month period for a two-year Treasury note saw a yield of 1.96 percent, or 0.01 higher than the City's portfolio performance. It is important to note, however that the falling rate climate allowed the City to purchase longer duration positions, which are intended to result in higher yields in future periods.

Finance and Audit Committee communication

This report was transmitted to the Finance and Audit Committee members by electronic mail at report issuance.

Impact on City Resources

Due to the liquidity of LAIF accounts, the City has more than 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. Insight Investments consolidated portfolio report for the quarter ended March 31, 2020
- B. Hyperlink – Insight Investments advised funds quarterly report for the quarter ended March 31, 2020: menlopark.org/DocumentCenter/View/24998/3-Att-B---Quarterly-report-as-of-2020-03-31
- C. Hyperlink – Securities positions held by the City of Menlo Park as of March 31, 2020: menlopark.org/DocumentCenter/View/24999/4-Att-C---Positions-held-as-of-2020-03-31
- D. Hyperlink – Investment industry concentration for positions held by the City of Menlo Park as of March 31, 2020: menlopark.org/DocumentCenter/View/24997/5-Att-D---Industry-concentration-as-of-2020-03-31

Report prepared by:
Dan Jacobson, Assistant Administrative Services Director

City of Menlo Park

Quarterly Consolidated Portfolio Report

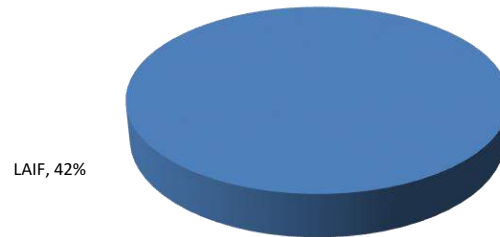
March 31, 2020

City Managed Assets

			%	Return
LAIF	\$	65,373,805	42%	1.78%
Total Internally Managed	\$	65,373,805	42%	

Weighted Average Yield **1.78%**

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

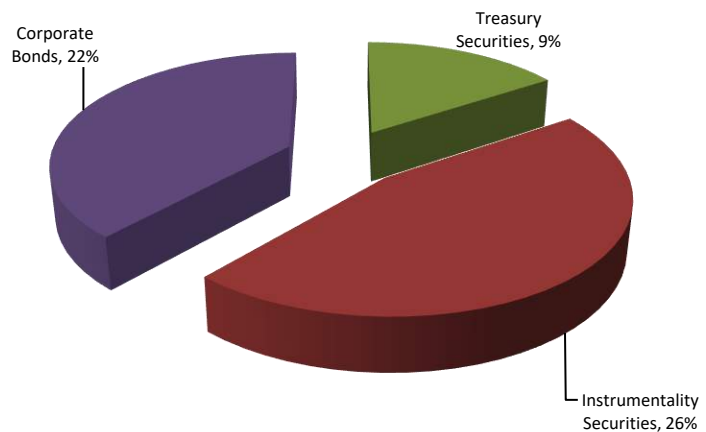


Advisor Managed Assets

			%	Return
Treasury Securities	\$	14,018,424	9%	1.86%
Instrumentality Securities	\$	40,791,743	26%	2.04%
Corporate Bonds	\$	34,183,446	22%	2.21%
Total Externally Managed	\$	88,993,613	58%	

Weighted Average Yield **2.08%**

	Years
Effective Average Duration - External	2.00
Weighted Average Maturity - External	2.20

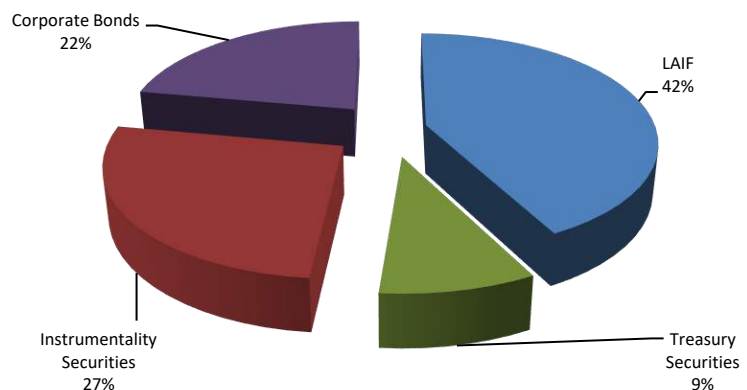


Total Portfolio Assets

			%	Return
LAIF	\$	65,373,805	42%	1.78%
Treasury Securities	\$	14,018,424	9%	1.86%
Instrumentality Securities	\$	40,791,743	26%	2.04%
Corporate Bonds	\$	34,183,446	22%	2.21%
Total Portfolio Assets	\$	154,367,418		

Weighted Average Yield **1.95%**

	Years
Effective Average Duration - Total	1.15
Weighted Average Maturity - Total	1.27



Portfolio Change

Beginning Balance	\$	152,903,762
Ending Balance	\$	154,367,418

Yield Comparison	2-Year Treasury	2-Year Treasury (18 Month Trailing)
	0.22%	1.96%

* 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.



STAFF REPORT

City Council

Meeting Date:

5/12/2020

Staff Report Number:

20-101-CC

Consent Calendar:

Adopt Resolution No. 6557 to adopt the Bay Area integrated regional water resources management plan October 2019 update

Recommendation

Staff recommends that the City Council adopt Resolution No. 6557 (Attachment A) to adopt the Bay Area integrated regional water resources management plan October 2019 update.

Policy Issues

Adopting the Bay Area integrated regional water resources management plan update (IRWMP) is consistent with the City's goal in assessing existing hazards, future risks and integrating findings with the City's general plan, local hazard mitigation plan, and capital improvement program.

Background

The development of the Bay Area IRWMP is responsive to the state's requirement that grant funds are only provided for projects included in an adopted integrated water management plan. The Bay Area IRWMP, initially developed in 2006 and updated in 2013 and 2019, is a landmark effort to coordinate a strategic approach to regional water resources management in the nine-county Bay Area region. In order to apply for and receive money from Department of Water Resources (DWR) IRWMP grant program, a local agency must adopt the IRWMP and all associated updates. The plan is available online as listed in Attachment B.

The Bay Area IRWMP informs future water resource planning by creating a road map that helps to enhance water supply reliability, protect water quality, manage flood protection, maintain public health standards, improve habitat conditions, and enhance the overall health of San Francisco Bay.

The October 2019 Update to the IRWMP was prepared to meet the requirements outlined in the DWR 2016 standards for IRWMPs to maintain funding eligibility. This update was approved by DWR March 21.

The San Francisquito Creek upstream of Highway 101 improvement project has been designated as a priority project in the Bay Area IRWMP, ranking in the top seven of more than 300 submitted projects, and as such enjoys support from a coalition of agencies throughout the Bay Area. This, coupled with the project's multiple benefit objectives of flood protection and ecosystem restoration with accommodation of future sea level rise, make it well suited for this grant program.

Analysis

In order to apply for and receive money from DWR's IRWMP grant program, a local agency must adopt the regional IRWMP and all associated updates. In 2011, the San Francisquito Creek Joint Powers Authority

(SFCJPA) Board adopted the Bay Area IRWMP in order to be eligible for grant funding from Proposition 1E and in June 2015 adopted the Bay Area IRWMP update.

The City of Menlo Park as a member of the (SFCJPA) has been requested to adopt the Bay Area IRWMP to allow the SFCJPA to continue to apply for and receive grant funds for both the upper and lower creek improvements segments. All partner agencies are requested to adopt the plan. The City previously adopted Resolution 6495 to adopt the 2013 Update in May 2019 at the request of the SFCJPA (Attachment C).

Impact on City Resources

Adoption of the Bay Area IRWMP does not entail a direct commitment of resources and implementation of each project will be the responsibility of the project proponent and any applicable project partners and there is no joint commitment or responsibility by the Bay Area IRWMP participants to implement any or all of the projects.

Environmental Review

The Bay Area IRWMP is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines §15262 and §15306 as the IRWMP consists of basic data collection that would not result in the disturbance of any environmental resource and involves planning studies for possible actions that the participating agencies have not yet approved.

On September 26, 2019, the SFCJPA Board certified the San Francisquito Creek flood protection, ecosystem restoration, and recreation project upstream of Highway 101 project EIR. The certification of the EIR is subject to a legal challenge, but work on the permitting process is continuing.

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 No. 6557 Adopting the Bay Area IRWMP October 2019 update
- B. Hyperlink – 2019 San Francisco Bay Area IRWMP: <http://bayareairwmp.org/irwm-plans/>
- C. Hyperlink – Resolution No. 6495 adopting the Bay Area IRWMP update
<https://www.menlopark.org/DocumentCenter/View/21428/G5-20190507-Bay-Area-IRWMP-CC>

Report prepared by:
Christopher Lamm, Assistant Director of Public Works – Engineering

Report reviewed by:
Nicole Nagaya, Public Works Director

RESOLUTION NO. 6557**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ADOPTING THE SAN FRANCISCO BAY AREA INTEGRATED REGIONAL WATER MANAGEMENT PLAN OCTOBER 2019 UPDATE**

WHEREAS, the State electorate approved multiple statewide bond measures since 2000, including Propositions 50, 84, and 1, to fund water and natural resource projects and programs, including the Integrated Regional Water Management Plan (IRWMP); and

WHEREAS, the benefits of integrated planning for water resources management activities include increased efficiency or effectiveness, enhanced collaboration across agencies and stakeholders, and improved responsiveness to regional needs and priorities; and

WHEREAS, state statute and guidelines require that an IRWMP be adopted by the governing boards of participating agencies before IRWMP grant funds would be provided for water resources management projects that are part of the IRWMP; and

WHEREAS, more recent state statutes and guidelines require that the Bay Area IRWMP be updated before agencies may receive future IRWMP grant funding; and

WHEREAS, the Bay Area IRWMP, most recently updated in October 2019, to meet the requirements outlined in the Department of Water Resources (DWR) 2016 standards for IRWMPs to maintain funding eligibility; and this update was approved by DWR March 21, 2020; and

WHEREAS, adoption of the Bay Area IRWMP 2019 Update does not entail a direct commitment of resources and implementation of each project, as such will be the responsibility of the project proponent and any applicable project partners, and there is no joint commitment or responsibility by the Bay Area IRWMP participants to implement any or all of the projects; and

WHEREAS, the City of Menlo Park has reviewed the Bay Area IRWMP, as updated October 2019, and determined that it is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines §15262 and §15306 because the IRWMP consists of basic data collection that would not result in the disturbance of any environmental resource and involves planning studies for possible actions that the participating agencies have not yet approved; and

WHEREAS, the IRWMP is meant to be complementary to participating agencies' individual plans and programs and does not supersede such plans and programs, and adoption of the IRWMP does not prohibit or effect in any way a participating agencies' planning efforts separate from the IRWMP; and

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore do hereby adopt the October 2019 Update to the Bay Area Integrated Regional Water Management Plan.

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 twelfth day of May, 2020, 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 twelfth day of May, 2020.

Judi A. Herren, City Clerk



STAFF REPORT

City Council

Meeting Date:

5/12/2020

Staff Report Number:

20-102-CC

Consent Calendar:

Authorize the city manager to execute an agreement with BMS/Data911 for replacement of police mobile computers in an amount not to exceed \$116,915.93

Recommendation

Staff recommends that the City Council authorize the city manager to execute an agreement with BMS/Data911 Systems for the replacement of police mobile computers in an amount not to exceed \$116,915.93

Policy Issues

This commitment exceeds the city manager's signing authority in fiscal year 2019-20 and requires City Council approval.

Background

Mobile Data Terminals (MDT) are comprised of a monitor, central processing unit (CPU,) keyboard, and harnesses. They are installed within each of the police department's 27 patrol vehicles. The existing MDTs were purchased between 5-7 years ago from Data911, and are now obsolete. Microsoft stopped supporting the operating system Windows 7 running on these computers, December 31, 2019. As a result, security flaws found in the operating system will no longer be patched and other bugs will not be fixed.

Analysis

MDTs are designed to withstand extreme environmental conditions such as heat, cold, vibration and shock. They allow for the patrol officers to communicate with central dispatch and provide other vital functionality that directly contributes to the safety of officers and residents, including:

- Information on persons being detained in the field, such as pending warrants, criminal history, etc.
- Communication with other officers and dispatch for additional assistance when needed.
- Connection to city, county and state criminal databases
- Historical information on specific homes and properties
- Locations of other patrol vehicles in order to coordinate efforts
- Completion of reports in the field rather than back at the station which increases efficiency.

The police department patrol cars are equipped with a highly modular and rugged computer system developed by Data911. While many parts of this computer system are reusable such as monitors, keyboards, mouse and the wiring harnesses, the core CPU, hard drive, network connectivity module need replacement every five to seven years. The new CPU provides greater speed and supports the latest operating system, Microsoft Windows 10.

As part of the evaluation process to refresh the MDTs, staff assessed multiple vendors offering the same technology as Data911 as well as vendors offering different technologies (laptops, tablets, etc.) Due to the highly proprietary nature of the equipment involved, staff identified two potential methods to refresh MDTs:

1. Replace the entire system, consisting of computers, mounting equipment and wiring
2. Replace only the CPUs and reuse existing mounting equipment and wiring

The total cost of each system under method 1 above results in a cost of \$7,103 per vehicle with an additional \$500 installation cost estimate for each system as the initial install cannot be completed by City staff. The total cost for replacements is \$169,658 for this method.

Alternately, 16 of the current systems can be reused, as in method 2 above, and only 5 will need full replacement. This requires only a replacement of the CPU for the 16 vehicles, a cost of \$4,307 per vehicle and installation can be completed by City staff. The remaining 6 are already being paid for by a development agreement with the City. The total cost for replacements is \$116,916 for this method.

Due to the difference of \$52,743, or 31 percent, between replacement of CPUs and full replacement of systems, staff recommends continuing with BMS/Data911 and refreshing the current MDTs.

Impact on City Resources

The current fiscal year cost is included in the fiscal year 2019-20 budget as part of the information technology master plan (ITMP) funding. Future years' support costs will be budgeted each year as part of the information technology internal service fund.

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 does not propose a change that will 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. BMS/Data911 Technology Quote BMS00005534 (Hardware)

Report prepared by:
Sandy Pimentel, Information Technology Manager

Report reviewed by:
Dan Jacobson, Assistant Administrative Services Director



Quote Number BMS00005534
 Created Date 4/16/2020
 Expiration Date 6/16/2020
 Ship Date 45 Days ARO

12305 Crosthwaite Circle
 Poway, CA 92064 USA
 Phone: +1 (858) 391-3050
 Fax: +1 (858) 391-3049

Prepared By Pete Lin
 Email pete.lin@data911.com
 Opportunity Name MenloPark_M8CPU_M8

TO:

Contact Name	Sandy Pimentel	Ship To Name	Menlo Park Police Dept (CA)
Bill To Company	Menlo Park Police Dept (CA)	Ship To	701 Laurel Street
Billing Address	701 Laurel Street		Menlo Park, CA 94002
	Menlo Park, CA 94002-3830		USA
	United States	Ship Terms	FOB Destination

Item Number	Product Number	Line Item Description	Quantity	Sales Price	Final Price	Total Price
1	M8C201110-C	M8 CPU; Core i7 Processor, 16GB RAM, WiFi, 12 Month Warranty - 120GB SSD, Windows 10 Pro, Universal Mount	16	USD 3,722.96	USD 3,722.96	USD 59,567.36
2	MA11653	M8 GPS Upgrade Kit	16	USD 192.00	USD 192.00	USD 3,072.00
3	MA11684	M8 Audio Legacy Upgrade Kit	16	USD 114.00	USD 114.00	USD 1,824.00
4	M8S211110-C	M8 SYSTEM; Core i7 Processor, 16GB RAM, WiFi, 12.1 Standard Touchscreen (1600 NIT) Display, Std Keyboard, 36 Month Warr - 120GB SSD, Windows 10 Pro, Universal Mount	5	USD 6,519.37	USD 6,519.37	USD 32,596.85
5		M7/M8: Part #:M7D12101 (Without the Front Buttons) Replacement	5	USD 0.00	USD 0.00	USD 0.00
6	MA11653	M8 GPS Upgrade Kit	5	USD 192.00	USD 192.00	USD 960.00
7	KB11417	Keyboard, KX1 TG3, USB w/ Touchpad, Black (BLTX)	5	USD 295.00	USD 295.00	USD 1,475.00
8	MT11656	M8 CPU FIU Glove Box Mounting Kit	20	USD 278.00	USD 278.00	USD 5,560.00
9	MA11655	M8 Internal Broadband Upgrade Kit (Verizon)	1	USD 637.46	USD 637.46	USD 637.46
10	AT111896	AT111896, Panorama Antenna - GP-IN2148 - For M8	1	USD 375.00	USD 375.00	USD 375.00

Subtotal USD 106,067.67
 Total Price USD 106,067.67
 Tax USD 9,811.26

Export and/ or re-export of BMS products may not involve any entities on the Restricted Parties Lists. Use of these products, technology, or software for activities related to Nuclear Development, Missile Technology, or Chemical & Biological Weapons is prohibited. Export/ re-export of the Embargoed/ Sanctioned Countries requires a prior authorization from the U.S. Government; An export license is required if products will be used in a UAV (Unmanned Aerial Vehicle) capable of a range of at least 300 kilometers in and by any of the following countries: Bahrain, China, Egypt, Iran, Iraq, Israel, Jordan, North Korea, Kuwait, Lebanon, Libya, Macao, Oman, Pakistan, Qatar, Saudi Arabia, Syria, United Arab Emirates, and Yemen.

Shipping and Handling	USD 1,037.00
Grand Total	USD 116,915.93

Any order resulting from this quotation shall be subject to BMS Standard Terms and Conditions, 6800000004.

Notes:

1. Prices are quoted in U.S. Dollars (\$).
2. Ship Date dependent upon receipt of all required information including but not limited to: frequencies, subcarriers, cable lengths, and agreed upon payment terms. A delay in providing this information may result in a corresponding Ship Date delay.
3. This is a controlled commodity and may require a license for export.
4. Quotation number must be specified in the purchase order.
5. In connection with any legal action between the parties to this agreement, including an action to enforce the terms of this agreement, the prevailing party shall be entitled to recover its legal fees and expenses including, but not limited to, attorney fees, court costs and expert witness fees.
6. Credit Card payments are subject to a convenience fee.

Export and/ or re-export of BMS products may not involve any entities on the Restricted Parties Lists. Use of these products, technology, or software for activities related to Nuclear Development, Missile Technology, or Chemical & Biological Weapons is prohibited. Export/ re-export of the Embargoed/ Sanctioned Countries requires a prior authorization from the U.S. Government; An export license is required if products will be used in a UAV (Unmanned Aerial Vehicle) capable of a range of at least 300 kilometers in and by any of the following countries: Bahrain, China, Egypt, Iran, Iraq, Israel, Jordan, North Korea, Kuwait, Lebanon, Libya, Macao, Oman, Pakistan, Qatar, Saudi Arabia, Syria, United Arab Emirates, and Yemen.



STAFF REPORT

City Council

Meeting Date:

5/12/2020

Staff Report Number:

20-103-CC

Consent Calendar:

Authorize the city manager to renew the Joint-Use Library Initiative memorandum of understanding with Ravenswood City School District for the Belle Haven branch library facility and operations

Recommendation

Staff recommends that the City Council authorize the city manager to renew the joint-use library initiative memorandum of understanding with Ravenswood City School District for the Belle Haven branch library facility and operations for 24 additional months through June 30, 2022.

Policy Issues

City Council authorization is required to allow the city manager to enter into agreements.

Background

The Belle Haven branch library (branch library) is operated by the City of Menlo Park. The branch library is located in the Belle Haven School facility owned by Ravenswood City School District (RCSD.) The City and RCSD executed a joint-use library initiative memorandum of understanding (MOU) to articulate roles and responsibilities regarding the branch library operations and facility. The current MOU is due to expire June 30.

Analysis

Staff recommends extending the current MOU term for 24 additional months through June 30, 2022. This would allow branch library operations to continue in the Belle Haven School facility without interruption once the facility re-opens after the current closure due to COVID-19. Staff recommends no other changes to the existing MOU at this time. The RCSD board of trustees May 14 is scheduled to authorize the superintendent of schools to execute the renewal agreement.

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. Renewal agreement
- B. Current agreement

Report prepared by:
Sean Reinhart, Library Services Director



RENEWAL OF THE JOINT-USE LIBRARY INITIATIVE
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN RAVENSWOOD CITY SCHOOL DISTRICT
AND CITY OF MENLO PARK

WHEREAS, Ravenswood City School District (“RCSD”) and City of Menlo Park (“City”) desire to renew the existing Joint-Use Library Initiative Memorandum of Understanding (“MOU”) for operations of the Belle Haven Community Library located at 413 Ivy Drive in Menlo Park, California; and,

WHEREAS, the existing MOU is set to expire on June 30, 2020; and,

WHEREAS, RCSD and City mutually desire to extend the term of the MOU for twenty-four (24) additional months through June 30, 2022; and,

WHEREAS, RCSD and City mutually desire to make no other changes to the existing MOU at this time, except for term extension noted above;

NOW, THEREFORE, RCSD and City hereby agree to renew the Joint-Use Library Initiative Memorandum of Understanding (“MOU”) for operations of the Belle Haven Community Library for twenty-four (24) additional months through June 30, 2022.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands:

CITY OF MENLO PARK

Starla Jerome-Robinson
City Manager, City of Menlo Park

Date

RAVENSWOOD CITY SCHOOL DISTRICT

Gina Sudaria
Superintendent of Schools

Date

Attachment: Joint-Use Library Initiative Memorandum of Understanding



Ravenswood City School District

ADMINISTRATIVE OFFICE

2120 Euclid Avenue, East Palo Alto, California 94303
(650) 329-2800 Fax (650) 323-1072

Board Members:
Tamara Sabamehin, President
Stephanie Fitch, Vice President
Marielena Gaona-Mendoza, Clerk
Ana Maria Pulido, Member
Shauifa Wilson, Member

Mr. Gina Sudaria
Interim Superintendent

Inter-Departmental Correspondence
Curriculum and Instruction

Date: May 14, 2019

Board Meeting Date: May 23, 2019

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Trustees
From: Gina Sudaria, Acting Superintendent
Subject: Consideration to approve the MOU renewal between The Belle Haven Community Library and Ravenswood City School District

Quick Summary/Abstract:

The Belle Haven Community Library will continue partnership with the Ravenswood City School District to provide the youth of our community with the expanded learning time opportunities they need to achieve school success.

Discussion:

The renewal for Belle Haven Community Library to extend through the June 30, 2020 school year.

Fiscal Impact:

There's no financial impact to Ravenswood City School District

RECOMMENDATION:

We recommend that the Board of trustee approve the contract extension between Ravenswood City School District (RCSD) and The Belle Haven Community Library

Board Approved: Jun 4, 2019



RENEWAL OF THE JOINT-USE LIBRARY INITIATIVE
 MEMORANDUM OF UNDERSTANDING (MOU)
 BETWEEN RAVENSWOOD CITY SCHOOL DISTRICT
 AND CITY OF MENLO PARK

WHEREAS, Ravenswood City School District ("RCSD") and City of Menlo Park ("City") desire to renew the existing Joint-Use Library Initiative Memorandum of Understanding ("MOU") for operations of the Belle Haven Community Library located at 413 Ivy Drive in Menlo Park, California; and,

WHEREAS, the existing MOU is set to expire on June 30, 2019; and,

WHEREAS, RCSD and City mutually desire to extend the term of the MOU for twelve (12) additional months through June 30, 2020; and,

WHEREAS, RCSD and City mutually desire to make no other changes to the existing MOU at this time, except for term extension noted above;

NOW, THEREFORE, RCSD and City hereby agree to renew the Joint-Use Library Initiative Memorandum of Understanding ("MOU") for operations of the Belle Haven Community Library for twelve (12) additional months through June 30, 2020.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands:

CITY OF MENLO PARK

Starla Jerome-Robinson

Starla Jerome-Robinson (Jun 6, 2019)

Starla Jerome-Robinson
 City Manager, City of Menlo Park

Jun 6, 2019

Date

RAVENSWOOD CITY SCHOOL DISTRICT

Gina Sudaria

Gina Sudaria (Jun 4, 2019)

Gina Sudaria
 Interim Superintendent of Schools

Jun 4, 2019

Date

Attachment: Joint-Use Library Initiative Memorandum of Understanding






Belle Haven Community Library MOU

Final Audit Report

2019-06-06

Created:	2019-06-06
By:	Manny Del Valle (mdelvalle@ravenswoodschools.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAABtTbnX2R0BUUgy4DzunZupaBWR9y3eE

"Belle Haven Community Library MOU" History

-  Document created by Manny Del Valle (mdelvalle@ravenswoodschools.org)
2019-06-06 - 4:44:09 PM GMT- IP address: 149.20.81.200
-  Document emailed to Starla Jerome-Robinson (srobinson@menlopark.org) for signature
2019-06-06 - 4:45:13 PM GMT
-  Email viewed by Starla Jerome-Robinson (srobinson@menlopark.org)
2019-06-06 - 4:54:18 PM GMT- IP address: 149.20.89.9
-  Document e-signed by Starla Jerome-Robinson (srobinson@menlopark.org)
Signature Date: 2019-06-06 - 4:55:03 PM GMT - Time Source: server- IP address: 149.20.89.9
-  Signed document emailed to Starla Jerome-Robinson (srobinson@menlopark.org) and Manny Del Valle (mdelvalle@ravenswoodschools.org)
2019-06-06 - 4:55:03 PM GMT



"OUR CHILDREN – OUR FUTURE"

Ravenswood City School District Business Services Office

2120 Euclid Avenue, East Palo Alto, California 94303
(650) 329-2800 Fax (650) 323-9454

Board Members:
Sharifa Wilson, President
Ana Maria Pulido Vice President
Marcelino López, Clerk
Charlie M. Knight, Member
Marielena Gaona-Mendoza, Member

Gloria M. Hernandez-Goff, Ed. D.
Superintendent

Ravenswood City School District Joint-Use Library Initiative Memorandum of Understanding (MOU) July 1, 2017-June 30, 2019

Purpose

The purpose of this MOU is to articulate roles and responsibilities for the successful collaboration of the Ravenswood School District's (District) Belle Haven School in Menlo Park and the City of Menlo Park (City) Branch Library. The overarching goal of this MOU is to help support the effective operation of the City Branch Library for the benefit of the Menlo Park community and the District students and parents. District and City will work toward operating, maintaining and fostering a learning environment as outlined in the shared responsibilities as defined in this MOU.

This MOU is entered into with reference to the following facts:

District owns and operates the Belle Haven School, which has a library facility and equipment located therein.

City operates and staffs a branch public library at the Belle Haven School, utilizing the District's library facility, which shall hereinafter be referred to as the "joint use library facility."

City and District collaborating to provide services at the joint use library facility at Belle Haven School is in the best interests of the citizens of Menlo Park.

District anticipates utilizing Library Instructional Media Specialist (LIMS) position(s) to assist the school site staff in the joint use library facility by:

1. implementing technology;
2. assisting students in the use of technology and media technology in the learning process;
3. assisting teachers, individuals and/or groups of students in finding and selecting appropriate resource materials, books and other library materials; and
4. promoting the use of technology and media to support learning.

District will be responsible for:

- Hiring, supervising and compensating the Library Instructional Media Specialist (LIMS);
- Hiring, supervising and compensating facilities (custodian and maintenance) employee(s) which the District wishes to provide in the Library;
- Resolving all personnel issues with respect to District employees;

- Providing maintenance of the buildings and grounds housing the joint-use facility, including security, janitorial service, mail, telephone service, all supplies and equipment necessary to operate a school library;
- Assigning LIMS to the City Branch Library from 8:00 to 3:00 each school day;
- Ensuring the safety, beautification and improvements of school premises and other issues, as needed;
- Locking and securing the Library if City library staff are not present in the Branch Library itself when Library is operating as a school library;
- Storing and distributing text books from a location other than the Branch Library facility;
- Requiring all District staff working in the library to sign a non-disclosure agreement with Peninsula Library System in order to have access to the circulation/catalogue system; and
- Requiring all District staff to comply with all Peninsula Library System circulation/cataloging regulations, consistent with City practice.

The City will be responsible for:

- Hiring, supervising and compensating City Library staff including salary and benefits;
- Resolving all personnel related and employment issues with respect to City employees.
- Providing personnel to staff the joint-use library facility during the public access hours of operation as determined by the City;
- Providing training of appropriate District employees of the Library's automated circulation procedures and other applicable policies for management and operation of the joint-use facility;
- Cataloging all library materials and additional materials subsequently purchased;
- Providing computer hardware and software necessary to handle circulation and patron functions, including sufficient on-line public access circulation/catalog terminals to access the library holdings database;
- Providing for the costs related to circulation/catalog computer hardware, software and connecting the computers to specific City or Peninsula Library systems;
- Acquiring children's, young adult and adult materials consistent with interests and needs of residents; and
- Collaborating with District staff, community stakeholders, and partners.

City, District and the Belle Haven Community Library will jointly be responsible for:

- Collaborating to offer library programs and hours of operation that benefits the District students, parents, and community, consistent with the level of funding from the City and the District;
- Participating in program evaluation efforts, including evaluation design, data collection, interpretation and dissemination, as needed;
- Participating in learning community meetings and other partners to discuss progress and lessons learned, as appropriate;
- Developing a common system of operating procedures based largely on the procedures and practices common to the Menlo Park Library but with such minimum deviation as is necessary and mutually agreeable to ensure that the needs of both the school and the public-at-large are satisfactorily met;

- Providing services within the Library-except that City employees will not be responsible to back fill the LIMS duties and LIMS will not be responsible for general librarian duties; and
- Maintaining a clean and inviting City Branch Library.

Payment Dates

- District and the City, will not exchange money or make payments regarding the Branch Library.

Term of MOU

The term of this MOU shall run for two (2) fiscal years starting July 1, 2017 through June 30, 2019, subject to revision and renewal with BOARD approval in subsequent years unless any party to this MOU notifies the other parties, in writing, of its election to terminate the MOU: (a) due to lack of available funds, not less than thirty (30) days prior to the commencement of any fiscal year (i.e., prior to July 1); or (b) for any other reason, not less than sixty (60) days prior to commencement of any fiscal year.

Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years. Notwithstanding the foregoing, each party hereto shall be obligated to fund its required financial contribution through the effective date of termination of this MOU.

HOLD HARMLESS

- A. District shall indemnify, hold harmless and defend the City and the City's trustees, officers, employees, and agents from and against every claim, demand and/or liability which may be made by reason of the negligent act(s) or omission(s) of District and/or its employees or agents in their performance of this Memorandum of Understanding. Any right to indemnification shall not apply to acts of willful negligence or illegal actions.
- B. The City of Menlo Park shall indemnify, hold harmless and defend the District and its trustees, officers, employees and agents from and against every claim, demand and/or liability which may be made by reason of the negligent act(s) or omission(s) of the City of Menlo Park and its employees or agents in their performance of this Memorandum of Understanding.
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Amendment of MOU

This MOU contains all of the terms and conditions agreed upon by all of the parties. No amendment or modification shall be valid unless made in writing and signed by all of the parties. No oral understanding or agreement shall be binding.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.


City of Menlo Park



City Manager

2/15/2018
Date

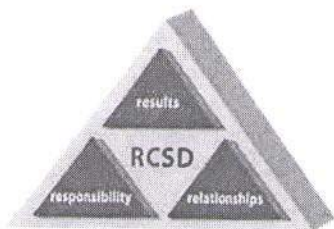
Ravenswood City School District



Dr. Gloria M. Hernandez-Goff
Superintendent

Date

APPROVED OCT 12 2017



"OUR CHILDREN – OUR FUTURE"

Ravenswood City School District
ADMINISTRATIVE OFFICE

2120 Euclid Avenue, East Palo Alto, California 94303
(650) 329-2800 Fax (650) 323-1072

Board Members:
Ana Maria Pulido, President
Sharifa Wilson, Vice President
Marco Chavez, Clerk
Marcelino López, Member
Charlie M. Knight, Member

Dr. Gloria Hernandez-Goff
Superintendent

Date: June 19, 2015
To: Board of Trustees
From: Dr. Gloria M. Hernandez- Goff, Superintendent
Subject: Consideration to approve MOU for Joint-Use Library Initiative with the City of Menlo Park

Summary:

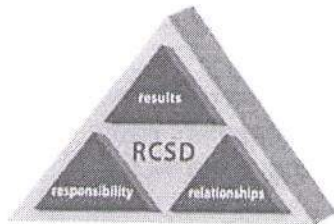
The purpose of this MOU is to articulate roles and responsibilities for the successful collaboration of the Ravenswood School District's (District) Belle Haven School in Menlo Park and the City of Menlo Park (City) Branch Library. The overarching goal of this MOU is to help support the effective operation of the City Branch Library for the benefit of the Menlo Park community and the District students and parents. District and City will work toward operating, maintaining and fostering a learning environment as outlined in the shared responsibilities as defined in this MOU.

Fiscal Impact:

There is no financial impact to the district.

Recommendation:

For the Board to approve MOU



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Ravenswood City School District Joint-Use Library Initiative Memorandum of Understanding (MOU) July 1, 2015—June 30, 2017

Purpose

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This MOU is entered into with reference to the following facts:

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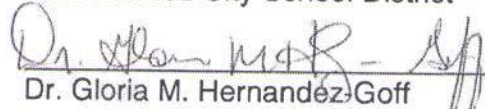
IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

City of Menlo Park

Alex D. McIntyre
City Manager

Date

Ravenswood City School District



Dr. Gloria M. Hernandez Goff
Superintendent

Date

Agenda item D4
Jessica Mihaly

Dear City Council Members,
As Director of Menlo Park City School District's Early Learning Center, I want to strongly urge you to continue operations of both the Belle Haven Child Development Center and the Menlo Children's Center once the shelter in place order has been modified or lifted. The SIP order is devastating child care businesses across the region and parents are going to be left with few options if publicly supported preschool programs such as yours close their doors. The Belle Haven CDC provides an invaluable service to Belle Haven's lower income children, many of whom are also second language learners who benefit immensely from getting a head start before kindergarten. Closing the CDC would create an enormous gap in the availability of high-quality subsidized care and further deplete the region of much needed preschool programs. I understand that the state's reimbursement rate may not be sufficient to cover 100% of your costs, but the long term cost of not providing a safe, educational environment for our most vulnerable children is ultimately much higher. Thank you for consideration.



STAFF REPORT

City Council

Meeting Date:

5/12/2020

Staff Report Number:

20-104-CC

Regular Business:

Provide direction on program and service reductions for the city manager's proposed fiscal year 2020-21 budget and authorize issuance of notice of intent to layoff affected positions

Recommendation

City staff recommends that the City Council

1. Provide direction on program and service reductions effective July 1, 2020, for inclusion in the city manager's proposed fiscal year 2020-21 budget; and
2. Authorize issuance of notice of intent to layoff those employees providing the programs and services impacted by reductions to the fiscal year 2020-21 budget.

Policy Issues

The City Council directs the city manager to prepare a balanced annual budget for its consideration prior to the beginning of each fiscal year. At the City Council's April 28 special meeting, staff provided estimates of a \$20.7 million revenue shortfall resulting from the COVID-19 pandemic. The revenue shortfall necessitates expenditure reductions to offset all or a portion of the shortfall. Early City Council guidance on potential reductions allows staff to prepare a budget that can be adopted prior to the beginning of the fiscal year, July 1, 2020. Delay in guidance on program and service reductions will delay budget preparation putting the City at risk of not having a balanced budget by July 1.

Background

On April 28, the City Council took action to amend the fiscal year 2019-20 general fund budget to close a budget deficit in the current fiscal year resulting from the COVID-19 pandemic. The City Council's action approved a balanced approach drawing from personnel and non-personnel savings as well as up to \$2.9 million from the City's economic stabilization reserve. While staff's recommendation was to adopt a budget strategy that continues a balanced approach to closing early estimates of the fiscal year 2020-21 budget deficit, the City Council directed staff to return with options for service reductions in order to adopt a balanced budget without the use of one-time monies, such as the economic stabilization reserve, for the 2020-21 fiscal year. As of June 30, 2020, the economic stabilization reserve balance is projected to have a remaining balance of \$11.6 million to help offset the impacts of future economic instability.

Analysis

The strategy presented to City Council for consideration April 28 for the fiscal year 2020-21 budget relied on a combination of personnel expenditure reductions, operating expenditure reductions and use of one-time monies in roughly equal measure. City Council provided direction to consider a wider range of service provision possibilities and to reduce the reliance on one-time monies, necessitating additional analytical

tools in order to reach the desired magnitude of expenditure reductions.

Fiscal year 2020-21 budget strategy

To develop the city manager's proposed budget for review and adoption by June 30, 2020, staff requires City Council direction on its preferred balanced budget strategy. The need for a strategy allows management to take decisive action on program and service reductions necessary to achieve savings in the new fiscal year. At this time, the impacts of the COVID-19 pandemic on the local and national economy continue to grow more severe and no past event can help to guide budget staff. To protect the City's long-term fiscal sustainability, staff recommends that the City Council provide explicit direction on the projected deficit acknowledging that new information emerges weekly that may have a material impact on the City's financial condition.

Staff continues to recommend a diversified approach to closing the projected fiscal year 2020-21 budget deficit. To balance the fiscal year 2020-21 budget, the City Council has three options. No single option below has capacity to fully close the budget deficit without detrimental long-term consequences.

1. **Reduce expenditures.** The City Council retains full control over appropriation of City funds and directs the city manager to prepare a budget that encompasses the programs and services desired by the community. The City's current programs and services are the result of many past City Council actions. This City Council has the unenviable position of deciding which of those past decisions to undo. Personnel costs including salaries, wages, pension and other fringe benefits are substantially driven by contractual obligations. The City has closed contracts with all labor units for the entirety of fiscal year 2020-21 and those contracts provide for wage and benefit increases to over 90 percent of city employees. The City Council's only lever to reduce expenditures in the amount needed to balance next year's budget is to reach agreement with labor units to reopen the contracts or eliminate programs and services thereby resulting in layoffs.
2. **Increase revenue.** The City Council retains control over fees paid by users for special benefit services like land development services and community services (referred to as user fees.) The additional processes required to ensure proper social distancing in city service delivery may warrant a user fee study in fiscal year 2020-21. Demand on user fee study consultants tends to be very high in economically challenging times so the horizon for a completed fee study is likely late in fiscal year 2020-21. Another revenue option available to the City Council is the temporary reduction in the Utility Users' Tax (UUT.) Each year the City Council takes action to certify that a reduction in the UUT is warranted and will not adversely impact the City's finances. In a time of high unemployment, the City Council will need to assess the trade-offs of allowing the tax to increase according to the voter approved level or reduce programs and services. Finally, the City Council may pursue a change in the city's business tax or transient occupancy tax (hotel tax) schedule to generate additional revenue. To pursue these measures, voter approval is required in November 2020. If the revenue is unrestricted, a simple majority is required. If the revenue is restricted, a supermajority is required.
3. **Use one-time monies.** The City Council may elect to balance the fiscal year 2020-21 budget, in part, using one-time monies such as drawing down the economic stabilization reserve, deferring capital investment or borrowing funds. Staff strongly recommends against use of one-time monies to balance structural budget deficits, especially those deficits exacerbated by the COVID-19 pandemic and the behavioral change necessary to protect against future pandemics. There is no clear indication of the federal government's willingness to offer a paycheck protection program or other relief to local governments adversely impacted by the COVID-19 pandemic. Staff recommends the use of one-time monies for one-time events to ensure long-term fiscal sustainability. The City Council retains full discretion over how to use one-time monies.

The fiscal year 2020-21 budget development process has been upended by the COVID-19 emergency. Historically, March and April are critical months in behind-the-scenes work to prepare a balanced city

manager proposed budget for City Council consideration in May and June. The City ceased all but essential services effective March 13 and staff's attention turned to adaptation required to continue business in light of the stay-at-home order. Further, the fiscal year 2020-21 economic condition forecast prior to the stay-at-home order shifted dramatically as a result of the COVID-19 pandemic that the work completed prior to mid-April requires significant revision.

Menlo Park is not alone in its budgetary process challenges due to the proximity of the COVID-19 pandemic to the end of the fiscal year, June 30. A number of neighboring cities have significantly modified their budget processes to condense a nine to 10-month, resource intensive process, into six weeks. One approach adopted by cities is to rollover all or a portion of the current fiscal year to the next fiscal year. The rollover budget alleviates the pressure to generate a budget in a time of local emergency. A rollover budget also has the benefit of allowing more information to emerge. Rollover budgets, however, can be risky by delaying program and service reductions required to remain financially solvent.

An additional dynamic in the fiscal year 2020-21 budget development process is the implementation of new budgeting software. In September 2019 the City Council approved staff's recommendation to purchase and implement a new budgeting software capable of providing public access to City finances. In January, the staff member assigned to implement OpenGov left the City's employment to work in the private sector. In April, the administrative services director left the city to accept a promotion with a public agency in her hometown. The loss of these two key personnel causes an extraordinary setback to the project's implementation schedule and has indefinitely delayed implementation of OpenGov's powerful financial transparency portal. Nonetheless, staff remains committed to delivering the fiscal year 2020-21 budget using OpenGov's publicly accessible online budget tool. As an online budget, staff will not produce a city manager proposed budget book. Once the City Council adopts a budget for fiscal year 2020-21, staff will prepare a physical budget book.

The City's revised fiscal year 2020-21 budget calendar

- April 28 – City staff transmitted initial estimates of the projected revenue shortfall for fiscal year 2020-21. The City Council provided direction to return with program and service reductions sufficient to offset the budget deficit.
- May 12 – City staff provides City Council with budget changes resulting in an \$18.24 million reduction, a 28 percent reduction to baseline expenditures. The reductions eliminate 46 full-time equivalent (FTEs) personnel, a 16 percent reduction in authorized FTEs. The reductions also eliminate 48 temporary employees.
- May 14 – City provides layoff notice to labor units and employees potentially impacted by the City Council's direction on program and service delivery reductions May 12. The layoff notices may be rescinded if the City Council adopted budget retains the program or service identified for reduction at the City Council's May 12 meeting.
- May 22 – City staff publishes the city manager's proposed budget to the OpenGov online portal.
- May 26 – City Council study session, a meeting open to the public, on the city manager's proposed budget.
- May 27 to June 5 – City staff incorporate direction received by the City Council May 26.
- June 9 – City Council public hearing, a meeting open to the public, on the city manager's proposed budget
- June 10 to 19 – City staff finalize the online budget for City Council adoption.
- June 23 – City Council adopts the fiscal year 2020-21 budget.
- June 24 – City rescinds layoff notices issued to employees not impacted by the final City Council adopted budget.

- June 30 – final day of work for staff positions impacted by the program and service reductions
- July 1 – First day of fiscal year 2020-21
- October 27 – Fiscal year 2020-21 first quarter financial update
- January 26 – Q2 fiscal year 2020-21 financial update and midyear budget review

On May 7, Governor Newsom outlined a fiscal year 2020-21 state budget with a projected \$54 billion deficit, approximately 37 percent of the State's general fund. The State's budget woes have historically trickled down to the city level, exacerbating city budget deficits, with sudden reductions in grants, delays in revenue and other accounting changes. The size of California's budget deficit raises significant concern for city staff. At this time, staff strongly encourages the City Council to exercise restraint on new expenditures and use of one-time monies until more information is known about the impact of state budget woes.

Summary of evaluation framework

Due to the unprecedented conditions, tools commonly used to adjust budgets year-to-year were insufficient to capture the adjustments necessary. In order to create a framework for evaluating service provision, staff used a number of principles which are familiar to both members of the community and which can be reasonably measured. In addition to considering services which are essential or mandated, staff considered the guiding principles in the City's adopted General Plan update. These guiding principles are:

- Citywide equity
- Healthy community
- Competitive and innovative business destination – *reflected as "business destination" in evaluation*
- Corporate contribution – *not used in budget reduction evaluation*
- Youth support and education excellence – *reflected as "recreation" in evaluation*
- Great transportation options – *reflected as "transportation" in evaluation*
- Complete neighborhoods and commercial corridors – *reflected as "complete communities" in evaluation*
- Accessible open space and recreation – *reflected as "recreation" in evaluation*
- Sustainable environmental planning – *reflected as "sustainability" in evaluation*

Following the guidance by City Council, a wide range of services was considered and the impact that altering or suspending those services was ranked across each guiding principle on a scale of low, medium or high impact. For each service provision change, associated general fund revenues or expenditures were also included to present the magnitude of the budgetary impact. The identified target reductions totaled \$18.24 million in expenditures in order to ensure that the City Council retained flexibility in considering which services to modify or suspend. The framework categories considered, with brief descriptions, are included below in Table 1. The tables contained in the body of the report are summaries with the full tables available in Attachment A. All tables are ordered alphabetically by department and the recommendations in each table are the same level.

The reductions outlined in this report are significant and beyond what anyone wishes for the lives of those affected by budget reductions. As the City Council's subject matter experts, department heads ranked the reduction into three tiers as described in the table below. Staff does not recommend any reductions that impact lives or livelihoods however the current crisis requires extraordinary consideration of how the COVID-19 pandemic, and future pandemics, shape the provision of city services.

On April 7, the City Council adopted Resolution No. 6553 which affirms the City's commitment to the values of equity, fairness, and justice in responding to the COVID-19 crisis. In recognition of the resolution, the tables outlining potential reductions are arranged first based on department head recommendation and then citywide equity as defined below. This approach provides an additional lens to evaluate the impacts of

budgetary reductions. Traditional budgetary reviews often rely heavily on bottom line impacts of a service.

Table 1: Summary of evaluation framework		
Table category	Source	Description
Essential or mandated services	Staff/City Council	The impact of this service change on those services essential for public health or safety or mandated by Federal, State or local legislation
Citywide equity	2016 general plan - guiding principles	Menlo Park neighborhoods are protected from unreasonable development and unreasonable cut-through traffic, share the benefits and impacts of local growth, and enjoy equal access to quality services, education, public open space, housing that complements local job opportunities with affordability that limits displacement of current residents, and convenient daily shopping such as grocery stores and pharmacies.
Healthy community	2016 general plan - guiding principles	Everyone in Menlo Park enjoys healthy living spaces, high quality of life, and can safely walk or bike to fresh food, medical services, employment, recreational facilities and other daily destinations; land owners and occupants take pride in the appearance of property; Menlo Park achieves code compliance and prioritizes improvements that promote safety and healthy living; and the entire city is well-served by emergency services and community policing.
Business destination	2016 general plan - guiding principles	Menlo Park embraces emerging technologies, local intelligence and entrepreneurship, and welcomes reasonable development without excessive traffic congestion that will grow and attract successful companies and innovators that generate local economic activity and tax revenue for the entire community.
Transportation	2016 general plan - guiding principles	Menlo Park provides thoroughly-connected, safe and convenient transportation, adequate emergency vehicle access, and multiple options for people traveling by foot, bicycle, shuttle, bus, car and train, including daily service along the Dumbarton Rail Corridor.
Complete communities	2016 general plan - guiding principles	Menlo Park neighborhoods are complete communities, featuring well integrated and designed development along vibrant commercial corridors with a live-work-play mix of community-focused businesses that conveniently serve adjacent neighborhoods while respecting their residential character.
Recreation	2016 general plan - guiding principles	Menlo Park provides safe and convenient access to an ample amount of local and regional parks and a range of public open space types, recreational facilities, trails, and enhancements to wetlands and the Bay.
		Menlo Park children and young adults have equal access to excellent childcare, education, meaningful employment opportunities, and useful training, including internship opportunities at local companies
Sustainability	2016 general plan - guiding principles	Menlo Park is a leader in efforts to address climate change, adapt to sea-level rise, protect natural and built resources, conserve energy, manage water, utilize renewable energy and promote green building.
Department recommendation	Tier level	Staff recommendation for which tier a service level adjustment is considered, where tier 1 recommendations are most recommended and tier 3 recommendations are the least recommended.
2020-21 expenditure increase/(decrease)	Budget impact	The net result of this budget or service level recommendation, as compared to the baseline of the fiscal year 2019-20 adopted budget.

Significant changes to the baseline budget

In the first category of potential adjustments, Table 2a, staff considered a number of significant budget or accounting modifications when compared to the baseline of the adopted fiscal year 2019-20 budget. These changes include such categories as consolidation of overtime, temporary help, training and travel budgets citywide, consideration of personnel increases resulting from negotiated agreements with the City’s bargaining units or CalPERS rate increases, and an adjustment for expenditures budgeted in the general fund but realized in special revenue funds. These adjustments are outlined below in Table 2a and represent a net reduction of \$0.80 million on general fund expenditures. Due to the length of Table 2, Table 2a is a consolidated view by city department. The full table 2 is included in Attachment A.

Table 2a: Baseline budget changes, department summary	
Item	2020-21 expenditure decrease/(increase)
Administrative services summary	143,537
City Council/city attorney/city manager/city clerk/sustainability summary	563,108
Community development summary	(109,586)
Community services summary	523,137
Library summary	(186,261)
Police summary	(461,045)
Public works summary	326,198
Total	799,088
Note: Detail, by department available as Table 2 in Attachment A	

Adjustments to unrepresented management compensation

Second, staff consolidated changes to the City’s unrepresented management in recognition of the direction for management to take the lead on changes, to take a larger percentage reduction than represented staff, and the increased flexibility available to City Council for this group. The adjustments identified for this group are presented below in Table 2 and represent a \$1.14 million impact on general fund expenditures.

Table 3: Unrepresented management personnel cost reductions	
Item	2020-21 expenditure decrease/(increase)
Freeze community development director position	246,278
Freeze administrative services director position	251,726
Suspend unrepresented pay increases for 2020-21	174,000
Suspend unrepresented bonuses for 2020-21	240,000
Additional reductions to reach 25% reduction goal	231,291
Total	1,143,295

In the community development department, there is a vacancy at the unrepresented management level due to the departure of the prior community development director. This role is currently filled in an interim capacity, but at the direction of the City Council may be frozen for the 2020-21 fiscal year, resulting in a general fund expenditure savings of \$0.25 million. This direction would not result in any layoffs.

In the administrative services department, there is an additional unrepresented vacancy due to the recent departure of the administrative services director. The duties of this position are currently being filled through the city manager's office and, at City Council direction, this position could be frozen. This direction would also not result in any layoffs.

For fiscal year 2019-20, the City budgeted \$0.24 million for bonuses for unrepresented management and \$0.17 million to account for pay increases, both of which could be removed for fiscal year 2020-21. In addition, Table 3 includes a target of \$0.23 million in additional reductions to the unrepresented management group in order to achieve the target reduction level. This amount could be achieved through some combination of pay reductions, layoffs or adjustment to benefits.

The combination of expenditure reductions identified in Tables 2/2a and 3 totals \$1.94 million.

Low impact on citywide equity, tier 1 reductions

The first tier of potential service changes is those with a low impact on citywide equity but whose impacts on essential/mandated services and other guiding principles is more varied. These service adjustments are presented below in Table 4 and represent a \$3.84 million reduction on general fund expenditures.

Table 4: Low impact on citywide equity, tier 1 reductions	
Item	2020-21 expenditure decrease/(increase)
Rollback staff augmentation in finance: senior accountant; 2017-18	182,426
Rollback staff augmentation in human resources: HR technician; 2018-19	124,524
Reduce contract service support in HR and finance	40,000
Rollback community special events programming	304,575
Freeze management analyst position assigned to support community services	145,000
Reduce temporary staff by 30% due to anticipated service reductions	280,665
Withdraw from Peninsula Library System (note one-time costs in Table 2)	270,000
Eliminate enhancements to open data and crime analysis	144,000
Eliminate police chief's executive assistant	135,000
Eliminate Caltrain GoPass program for employees	71,478
Reduce public works' administrative capacity	86,414
Eliminate night-shift oversight of contract custodial services	272,187
Eliminate holiday decoration/lighting program	86,700
Eliminate fleet maintenance for West Bay Sanitary Sewer District and delay vehicle purchases in FY19-20, FY20-21.	199,680
Eliminate contingency for 2019-20 budget enhancements	1,500,000
Total	3,842,649

The table above outlines a number of changes which would affect the administrative services, community services, library, police, and public works departments as well as the contingency budget appropriated in fiscal year 2019-20 to consider future service level changes. In aggregate, these changes affect 8.5 full-time equivalent (FTE) positions and 14 temporary positions. If the direction from City Council is to pursue these service level changes, these would result in four layoffs of regular staff, freezing 4.5 additional FTEs, and the layoff of 14 temporary staff.

The combination of expenditure reductions identified in Tables 2/2a, 3 and 4 totals \$5.78 million.

Medium impact on citywide equity, tier 1 reductions

The second level of impact on citywide equity, those which would result in a medium impact, but whose service adjustment recommendations remained at the first tier, is presented below in Table 5 and represent a \$0.95 million impact on general fund expenditures.

Table 5: Medium impact on citywide equity, tier 1 reductions	
Item	2020-21 expenditure decrease/(increase)
Defer long range planning projects	600,000
Reduce events and encouragement activities in the transportation demand management and safe routes to school programs	60,000
Reduce capacity in transportation division	293,716
Total	953,716

Changes in the community development and public works departments, outlined above, focus primarily on long range planning projects and transportation efforts. These activities are currently budgeted with three regular FTEs, all of which are currently vacant in the transportation division, and therefore would not result in any layoffs if City Council directs staff to pursue these changes.

The combination of expenditure reductions identified in Tables 2/2a, 3, 4 and 5 totals \$6.74 million.

High impact on citywide equity, tier 1 reductions

The staff recommended personnel and non-personnel expenditure reductions to offset the projected \$12.7 million revenue shortfall is \$8.5 million which requires use of \$4.2 million in one-time monies. The reductions identified in Tables 2/2a, 3, 4 and 5 total \$6.74 million, sort of the staff recommended target of \$8.5 million. To reach the targeted reduction necessitates consideration of programs whose alteration or suspension would have a greater impact than those previously discussed. The next tier of impact on citywide equity, those with a high impact, is presented in Table 6 below and represent a total \$2.04 million impact on general fund expenditures.

Table 6: High impact on citywide equity, tier 1 reductions	
Item	2020-21 expenditure decrease/(increase)
Freeze 1 management analyst position assigned to support city manager/City Council initiated special projects	178,561
Close Belle Haven pool until completion of BHCCL project	209,550
Close Onetta Harris Community Center until completion of BHCCL project	344,160
Reduce main library open hours 25%	286,000
Reduce Belle Haven branch open hours 25%	36,000
Belle Haven branch remain closed through December 2020 (school closure)	48,000
Reduce book/e-resource budget 75%	255,000
Eliminate proactive parking enforcement	292,500
Reduce code enforcement efforts to be reactive v. proactive	154,000
Eliminate police community engagement programs; online property crime reports only	236,000
Total	2,039,771

The above outlined service provision changes would affect the city manager’s office, community services, library and police departments. These services currently include 8.5 authorized FTEs, 1.5 of which are vacant, and 12 temporary workers. If City Council directs these changes, it would result in the layoff of eight regular staff and 12 temporary workers.

The combination of expenditure reductions identified in Tables 2/2a, 3, 4, 5 and 6 totals \$8.78 million.

Tier 2 reductions

All of the previous potential service changes, totaled, includes a budget reduction of \$8.78 million, a slight excess of staff’s recommended target. If the City Council accepted all proposed reductions in tables 2/2a, 3, 4, 5 and 6, the use of one-time monies in fiscal year 2020-21 is \$3.92 million. The City Council’s April 28 direction to identify additional reductions sufficient to balance the budget without the use of one-time monies requires additional reductions. Departments identified further service adjustments with a lower recommendation but which could be used to further reduce general fund expenditures. Table 7 below outlines the second tier of recommendations, which have a variety of impacts on citywide equity, and a total impact of \$3.59 million on general fund expenditures.

Table 7: Tier 2 reductions	
Item	2020-21 expenditure decrease/(increase)
Rollback staff augmentation in finance: temporary accounting assistants; 2016-17	54,720
Eliminate pre-school childcare at Menlo Children's' Center (MCC)	1,269,293
Eliminate pre-school childcare at the Belle Haven Child Development Center (BHDCDC)	1,737,011
Reduce temporary staffing capacity for special capital and regional coordination projects	210,000
Reduce contract inspection and plan review services	200,000
Reduce sign replacement program and slow responses to non-safety street repairs and complaints	115,737
Total	3,586,761

The changes outlined in the above table include current services in administrative services, community services and public works departments. These services are currently provided by 24.5 regular FTEs, with three vacancies and 21 temporary staff. If City Council directs these changes, they would result in layoffs of 25 regular staff and 21 temporary staff.

The combination of expenditure reductions identified in Tables 2/2a, 3, 4, 5, 6 and 7 totals \$12.37 million.

Tier 3 reductions

Finally, departments identified those service adjustments which had a lower recommendation than previous adjustments but which could further reduce general fund expenditures. Similar to those recommendations in Table 6 above, these service adjustments have a variety of impacts on citywide equity and total \$5.88 million in general fund expenditure reductions. The service impacts of tier 3 reductions are considerable.

Table 8: Tier 3 reductions	
Item	2020-21 expenditure decrease/(increase)
Freeze IT support specialist position for 2020-21	146,298
Eliminate 1 accounting assistant II	115,492
Reduce development review (planning)	334,201
Reduce contract planning services	75,000
Reduce inspection services	156,037
Reduce contract building services	375,000
Miscellaneous operating reductions (supplies, staff training)	65,000
Reduced patrol	1,600,000
Eliminate traffic unit	1,000,000
Eliminate non-emergency line and increase 911 answer times	450,000
Eliminate proactive investigations including gang and narcotics	400,000
Reduce police records by 40%; suspend overnight parking permit sales	114,000
Reduce parks and landscape areas maintenance	700,309
Reduce capacity for land development and public right-of-way permit reviews	177,876
Reduce tree maintenance capacity and forgo implementation of new heritage tree ordinance requirements	171,250
Total	5,880,463

The above service changes include operations in the administrative services, community development, library, police and public works departments. These operations currently include 25 authorized regular FTEs, 14 of which are currently vacant, and one temporary employee. If City Council directs these changes, they would result in layoff of 12 regular staff and one temporary staff.

Uncertainty and sustainability

Staff have identified potential service adjustments which substantially lower the baseline services offered by the City in recognition of the historic and precipitous anticipated drops in revenue. It is important to note that the projected revenue is substantially below what was forecast in previous fiscal years, even with a model which creates a range of possible outcomes. An updated forecast was developed which incorporates new information since the development of the COVID-19 pandemic and which updates the uncertainty associated with potential outcomes. The unprecedented nature of the pandemic leaves few indicators as to how the City’s economic situation may change in future years, so this updated forecast must include the caveat that it is highly speculative. In addition, a number of factors which are currently very uncertain will

inform many of the future changes. These include categories such as restrictions to congregating and economic activity, the aforementioned actions at the State level, and outside factors such as the development of an effective vaccine for the novel coronavirus. Finally, the previous forecast used a “baseline” model which followed the City’s budgeting principles, where services were maintained except for a small number of discrete events. The current direction requested fundamentally alters those baseline levels and will substantially inform the path of both revenues and expenditures. As a result, the scenarios presented are nearly certain to differ from the final forecasts prepared for the fiscal year 2020-21 budget which will incorporate updated direction. All of the following scenarios are included as exhibits in Attachment B.

Newly incorporated information

The first exhibit includes several prior years of actual revenue and expenditure data, the previous revenue and expenditure forecasts, and the updated estimates for fiscal years 2019-20 and 2020-21 and included as Exhibit A of Attachment A. In addition, in order to better highlight the uncertainty currently facing the City, two categories are highlighted. The uncertainty in prior revenue forecasts is shaded blue, ranging from the optimistic to pessimistic outcomes. The uncertainty with new information is shaded gray, with similar optimistic and pessimistic outcomes. As shown, the range in outcomes with the new information is substantially wider, reflecting the greater uncertainty.

“V-shaped” recovery scenario

One potential recovery scenario is that the restrictions currently in place are highly effective at containing spread of the novel coronavirus that sufficient safeguards can quickly be adopted to limit future spread, and that the economy rebounds fairly quickly. This is an optimistic scenario, but could result in the City’s revenues returning to previous levels within a relatively short time, and is described as a “V-shaped” recovery. One potential outcome which fits this scenario is shown in Exhibit B of Attachment A.

“W-shaped” recovery scenario

Another potential recovery scenario is one where initial restrictions prove effective at containing the spread of the novel coronavirus and the economy sees a quick upswing as a result. However, due to factors such as a second major outbreak or structural economic issues not currently identified, the economy has a second falling period prior to a subsequent recovery, described as a “W-shaped” recovery. This scenario results in a substantially longer lag before the City’s revenue sources return to their prior level and is shown graphically in Exhibit C of Attachment A.

“L-shaped” recovery scenario

Yet another recovery scenario is one in which an economic recovery is slow, due to factors such as continued infections of COVID-19, the economic shock of the current stay at home order, or other unforeseen circumstances. Much more similar to the 2008 economic recession and subsequent recovery, this is a pessimistic scenario and one which would require years or decades to return to the pre-COVID-19 trajectory for revenues. This scenario is described as an “L-shaped” recovery and shown in Exhibit D of Attachment A.

Given this level of uncertainty, the City must make prudent service decisions as there is a high likelihood that the revenues are likely to take more than one or two years to recover to pre-COVID-19 levels and maintain its financial sustainability.

Use of one-time monies

As recommended at the April 28 City Council meeting, staff continues to recommend a balanced approach to close the projected \$12.7 million shortfall through up to \$4 million in one-time monies. One-time monies are finite and staff strongly recommends against depleting one-time monies at this time. Table 9 details one-time funds available for consideration. Similar to earlier tables, the finance team has ranked each one-time monies bucket based on the origin of funds and the long-lasting impact on the City’s financial stability. Tier 1 has greatest relevance to the COVID-19 pandemic and its impact on the City’s financial challenges in fiscal year 2020-21. Tier 2 is less directly tied to the projected deficit in fiscal year 2020-21. Tier 3 are one-time monies frequently used by cities to balance budgets however deferral in capital maintenance generally increases long-term costs.

Item	Estimated available as of July 1, 2020	Maximum use	Priority
Economic stabilization reserve	11,607,781	3,000,000	Tier 1
General Fund unassigned fund balance	2,100,000	1,000,000	Tier 2
Unused capital improvement program funds originated in the General Fund	2,720,000	-	Tier 3
Deferral of transfer to general capital improvements	3,100,000	-	Tier 3
Total	19,527,781	4,000,000	

If the City Council desires to use one-time monies, it is advisable to tie the use to one-time expenditures. In an operating budget these are typically contract services and supplies budgets. Attachment C transmits a memo from Public Works detailing the unused funds in the capital improvement program.

Summary

As mentioned earlier, the decisions resulting from this report are certain to devastate lives and livelihoods. Absent support from the federal government, the City Council is in the extremely unenviable position of balancing the City’s finances with little information and little time. It is true that Menlo Park’s revenues are likely to bounce back in three to four years. In the meantime, the City does not have the financial resources to maintain business as usual.

The greatest uncertainty arising from this crisis, however, is that the prolonged stay-at-home order has fundamentally changed how people live and how businesses operate. The stay-at-home order has proven that, with the proper investment in technology, remote work is possible even in the public sector. What that means for office demand, business lunches at local eateries, and shopping locally is entirely unknown. Business travel may be reserved for highest ranking executives and further depress the travel industry. The only thing known is that we don’t know what the future will hold and the old play book does not provide much guidance. Notwithstanding the unenviable position, the City Council is obligated to balance the City’s budget now without the benefit of knowing what the economic recovery holds.

As we have grown begrudgingly accustomed, the circumstances surrounding the impacts of the COVID-19 pandemic change rapidly. Sadly, staff anticipates that the economic condition in fiscal year 2020-21 has potential to grow worse with few possibilities of returning to pre-COVID-19 operations. At midyear, January 2021, the City will have much more information from which to evaluate reversal of austerity measures

resulting from this report.

Impact on City Resources

The impact on City resources depends on the direction provided by the City Council. As of this report, staff is seeking to hold expenditures at the baseline level and close a projected \$12.7 million revenue shortfall. The tables outlined above are summarized in Table 10.

Table 10: Reductions summary		
Item	Expenditure reduction (net)	Cumulative reduction (net)
Baseline budget changes (Table 2)	799,088	799,088
Unrepresented management personnel cost reductions (Table 3)	1,143,295	1,942,383
Low impact on citywide equity, tier 1 reductions (Table 4)	3,842,649	5,785,032
Medium impact on citywide equity, tier 1 reductions (Table 5)	953,716	6,738,748
High impact on citywide equity, tier 1 reductions (Table 6)	2,039,771	8,778,519
Tier 2 reductions (Table 7)	3,586,761	12,365,280
Tier 3 reductions (Table 8)	5,880,463	18,245,743
Total	18,245,743	

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. Budget reduction worksheets
- B. Revenue forecast scenarios
- C. Capital improvement funding memo from public works

Report prepared by:
 Dan Jacobson, Assistant Administrative Services Director
 Nick Pegueros, Assistant City Manager

Table 2. Baseline budget changes

Item	Ref #	Dept.	2020-21 Expend. decrease/ (increase)	Department Ranking	Impact on Essential/ Mandated Services	Impact on guiding principles (1 low, 3 high)							Impact on employees			
						Citywide equity	Healthy community	Business destination	Transportation	Complete communities	Recreation	Sustainability	Authorized FTEs (1 fte = 2,080 hrs/yr)	Benefited employee layoffs headcount	Temporary employee layoffs headcount	Vacant positions headcount
Expiration of provisional Management Analyst I position; 2017-18	1	ASD	148,345	Baseline	1	1	1	1	1	1	1	1	1.00	1.00	-	-
Consolidate overtime, temporary help, training and travel, 50% reduction	2	ASD	63,300	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Personnel increases due to negotiated agreements	3	ASD	(58,539)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Retirement increases due to CalPERS assumption changes	4	ASD	(9,569)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Reductions in baseline non-personnel budgets City Council, City Manager, City Clerk, and Sustainability	5	CMO	325,000	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Reduce legal services budget by 25%	6	CMO	132,500	Baseline	2	2	1	2	2	2	1	2	-	-	-	-
Reduce City Council annual community funding program budget by 25%	7	CMO	68,750	Baseline	1	3	2	1	1	3	1	2	-	-	-	-
Consolidate overtime, temporary help, training and travel, 50% reduction	8	CMO	79,250	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Personnel increases due to negotiated agreements	9	CMO	(17,329)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Retirement increases due to CalPERS assumption changes	10	CMO	(25,063)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Consolidate overtime, temporary help, training and travel, 50% reduction	11	CDD	54,050	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Personnel increases due to negotiated agreements	12	CDD	(97,756)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Retirement increases due to CalPERS assumption changes	13	CDD	(65,880)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Consolidate overtime, training and travel, 50% reduction	14	CSD	56,350	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Personnel increases due to negotiated agreements	15	CSD	(117,765)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-

Table 2. Baseline budget changes (continued)

Item	Ref #	Dept.	2020-21 Expend. decrease/ (increase)	Department Ranking	Impact on Essential/ Mandated Services	Impact on guiding principles (1 low, 3 high)							Impact on employees			
						Citywide equity	Healthy community	Business destination	Transportation	Complete communities	Recreation	Sustainability	Authorized FTEs (1 fte = 2,080 hrs/yr)	Benefited employee layoffs headcount	Temporary employee layoffs headcount	Vacant positions headcount
Reduce non-personnel operating expenses due to anticipated service reduction by 30%	16	CSD	656,824	Baseline	1	1	2	1	1	1	3	1	-	-	-	-
Retirement increases due to CalPERS assumption changes	17	CSD	(72,272)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Consolidate overtime, training and travel, 50% reduction	18	Lib	21,850	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Migrate library catalog/patron records management platform from PLS to MP-owned platform	19	Lib	(130,000)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Personnel increases due to negotiated agreements	20	Lib	(44,821)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Retirement increases due to CalPERS assumption changes	21	Lib	(33,290)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Consolidate overtime, temporary help, training and travel, 50% reduction	22	PD	670,210	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Personnel increases due to negotiated agreements	23	PD	(443,509)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Retirement increases due to CalPERS assumption changes	24	PD	(687,746)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Consolidate overtime, temporary help, training and travel, 50% reduction	25	PW	345,710	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Account for Measure A (transportation improvements funding) support of staff time in transportation division	26	PW	293,022	Baseline									-	-	-	-
Personnel increases due to negotiated agreements	27	PW	(230,365)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
Retirement increases due to CalPERS assumption changes	28	PW	(82,169)	Baseline	1	1	1	1	1	1	1	1	-	-	-	-
			799,088										1.00	1.00	-	-

Table 3: Unrepresented management personnel cost reductions

Item	Ref #	Dept.	2020-21 Expend. decrease/ (increase)	Department Ranking	Impact on Essential/ Mandated Services	Impact on guiding principles (1 low, 3 high)							Impact on employees			
						Citywide equity	Healthy community	Business destination	Transportation	Complete communities	Recreation	Sustainability	Authorized FTEs (1 fte = 2,080 hrs/yr)	Benefited employee layoffs headcount	Temporary employee layoffs headcount	Vacant positions headcount
Freeze Community Development Director position	29	CDD	246,278	Third tier	3	3	3	3	3	3	3	3	1.00	-	-	1.00
Suspend unrepresented pay increases for 2020-21	30	ND	174,000	First tier	1	1	1	1	1	1	1	1	-	-	-	-
Freeze Administrative Services Director position	31	ASD	251,726	Second tier	3	1	1	1	1	1	1	1	1.00	-	-	1.00
Suspend unrepresented bonuses for 2020-21	32	ND	240,000	First tier	1	1	1	1	1	1	1	1	-	-	-	-
Additional reductions to reach 25% reduction goal	33	ND	231,291	First tier	1	1	1	1	1	1	1	1	-	-	-	-
			1,143,295										2.00	-	-	2.00

Table 4: Low impact on citywide equity, tier 1 reductions

Item	Ref #	Dept.	2020-21 Expend. decrease/ (increase)	Department Ranking	Impact on Essential/ Mandated Services	Impact on guiding principles (1 low, 3 high)							Impact on employees			
						Citywide equity	Healthy community	Business destination	Transportation	Complete communities	Recreation	Sustainability	Authorized FTEs (1 fte = 2,080 hrs/yr)	Benefited employee layoffs headcount	Temporary employee layoffs headcount	Vacant positions headcount
Rollback staff augmentation in finance: Senior Accountant; 2017-18	34	ASD	182,426	First tier	2	1	1	1	1	1	1	1	1.00	1.00	-	-
Rollback staff augmentation in human resources: HR technician; 2018-19	35	ASD	124,524	First tier	2	1	1	1	1	1	1	1	1.00	-	-	1.00
Reduce contract service support in HR and Finance	36	ASD	40,000	First tier	1	1	1	1	1	1	1	1	-	-	-	-
Rollback community special events programming	37	CSD	304,575	First tier	1	1	3	1	1	2	3	1	-	-	2.00	-
Freeze management analyst position assigned to support Community Services	38	CSD	145,000	First tier	1	1	2	1	1	1	3	1	1.00	-	-	1.00
Reduce temporary staff by 30% due to anticipated service reductions	39	CSD	280,665	First tier	1	1	3	1	1	1	3	1	-	-	11.00	-
Withdraw from Peninsula Library System (note one-time costs in Table 2)	40	Lib	270,000	First tier	1	1	1	1	1	1	1	1	-	-	-	-
Eliminate enhancements to open data and crime analysis	41	PD	144,000	First tier	1	1	1	1	1	1	1	1	1.00	1.00	-	-
Eliminate Police Chief's Executive Assistant	42	PD	135,000	First tier	3	1	1	1	1	1	1	1	1.00	1.00	-	-
Eliminate Caltrain GoPass program for employees	43	PW	71,478	First tier	1	1	3	3	3	2	1	3	-	-	-	-
Reduce public works' administrative capacity	44	PW	86,414	First tier	3	1	2	2	2	2	2	3	1.00	-	1.00	1.00
Eliminate night-shift oversight of contract custodial services	45	PW	272,187	First tier	1	1	1	1	1	1	1	1	2.50	1.00	-	2.00
Eliminate holiday decoration/lighting program	46	PW	86,700	First tier	1	1	1	2	1	3	3	1	-	-	-	-
Eliminate fleet maintenance for West Bay Sanitary Sewer District and delay vehicle purchases in FY19-20, FY20-21.	47	PW	199,680	First tier	1	1	1	1	2	1	1	3	-	-	-	-
Eliminate contingency for 2019-20 budget enhancements	48	ND	1,500,000	First tier	1	1	1	1	1	1	1	1	-	-	-	-
			3,842,649										8.50	4.00	14.00	5.00

Table 5: Medium impact on citywide equity, tier 1 reductions

Item	Ref #	Dept.	2020-21 Expend. decrease/ (increase)	Department Ranking	Impact on Essential/ Mandated Services	Impact on guiding principles (1 low, 3 high)							Impact on employees			
						Citywide equity	Healthy community	Business destination	Transportation	Complete communities	Recreation	Sustainability	Authorized FTEs (1 fte = 2,080 hrs/yr)	Benefited employee layoffs headcount	Temporary employee layoffs headcount	Vacant positions headcount
Defer long range planning projects	49	CDD	600,000	First tier	2	2	2	2	2	3	1	2	-	-	-	-
Reduce events and encouragement activities in the transportation demand management and safe routes to school programs	50	PW	60,000	First tier	1	2	3	2	3	3	2	3	-	-	-	-
Reduce capacity in transportation division	51	PW	293,716	First tier	3	2	3	2	3	3	2	3	3.00	-	-	3.00
			953,716										3.00	-	-	3.00

Table 6: High impact on citywide equity, tier 1 reductions

Item	Ref #	Dept.	2020-21 Expend. decrease/ (increase)	Department Ranking	Impact on Essential/ Mandated Services	Impact on guiding principles (1 low, 3 high)							Impact on employees			
						Citywide equity	Healthy community	Business destination	Transportation	Complete communities	Recreation	Sustainability	Authorized FTEs (1 fte = 2,080 hrs/yr)	Benefited employee layoffs headcount	Temporary employee layoffs headcount	Vacant positions headcount
Freeze 1 Management Analyst position assigned to support City Manager/City Council initiated special projects	52	CMO	178,561	First tier	1	3	2	2	1	2	1	2	1.00	-	-	1.00
Close Belle Haven pool until completion of BHCCL project	53	CSD	209,550	First tier	1	3	3	1	1	2	3	1	-	-	-	-
Close Onetta Harris Community Center until completion of BHCCL project	54	CSD	344,160	First tier	1	3	3	1	1	2	3	1	1.75	2.00	12.00	-
Reduce Main Library open hours 25%	55	Lib	286,000	First tier	1	3	3	2	1	2	1	1	-	-	24.00	-
Reduce Belle Haven Branch open hours 25%	56	Lib	36,000	First tier	1	3	3	2	1	2	1	1	-	-	3.00	-
Belle Haven Branch remain closed through December 2020 (school closure)	57	Lib	48,000	First tier	1	3	3	2	1	2	1	1	-	-	4.00	-
Reduce book/e-resource budget 75%	58	Lib	255,000	First tier	1	3	3	1	1	1	1	1	-	-	-	-
Eliminate proactive parking enforcement	59	PD	292,500	First tier	1	3	1	3	3	3	1	1	2.50	2.00	-	0.50
Reduce code enforcement efforts (reactive v. proactive)	60	PD	154,000	First tier	3	3	3	3	1	3	1	1	1.00	1.00	-	-
Eliminate police community engagement programs; online property crime reports only	61	PD	236,000	First tier	2	3	3	1	1	2	1	1	2.00	2.00	-	-
			2,039,771										8.25	7.00	43.00	1.50

Table 7: Tier 2 reductions

Item	Ref #	Dept.	2020-21 Expend. decrease/ (increase)	Department Ranking	Impact on Essential/ Mandated Services	Impact on guiding principles (1 low, 3 high)							Impact on employees			
						Citywide equity	Healthy community	Business destination	Transportation	Complete communities	Recreation	Sustainability	Authorized FTEs (1 fte = 2,080 hrs/yr)	Benefited employee layoffs headcount	Temporary employee layoffs headcount	Vacant positions headcount
Rollback staff augmentation in finance: temporary Accounting Assistants; 2016-17	62	ASD	54,720	Second tier	1	1	1	1	1	1	1	1	-	-	2.00	-
Eliminate pre-school childcare at Menlo Childrens' Center (MCC)	63	CSD	1,269,293	Second tier	1	1	3	1	1	2	3	1	9.50	10.00	9.00	2.00
Eliminate pre-school childcare at the Belle Haven Child Development Center (BHCDC)	64	CSD	1,737,011	Second tier	1	3	3	1	1	2	3	1	15.00	15.00	8.00	1.00
Reduce temporary staffing capacity for special capital and regional coordination projects	65	PW	210,000	Second tier	1	1	2	3	3	3	3	3	-	-	2.00	-
Reduce contract inspection and plan review services	66	PW	200,000	Second tier	2	1	2	3	2	3	1	1	-	-	-	-
Reduce sign replacement program and slow responses to non-safety street repairs and complaints	67	PW	115,737	Second tier	2	1	2	2	3	3	2	1	-	-	-	-
			3,586,761										24.50	25.00	21.00	3.00

Table 8: Tier 3 reductions

Item	Ref #	Dept.	2020-21 Expend. decrease/ (increase)	Department Ranking	Impact on Essential/ Mandated Services	Impact on guiding principles (1 low, 3 high)							Impact on employees			
						Citywide equity	Healthy community	Business destination	Transportation	Complete communities	Recreation	Sustainability	Authorized FTEs (1 fte = 2,080 hrs/yr)	Benefited employee layoffs headcount	Temporary employee layoffs headcount	Vacant positions headcount
Freeze IT Support Specialist position for 2020-21	68	ASD	146,298	Third tier	3	1	1	1	1	1	1	1	1.00	-	-	1.00
Eliminate 1 Accounting Assistant II	69	ASD	115,492	Third tier	2	1	1	1	1	1	1	1	1.00	1.00	-	1.00
Reduce development review (planning)	70	CDD	334,201	Third tier	3	2	3	2	2	3	1	2	2.00	-	-	2.00
Reduce contract planning services	71	CDD	75,000	Third tier	3	2	3	2	2	3	1	2	-	-	-	-
Reduce inspection services	72	CDD	156,037	Third tier	3	2	3	1	1	3	1	2	1.00	-	-	1.00
Reduce contract building services	73	CDD	375,000	Third tier	3	2	3	1	1	3	1	2	-	-	-	-
Miscellaneous operating reductions (supplies, staff training)	74	Lib	65,000	Third tier	1	1	1	1	1	1	1	1	-	-	-	-
Reduced patrol	75	PD	1,600,000	Third tier	3	3	3	3	3	3	1	1	8.00	8.00	-	-
Eliminate traffic unit	76	PD	1,000,000	Third tier	1	3	3	3	3	3	1	1	5.00	-	-	5.00
Eliminate non-emergency line and increase 911 answer times	77	PD	450,000	Third tier	3	1	2	1	1	1	1	1	3.00	2.00	-	1.00
Eliminate proactive investigations including gang and narcotics	78	PD	400,000	Third tier	3	3	3	3	1	1	1	1	1.00	-	-	1.00
Reduce police records by 40%; suspend overnight parking permit sales	79	PD	114,000	Third tier	3	1	1	2	1	1	1	1	1.00	-	-	1.00
Reduce parks and landscape areas maintenance	80	PW	700,309	Third tier	2	1	1	1	1	3	3	3	1.00	1.00	1.00	-
Reduce capacity for land development and public right-of-way permit reviews	81	PW	177,876	Third tier	2	1	2	3	1	3	1	1	1.00	-	-	1.00
Reduce tree maintenance capacity and forgo implementation of new heritage tree ordinance requirements	82	PW	171,250	Third tier	2	1	1	1	1	3	3	3	-	-	-	-
			5,880,463										25.00	12.00	1.00	14.00

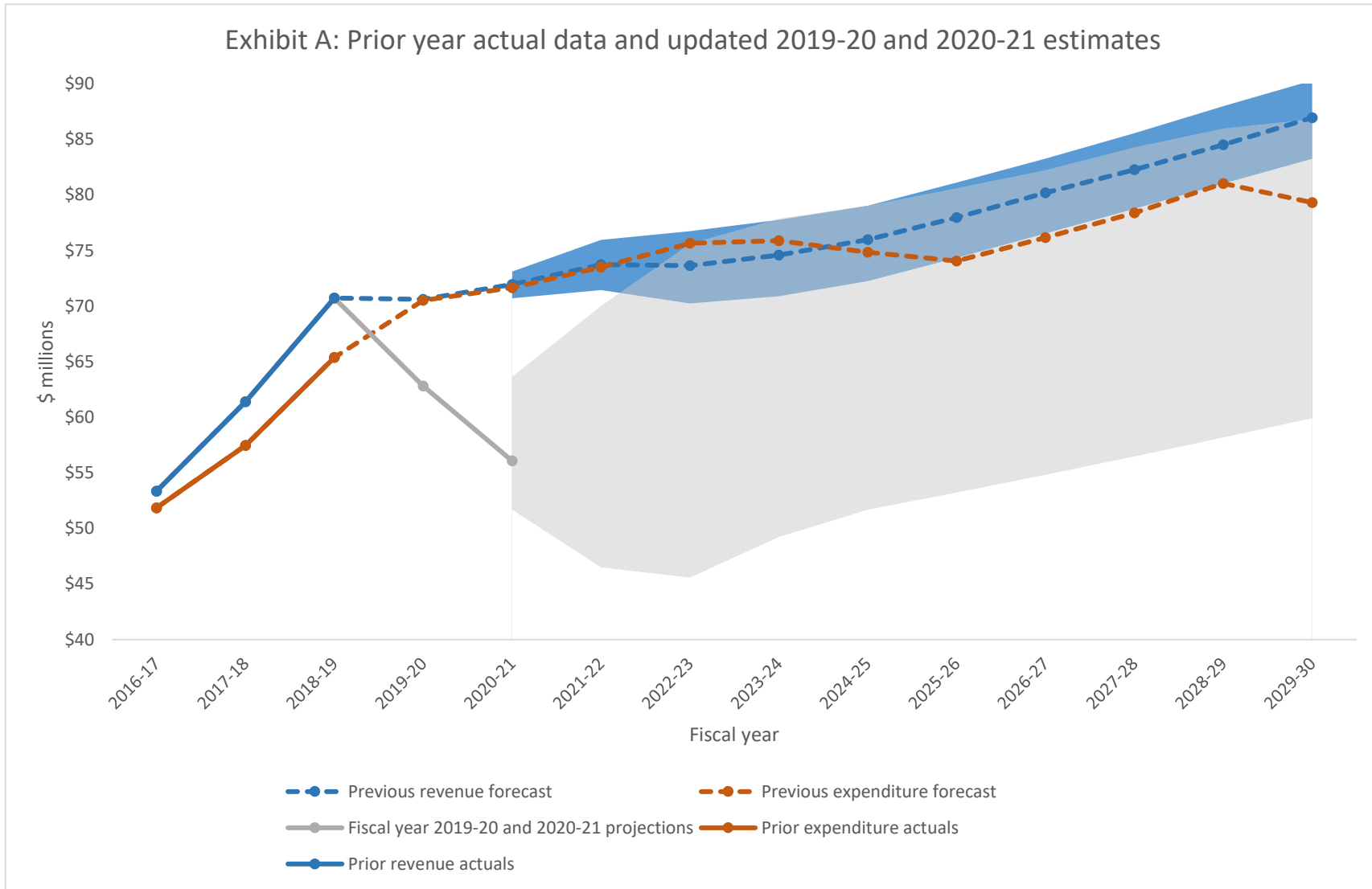


Exhibit B: "V-shaped" recovery potential scenario

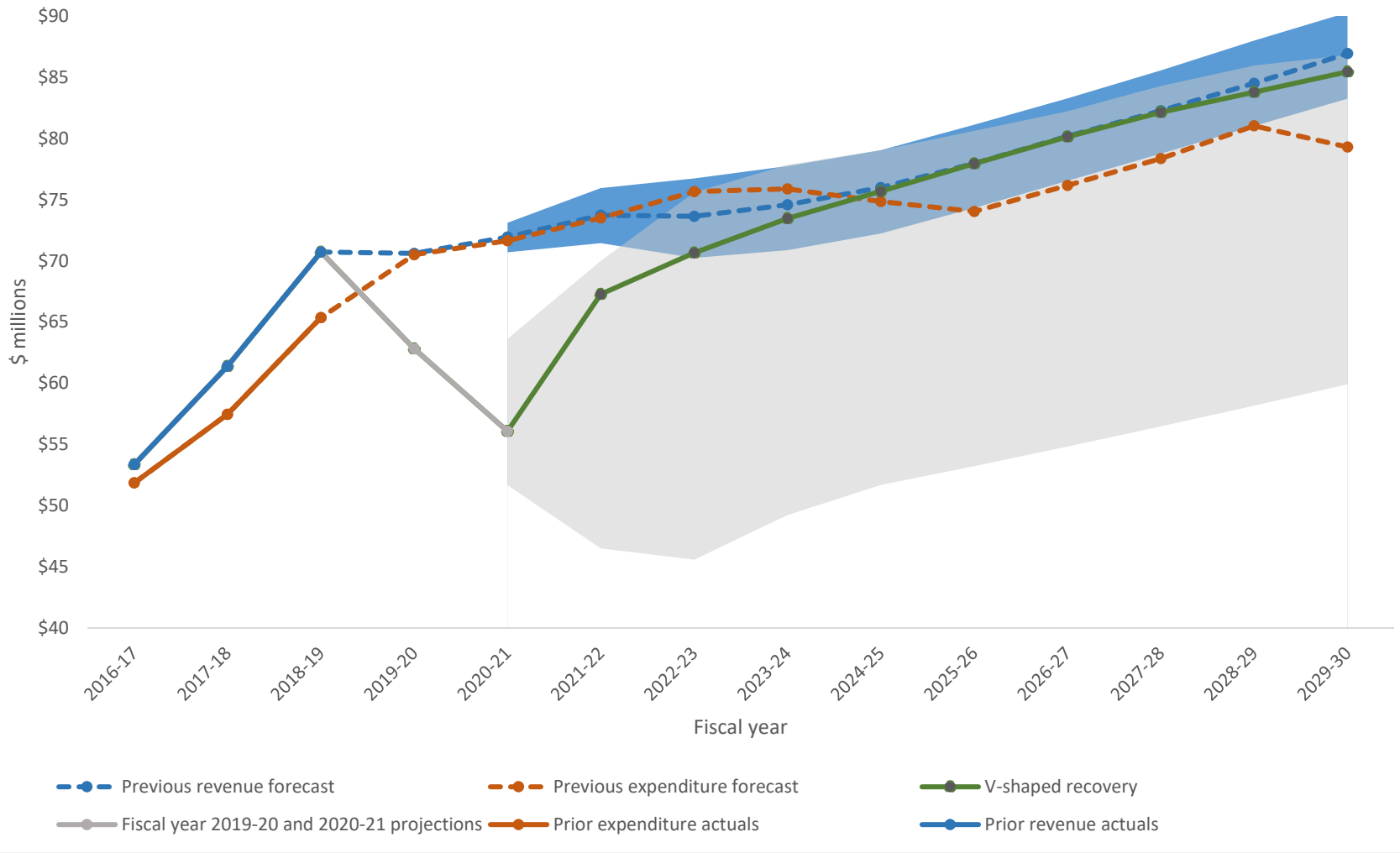


Exhibit C: "W-shaped" recovery potential scenario

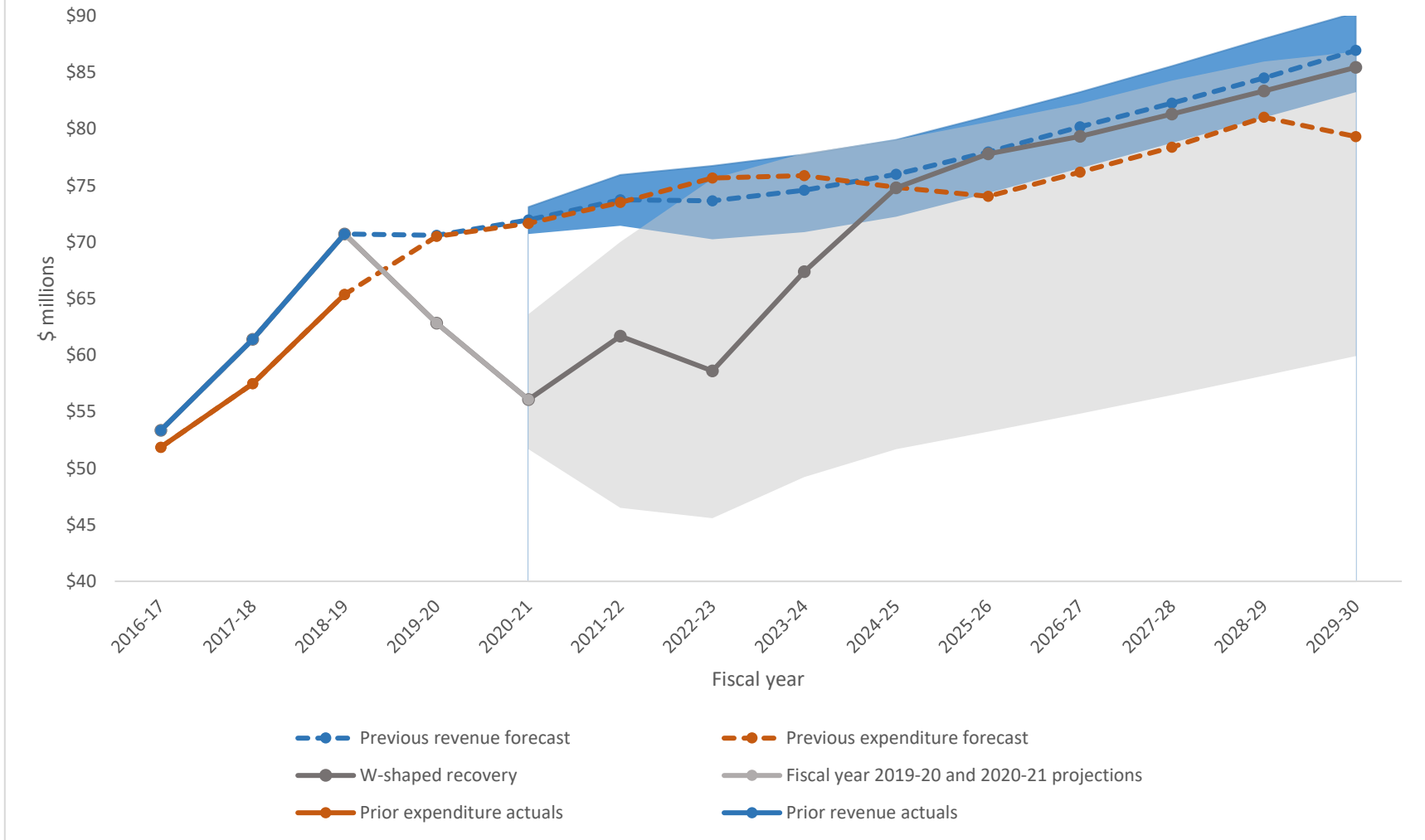
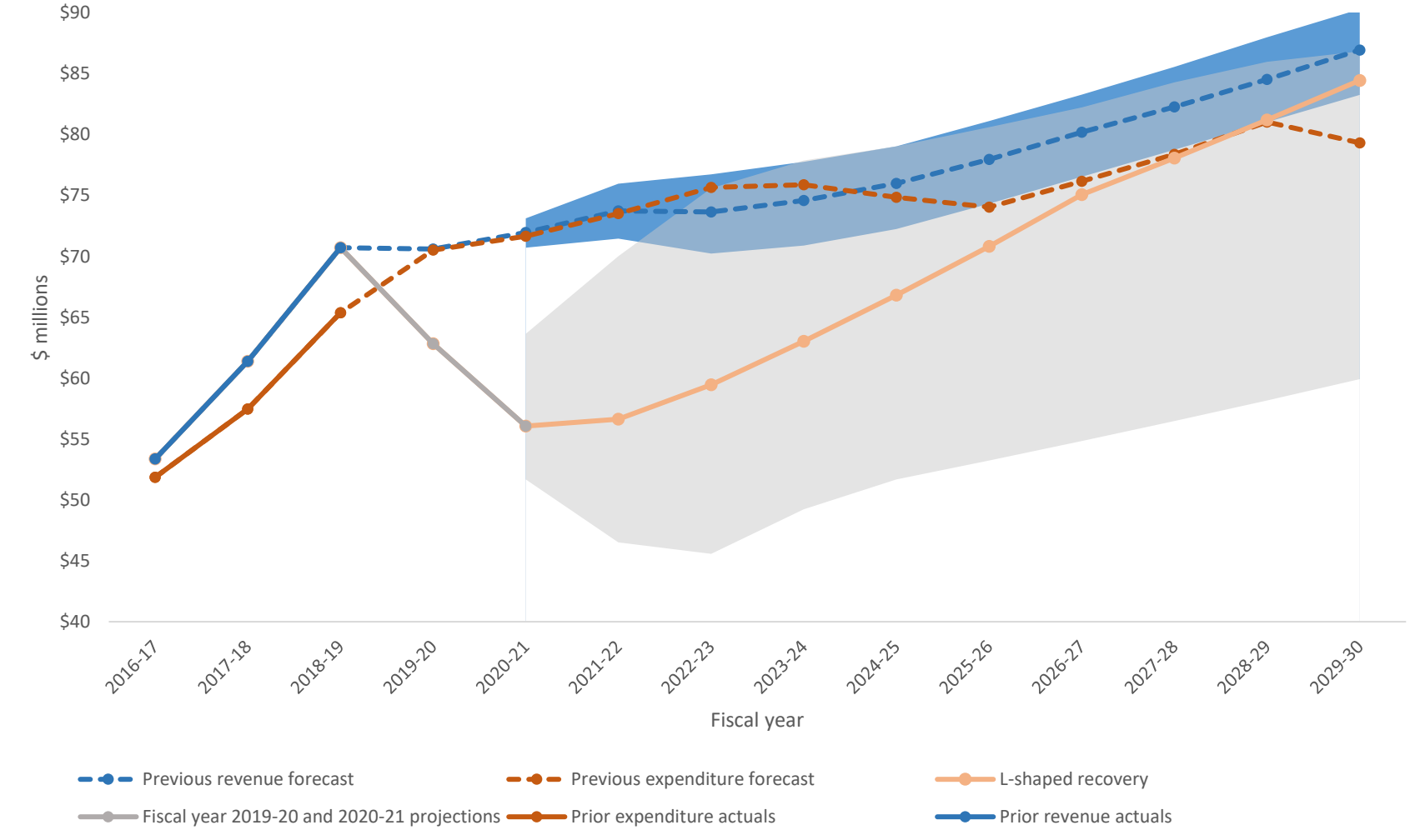


Exhibit D: "L-shaped" recovery potential scenario





MEMORANDUM

Date: 5/8/2020
To: Starla Jerome-Robinson
From: Nikki Nagaya
Re: Capital improvement program recommendations for 2019-20 and 2020-21

Following up on the City Council's study session on April 28 to provide direction on the 2019-20 and 2020-21 capital improvement program (CIP), Public Works has reviewed and updated our recommendations for revisions to the CIP. These recommendations are in light of the city's consideration of the anticipated revenue shortfalls in the general fund for 2020-21.

Summary

In total, we have identified approximately \$2.72m in currently funded projects that may be repurposed. We have further refined the proposed funding needs for fiscal year 2020-21 to be funded by the typical annual transfer to the capital improvement program (\$3.1m) and the repurposed funds from 2019-20, with \$0.97m remaining. This was accomplished by identifying alternative funding sources for projects, including Measure T bonds, Measure A transportation funds, and the downtown amenities fund established following the El Camino Real/Downtown Specific Plan, and further delaying some appropriation requests.

Background

At the April 28 City Council study session, staff presented an overview of the 73 currently funded projects in the 2019-20 budget. Of these projects, 3 were completed in 2019-20 and will be removed from the CIP; 9 are in construction. Proposed for additional funding in fiscal year 2020-21 are 25 projects that would continue into next year. The proposed projects for 2020-21 include an approximately \$23.8m infrastructure investment, with \$10.5m in funding needs from the General CIP fund and the balance of \$13.3m funded from other sources, such as:

- Countywide, regional, state, and federal grants
- Dedicated funding sources, such as the water fund, transportation impact fee fund, stormwater fund, solid waste fund, etc.
- Development agreement community benefits (e.g., Downtown amenities fund)

Staff also presented criteria used to evaluate each project, including:

- Priority (Tier 1, 2 or 3)
- Whether the project is requisite:
 - Mandated by law (federal, state or local)
 - Necessary to maintain a City asset to preserve its useful life
 - Repair/replace a deficient condition
 - Leverages other funding sources (such as grants, with expenditure timeline requirements)
- If progress is anticipated in fiscal year 2020-21

Fiscal year 2019-20 recommendations

During the study session, City Council provided direction to review fiscal year 2019-20 funded projects, with a focus on those General CIP fund projects that met the following criteria: not identified as requisite and no anticipated progress in fiscal year 2020-21. Staff has reviewed each CIP project, and those projects meeting the criteria are listed in Table 1 below. These projects represent those where funds could be repurposed to other current funding needs, or the funds returned to the general fund to reduce the anticipated deficit in fiscal year 2020-21. Projects funded by other funds cannot be transferred to the general fund. In total, \$2.72m in General CIP funds have been identified.

The projects were further categorized into four groups:

1. Those that are not anticipated to be high priority given other pressing capital needs
2. Those for which alternate funding sources could be identified
3. Those for which resources are not anticipated to be available in fiscal year 2020-21 given the constraints in the operating budget, which are planned to be reviewed by the City Council further on May 12
4. Those that require other work as a prerequisite to advancing the project.

Table 1: 2019-20 and carryover projects proposed for reconsideration

Project category and name		Amount
<u>Lower priority projects that may be delayed</u>		
	<u>Status</u>	
Facilities maintenance master plan	Not started	\$0.15m
Welcome to Menlo Park monument signs	Not started	\$0.15m\$0.18m
<u>Projects that may be funded by alternate sources</u>		
	<u>Alternate source</u>	
Downtown Streetscape Improvements	Downtown amenities fund	\$0.30m
Ravenswood Avenue Caltrain grade separation study ¹	Measure A	\$0.29m ¹
<u>Projects that are resource constrained</u>		
	<u>Status</u>	
Oak Grove, University, Crane bicycle project extension	Not started	\$0.08m
Ravenswood Avenue Caltrain grade separation study ¹	Not started	\$0.29m ¹
Willows Neighborhood Complete Streets Study	Complementary efforts underway	\$0.30m
<u>Projects that require other work as a prerequisite</u>		
	<u>Prerequisite</u>	
Downtown parking structure study	Land use plan for parking plazas	\$0.72m
Furniture replacement	Library renovation/construction	\$0.40m
Projects are listed in alphabetical order under each category. Ravenswood Avenue Caltrain grade separation study appears under both alternate funding and resource constrained category. While alternative funding sources exist as identified, the staff resource constraints currently in the transportation division would limit ability to advance this work in fiscal year 2020-21, regardless of the funding source identified, unless other projects are delayed.		

In total, these projects represent \$2.72m in funds that may be repurposed to other current funding needs, or the funds returned to the general fund to reduce the anticipated deficit in fiscal year 2020-21.

Fiscal year 2020-21 recommendations

Staff has also further reviewed the project funding recommendations for fiscal year 2020-21, as summarized in Table 2 below.

Table 2: Proposed appropriations for fiscal year 20-21

Project category and name	Funding source	Amount
<u>City buildings and systems:</u>		
Belle Haven Community center and library ¹	*Various (see Att A)	\$3.37m
Buildings (minor)	General CIP	\$0.25m
Information technology master plan implementation	*n/a	*\$0
<u>Environment:</u>		
Climate action plan implementation	General CIP	\$0.10m
Electric vehicle chargers at City facilities	*Grant	\$0.40m
<u>Parks and recreation:</u>		
Aquatic center maintenance	General CIP	\$0.40m
Bedwell Bayfront Park master plan implementation	General CIP/grant	\$1.35m
Park improvements (minor)	General CIP	\$0.20m
Park pathways repair	General CIP	*\$0.25m
Park playground equipment (Willow Oaks and Burgess)	Recreation in-lieu fee	\$0.80m
Sports fields renovations	General CIP	\$0.30m
Tennis court maintenance	General CIP	\$0.12m
<u>Stormwater:</u>		
Bayfront Canal and Atherton Channel flood protection	General CIP	\$1.20m
San Francisquito Creek upstream of highway 101 flood protection ²	*n/a	*\$0
<u>Streets and sidewalks:</u>		
Downtown parking utility underground	Downtown parking	\$0.50m
Downtown streetscape improvement	*Downtown amenities	\$0.10m
Ravenswood Ave. (Alma St. to Marcussen Dr.) street resurfacing	Highway users Tax	\$0.85m
Sidewalk repair program	Various (see Att A)	\$0.55m
Street resurfacing program	Various (see Att A)	\$2.03m
Streetlight electrical series circuit conversion	General CIP	\$0.65m
Willow Rd. (Middlefield Rd. to Bay Rd.) street resurfacing	Construction impact fee	\$1.00m
Willow Oaks bike connector	*Transp. Impact fee	\$0.50m
<u>Traffic and transportation:</u>		
Traffic signal modifications	Transp. impact fee	\$0.35m
Transportation (minor)	*Transp. Impact fee	\$0.18m
Willow Rd and Newbridge St bike and pedestrian improvements	AHSC grant	~\$2.8m
<u>Water system:</u>		
Automated meter reading	Water fund	\$2.58m
Reservoir No. 2 roof replacement	Water fund	\$1.00m
Water main replacements	Water fund	\$1.80m
Fire flow capacity improvements	Water fund	\$1.00m
<p>1 While various funding sources were previously identified for these facility needs, \$2.2m of the amount was anticipated from the General CIP fund. Measure T bonds are now being identified as an alternative funding source for consideration.</p> <p>2 The San Francisquito Creek upstream project is expected to require a \$2-4m contribution, but is unlikely to be needed in fiscal year 2020-21. These funds would be identified for a future year in the 2020-25 CIP.</p> <p>* Identifies a change in the funding source or amount since the April 28 study session staff report for tracking purposes.</p>		

With the revised recommendations summarized in Table 2, an annual transfer of \$4.85m is needed from the general fund, reduced by over 60 percent from \$12.5m as originally anticipated for fiscal year 2020-21. Detailed project recommendations are included in Attachment A.

The \$4.85m may be accomplished through use of the \$3.1m annual transfer to the capital improvement program plus partial use of the \$2.72m in funds identified to be repurposed from 2019-20, as summarized above in Table 1. Table 3 summarizes the proposed funding strategy for the 2020-21 CIP.

As shown, \$0.97m remains after accounting for the 2020-21 capital needs. These funds could be used to maintain funding levels for projects identified in Table 1, or transferred to reduce the general fund operating deficit anticipated for fiscal year 2020-21.

Table 2: 2020-21 CIP funding strategy	
	Amount
Funds Needed	
General fund needs identified	\$4.85m ¹
Fund Sources	
Annual capital transfer	\$3.1m
Repurpose 2019-20 project funds (Table 1)	\$2.72m
<i>Subtotal</i>	<i>\$5.82m</i>
General CIP funds remaining after 2020-21 capital needs accounted for	\$0.97m¹
1 These funds could be used to either reduce the general fund operating deficit anticipated for fiscal year 2020-21, or to maintain funding for projects identified in Table 1.	

Capital Improvement Program																				
City Building and Systems																				
Name	Priority	Requisite?	FY 20/21 progress planned?	Status	Carryover Budget (Prior Year + FY19/20 Appropriations)	Available Budget (Dec 2019)	Funding Source 1	Funding Source 2	FY 20/21 Needs (As of FY19/20 Budget)	FY20/21 Source	Recommendations	FY 19/20 Savings	FY 20/21 Savings	FY 20/21 Recommendation	TOTAL GF FY20/21	Alt funding source?	Rev TOT GF FY 20/21	Notes		
Belle Haven Library	Tier 1	n/a	n/a	N/A	\$500,000	\$368,044	Lib. Syst. Imp.		\$1,750,000	General Capital	Was repurposed to BHCCCL project per Council action on January 28.		\$1,750,000	\$0	\$0		\$0			
Belle Haven Youth Center	Tier 1	n/a	n/a	N/A	\$1,140,425	\$1,138,060	General Capital				Was repurposed to BHCCCL project per Council action on January 28.			\$0	\$0		\$0			
New project: Belle Haven Community Center & Library	Tier 1	Yes	Yes	Pre-Design	\$0	\$0				General Capital	Repurpose prior funds from Belle Haven Library, OHCC planned improvements.		-\$2,200,000	\$2,200,000	\$2,200,000	Yes	\$0	Measure T		
---Belle Haven Pool								\$0	\$0			Rec In Lieu	Repurpose prior funds for Belle Haven pool project.		-\$370,000	\$370,000	\$0		\$0	
---Water line replacement								\$0	\$0				Water Fund	Add water fund contribution to replace water line serving OHCC and Senior Center with BHCCCL construction		-\$800,000	\$800,000	\$0		\$0
City Buildings (Minor)	Tier 2	Yes	Yes	Various	\$1,483,604	\$1,271,910	General Capital		\$500,000	General Capital	Reduce FY20/21 appropriation by \$250k			\$250,000	\$250,000	\$250,000	No	\$250,000		
City Buildings HVAC Modifications	Tier 3	Yes	Yes	Design	\$545,000	\$530,300	General Capital							\$0	\$0	\$0		\$0		
Cost of Service / Fee Study	n/a	n/a	n/a	Done	\$48,187	\$48,187	General Capital							\$0	\$0	\$0		\$0		
Facilities Maintenance Master Plan	Tier 3	No	No	Not Started	\$150,000	\$150,000	General Capital						\$150,000	\$0	\$0	\$0		\$0		
Fire Plan and Equipment Replacement for City	Tier 1	Yes	Yes	Design	\$174,625		General Capital							\$0	\$0	\$0		\$0		
Mobile Operations Center	Tier 1	Yes	Yes	Construction	\$450,000	\$450,000	General Capital							\$0	\$0	\$0		\$0		
Furniture Replacement	Tier 3	No	No	Not Started	\$400,000	\$400,000	General Capital				Return to fund balance.		\$400,000	\$0	\$0	\$0		\$0		
Gate House Fence Replacement	Tier 3	No	Yes	Design	\$120,000	\$72,047	General Capital							\$0	\$0	\$0		\$0		
Information Technology Master Plan and Imple	Tier 1	Yes	Yes	Study/Plan	\$2,611,973	\$1,779,454	General Capital		\$1,250,000	General Capital	Keep			\$0	\$0	No	\$0			
Main Library Improvements	Tier 3	No	No	Not Started	\$436,743	\$436,743	Lib. Syst. Imp.							\$0	\$0	\$0		\$0		
Police Parking Lot Security	Tier 2	n/a	n/a	Done	\$30,989	\$22,699	General Capital				Project complete. Return balance		\$22,669	\$0	\$0	\$0		\$0		
OHCC Gym Floor	n/a	n/a	n/a						\$300,000	General Capital	Remove FY20/21 project. Not needed due to BHCCCL Project		\$300,000	\$0	\$0	\$0		\$0		
OHCC Multi Purpose Renovations	n/a	n/a	n/a						\$150,000	General Capital	Remove FY20/21 project. Not needed due to BHCCCL Project		\$150,000	\$0	\$0	\$0		\$0		
					\$8,091,546	\$6,667,444			\$3,950,000			\$572,669	-\$920,000	\$3,620,000	\$2,450,000		\$250,000			
Environment																				
Name	Priority	Requisite?	FY 20/21 progress planned?	Status	Carryover Budget	Available Budget	Funding Source 1	Funding Source 2	FY 20/21 Needs (As of FY19/20 Budget)	FY20/21 Source	Recommendations	FY 19/20 Savings	FY 20/21 Savings	FY 20/21 Recommendation	TOTAL GF FY20/21	Alt funding source?	Rev TOT GF FY 20/21	Notes		
Climate Action Plan Implementation	Tier 2	n/a	n/a	Study/Plan	\$368,684	\$307,980	General Capital		\$100,000	General Capital	Keep; future year, could consider moving to operating budget			\$100,000	\$100,000	No	\$100,000			
Electric Vehicle Chargers at City Facilities	Tier 2	No	Yes	Design	\$140,933	\$22,391	General Capital		\$400,000	General Capital	Modify funding source to grant with match funds coming from CAP implementation, if needed.			\$400,000	\$400,000	Yes	\$0	Grant		
Heritage Tree Ordinance Program Evaluation	Tier 1	n/a	n/a	Study/Plan	\$66,988	\$29,237	General Capital							\$0	\$0	\$0		\$0		
Hydration Stations	Tier 2	No	Yes	Bid/Award	\$350,000	\$340,005	Solid Waste Services	Grant						\$0	\$0	\$0		\$0		
Sea Level Rise Resiliency Plan	Tier 3	No	No	Not Started	\$150,000	\$150,000	General Capital				Repurpose to fund 3 years of Flood and Sea Level Rise Resiliency district membership fees (approximately \$40,000 per year) for 3 years.			\$0	\$0	\$0		\$0		
Trash and Recycling Strategic Plan	Tier 1	n/a	n/a	Done	\$59,764	\$59,764	Solid Waste Services				Project complete. Return balance.		\$59,764	\$0	\$0	\$0		\$0		
					\$1,136,369	\$909,377			\$500,000			\$59,764	\$0	\$500,000	\$500,000	\$0	\$100,000			

Parks and Recreation																		
Name	Priority	Requisite?	FY 20/21 progress planned?	Status	Carryover Budget	Available Budget	Funding Source 1	Funding Source 2	FY 20/21 Needs (As of FY19/20 Budget)	FY20/21 Source	Recommendations	FY 19/20 Savings	FY 20/21 Savings	FY 20/21 Recommendation	TOTAL GF FY20/21	Alt funding source?	Rev TOT GF FY 20/21	Notes
Aquatic Center Maintenance (Annual)	Tier 2	Yes	Yes	Design	\$725,462	\$646,881	General Capital		\$400,000	General Capital	Keep; ongoing maintenance needs remain.			\$400,000	\$400,000	No	\$400,000	
Bedwell Bayfront Park Collection and Leachate	Tier 1	Yes	Yes	Design	\$4,140,068	\$4,052,368	Bayfront Park Landfill							\$0	\$0		\$0	
Bedwell Bayfront Park Master Plan Implementa	Tier 2	Yes	Yes	Design	\$150,000	\$150,000	General Capital	Grant	\$1,350,000	General Capital	Keep; project includes \$520k grant. No adjustments recommended for FY20/21			\$1,350,000	\$830,000	No	\$830,000	
Civic Center Campus Improvements	Tier 3	No	No	Pre-Design	\$100,000	\$89,952	General Capital		\$300,000	General Capital	Repurpose to Park Playground Equipment (Burgess)		\$300,000	\$0	\$0		\$0	
Park Improvements (Minor)	Tier 2	Yes	Yes	Various	\$362,496	\$196,098	General Capital		\$200,000	General Capital	Keep; ongoing maintenance needs remain.			\$200,000	\$200,000	No	\$200,000	
Park Pathways Repair	Tier 3	Yes	Yes	Design	\$699,257	\$698,111	General Capital		\$500,000	General Capital	Reduce by \$250,000; project work proposed at Sharon Park and Nealon Park in FY20/21 for urgent repairs needed. Carryover budget plus additional appropriation is anticipated to be sufficient for those repairs.		\$250,000	\$250,000	\$250,000	No	\$250,000	
Park Playground Equipment	Tier 1	No	Yes	Done	\$991,820	\$0	General Capital		\$500,000	General Capital	Keep funding levels for future playgrounds at Willow Oaks and Burgess; design of both planned for FY20/21. Willow Oaks playground would be coordinated with other Willow Oaks park improvements (restroom, pathway repair, and bike path). Increase funds by repurposing		-\$300,000	\$800,000	\$800,000	Yes	\$0	Rec in lieu fee or Measure T bonds
Parks and Recreation Master Plan Update	Tier 1	No	No	Done	\$31,627	\$0	Rec In Lieu							\$0	\$0		\$0	
Sports Field Renovations	Tier 3	Yes	Yes	Not Started	\$300,000	\$300,000	General Capital		\$300,000	General Capital	Keep; ongoing maintenance needs remain.			\$300,000	\$300,000	No	\$300,000	
Tennis Court Maintenance	Tier 2	Yes	Yes	Bid/Award	\$340,405	\$338,610	General Capital		\$120,000	General Capital	Keep; ongoing maintenance needs remain.			\$120,000	\$120,000	No	\$120,000	
Willow Oaks Park Improvements	Tier 3	No	Yes	Not Started	\$910,829	\$808,830	Rec In Lieu				Park Playground Equipment replacement.			\$0	\$0		\$0	
Belle Haven Pool MP implementation	n/a	n/a	Yes						\$370,000	Rec In Lieu	Repurpose to BHCCL Pool Project (see City Buildings & Systems category)		\$370,000	\$0	\$0		\$0	
					\$8,751,964	\$7,280,850			\$4,040,000			\$0	\$620,000	\$3,420,000	\$2,900,000	\$0	\$2,100,000	
Stormwater																		
Name	Priority	Requisite?	FY 20/21 progress planned?	Status	Carryover Budget	Available Budget	Funding Source 1	Funding Source 2	FY 20/21 Needs (As of FY19/20 Budget)	FY20/21 Source	Recommendations	FY 19/20 Savings	FY 20/21 Savings	FY 20/21 Recommendation	TOTAL GF FY20/21	Alt funding source?	Rev TOT GF FY 20/21	Notes
Bayfront Canal and Atherton Channel Flood Pro	Tier 2	Yes	Yes	Design	\$256,293	\$182,295	General Capital		\$1,200,000	General Capital	Anticipated request from multi-agency partnership advancing the project.			\$1,200,000	\$1,200,000	No	\$1,200,000	
Chrysler Pump Station	Tier 1	Yes	Yes	Design	\$10,916,876	\$10,752,973	General Capital	Grant						\$0	\$0		\$0	
Green Infrastructure Plan	Tier 1	n/a	n/a	Done	\$74,249	\$67,592	General Capital	Storm Drainage			Project complete. Return balance	\$67,592		\$0	\$0		\$0	
San Francisquito Creek Upstream of 101 Flood	Tier 3	Yes	Yes	Design	\$98,882	\$89,841	General Capital		\$2,000,000	General Capital	Funds are anticipated to be needed in FY21/22. Carryover of approx. \$89,000 to be put towards one-time project expenses in FY20/21 per planned SFCJPA budget request.			\$0	\$0	No	\$0	
Stormwater Master Plan	Tier 3	Yes	Yes	Study/Plan	\$341,918	\$39,659	General Capital							\$0	\$0		\$0	
Willow Place Bridge Abutment Repair	n/a	No	No	Not Started					\$250,000	General Capital	Delay FY20/21 money to FY22/23. Area being evaluated annually.		\$250,000	\$0	\$0		\$0	
					\$11,688,218	\$11,132,360			\$3,450,000			\$67,592	\$250,000	\$1,200,000	\$1,200,000	\$0	\$1,200,000	

Streets and Sidewalks																		
Name	Priority	Requisite?	FY 20/21 progress planned?	Status	Carryover Budget	Available Budget	Funding Source 1	Funding Source 2	FY 20/21 Needs (As of FY19/20 Budget)	FY20/21 Source	Recommendations	FY 19/20 Savings	FY 20/21 Savings	FY 20/21 Recommendation	TOTAL GF FY20/21	Alt funding source?	Rev TOT GF FY 20/21	Notes
Chilco Street and Sidewalk Installation	Tier 1	Yes	No	Construction	\$43,120	\$34,617	General Capital							\$0	\$0		\$0	
Downtown Parking Structure Study	Tier 2	No	No	Not Started	\$720,718	\$720,718	General Capital				Return current funds to fund balance. Plan future money in FY22/23, assuming completion of ECR/Downtown Specific Plan updates.	\$720,718		\$0	\$0		\$0	
Downtown Parking Utility Underground	Tier 3	Yes	Yes	Pre-Design	\$200,000	\$161,000	Downtown Parking Permits		\$500,000	Downtown Parking Permits	Return to City Council summer 2020 to prioritize undergrounding districts to expend Rule 20A funds, and retitle project if needed. In February 2020, Council established 3 districts: downtown parking plazas and Menlo Avenue, Middlefield Rd, and Alma St.			\$500,000	\$0		\$0	
Downtown Streetscape Improvement	Tier 3	No	No	On Hold	\$303,288	\$303,288	General Capital		\$100,000	General Capital	Return carryover general funds of approx \$300,000 and replace with downtown amenities funds (\$300,000 plus \$100,000 planned for 20/21). Possible improvements in downtown in response to COVID-19.	\$303,288		\$100,000	\$100,000	Yes	\$0	Downtown Amenities Fund (Station 1300)
Oak Grove SRTS and Green Infrastructure	Tier 1	Yes	No	Construction	\$576,104		Measure A							\$0	\$0		\$0	
Plaza 7 Renovations	Tier 3	Yes	Yes	Not Started	\$200,000	\$200,000	Downtown Parking Permits							\$0	\$0		\$0	
Plaza 8 Renovations	Tier 3	Yes	Yes	Not Started	\$200,000	\$200,000	Downtown Parking Permits							\$0	\$0		\$0	
Pierce Road Sidewalk and San Mateo Drive Bik	Tier 2	Yes	Yes	Design	\$1,207,000	\$1,160,651	TIF							\$0	\$0		\$0	
Ravenswood Avenue (Alma to Marcussen) Stre	Tier 3	No	Yes	Pre-Design	\$100,000	\$100,000	Highway Users Tax		\$850,000	Highway Users Tax				\$850,000	\$0		\$0	
Santa Cruz and Middle Avenue Resurfacing	Tier 2	Yes	Yes	Bid/Award	\$2,483,580	\$2,219,046	Const. Impact Fee	Grant						\$0	\$0		\$0	
Sharon Road Sidewalk Installation	Tier 2	Yes	Yes	Design	\$935,000	\$899,970	General Capital							\$0	\$0		\$0	
Sidewalk Repair Program	Tier 2	Yes	Yes	N/A	\$557,628	\$456,940	Sidewalk Assessment	General Capital	\$550,000	General Capital	Keep; ongoing maintenance needs remain.			\$550,000	\$550,000	No	\$550,000	
Street Resurfacing Project	Tier 1	Yes	Yes	N/A	\$6,909,998	\$1,834,450	Const. Impact Fee	Highway Users Tax	\$2,025,000	Highway Users Tax	Project would fund standard hot mix asphalt; additional funds would need to be identified for noise reduction or alternative pavements.			\$2,025,000	\$0		\$0	
Streetlight Conversion	Tier 3	Yes	Yes	Pre-Design	\$75,000	\$75,000	General Capital		\$1,300,000	General Capital	Delay \$650k of FY20/21 construction money out to future year (prioritize a smaller area for construction in 20/21)		\$650,000	\$650,000	\$650,000	No	\$650,000	
Welcome to Menlo Park Monument Signs	Tier 3	No	No	Not Started	\$180,000	\$180,000	General Capital		\$400,000	General Capital	Repurpose FY19/20 funds and delay FY20/21 construction money out to future year	\$180,000	\$400,000	\$0	\$0		\$0	
Willow Road (Middlefield to US-101) Street Res	Tier 3	No	Yes	Pre-Design	\$150,000	\$150,000	Const. Impact Fee		\$1,000,000	Const. Impact Fee				\$1,000,000	\$0		\$0	
Willow Oaks Bike Connector	Tier 3	No	Yes						\$500,000	General Capital	Keep; construct with Willow Oaks Park Improvements and playground equipment replacement.			\$500,000	\$500,000	Yes	\$0	Transportation Impact Fee (project 59) or Measure A/W
					\$14,841,436	\$8,695,680			\$7,225,000			\$1,204,006	\$1,050,000	\$6,175,000	\$1,800,000	\$0	\$1,200,000	

Traffic and Transportation																		
Name	Priority	Requisite?	FY 20/21 progress planned?	Status	Carryover Budget	Available Budget	Funding Source 1	Funding Source 2	FY 20/21 Needs (As of FY19/20 Budget)	FY20/21 Source	Recommendations	FY 19/20 Savings	FY 20/21 Savings	FY 20/21 Recommendation	TOTAL GF FY20/21	Alt funding source?	Rev TOT GF FY 20/21	Notes
Bayfront Expressway, Willow Road and Marsh	Tier 2	Yes	Yes	Construction	\$175,346	\$60,440	Measure A							\$0	\$0		\$0	
Dumbarton Rail Corridor Planning Support	Tier 3	No	n/a	Pre-Design	\$20,219	\$0	TIF							\$0	\$0		\$0	
El Camino Real Crossing Improvements	Tier 3	No	No	Design	\$307,087	\$261,401	TIF							\$0	\$0		\$0	
Haven Avenue Streetscape Improvements	Tier 2	No	Yes	Design	\$1,080,138	\$1,067,930	TIF	Grant						\$0	\$0		\$0	
Middle Avenue Caltrain Crossing Study Design	Tier 1	Yes	Yes	Design	\$6,394,957	\$6,137,882	TIF							\$0	\$0		\$0	
Middlefield Road and Linfield Drive, Santa Monica	Tier 3	No	No	Not Started	\$80,000	\$80,000	Measure A							\$0	\$0		\$0	
Oak Grove, University, Crane Bicycle Extension	Tier 2	No	No	Not Started	\$81,837	\$80,825	General Capital				Delay project to a future year.	\$80,825		\$0	\$0		\$0	
Ravenswood Avenue Caltrain Grade Separation	Tier 1	No	No	Study/Plan	\$295,920	\$295,477	General Capital				Either replace funding source or delay project to FY 21/22 or later.	\$295,477		\$0	\$0		\$0	
Traffic Signal Modifications	Tier 3	Yes	Yes	Design	\$959,000	\$959,000	TIF		\$350,000	TIF				\$350,000	\$0		\$0	
Transit Improvements	Tier 2	Yes	Yes	Construction	\$46,570	\$28,788	TIF							\$0	\$0		\$0	
Transportation Master Plan	Tier 1	No	Yes	Study/Plan	\$90,261	\$24,157	General Capital							\$0	\$0		\$0	
Transportation Projects (Minor)	Tier 2	Yes	Yes	Construction	\$888,542	\$505,986	TIF	Measure A	\$175,000	General Capital	Keep; ongoing maintenance needs remain.			\$0	\$0		\$0	
Willow Road Transportation Study	Tier 3	No	No	On Hold	\$159,692	\$159,692	TIF							\$175,000	\$175,000	Yes	\$0	Transportation Impact Fee
Willows Neighborhood Complete Streets	Tier 3	No	No	Not Started	\$300,000	\$300,000	General Capital				Delay project to a future year to be rescoped after consideration of turn restrictions in the Willows neighborhood.	\$300,000		\$0	\$0		\$0	
Willow/101 Interchange Improvements	Tier 1	Yes	Yes	Design	\$298,784	\$185,138	General Capital							\$0	\$0		\$0	
New project: Willow Rd and Newbridge St Improvements	Tier 1	Yes	Yes	Pre-Design	\$0	\$0	Grant		TBD grant award	Grant	If awarded funds, project would advance.			TBD	\$0		\$0	
					\$11,539,353	\$10,146,716			\$525,000			\$676,302	\$0	\$525,000	\$175,000		\$0	
Water System																		
Name	Priority	Requisite?	FY 20/21 progress planned?	Status	Carryover Budget	Available Budget	Funding Source 1	Funding Source 2	FY 20/21 Needs (As of FY19/20 Budget)	FY20/21 Source	Recommendations	FY 19/20 Savings	FY 20/21 Savings	FY 20/21 Recommendation	TOTAL GF FY20/21	Alt funding source?	Rev TOT GF FY 20/21	Notes
Automated Meter Reading	Tier 3	Yes	Yes	Pre-Design	\$1,096,494	\$1,090,680	Water Fund		\$1,800,000	Water Fund	Increase funding amount by \$775,000 to execute contract in FY20/21; work would continue into FY21/22.		-\$775,000	\$1,025,000	\$0		\$0	
Emergency Water Storage/Supply	Tier 1	Yes	Yes	Construction	\$6,146,279	\$2,152,253	Water Fund		\$2,800,000	Water Fund	Project carryover is sufficient for planned work in FY20/21. Delay additional appropriation to FY21/22.		\$2,800,000	\$0	\$0		\$0	
Lead Service Line Replacement Program	Tier 1	n/a	n/a	Done	\$225,000	\$225,000	Water Fund							\$0	\$0		\$0	
Reservoir No. 2 Roof Replacement	Tier 2	Yes	Yes	Design	\$4,056,381	\$4,032,685	Water Fund				Increase funding amount by \$1,000,000 to execute contract in FY20/21.		-\$1,000,000	\$1,000,000	\$0		\$0	
Reservoirs No. 1 and No. 2 Mixers	Tier 2	Yes	Yes	Design	\$98,908	\$98,908	Water Fund							\$0	\$0		\$0	
Urban Water Management Plan	Tier 2	Yes	Yes	Study/Plan	\$140,000	\$140,000	Water Fund							\$0	\$0		\$0	
Water Main Replacement Project (Annual)	Tier 1	Yes	Yes		\$3,641,148	\$2,184,143	Water Fund		\$3,600,000	Water Fund	Keep partial appropriation to support work on Haven Avenue, O'Brien Drive for FY20/21.		\$1,800,000	\$1,800,000	\$0		\$0	
-- Water Main Repl. - Monte Rosa	Tier 1	Yes	Yes	Construction										\$0	\$0		\$0	
-- Water Main Rep. - Haven Avenue	Tier 1	Yes	Yes	Pre-Design										\$0	\$0		\$0	
Fire Flow Capacity Improvements	Tier 1	Yes	Yes		\$0	\$0			\$1,000,000	Water Fund	Keep; planned work on O'Brien Drive to upgrade fire flow capacity.			\$1,000,000	\$0		\$0	
					\$15,404,210	\$9,923,669			\$9,200,000			\$0	\$2,825,000	\$4,825,000	\$0		\$0	
												TOTAL FY19/20	TOTAL FY20/21	TOTAL FY20/21	TOTAL GF FY20/21		Rev TOT GF FY20/21	
												\$2,580,333	\$3,825,000	\$20,265,000	\$9,025,000	\$0	\$4,850,000	

Agenda item E1

Kristen Smith, Menlo Park resident

I am extremely concerned to see discussion of closing MCC on this agenda. As a parent of young children that uses the preschool, after school care and summer camps, our family would be extremely affected by this closure.

MCC has provided exceptional care in a diverse setting for our children. Affordable care in a central location with easy access to public facilities provides a beacon to young families and is sorely needed in a city with few other options and huge challenges adding new daycare facilities. When we first moved here, we spent over 3 months reaching out to daycares with no luck. It was only a lucky last minute cancellation that allowed us to place our children at MCC. If it wasn't for them, I wouldn't have been able to work and we would not be able to afford to live in this community.

In light of our global re-evaluation of priorities post-COVID, the idea that we would choose to eliminate such an essential service is appalling. MCC serves as a community for our children, an essential service for our economy and an example of what is right about city services. Its loss would damage the fabric of our community.

Agenda item E1

Alex Mora, Menlo Park resident

With the stay at home order not being lifted slowly and in phases many of us will now be returning to work what is child care looking like. CDC and summer camps.

For those laid off, will they come back once everything starts to reopen??

Agenda item E1

Chuan Li, Menlo Park resident

Like many of his classmates, my son joined MCC when he barely started to walk. No word can describe how vital MCC has been to my son's growth, as well as to many aspects of our family, from work to life.

Whoever proposed the agenda of closing preschools must live in a different world right now because I honestly cannot think of any worse time to make such a proposal. It has never been clearer to us how much effort the teachers and staffs have to put into their work, so there is the necessary facility to support early education for the local community.

It is devastating to think there could be any reason to close the school or reduce investment into the early education system. Quite the opposite, the council should increase the support because the early school enrollment is extremely competitive in Menlo Park. We are fortunate to get our son a spot at MCC. But at the same time, we know quite a few friends who couldn't get their children enrolled and had to commute to neighboring cities for schools.

On a broader scale, it is true that COV-19 will change many aspects of our lives -- the way we work and the way we study. Maybe economics will go downhill for quite some time and we all have to learn to be frugal. But one thing I am sure about is the irreplaceable value of pre-schools. Nothing is better than having a physical environment where teachers and friends can meet, and the seeds of character, behavior, and wisdom can be planted.

Agenda item E1

Uri Golani, Menlo Park resident

Dear City Counsel of Menlo Park,

Earlier today I've learned that the city manager's office has lumped into the 20/21 city budget, the closing of one of the most important institutions the city has to offer to its residents: Menlo Children's Center.

The parents of Menlo Park were completely oblivious to this agenda item(E1.11), set to vote tomorrow, May 12, and so we have had very little time to prepare and voice our concerns.

I wanted to share a few points for thought, before making such a devastating decision, so that the full implications of the closure are considered and not just the dry number the city manager has attached to it:

1. Our kids have no voice, they cannot advocate for themselves on how important the MCC, the classmates, and teachers is to them. How much they enjoy going to school and how they can't wait for the COVID closure to end, so they can reunite with their friends. How will we be able to break it to them that they have no class to return to? What about the social and mental impact on them? if the COVID has not been enough, this will add even further to the growing damage on their developing personalities and sense of belongingness.

2. MCC as a beacon for attracting and settling strong young families to Menlo Park. I bet the 1.2\$ deficit doesn't nearly compare to the city's loss of the yearly in-stream of such families into the city.

In addition, it is unclear from the city manager's analysis if this deficit is a one time thing related to COVID, or a yearly deficit, and is it lower in years when there is no COVID.

3. MCC builds community, it is for the MCC that we have come acquainted with so many families and children. These children would grow together, continue to go to the same school together, and become the future strong young residents of Menlo Park. Closing the MCC loosens the community, it forces many of us to find alternative child care in different cities, as Menlo Park has very limited child care.

4. Which leads me to my last point and that is Menlo Park's lack of available child care, the long wait lists, and the difficulties of starting new child care establishments. Where would the children go?

I do hope you would consider the above when making a decision tomorrow for the future of Menlo Park.

Remember. as easy as it is to terminate an institution, it is extremely hard to re-establish it.

Best,
Uri Golani

Agenda item E1

Dan Rao, Menlo Park resident

Dear Council members,

That was so shocked when I first heard this news. Then what appears in my mind is when my son just went to MCC, how nervous I was on the first day, The teacher gave me encouragement and support, and the lovely smile relieved my worries, and that day, my son just turned 2 years old. My son had learned so many on MCC for the first time in his life, sharing with teachers and friends. Not just play at the school, our family has a strong bond of MCC community. These are the most precious things in the development of our kids.

As a Mother, as a resident of Menlo Park, I sincerely urge you to reconsider and withdraw your plan to close the MCC.

Agenda item E1

Shelly Sarig Nadav, Menlo Park resident

As a long time resident of Menlo Park, I was deeply disturbed finding out that the city considers closing Menlo Children's Center day care facility. We have been fortunate to be a part of this great institution for the last decade, and all our three children had benefitted from the wonderful teachers and the strong supportive community it provides. This matter had come to my attention by chance only today, yet it should be given due process that insures all parties involved had sufficient time and information to voice their opinions and concerns. The well being of our children, their families and all facility employees are at stake. Preserving this institution should be a priority, given the importance of childcare to local families, especially now, and the shortage of comparable alternatives in the city. At this time in particular, when working families are already struggling to manage under the strain of COVID-19, it seems particularly important to strengthen such services rather than eliminate them. Many families who have used MCC services over the years form the fabric of the local community, providing crucial services, including at Stanford Hospital, and many other important institutions. We ask that all facts and options be laid out in a transparent public manner so that everyone has an opportunity to engage in this crucial civil decision, in a timely manner.

Agenda item E1

Mayrin Bunyagidj, Menlo Park resident

Please reconsider the impact on our community of Belle Haven. I am a teacher at Beechwood, resident of BH for 11 years, and one of my children go to BHCDC. We utilize the services at the Onetta Community Center as well as frequent the BH library. This impacts my students that need after school care for working parents like myself, HW tutoring at the library, free access to books for their literacy development, and parents learning English. The preschool teachers are some of our Beechwood parents and provide our children with quality education socially and emotionally. By closing all 3 places, you are providing us with nothing in BH: no library, community center, or childcare. Personally, if I have no childcare, I will not be able to teach which now impacts the students and my whole school. My child will now miss out on the learning opportunities at his center and the relationships he has grown to love which is crucial for the early ages. Beechwood students are the majority of children that attend the after school care. What are their options? All these cuts will have serious long term effects to our neighborhood and the people you represent!

Agenda item E1

Sandra Guevara, Menlo Park resident

Please DO NOT close down BelleHaven CDC. I work and my daughter is a current student. It's a wonderful program and has helped my daughter with her social skills and speech delay. She gets her services from Ravenswood. Which survives comes to her. I currently work full-time and would not be able to get any other support or child care. The program had been here for years. The teachers and staff are wonderful and amazing. It's a big part of the community.

Agenda item E1 Sarah Kinahan

Dear Mayor Taylor and Members of the City Council,

Thank you for the opportunity to submit public comment on Item E1 on the agenda for the May 12, 2020 Special Meeting. Among the Tier 2 reductions listed on Page E1.11 of the Staff Report is the elimination of preschool child care at the Menlo Children's Center and Belle Haven Child Development Center. On behalf of the San Mateo County Child Care Partnership Council, the state-mandated local planning entity for early care and education in San Mateo County, I strongly urge the City Council to preserve these two critical preschool child care centers. Early care and education (ECE) has always been essential community infrastructure, contributing to our economy and preparing children for successful futures, and will be instrumental in providing peace of mind for families as we respond to and recover from the COVID-19 pandemic. The two City of Menlo Park child care centers make up 13% of the preschool center spaces in the City. The loss of these spaces would be devastating to working families, particularly lower socioeconomic-status families accessing subsidized preschool.

As essential workers perform critical functions in the city and surrounding areas, and more families return to work with the easing of shelter-in-place orders, those with young children need reliable, trusted ECE programs to be able to work. We already had a shortage of 11,000 spaces for children ages 0-5 in the county before the pandemic hit. Now, many programs are facing closure. Child care infrastructure is not easily replaceable with new programs often taking years to find suitable space and go through the planning and permitting process. The City's support of preschool and child care is essential to the bedrock of the community's recovery efforts.

Thank you for your consideration of the critical role of ECE programs in our communities and please spare the City-operated preschool child care centers from elimination.

Agenda item E1

Raul Franco, Menlo Park resident

Closing this center will effect everyone. This center has been wonderful and I have a lot of nieces and nephews who go and love it. My daughter is currently enrolled. It has helped her learning. Most Important working families that are trying to provide for there families. Do not close the center. This would be the worst news for our community.

Agenda item E1

Darlene McElhinny, Menlo Park resident

Belle haven child development program has been so great for my son and many other kids I have seen go through the program. All of the Staff and teacher's well prepare not only the kids but the parents for kindergarten.

Agenda item E1
Jocelyn Garcia

Keep BHCDC Open ! My son has learned so much from going here . This center has the best teachers and the best staff . They care so much for our kids , they make us parents feel like family. Please keep it open!

Agenda item E1

Johana Garcia, Menlo Park resident

The school can't close down it has so many memories with all the families and teachers. It has a sentimental value. Specially myself all my kids have attended that school and they love the teachers. My kids have learned so much . With everything going on with the school being closed teachers have still been on top sending kids videos of them reading a book , activities they can do at home . We love the school it will be so sad if it would closed down .

Agenda item E1

Teresa Phan, Menlo Park resident

Please do not eliminate MCC, not just for us, but for future families going through and joining this community. Please listen to the voices of parents who just found out about this proposal and are panicking. And please consider the young families and children of Menlo Park in future proposals, as there are many generations in our community, not just a few interest groups. Menlo Park is an expensive place to live, but we love the community, and there are many young families who work and live here. You are proposing to eliminate a very important part of our community. Our daughter would also like to add she loves her teachers at MCC.

Agenda item E1

Monica Villarreal, Menlo Park resident

BHCDC is a part of our family, my daughter was been in the program since last year of September, I must say that BHCDC made a big improvement to my daughter's Physical, Mentally, Emotional, Socialization and Academically.

As a parent. BHCDC also helped me to go to work with peace, knowing that my daughter was in a good hands with the Teachers and Staff. Shout out for them because they treated the children like their own kids.

Hearing the program could potentially close, breaks our hearts and hopes.

Agenda item E1
Lisa Taggart

As owners of Fleet Feet Menlo Park on Santa Cruz Ave., we want to state our support of the proposal to close Santa Cruz Ave. to cars in order to allow businesses to operate outside with pedestrian traffic. This will be very helpful for us when we are able to restart in-person sales, giving us more space to operate safely.

Agenda item E1 Katalina Tameilau

I would like to express my frustrations with BHCCDC even being considered for elimination/closure. You will be closing THE ONLY subsidized pre-school on the Belle Haven/East Menlo Side. This side has already suffered so much and the City of Menlo Park is continuing to show their lack of interest for that community and families living on that side. I understand MCC is also up for elimination/closure however that just seems political to not seem biased.

With the closing of BHCCDC you are telling families in the Belle Haven community that you DO NOT care about their children and future children. Where do you expect children to go to preschool? You are making families decide between going to a private preschool, a farther preschool or not going to one at all. I am truly disappointed with the City of Menlo Park.

Agenda item E1

Wendy Valencia, Menlo Park resident

I Closing the CDC at Belle Haven is pure evil. All of the families in Eastern Menlo Park have low resources to send their children to school. Closing this program will hurt the dedicated employees, families, and the children. It is not fair. Preschool is high demand and having this program run is important for the deveulopment of the child. CDC Belle Haven has been around for decades. Eastern Menlo Park has limited help and taking this resource away will not help our community. It will hurt the community.

Agenda item E1

Armando Valencia, Menlo Park resident

Closing BHCCDC will be a tragedy. I've lived in East Menlo Park for more than 30 years. This center has helped low income families and we have come a long way. Closing this center will hurt the community.

Agenda item E1 Peter Carpenter, Menlo Park resident

Posted by Peter Carpenter
a resident of Menlo Park: Park Forest
on May 2, 2020 at 5:58 pm

"MP residents need to realize that the city staff has totally captured the elected City Council.

The staff has de facto control of the Council agenda and nothing goes on the agenda that has not been vetted by the staff. Obviously in this arrangement the Council will only be given a very limited set of alternatives to consider.

A test question is - Will the staff recommend outsourcing police services to the Sheriff as is done in both Portola Valley and Woodside? This would save millions of dollars annually and would also improve the level of service. And it would avoid future increases in the city's liability for police pensions.

If not, then we know for sure that the Council is not in charge but rather is being led by the nose by the city staff

Just as predicted - the staff is dealing with all of the nickel and dime issues and does NOT even discuss (much less recommend) the easiest way to save MILLIONS - contract for police services with the Sheriff:

<https://menlopark.org/DocumentCenter/View/25038/E1-20200512-CC-Program-and-service-reductions>

Note that the City spends over \$22 MILLION on police services - twice per capita what other communities pay.

Obviously protect the staff is more important than things like Belle Haven Child Care.

Agenda item E1

Margaret May, Menlo Park resident

I am shocked that closing MCC is being considered, and with so little notice or discussion. The provision of pre-k childcare is a profoundly integral component of a community's economy, civic duty, and community vibrancy. There are overall few options for childcare in this area, and many families depend on MCC. And perhaps most important, MCC is one of the most cherished and praised institutions in our city; it's not as if it has been faltering or struggling lately, it has been flourishing prior to the disruptions of COVID. Do you understand that many of the teachers there have been there for YEARS, even decades? How many parents trust them and how many children love them? How the children feel it is another home where they are loved and cared for? It is rare to have an institution with such staff longevity, particularly in early childcare where turnover in staff is a major problem in other daycares. This speaks to the successes they have found in building a community institution that is meaningful and functional. Also, their staff is one of the most diverse staff you can find. It will be a monumental loss if MCC is eliminated. I speak from experience having had both my kids go through their preschool and continue in their afterschool program. Preschool and afterschool care are some of the most important civic functions that a city can provide. Please think twice.

Agenda item E1

Maria Magana, Menlo Park resident

En mi opinión sería un error cerrar BHCDC, especialmente porque los niños no tendrían acceso a cuidado infantil cerca, tal vez ni siquiera pudieran asistir a un preescolar porque serían demasiados niños y no habría lugar en escuelas cercanas, lo cual los atrasaría y pondría en desventaja con niños de las ciudades vecinas los cuales si tienen acceso a preescolares.

Y también sería algo muy duro para las familias, porque tenemos que ir a trabajar y no tendríamos, donde dejar a nuestros hijos, muchos de nosotros no ganamos lo suficiente para pagar una persona que nos los cuide.

La verdad somos una comunidad pequeña la cual estamos olvidada, porque cada vez en lugar de superarnos nos atrasan, ya nos quitaron la clínica, no tenemos una escuela elemental al nivel de Menlo Park y Palo Alto, por el contrario es de muy bajo nivel y los padres nos vemos forzados a mandar a nuestros hijos a escuelas lejanas porque queremos lo mejor para ellos.

Necesitamos apoyo de parte de la ciudad para que nuestros hijos tengan acceso a escuelas de buen nivel en nuestra comunidad y no que en lugar de progresar vayamos como los cangrejos hacia atrás.

Agenda item E1

Gloria Baez, Menlo Park resident

I believe BHCCDC should remain open and continue to provide care for our children's. If it were to close it would have a huge impact in our community.

Agenda item E1

Maura Sanchez, Menlo Park resident

As a resident of the Belle Haven community for more than 30 yrs I am saddened by the news of the possible closure of the Belle Haven CDC. It is heartbreaking because it seems as though everytime there are budget cuts the first place attacked is the Belle Haven community and try to take the little bit of resources we have left in this community!!! The decision of closing this school is anguishing! It will profoundly affect parents, neighborhood, community, school personnel and of course the students! As a parent who has had a child attend in the previous years and currently have a child attending the Belle Haven CDC, I have seen the hard work and dedication the teachers put in every single day to make sure our children learn. Kids at the Belle Haven CDC are well prepared to enter kindergarten and I've seen this first hand.

The closure of this school also means that the surrounding preschools will be overcrowded with more children than they already are. The ratio of child to teacher will definitely affect the child's learning and there will be less one on one time interaction with a child who could possibly need more help. I hope you reconsider the closure of the Belle Haven CDC. They are the best! **SAVE OUR SCHOOL!!!!**

Agenda item E1
Patricia Aguilar

PLEASE KEEP CDC OPEN IS VERY IMPORTANT FOR US, OUR KIDS ARE LEARNING A LOT IN THIS PLACE, HAVING FUN, ESPECIALLY LEARNING HOW INTERACT WITH OTHER KIDS, THIS PLACE HELP ME A LOT WITH MY KIDS, PLEASE THINK TWICE ABOUT CLOSING CDC, OUR KIDS NEEDS TO HAVE PLACES LIKE THIS BEFORE THEY START SCHOOL.

Agenda item E1 David Fleishman

Dear Mayor Taylor and Members of the City Council,

As the Executive Director of the County's Resource and Referral and Alternative Payment agency, a member of the Child Care Partnership Council, and of the COVID-19 Child Care Response Team, I am writing to request that the Menlo Park City Council preserve the two preschool child care centers slated for elimination as part of the Tier 2 reductions. Preschool and child care are essential services, necessary to support working families, the re-opening of society, and the economic recovery.

Elimination of child care would be stripping away needed infrastructure that will have lasting, detrimental impacts far beyond the short-term gain this budget reduction would bring. The child care field is being devastated by this crisis. The vast majority of our child care centers and homes are now closed and many will not be able to re-open due to overwhelming economic hardship and the extended loss of revenue. San Mateo County was already facing a child care shortage before COVID-19 struck. Please do not take action that will worsen this situation.

Child care is an economic driver in and of itself for the owners, administrators, and workforce that it supports. It is an absolute necessity for families in which both parents (or one parent in single parent families) are working. Low-income families, of which there will be an increasing amount due to job loss, are especially hard hit, with other vulnerabilities and fewer options. The low and moderate wage workers, in particular, will not be able to continue to live or work in San Mateo County without adequate child care. Together, Menlo Children's Center and Belle Haven Child Development Center make up 13% of the available preschool child care spaces in Menlo Park.

As you consider so many things, please take into consideration that Belle Haven CDC is close to 95% Title V subsidized, full day spaces. This means that Belle Haven is serving the lowest-income families in our county. Belle Haven is also part of the Big Lift, a county-wide initiative to raise 3rd grade literacy rates that is focused on communities most in need. So closing Belle Haven would also mean the loss of State revenue and the end of leveraged local funds to support children's developmental needs in a community that needs it most.

Although there is much uncertainty about the future, it is a certainty that society cannot re-open nor can our economy recover without an adequate supply of child care being available to the families who will be driving it.

Please take this opportunity to make the forward-looking decision to preserve Menlo Children's Center and Belle Haven Child Development Center.

Sincerely,
David Fleishman
Executive Director
4Cs of San Mateo County

Agenda item E1

Adriana Walker, Menlo Park resident

The Belle Haven Child Development Center has been very instrumental in preparing my child and that of his peers for gradeschool. It has provided working parents with peace of mind; a safe place for our most precious possession.

Removing BHCCDC eliminates peace of mind for parents who would have had the opportunity of utilizing BHCCDC services.

Agenda item E1

Cynthia Guerra, Menlo Park resident

How will these proposed layoffs affect the community? What programs are you cutting and how did you make that determination?

Guerra

Agenda item E1

Sambi Sambi, Menlo Park resident

Dear all,

I'd like to express my deep disappointment for considering MCC closure.

It is not easy to find reliable and accessible child care in Menlo Park and having such a great facility has been so helpful. Many families will have troubles in finding a good alternative, should you close MCC.

I think families are the most affected by the COVID crisis, and this action would penalize them even more. And it's Menlo Park City doing it. Very sad.

I hope my voice will be considered.

Regards,
Sara Sambi

Agenda item E1

Peiyu Chen, Menlo Park resident

Please do not shut down MCC. MCC provides good children's care and kids learn and have fun at MCC. Many families got connected through MCC. MCC is indispensable and a benefit to this community. Sincerely hope more kids and families could have chances to know MCC.

Agenda item E1

Marco Patrignani, Menlo Park resident

Dear city council,
on the subject of the closing of MCC there are some remarks:

- you claim it costs 1.2 M\$ to run it, that looks like an awful lot, given the cost of tuition and the fact that there is not so much personnel.
So we'd like to have a precise breakdown of those numbers because the likeliest thing is : you made a mistake
- MCC attracts families and people, and they, in turn, spend cash in MP. Cutting MCC to save a little money now will be a much larger loss in the long run.
If you lose the appeal to attract families, you'll have to compete with all of the other places that attract other targets, and MP cant' compete with SF and other fun places, so really, you're shooting yourself in the foot.
- many other people have raised other valid concerns that the closure of MCC raises, so i won't repeat them here despite the fact that i share them (lack of other options, the city taking another toll on families as if covid wasn't enough, etc)

don't do this.

Agenda item E1
Vanessa Sanchez

Please don't close down BHCDC it's a really good school. My daughter wakes up every morning looking forward so this pandemic can be over so she can return to school. It will break my heart to have to tell her that the school will be close and she will not be able to go back. It took her a while to open up to her teachers and feel comfortable and the teachers have really help her in the process they took the time and had patience with her. It will be devastating if it had to close down. My daughter has also learned a lot from the teachers and her peers and really misses everyone.

Agenda item E1 Kasey Hamilton

Hi,

I am writing as the mental health consultant on behalf of the Bellehaven child development center. I would like to advocate for the center to remain open as it is a major asset to the community. Not only does it provide essential child care to children in need, but it has had a long standing relationship in the community. It feels like much more of a family. As a consultant I have been able to support families in the school dealing with homelessness, trauma, poverty, immigration issues, as well as supporting children's success in the preschool program for the last three years. For many, many years this school has been a safe place for families to bring their children, and their children's children. Many staff have been there to work with these families for over 10 years, some more than 20 years. This dedicated staff have been there to support and educate these children with a rich curriculum, and a thoughtful and caring nature. Without this program, many families will be displaced without a childcare center, in a community that does not have many other options of high quality, affordable child care. Many parents work in Menlo Park, supporting the local economy full time, and need a safe learning environment for their children. Please consider keeping this program alive as it is a vital, beautiful, and special place for young children to thrive.

Agenda item E1 Sheryl Chan

Dear Mayor Taylor and Members of the City Council,

Thank you for the opportunity to submit public comment on Item E1 on the agenda for the May 12, 2020 Special Meeting. Among the Tier 2 reductions listed on Page E1.11 of the Staff Report are the elimination of preschool child care at the Menlo Children's Center and Belle Haven Child Development Center. As an Early Education Professional who has worked in Title V programs serving under-served families for over 20 years, I can attest that Belle Haven CDC is an important service in the Menlo Park Community. Our families struggle to stay afloat financially everyday living in this high cost county. The need for quality full day subsidized childcare is essential for parents to work without worrying about the care of their young children. In my current position as the Title V State Preschool Manager at the County Office of Education, we are aware of the lack of subsidized childcare in the East Palo Alto - Menlo Park community. Belle Haven CDC offers 95 full day, full year childcare spaces which support the needs of the Belle Haven Community.

In the past two years, I've had opportunities to learn about the Belle Haven CDC structure. I would highly recommend that the City looks at its current operational structure and spending model. With some restructuring of current program model and some stricter spending guidelines, I believe that the Belle Haven CDC can be financially self-sufficient with the current Title V State Preschool contract as well as the grants that the program receives. The County Office of Education is an available resource to support Belle Haven CDC as a Title V program in San Mateo County. In addition, the BHCDC was able to over-earned the Title V contract by about \$100K in 2018-2019 and is expected to over-earn again this fiscal year. Although the CDC currently has a director vacancy, I believe that with the right person BHCDC can thrive as it has for the past two years. In addition, as the City sees a trend of over-earnings in the next two years, there may be opportunities for the City to apply for an increase in the state preschool contract therefore bringing in additional revenue to support annual salary increases.

Title V funding is not meant to be a "money-maker". The State contract provides monetary resources to serve under-served families with a critical service that is much needed in order for parents to work full time and continue to live in the current community. Preschool lays the foundation for later educational success for many children. With Governor Newsom's commitment to early education, there are opportunities for the City to continue to build BHCDC to be one of the quality programs in the county.

As the state is close to ending its Shelter-in-Place order, the BHCDC will play an important role in helping the community restart their livelihood. I urge the Mayor and the City Council to reconsider the elimination of Belle Haven Child Development Center. Let this new phase of re-entering after COVID-19 be a positive one for our families and children by returning to BHCDC rather than a struggle to look for another childcare program which may hinder parents from returning to work.

Sincerely,
Sheryl Chan
Title V Program Manager
Sheryl
Chan

Agenda item E1 Pamela Campos

Dear Mayor Taylor and Honorable Members of the City Council,

Thank you for the opportunity to present a public comment regarding Agenda Item E1 of this evening's Special Meeting. I respectfully request your attention to Tier 2 Reductions of the Staff Report, which proposes the elimination of preschool child care at Menlo Children's Center and Belle Haven Child Development Center. Please oppose this budget elimination to support working families in Menlo Park who would be devastated by the loss of these spaces.

Every day, child care providers work tirelessly to create safe and nurturing environments that produce a quality upbringing for the youngest members of our community. Now, more than ever, it is critical that we work to preserve these spaces which are essential in providing a stable workforce for a thriving economy. Early Care and Education (ECE) has always been essential community infrastructure and will be instrumental to response and recovery from the COVID-19 pandemic. When child care is local, affordable, and accessible, it enables more parents to enter the workforce, thus, allowing businesses to re-open and grow in response.

Prior to the pandemic, the County of San Mateo was facing a shortage of 11,000 spaces for children ages 0-5 with 1,471 of those spaces needed in Menlo Park. The Belle Haven and Menlo Children's Center make up 13% of the preschool center spaces in the city of Menlo Park. Infrastructure for child care is indispensable and must be preserved to combat this shortage! To open a new child care center is a process that often takes years of navigating the planning, permitting, and real estate markets of local communities who are in urgent need of care.

Over the years, research has demonstrated the vital importance and necessity for families to have access to nurturing, high quality Early Care and Learning Spaces in their community. During the first 5 years of life, we know that nearly 75% of the brain develops. At these centers in Menlo Park, children benefit from Big Lift's programs supporting kindergarten readiness and family participation. The loss of these critical resources is devastating to all, especially the 96 low-income families who access these subsidized programs.

Your thoughtful consideration on this issue is greatly appreciated and we have faith that you may consider the devastating impacts of eliminating the Belle Haven Child Development Center and Menlo Children's Center in forming a decision. It is my hope for the community that these assets, which are integral to the economic stabilization and establishment of a robust workforce, will remain intact for a road to recovery from the COVID-19 pandemic.

Pamela Campos

Child Care Technical Assistance Coordinator, Build Up for San Mateo County's Children

4Cs of San Mateo County

Sobrato Center for Nonprofits – Redwood Shores

330 Twin Dolphin Drive, Suite 119 | Redwood City, CA 94065

650-517-1400 main | 650-517-1436 direct

e: pcampos@sanmateo4cs.org

A new initiative designed to grow and improve the supply of child care and preschool facilities in San Mateo County.

Agenda item E1 Carmen Lo

Dear CMP Council members,

Regarding agenda item E1 Tier 2, Belle Haven Child Development Center(BHCDC) pre-school service elimination: BHCDC is a vital part of Early Education in the Belle Haven Community where there is low and limited subsidized care available to families. As the most recent coordinator successfully managing the program in the past two years, I can assure you the program receives over 1.1 million dollar of external funds through the State contract and two additional annual grants consistently. The savings of 1.7 million resulting in the elimination of the program and staff appear inaccurate. With the 1.1 million the center receives and hypothetically speaking, the 1.7 million in possible savings, it is assumed that the program spends 3 million on the operation of four child care classrooms on site. This has not been my experience in the past two years with the center's expenditures despite years prior to.

With the high amount of external money the center receives, the program can be financially self-sufficient. I recommend the City reach out to San Mateo County Office of Education for budgetary management support with the State contract and additional grants. Additionally, the program has high potential to continuously over-earn their State contract on an annual basis. The program over earned by 106k last fiscal year and is likely to over earn again this year beyond their contract amount of 1,052,000.

Without BHCDC, the community and families are left with no subsidized care in the area, thus impacting the long term learning, development, and growth of all the children. It is understandable for budget cuts to occur during such an unprecedented time. However, such essential services shall not be removed, especially upon the transition of returning education in the near future. Every program has been hindered by COVID-19 however, no programs have closed as it is manageable with the continuing grant funds the State will provide in accordance to contractor's original contracts. I have reached out to a management personnel recently informing the State's direction on contract reimbursements this year and shall minimally impact, if at all.

I urge the City to reconsider the elimination of Belle Haven CDC pre-school services and the staff. This will hinder many lives beyond the staff and currently enrolled children. This will impact the overall community, county, early education field, and the City of Menlo Park as a whole.

Thank you for your time. I hope the proposal can be reconsidered.

Agenda item E1

Mayra Espinosa, Menlo Park resident

I cannot begin to stress how closing in BHCDC will greatly affect my family and other low income families in our community. This amazing program has provided both, childcare and a place where my children feel safe and happy to go to everyday at a reasonable cost. While I do understand the circumstances that we are all facing during this vulnerable time I also believe we will eventually overcome it. Most of us will be joining the workforce once again. If we close this program indefinitely we will no longer have access to affordable childcare and once again low income families will end up losing, per usual. Please make this decision with the knowledge and understanding that this will weigh heavy on many people if you close BHCHC especially the amazing staff that works hard to continue and reach out to all the children they once saw on daily basis. Thank you for your time.

Agenda item E1 Dani O'Connor

My name is Dani O'Connor and I presently serve the City of Menlo Park as the Executive Assistant to the Chief of Police. Tonight, I speak to you to inform you how cutting my position would not be a "low impact on City Wide Equity." I have helped on-board and support six police chiefs during my 12 years working with the City of Menlo Park's Police Department. Most people don't understand that "Executive Assistant to the Chief of Police" is only a title that does not describe the day to day duties I perform which helps Menlo Park continue to function as a one of the safest cities on the Peninsula. For the past six police chiefs I have adjusted and adapted to each chief's priorities and concerns for the department and more importantly, the residents and business community of Menlo Park. As many of you are aware from serving on City Council, it is the people behind the scenes that help make things work smoothly. I am one of those people. I would not be speaking to you tonight if I felt the City of Menlo Park could maintain public safety with the proposed administrative positions. However, in order to realize economic efficiencies over the previous 12 years, three administrative positions have been eliminated in the Police Department. Each of these eliminations and transitions have directly added to my responsibilities as Executive Assistant and I have accepted and excelled despite the significant increase in workload. I now not only support the Chief, but also the entire department. With the proposed reductions, there will be one administrative staff for all ancillary duties for the entire Police Department. To be clear, I share the City Council's ongoing commitment and dedication to public safety.

I take much pride in my efforts as Executive Assistant, as my work product not only benefits the chief, but extends to everyone in the department, the city, and the community as a whole. Internally, I support sergeants, corporals, detectives, officers and every other employee of the police department and often work behind the scenes in order to resolve issues and various challenges far beyond the scope of my job description. I enjoy being a crucial member of the department's infrastructure and look forward to maintaining my position so that I may remain an essential contributor. Although many believe administrative assistants help in only a support capacity, you all know my position is far more important and vital to supporting a complex city like ours. A parallel example is the position of Executive Assistant to the City Manager who strives to excel for not only the city manager, but each member of the City Council, City employees and the residents and business community of Menlo Park. Retaining my position ensures ongoing continuity between functions of the operations of the police department, as well as making a meaningful contribution to support our city. During this period of economic imbalance, along with all the many unknowns, I respectfully request you reconsider the temporary layoff of the Executive Assistant position as it would result in severe service delivery impacts to the Police Department as well as the extended communities of Menlo Park.

Agenda item E1 Christine Thorsteinson

Re: May 12, 2020 Special City Council Meeting Item 1E – FY20-21 Program & Services Reductions

Dear Mayor Taylor and Members of the City Council,

Thank you for the opportunity to submit public comment on Item E1 on the agenda for tonight's Special Meeting, and specifically on the potential elimination of preschool childcare at the Belle Haven Child Development Center and Menlo Children's Center, identified on Page E1.11 of the staff report. On behalf of Silicon Valley Community Foundation, we urge you to preserve these two critical childcare centers. Early care and education (ECE) is vital to the health and wellness of our community, and a critical factor in our road to recovery.

The Belle Haven Child Development Center and the Menlo Children's Center provide 13% of the preschool center spaces in Menlo Park, including 96 Big Lift funded spaces. High quality ECE programs, such as these, prepare our children to enter school ready to learn and enable our parents to be part of the workforce, confident that their children are safe and well cared for. Prior to the current crisis there was a shortage of over 1,000 childcare spaces in the city, and today we cannot afford to lose any additional spaces. The loss of these essential centers would be devastating to our working families, particularly families of lower socioeconomic status who depend on access to subsidized programs. As we recover from the harmful effects of COVID-19, our childcare system will be critical to allowing parents to reenter and remain in the workforce.

Thank you for your consideration. Belle Haven Child Development Center and Menlo Children's Center are vital community resources. We hope that you will consider the impact of their closure on the children, families and staff that depend on these programs.

Sincerely,

Avo Makdessian
Vice President, Strategic Initiatives & Partnerships

Christine Thorsteinson
Interim Director, Early Education
Christine
Thorsteinson

Agenda item E1 James Payne, Menlo Park resident

Dear Mayor Taylor and Council Members,

Tonight Council will be discussing Menlo Park's budgetary response to the COVID-19 crisis and we, the Environmental Quality Commission, are writing to reaffirm our support for the City's continued action in confronting the climate crisis. It is essential that we do not view our responses to COVID-19 and to the climate crisis as being in competition for unfortunately limited resources. Just as the threats of these crises magnify each other, the actions we take to fight them have the power to address both at once.

COVID-19 is, tragically, but one of two currently declared crises that our city faces. The climate crisis also threatens to entirely upend our normal ways of living, and, like COVID-19, will impact those most heavily who have the fewest resources to adapt. We have even witnessed dangerous synergies between COVID-19 and environmental pollution; poor lung health has been a strong predictor of negative outcomes from COVID-19, and is directly linked to air pollution from automobiles and gas appliances. A UCLA study published just last month showed that the health impacts of indoor gas appliances costs California \$3.5 billion each year, and that these effects are more pronounced for residents of apartments than detached homes. Here in Menlo Park, our lowest lying neighborhood, and thus the one most susceptible to inundation by rising seas in as little as 40 years, is also our most historically disadvantaged.

We are heartened by the strong response to the COVID-19 crisis that our community at every level – government, businesses, and individual residents – has demonstrated. This gives us more hope than ever that we can organize the same strong response to the climate crisis. Indeed, the COVID-19 crisis has shown the necessity of heeding early warnings from the scientific community, which has called resoundingly for rapid, far-reaching, and unprecedented actions to halt climate change. COVID-19 has also showed us the willingness of the community to mount a strong response to a crisis when given clear direction from its leaders.

On December 10th, Council expressed its support for achieving carbon neutrality by 2030, and in January the full Environmental Quality Commission approved a plan recommending ten broad actions to achieve that goal. Many of the actions this will require will also aid Menlo Park in its recovery from the effects of COVID-19. These include actions addressing air pollution, as we have all now seen the toll it takes; housing, as more of our residents than ever before will find themselves facing housing insecurity; and job creation, as our country is already experiencing levels of joblessness it has never before seen.

We are therefore writing to reaffirm the support of the EQC for the City's goal of achieving zero carbon by 2030 and the allocation of the resources necessary to achieve that goal. While on the surface it might appear prudent to delay action on the climate crisis to save money now, it is actually dangerous to delay. As with COVID, every mitigation dollar we fail to invest now will cost us dozens more all too soon in the form of adverse health impacts, destroyed property, sea walls and community stress. As our City begins on the road to recovery from COVID-19, it is imperative that we secure Menlo Park against the climate crisis as well. Just as with COVID-19, every day counts, and the longer we wait, the greater this next crisis will be.

Sincerely - James Payne, vice chair of the EQC, on behalf of the full EQC

Recommendation

Councilmembers Mueller and Nash request the City Council direct the City Manager to exercise her grant of power as the Director of Emergency Services under Urgency Resolution 6550 (“URGENCY RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK RATIFYING THE PROCLAMATION OF EXISTENCE OF LOCAL EMERGENCY ISSUED BY THE DIRECTOR OF EMERGENCY SERVICES AND FURTHER PROCLAIMING THE CONTINUED EXISTENCE OF THE EMERGENCY”) to issue an order:

- 1) Temporarily closing, as soon as is practicable, the following streets, while maintaining adequate provision for access by emergency services:
 - a) Santa Cruz Avenue

Alternative A: (not recommended)
Close both directions of Santa Cruz Ave. between Evelyn St. and El Camino Real;

Alternative B (not recommended):
Close both directions of Santa Cruz Ave. between University St. and El Camino Real;

Alternative C (hybrid - recommended):
Close Santa Cruz . Northeast from University St.to El Camino Real, and Southwest from El Camino Real to Evelyn St.
 - b) Crane Street
from Ryans Lane to Santa Cruz Avenue and
from Santa Cruz Avenue to the entrances of parking plazas 5 and 6
 - c) Chestnut Street
from Ryans Lane to Santa Cruz Avenue and
from Santa Cruz Avenue to the entrances of parking plazas 6 and 7
 - d) Curtis Street
from Santa Cruz Avenue to the entrances of parking plazas 7 and 8
 - e) Doyle Street:
from Santa Cruz Avenue to the entrance of parking plaza 8

- 2) Setting forth a streamlined permit process, consistent with the provisions and timing set forth by order of the San Mateo County Public Health Officer, to temporarily allow restaurants and retail stores to operate businesses, sell goods, and serve food and drink to customers, off the sidewalk, in the aforementioned closed street areas; and

- 3) Setting forth a streamlined permit process, consistent with the provisions and timing set forth by order of the San Mateo County Public Health Officer, to temporarily allow for restaurants located in the City of Menlo Park to utilize their designated off street parking spaces, off the sidewalk, to conduct business and serve food and drink to customers.

(See attached illustration.)

Policy Issues

City of Menlo Park

Chapter 2.44 of the City's Municipal Code authorizes the Director of Emergency Services ("Director") to proclaim a local emergency subject to ratification by the City Council within 24 hours. On March 11, the Director proclaimed a local emergency based on conditions of extreme peril to the safety of persons and property within the City resulting from COVID-19. On March 11, the City Council ratified the Director's proclamation. Thereafter on May 1, 2020 the City Council ratified the decision to continue the declaration of a local emergency. As a result of the local emergency, the City is empowered to take actions to preserve and protect the health and safety of the community.

Paragraph 2, of Emergency Resolution 6550 sets forth, "During the existence of this Local Emergency, the Director of Emergency Services shall have the authority to adopt emergency orders or regulations to ensure the health and well being of the public and mitigate the effects of the Local Emergency".

To date, the City of Menlo Park director of emergency services/city manager has issued five orders regulating various parameters affecting business activity in Menlo Park.

The proposed order is necessary and reasonable to mitigate the effects of the Local Emergency on Menlo Park's local business community. Using the street to increase the physical space and capacity of business to serve customers will mitigate the lost space in business district structures caused by social distancing safety precautions. The increase in space will also aid in ensuring the health and well being of the public.

Background

The Center for Disease Control and Prevention has stated that COVID-19 is a serious public health threat. The World Health Organization has declared COVID-19 constituted a world pandemic. In response, state and local governments have taken steps to slow the transmission of COVID-19.

State action

On March 4, the Governor of the State of California declared a state of emergency. On March 19, Governor Newsom issued Executive Order No. N-33-20 ordering all individuals in the State

of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors. On May 6th, Governor Newsom announced guidelines for the reopening of restaurants will be released on May 11th.

National Restaurant Association COVID-19 Reopening Guidance

To protect the health and well being of restaurant patrons and employees, the National Restaurant Association has created guidance for restaurants reopening in the Covid-19 Pandemic. The document sets forth that restaurants should “Update floor plans for common dining areas, redesigning seating arrangements to ensure at least six feet of separation between table setups. Limit party size at tables to no more than the established “maximums approved” as recommended by CDC or approved by local and state government.”

<https://restaurant.org/Downloads/PDFs/business/COVID19-Reopen-Guidance.pdf>

City Action

At the April 7th, Menlo Park City Council meeting (video 1:01:55 mark), public comment on behalf of Menlo Park business owner Kathleen Daly, requested a temporary variance to allow for street parking in front of Cafe Zoe to be used by the business to create a “socially distanced” space for the service of customers, upon the phased lifting of the Shelter in Place order and reopening of business. Thereafter, Councilmember Mueller expressed support for Cafe Zoe’s request, and further proposed the closure of Santa Cruz Ave in Downtown Menlo Park, at such time the Shelter in Place order started to be lifted in stages, to similarly allow local business and restaurants downtown to use the street to create a “socially distanced” space for the service of customers. Thereafter, over the period of the next four weeks Councilmember Nash and Councilmember Mueller met to discuss the proposal of closing Santa Cruz Ave. and began to prepare the proposal for consideration by the City Manager and City Council.

Community members have also brought forward and expressed support for the concept. On April 27, 2020, Menlo Park resident Michael DeMoss emailed the City Council with support for this concept. On May 5th, Menlo Park resident Curtis Mo posted on Nextdoor regarding the same concept. Mr. Mo’s Nextdoor Post received significant feedback and positive response.

Additionally, the nearby jurisdictions of the City of Palo Alto and the City of San Mateo have begun exploring similar concepts for business districts in their jurisdiction.

Analysis

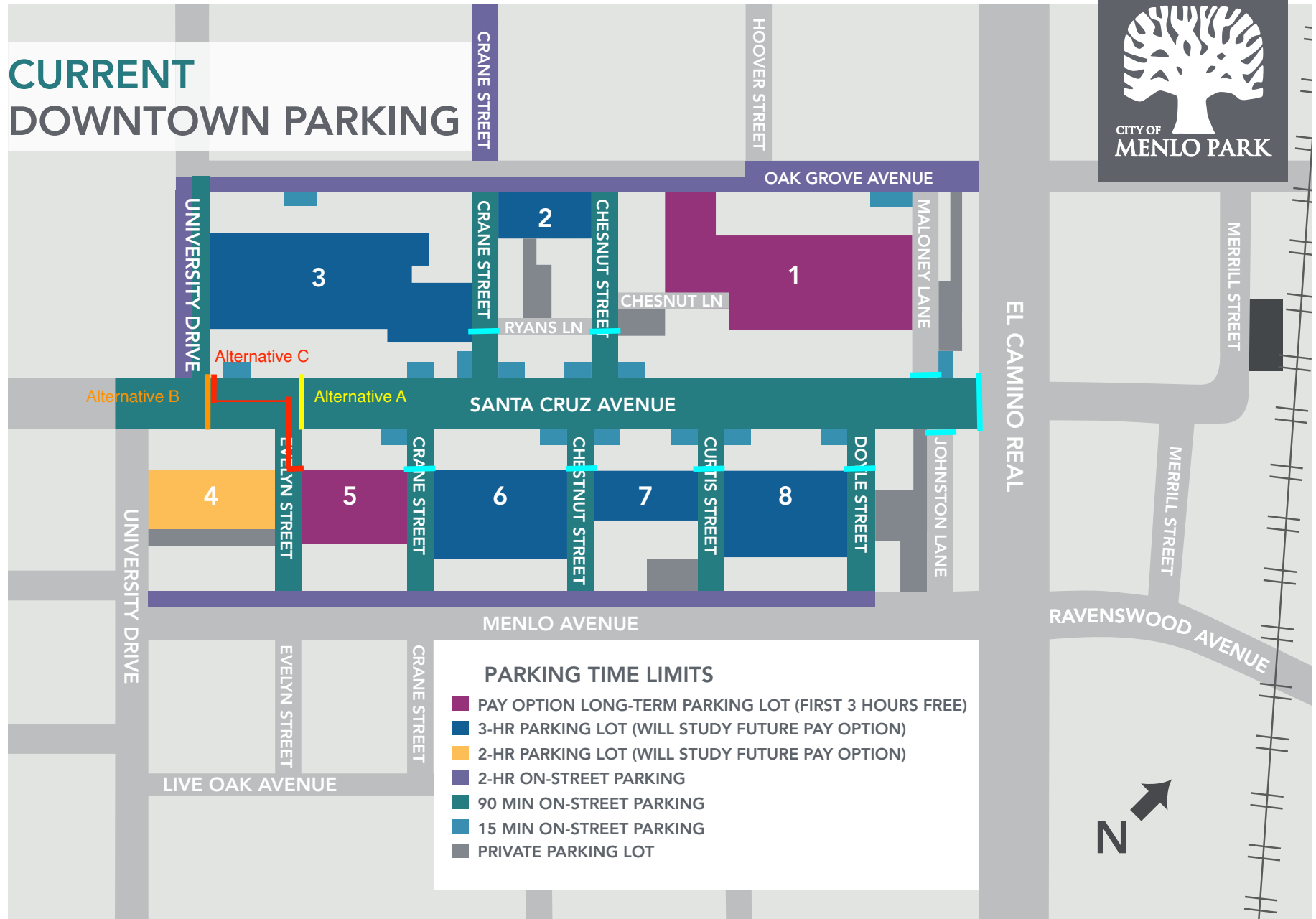
On May 6th, Governor Newsom announced guidelines for the reopening of restaurants will be released on May 11th.

The National Restaurant Association Guidance document sets forth that restaurants should “Update floor plans for common dining areas, redesigning seating arrangements to ensure at least six feet of separation between table setups. Limit party size at tables to no more than the established “maximums approved” as recommended by CDC or approved by local and state government.”

Paragraph 2, of City of Menlo Park Emergency Resolution 6550 sets forth, “During the existence of this Local Emergency, the Director of Emergency Services shall have the authority to adopt emergency orders or regulations to ensure the health and well being of the public and mitigate the effects of the Local Emergency”..

The proposed order is necessary and reasonable to mitigate the effects of the Local Emergency on Menlo Park’s local business community. Using the street to increase the physical space and capacity of business to serve customers will mitigate the lost space in business district structures caused by social distancing safety precautions. The increase in space will also aid in ensuring the health and well being of the public.

CURRENT DOWNTOWN PARKING



DIRECTOR OF EMERGENCY SERVICES/CITY MANAGER EMERGENCY ORDER NO.1

WHEREAS, the Centers for Disease Control and Prevention has stated that based on current information a novel coronavirus named “COVID-19” is a serious public health threat;

WHEREAS, a complete clinical picture of this respiratory disease is not yet fully understood;

WHEREAS, on March 3, 2020, and pursuant to Section 101080 of the California Health and Safety Code, the San Mateo County Health Officer (the “Health Officer”) declared a local health emergency throughout San Mateo County related to the novel coronavirus (“COVID-19”);

WHEREAS, on March 10, 2020, the San Mateo County Board of Supervisors ratified and extended this declaration of local health emergency;

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to help the state prepare for the spread of COVID-19;

WHEREAS, the San Mateo County Health Officer issued a statement on March 10, 2020, that evidence exists of widespread community transmissions of COVID-19 in San Mateo County;

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 constituted a world pandemic;

WHEREAS, on March 11, 2020, the City Council of the City of Menlo Park declared a local emergency based on the current COVID-19 world pandemic;

WHEREAS, on March 14, 2020, the Health Officer prohibited all public or private gatherings of 50 or more people and urged the cancelation of all gatherings of 10 or more people in a single confined space;

WHEREAS, on March 16, 2020, the Health Officer issued an order that, among other things, directs all individuals currently living within San Mateo County to shelter in their place of residence (“Shelter-in-Place Order”), and authorizes individuals to leave their residences only for certain “Essential Activities,” Essential Governmental Functions,” or to operate “Essential Businesses,” all as defined in the Shelter-in Place;

WHEREAS, on March 19, 2020, Governor Newsom issued Executive Order No. N-33-20 ordering all individuals in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors; and

WHEREAS, the Governor empowered local cities to take actions to preserve and protect the health and safety of their communities in light of their own circumstances;

WHEREAS, building construction requires regular inspection services to ensure that completed work complies with both issued permits and applicable building standards and waiving such inspections increases the risk of defective and unsafe construction;

WHEREAS, the City has extremely limited construction inspection services and protective gear to prevent inspectors from contaminated job sites and the Federal and State governments have requested that such protective gear be preserve for essential health workers;

WHEREAS, the Council desires to do what it can to help slow the spread of COVID-19, reduce the load on local hospitals and emergency rooms, prevent unnecessary deaths and preserve construction inspection services and the related administrative resources for the most critical projects;

WHEREAS, the Council also recognizes that housing is indeed a priority for our community and the region, but the immediacy of curbing the current health emergency must take precedence to prevent further spread of the virus;

WHEREAS, the Council desires to resume housing construction at the earliest opportunity; and

WHEREAS, during the existence of this local emergency, pursuant to Municipal Code Chapter 2.44, the City Manager as Director of Emergency Services is empowered to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency.

NOW, THEREFORE, the City Manager does hereby make the following order:

1. Effective immediately and until this order is terminated by the City Manager, all construction activity in the City of Menlo Park shall be temporarily suspended.
2. The City Manager will regularly review the need for this order to be in place and may elect to modify it should local circumstances or applicable law change.
3. Upon approval of the City Manager, construction activity in the government facilities and water and wastewater systems sector may be performed provided adequate social distancing mitigation measures can be achieved during both construction and inspection work.
4. The City Manager or designee may authorize limited exceptions to Section 1 of this order to protect life, health or safety provided they are consistent with Executive Order No. N-33-20 and/or subsequent applicable State or County orders.

Dated: 3/23/2020

DocuSigned by:
Starla Jerome Robinson
6BD907BD261744C...

City Manager

**CITY OF MENLO PARK DIRECTOR OF EMERGENCY SERVICES/CITY MANAGER
EMERGENCY ORDER NO. 2**

WHEREAS, the Centers for Disease Control and Prevention has stated that based on current information a novel coronavirus named “COVID-19” is a serious public health threat;

WHEREAS, a complete clinical picture of this respiratory disease is not yet fully understood, though it is highly contagious;

WHEREAS, on March 3, 2020, and pursuant to Section 101080 of the California Health and Safety Code, the San Mateo County Health Officer (“Health Officer”) declared a local health emergency throughout San Mateo County related to COVID-19;

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to help the state prepare for the spread of COVID-19;

WHEREAS, the Health Officer issued a statement on March 10, 2020, that evidence exists of widespread community transmissions of COVID-19 in San Mateo County; WHEREAS, on March 10, 2020, the San Mateo County Board of Supervisors ratified and extended the declaration of a local health emergency;

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 constituted a world pandemic;

WHEREAS, on March 11, 2020, the City Council of the City of Menlo Park declared a local emergency based on the current COVID-19 world pandemic and empowered the Director of Emergency Services to take all necessary actions;

WHEREAS, on March 14, 2020, the Health Officer prohibited all public or private gatherings of 50 or more people and urged the cancelation of all gatherings of 10 or more people in a single confined space;

WHEREAS, on March 16, 2020, the Health Officer issued an order that, among other things, directs all individuals currently living within San Mateo County to shelter in their place of residence (“Shelter-in-Place Order”), and authorizes individuals to leave their residences only for certain “Essential Activities”, “Essential Governmental Functions,” or to operate “Essential Businesses,” all as defined in the Shelter-in Place Order;

WHEREAS, Government Code Section 8634 empowers the Director of Emergency Services to promulgate orders and regulations necessary to provide for the protection of life and property;

WHEREAS, during the existence of this local emergency, pursuant to Municipal Code Chapter 2.44, the City Manager as Director of Emergency Services is empowered to

make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency.

WHEREAS, on March 19, 2020, Governor Newsom issued Executive Order No. N-33-20 ordering all individuals in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors;

WHEREAS, the Governor empowered local cities to take actions to preserve and protect the health and safety of their communities in light of their own circumstances;

WHEREAS, the City Council desires to do what it can to help slow the spread of COVID-19, reduce the load on local hospitals and emergency rooms, prevent unnecessary deaths, and preserve limited resources in order to allocate them to the most critical projects; and

NOW, THEREFORE, the City Manager as the Director of Emergency Services does hereby make the following order:

1. Public Facilities Closures. For the duration of the local emergency, the following public facilities shall be closed to the public: City Hall; Arrillaga Family Recreation Center; Arrillaga Family Gymnasium; Arrillaga Family Gymnastics Center; Burgess Pool; Belle Haven Pool; Onetta Harris Community Center; Menlo Park Senior Center; Menlo Park Main Library and Belle Haven Branch Library; all public restrooms and playgrounds located in all public parks; Burgess Park skate park; all public tennis courts, and all public basketball courts.

2. Effective date. This order shall be effective immediately and shall terminate upon the earlier of (1) Director of Emergency Services order or (2) cessation of local emergency.

3. Enforcement. This order shall be enforceable as a misdemeanor as provided in Menlo Park Municipal Code Section 2.44.110.

Dated: 3/27/2020

DocuSigned by:

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 Director of Emergency Services

Approved as to form:

DocuSigned by:

 CD6C53C794F6491...

 Interim City Attorney

**CITY OF MENLO PARK DIRECTOR OF EMERGENCY SERVICES/CITY MANAGER
EMERGENCY ORDER NO. 3**

WHEREAS, the Centers for Disease Control and Prevention has stated that based on current information a novel coronavirus named “COVID-19” is a serious public health threat;

WHEREAS, a complete clinical picture of this respiratory disease is not yet fully understood, though it is highly contagious;

WHEREAS, on March 3, 2020, and pursuant to Section 101080 of the California Health and Safety Code, the San Mateo County Health Officer (“Health Officer”) declared a local health emergency throughout San Mateo County related to COVID-19;

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to help the state prepare for the spread of COVID-19;

WHEREAS, the Health Officer issued a statement on March 10, 2020, that evidence exists of widespread community transmissions of COVID-19 in San Mateo County;
WHEREAS, on March 10, 2020, the San Mateo County Board of Supervisors ratified and extended the declaration of a local health emergency;

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 constituted a world pandemic;

WHEREAS, on March 11, 2020, the City Council of the City of Menlo Park declared a local emergency based on the current COVID-19 world pandemic and empowered the Director of Emergency Services to take all necessary actions;

WHEREAS, on March 14, 2020, the Health Officer prohibited all public or private gatherings of 50 or more people and urged the cancelation of all gatherings of 10 or more people in a single confined space;

WHEREAS, on March 16, 2020, the Health Officer issued an order that, among other things, directs all individuals currently living within San Mateo County to shelter in their place of residence (“Shelter-in-Place Order”), and authorizes individuals to leave their residences only for certain “Essential Activities”, “Essential Governmental Functions,” or to operate “Essential Businesses,” all as defined in the Shelter-in Place Order;

WHEREAS, Government Code Section 8634 empowers the Director of Emergency Services to promulgate orders and regulations necessary to provide for the protection of life and property;

WHEREAS, during the existence of this local emergency, pursuant to Municipal Code Chapter 2.44, the City Manager as Director of Emergency Services is empowered to

make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency.

WHEREAS, on March 19, 2020, Governor Newsom issued Executive Order No. N-33-20 ordering all individuals in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors;

WHEREAS, on March 31, the County Health Officer extended the Shelter in Place order to May 3 and issued additional restrictions regarding construction activity, recreational activity and other essential services;

WHEREAS, the Governor empowered local cities to take actions to preserve and protect the health and safety of their communities in light of their own circumstances;

WHEREAS, the City Council desires to do what it can to help slow the spread of COVID-19, reduce the load on local hospitals and emergency rooms, prevent unnecessary deaths, and preserve limited resources in order to allocate them to the most critical projects; and

NOW, THEREFORE, the City Manager as the Director of Emergency Services does hereby make the following order:

1. Public Facilities Closures. During the pendency of the local emergency, the following additional public facilities shall be closed to the public: Bedwell Bayfront Park (including trails, parking lot and other areas).
2. Effective date. This order shall be effective immediately and shall terminate upon the earlier of (1) Director of Emergency Services order or (2) cessation of local emergency.
3. Enforcement. This order shall be enforceable as a misdemeanor as provided in Menlo Park Municipal Code Section 2.44.110.

Dated: 4/17/2020

DocuSigned by:

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 Director of Emergency Services

Approved as to form:

DocuSigned by:

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 Interim City Attorney

DIRECTOR OF EMERGENCY SERVICES/CITY MANAGER EMERGENCY ORDER NO.4

WHEREAS, the Centers for Disease Control and Prevention has stated that based on current information a novel coronavirus named “COVID-19” is a serious public health threat;

WHEREAS, a complete clinical picture of this respiratory disease is not yet fully understood;

WHEREAS, on March 3, 2020, and pursuant to Section 101080 of the California Health and Safety Code, the San Mateo County Health Officer (the “Health Officer”) declared a local health emergency throughout San Mateo County related to the novel coronavirus (“COVID-19”);

WHEREAS, on March 10, 2020, the San Mateo County Board of Supervisors ratified and extended this declaration of local health emergency;

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to help the state prepare for the spread of COVID-19;

WHEREAS, the San Mateo County Health Officer issued a statement on March 10, 2020, that evidence exists of widespread community transmissions of COVID-19 in San Mateo County;

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 constituted a world pandemic;

WHEREAS, on March 11, 2020, the City Council of the City of Menlo Park declared a local emergency based on the current COVID-19 world pandemic;

WHEREAS, on March 14, 2020, the Health Officer prohibited all public or private gatherings of 50 or more people and urged the cancelation of all gatherings of 10 or more people in a single confined space;

WHEREAS, on March 16, 2020, the Health Officer issued an order that, among other things, directs all individuals currently living within San Mateo County to shelter in their place of residence (“Shelter-in-Place Order”), and authorizes individuals to leave their residences only for certain “Essential Activities,” Essential Governmental Functions,” or to operate “Essential Businesses,” all as defined in the Shelter-in Place;

WHEREAS, on March 19, 2020, Governor Newsom issue Executive Order No. N-33-20 ordering all individuals in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors;

WHEREAS, on March 23, 2020, the Director issued the City of Menlo Park Director of Emergency Services/City Manager Order (“Order”) No. 1 temporarily suspending all construction activity in the City of Menlo Park. The Order was based in part on the City’s lack of personal protective gear (PPE) to protect its employees from the spread of the COVID 19 virus, the lack of established construction project safety protocols and the inability of adequate supervision and deployment of building inspectors;

WHEREAS, recognizing the need to continue to limit the transmission of COVID-19, on April 29, 2020, the County Health Officer ordered the shelter-in-place to continue through May 31, 2020. However, the order also allows some businesses to open that could not operate under the

previous order and allows some low-risk activities to resume (e.g. outdoor businesses, landscapers and gardeners). Specifically, with regard to construction, the order allows for construction so long as the project complies with specific safety protocols;

WHEREAS, given the County of San Mateo’s recent publication of construction project safety protocols, to the extent the city is able to provide sufficient PPE and building inspector personnel, the City Manager would like to re-activate construction activity in the city with a phased in approach giving priority to projects that were already scheduled for an inspection the first week of the shut down (3/16 - 3/20), existing projects that have been granted emergency status, any project that effects the livability of the house (water heater, furnace, plumbing repair, sewer main, water piping, etc.) and other single family residential projects and public works projects. Thereafter providing the city has adequate PPE and inspector capacity it would begin scheduling inspections for multi-family and commercial projects starting; and

WHEREAS, during the existence of this local emergency, pursuant to Municipal Code Chapter 2.44, the City Manager as Director of Emergency Services is empowered to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency.


NOW, THEREFORE, the Director of Emergency Services does hereby make the following order:

1. Effective 11:59 p.m. on May 3, 2020 Order Number 1 is hereby rescinded and superseded by this Order No. 4.
2. Construction activity in the City will be permitted to resume provided it complies with the applicable construction project safety protocol published in the County of San Mateo Health Officer Order dated April 29, 2020.
3. The City Manager reserves the right to modify this order if any of the following conditions occur:
 - a. The City is not able to secure adequate PPE for its building inspectors;
 - b. The City is not able to provide sufficient building inspectors to satisfy the demand;
 - c. Construction projects are not complying with the required safety protocols;
 - d. The number of COVID 19 cases increases significantly;
 - e. Other operational constraints make building inspection unsafe or infeasible.

Dated: 5/1/2020

DocuSigned by:

 6BD907BD261744C...
 City Manager

Approved as to Form:
 DocuSigned by:

 CD6C53C794F6491...
 Interim City Attorney

DIRECTOR OF EMERGENCY SERVICES/CITY MANAGER EMERGENCY ORDER NO.5

WHEREAS, the Centers for Disease Control and Prevention has stated that based on current information a novel coronavirus named “COVID-19” is a serious public health threat;

WHEREAS, a complete clinical picture of this respiratory disease is not yet fully understood;

WHEREAS, on March 3, 2020, and pursuant to Section 101080 of the California Health and Safety Code, the San Mateo County Health Officer (the “Health Officer”) declared a local health emergency throughout San Mateo County related to the novel coronavirus (“COVID-19”);

WHEREAS, on March 10, 2020, the San Mateo County Board of Supervisors ratified and extended this declaration of local health emergency;

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to help the state prepare for the spread of COVID-19;

WHEREAS, the San Mateo County Health Officer issued a statement on March 10, 2020, that evidence exists of widespread community transmissions of COVID-19 in San Mateo County;

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 constituted a world pandemic;

WHEREAS, on March 11, 2020, the City Council of the City of Menlo Park declared a local emergency based on the current COVID-19 world pandemic;

WHEREAS, on March 14, 2020, the Health Officer prohibited all public or private gatherings of 50 or more people and urged the cancelation of all gatherings of 10 or more people in a single confined space;

WHEREAS, on March 16, 2020, the Health Officer issued an order that, among other things, directs all individuals currently living within San Mateo County to shelter in their place of residence (“Shelter-in-Place Order”), and authorizes individuals to leave their residences only for certain “Essential Activities,” Essential Governmental Functions,” or to operate “Essential Businesses,” all as defined in the Shelter-in Place;

WHEREAS, on March 19, 2020, Governor Newsom issue Executive Order No. N-33-20 ordering all individuals in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors;

WHEREAS, on March 23, 2020, the Director issued the City of Menlo Park Director of Emergency Services/City Manager Order (“Order”) No. 1 temporarily suspending all construction activity in the City of Menlo Park. The Order was based in part on the City’s lack of personal protective gear (PPE) to protect its employees from the spread of the COVID 19 virus, the lack of established construction project safety protocols and the inability of adequate supervision and deployment of building inspectors;

WHEREAS, recognizing the need to continue to limit the transmission of COVID-19, on April 29, 2020, the County Health Officer ordered the shelter-in-place to continue through May 31, 2020. However, the order also allows some businesses to open that could not operate under the

previous order and allows some low-risk activities to resume (e.g. outdoor businesses, landscapers and gardeners). In addition, the April 29 order allows additional outdoor recreation activity to resume provided it conforms with the social distancing and health/safety protocols contained in the order and other restrictions established by the entity that manages such area to reduce crowding and risk of transmission of COVID-19; and

WHEREAS, during the existence of this local emergency, pursuant to Municipal Code Chapter 2.44, the City Manager as Director of Emergency Services is empowered to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency.

NOW, THEREFORE, the Director of Emergency Services does hereby make the following order:

1. Effective 7:00 a.m. on May 9, 2020, Order Number 3 is hereby rescinded and superseded by this Order No. 5.
2. Bedwell Bayfront Park shall be open to the public subject to social distancing and health/safety protocols established by the City Manager.
3. The City Manager reserves the right to modify this order if any of the following conditions occur:
 - a. Park users are not following the social distancing and health/safety protocols established by the City Manager;
 - b. The City is not able to provide sufficient monitors to ensure the safe use of the park;
 - c. The number of COVID 19 cases increases significantly; and
 - d. Other operational constraints make park opening unsafe or infeasible.

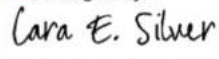
Dated: 5/8/2020

DocuSigned by:

 6BD907BD261744C

 City Manager

Approved as to Form:

DocuSigned by:

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 Interim City Attorney



STAFF REPORT

City Council

Meeting Date: 5/12/2020
Staff Report Number: 20-096-CC

Regular Business: Approve Resolution No. 6554 amending the City's records retention schedule

Recommendation

Staff recommends that the City Council approve Resolution No. 6554 amending the City's records retention schedule.

Policy Issues

The proposed action would modify the City's current policy and amend the records retention schedule.

Background

Records management provides efficient, effective and economical storage and retrieval of information. The guiding principles include ensuring that information is available when and where it is needed; that the information is organized for efficient retrieval and kept in a well-maintained environment. Efficient records management ensures that records are kept only as long as they have some administrative, fiscal or legal value.

Municipal records retention is regulated by the Municipal Code, the California Government Code, the California Department of Justice, and in some cases, federal regulations. The Secretary of State has established the local government records program which provides guidelines for local government retention and archival support to local agencies. These regulations require the City to have a retention schedule for all pertinent public records.

On April 12, 1977, the City Council adopted Ordinance No. 609 establishing the City's records management program. June 1994, the City Council adopted Resolution No. 4540-A, which updated the procedure for retention and destruction of City records. In 2001, the City Council hired a consultant who prepared a new comprehensive records retention schedule November 27, 2001. Since then, the records retention schedule has been updated three times; August 20, 2004, September 27, 2005 and November 15, 2011, to keep it current with the City's changing needs.

In November 2019, the City contracted with Gladwell Governmental Services, Inc. (Gladwell,) to assist the City with the records retention schedule update, as in past practice. In February, departments met with Gladwell to review their records retention schedule and determine if all relevant records are included in the current records retention schedule.

Analysis

The recommended records retention schedule was drafted by Gladwell and reviewed and approved by the

city attorney's office and city clerk (Attachment A.) The City Council had expressed interest in September 2019 of a detailed line review of the records retention schedule. If this is still the desire of the City Council, staff recommends the following action for this meeting:

1. Approve the proposed schedule
2. Create and appoint an ad hoc subcommittee

The ad hoc subcommittee would be charged with meeting with the city clerk and city attorney to review the approved records retention schedule in detail. Any changes to the schedule will be returned for City Council approval.

Impact on City Resources

There would be an impact on office organization with the consistent destruction of obsolete records both on- and off-site, which results in additional records storage space. If the City Council increases retention time, the cost for off-site storage would increase.

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. Proposed redline records retention schedule
- B. Resolution No. 6554

Report prepared by:
Judi A. Herren, City Clerk

Report reviewed by:
Cara Silver, Interim City Attorney

INDEX

RECORDS
RETENTION
SCHEDULE
KEY

HOW TO USE RETENTION SCHEDULES

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Do not duplicate or distribute without prior written permission

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

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

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

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

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

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

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

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

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

RECORDS RETENTION SCHEDULE LEGEND

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

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

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

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

Retention/Disposition:
Active: How long the file remains in the immediate office area (*guideline*)
Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
Total Retention: The total number of years the record will be retained

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

P = Permanent

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

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

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

Scan / Import (*guideline*):
“S” indicates the record should be scanned into the document imaging system;
“I” indicates the record should be electronically imported into the document imaging system;
“M” indicates the record should be microfilmed

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

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

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

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

RETENTION SCHEDULES

CITY
ATTORNEY

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, <u>pending records requests, audits and/or investigations</u> suspend normal retention periods (retention resumes after settlement or completion).</i>											
CITY ATTORNEY											
City Attorney	CA-001	Legal Opinions (Formal)	5 years	P	P			Mag, Mfr, OD, Ppr	S	Yes: After Inactive	City Clerk also maintains copies; Statewide guidelines propose superseded + 2 years; GC §34090
City Attorney	CA-002	Litigation Files / Legal Case Files	Settlement or Final Judgment / Appeal Exhaustion + 1 year	4 years	Settlement or Final Judgment / Appeal Exhaustion + 5 years	Yes: Until Settlement		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §§ 945 , 34090, 34090.6, 68150; PC §832.5
City Attorney	CA-003	Subject Files	When No Longer Required - Minimum 2 years		When No Longer Required Minimum 2 years	Yes: Until Settlement		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §§ 945 , 34090, 34090.6, 68150; PC §832.5

CITY
CLERK

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY CLERK										
City Clerk	HR-009	AB-1234 Ethics Training Certificates	5 years		5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After 1 year	GC §53235.2(b); GC §34090
City Clerk	CC-001	Affidavits of Postings	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	CC-020	Agenda Packets: City Council, Community Development Agency, (excluding petitions to City Council and speaker cards)	1 year	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Retained for administrative value; GC §34090
City Clerk	CC-003	Agreements & Contracts <u>ALL, whether</u> Approved by Council <u>or not</u> : INFRASTRUCTURE: Buildings, bridges, park improvements, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water. Exceptions: Demolitions, landscaping, street paving	Completion + 2 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337, 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	CC-004	Agreements & Contracts Approved by Council: Mutual Aid, Joint Powers (JPAs)	Superseded + 2 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	Administrative & legal value (Emergency Preparedness), GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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City Clerk	CC-005	Agreements & Contracts <u>ALL</u> , <u>whether</u> Approved by Council <u>or not</u> : NON-INFRASTRUCTURE: Consultants, Landscaping, Slurry Seals / Repaving, Tree Trimming, Leases, Professional Services, (Not Infrastructure projects)	Completion + 2 years	3 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	See above. Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements.
City Clerk	CC-006	Agreements & Contracts Approved by Council: Retirement Agreements (PERS)	2 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 34090
City Clerk	CC-007	Agreements & Contracts Approved by Council: Land Use, Subdivisions, etc.	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Land Records; GC §34090
City Clerk	CC-008	Agreements & Contracts Approved by Council: Title Insurance, Land Records	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-009	Annexations	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	No	GC § 34090
Public Works	CC-010	Assessment Districts: Boundary Maps, Diagrams, District Folders	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: 1-year	Engineering keeps originals; GC §34090.7

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City Clerk	CC-013	Boards, Commissions & Committees - APPLICATIONS: APPOINTED	<u>4 years</u> Term of Office + 4 years		<u>4 years</u> Term of Office + 4 years			Mag, Ppr		Department preference: Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines propose Appointment + 5 years; GC §34090; PC §§801.5, 803©
City Clerk	CC-014	Boards, Commissions & Committees - APPLICATIONS: UNSUCCESSFUL	2 years		2 years			Mag, Ppr		GC §34090 et seq.
City Clerk	CC-015	Boards & Commission Maddy Act List	<u>2 years</u>		<u>2 years</u>			Mag. Ppr		GC §34090
City Clerk	<u>CC-016</u>	<u>Bonds / Certificates of Participation (issued by the City)</u>	2 years	<u>Cancellat., Redemption or Maturity + 8 years</u>	<u>Cancellat., Redemption or Maturity + 10 years</u>	<u>Yes: Until Maturity</u>		Ppr		<u>Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.</u>
Finance		<u>Budget (Appropriations, Amendments, Mid-year Adjustments, Transfer of Funds from Various Accounts approved by Council)</u>	<u>When No Longer Required</u>		<u>When No Longer Required</u>	<u>Yes: Current Fiscal Year</u>		<u>Mag, Mfr, OD, Ppr</u>	<u>S</u>	<u>Yes: After Inactive</u> Finance is OFR; GC §34090

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Engineering		Capital Improvements	When No Longer Required		When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Engineering is OFR; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337-337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Attorney	CC-018	City Attorney: Opinions	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Originals are maintained by City Attorney, copies by City Clerk Permanently; GC §34090
City Clerk		Claim Forms	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (Risk Management and Third Party Administrator manage the claim); GC §34090
City Clerk	CC-019	Conflict of Interest Code	Superseded by Resolution P		Superseded by Resolution P		Mag, Mfr, OD, Ppr	S	No	GC §34090.7
AS / City Manag.	CC-021	Council Policies & Procedures	Superseded + 2 years	P	Superseded + 2 years P		Mag, Mfr, OD, Ppr	S	No	Historic and Administrative Value; GC §34090
City Clerk	CC-022	Deeds: Property owned by City (property acquisition & disposition / sale / auction)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-023	Easements	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090

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City Clerk	CC-024	Economic Interest Filings (FPPC Form 602 / 635) - Lobbyist Authorization / Reporting	7 years		7 years			Mag. Ppr		Department preference: 2 CCR 18615(d)
City Clerk	CC-025	FPPC Form 801 (Gift to Agency Report)	7 years		7 years			Mag. Ppr		Must post on website: FPPC Forms Retention Summary for Filing Officers; GC §81009(e)
City Clerk	CC-026	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years			Mag. Ppr		Should post on website for 4 years; FPPC Forms Retention Summary for Filing Officers; GC §81009(e)
City Clerk	CC-027	FPPC Form 803 (Behested Payment Report)	7 years		7 years			Mag. Ppr		FPPC Regulation 18734(c); FPPC Forms Retention Summary for Filing Officers; GC §81009e
City Clerk	CC-028	FPPC Form 804 (Agency Report of New Positions)	P		P			Mag. Ppr		FPPC Regulation 18734(c); FPPC Forms Retention Summary for Filing Officers; GC §81009e
City Clerk	CC-029	FPPC Form 805 (Agency Report of Consultants)	P		P			Mag. Ppr		FPPC Forms Retention Summary for Filing Officers; GC §34090; GC §81009(e)
City Clerk	CC-030	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years			Mag. Ppr		Must post on website; 2 CCR 18702.5; GC §34090; GC §81009(e)
ELECTIONS - CONSOLIDATED										
City Clerk	CC-032	Elections - Campaign Reports (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES	2 years	P	P			Mfr, OD, Ppr	S	After 2 years Paper must be retained for at least 2 years; CCP§583.320(a)(3); GC §81009(b)(g)

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City Clerk	CC-033	Elections - Campaign Reports (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		5 years			Ppr		Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-034	Elections - Campaign Reports (FPPC 400 Series Forms): OTHER COMMITTEES (PACS)	7 years		7 years			Mfr, OD, Ppr	S	After 2 years Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	CC-035	Elections - Campaign Reports (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years			Mfr, OD, Ppr	S	After 2 years Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-035	Campaign Filings (FPPC 400 Series Forms – ALL – Successful, Unsuccessful, etc): ELECTRONICALLY FILED	10 years		10 years			Mfr, OD, Ppr	S	n/a Per FPPC Retention requirements; Statements filed electronically are required for 10 years; GC §81009 et seq.; GC §84615
City Clerk	CC-036	Elections - Candidate Statements (to be printed in the sample ballot)	Duration of Office + 4 years		Duration of Office + 4 years			Ppr	S / M / I	After 2 years Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; recommend term + 4 years for administrative value; GC § 34090
City Clerk	CC-037	Elections - Certificates of Election	8 years	P	P			Ppr	S	Yes: After Inactive Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; GC § 34090

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City Clerk	CC-038	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications for Vacancies for City Council Precinct Workers , County Election Services, etc.)	2 years		2 years			Mag, Ppr		Used for a model for the next election, GC §34090
City Clerk	CC-039	Elections - HISTORICAL File (Sample ballot, copies of all Resolutions (calling the election, canvass, etc.), election summary)	8 years	P	P			Mag, Mfr, OD, Ppr	S	No Retained for Historical Value, GC §34090
City Clerk	CC-040	Elections - Nomination Papers: SUCCESSFUL CANDIDATES	Duration of Office + 4 years		Duration of Office + 4 years			Mag, Mfr, OD, Ppr		Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-041	Elections - Nomination Papers: UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years			Mag, Mfr, OD, Ppr		Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

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City Clerk	CC-042	Elections - Petitions (Initiative, Recall or Referendum. Applies to successful or unsuccessful petitions)	Results + 8 months or Final Examination + 1 year after petition examination if insufficient 8 mo.		Results + 8 months or Final Examination + 1 year after petition examination if insufficient 8 mo.			Ppr		Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-043	Elections - Precinct Maps	When No Longer Required		When No Longer Required			Mag, Ppr		No specific legal requirement; Statewide guidelines propose 2 years; County Clerk sends to Secretary of State; EC §17501, GC §34090
ELECTIONS – STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)										
City Clerk		Elections – Absentee Applications, Roster of Absentee Applications		6 mo.	6 mo.			Ppr		EC §17505
City Clerk		Elections – Absentee Identification Envelopes		6 mo.	6 mo.			Ppr		EC §17302
City Clerk		Elections – Ballots – After Election		6 mo.	6 mo.			Ppr		EC §17302
City Clerk		Elections – Ballots – After Recount		6 mo.	6 mo.			Ppr		EC §17306
City Clerk		Elections – Assessment District Ballots – Prop. 218 proceedings		6 mo.	6 mo.			Ppr		Consistent with retention for Election Ballots; Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. XIII
City Clerk		Elections – Challenged & Assisted Voters List		6 mo.	6 mo.			Ppr		If uncontested, EC §17304

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City Clerk		Elections -- Inspector Receipts for Ballots		6 mo.	6 mo.			Ppr		EC-17302, 17306
City Clerk		Elections -- Precinct Officer Appointments		6 mo.	6 mo.			Ppr		EC-§17503
City Clerk		Elections -- Roster of Voters		5 years	5 years			Mag, Mfr, OD, Ppr		EC-§17300
City Clerk		Elections -- Tally Sheets		6 mo.	6 mo.			Ppr		EC-§17304
City Clerk		Elections -- Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.			Ppr		EC-§17304
City Clerk		Elections -- Voter Index Original		5 years	5 years			Ppr		EC-§17001
(End of Elections - Consolidated Section)										
City Clerk	CC-044	Enterprise System Catalogue (posted online)	2 years		2 years			Mag, Ppr		GC §34090
City Clerk	CC-045	Ethics Training Certificates - All Required Filers	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year GC §53235.2(b) GC §34090
City Clerk	CC-046	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the City's Conflict of Interest code)	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S	Yes City maintains original statements; GC §81009(e)(g)

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City Clerk	CC-047	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS / 87200 FILERS (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	2 years	2 years	4 years		Mfr, OD, Ppr	S	After 2 years	City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
City Clerk	CC-035	FPPC 700 Series Forms (Statement of Economic Interests): ALL ELECTRONICALLY FILED	10 years		10 years		Mfr, OD, Ppr	S	n/a	Per FPPC Retention requirements; Statements filed electronically are required for 10 years; GC §81009 et seq.; GC §84615
City Clerk		FPPC Blank Forms, Lists, Manuals and Administration	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes	FPPC opinion
City Clerk	GC-048	Government Agencies (Outside -- e.g. LAFCo etc.)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-049	Historical Records	P		P		Mag, Mfr, OD, Ppr	S	No	City Manager Determines Historical Significance; GC §34090
City Clerk	GC-050	Legislation (Proposed): County, State or Federal Governments	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-051	Minutes: City Council, Community Development Agency	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090

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City Clerk	CC-052	Municipal Code Administration, Distribution, etc.	<u>When No Longer Required</u> 2 years		<u>When No Longer Required</u> 2 years			Mag, Ppr		Preliminary Drafts ; GC § 34090
City Clerk	CC-053	Municipal Code and History File (always retain 1 supplement)	P		P			Mag, Mfr, OD, Ppr	S	No GC §34090
City Clerk	CC-054	Newsletters of Historical Value (from Community Relations)	2 years	P	P	Yes: Until Project Completed		Mag, Mfr, OD, Ppr	S/I	Yes: 1 year Department Preference; GC §34090.7
City Clerk	CC-055	Oaths of Office (required of all "City Officers")	Separation + 6 years		Separation + 6 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-056	Ordinances	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	No GC §34090 et. seq.
City Clerk		Ordinances: Unsuccessful (all material)	2 years		2 years			Mag, Ppr		GC §34090 et seq.
City Clerk		Organizations (e.g. League of California Cities, CCAC, IIMC)	2 years		2 years			Mag, Ppr		Correspondence & Non-records; GC §34090

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City Clerk	CC-057	Petitions - <u>Dog Parks, Traffic, etc.</u> (submitted to Council on any subject. Also see Elections for Initiative, Recall or Referendum)	1 year		1 year		Ppr			Department Preference; Law requires 1 year for petitions; GC §50115
City Clerk	CC-058	Presentations / Proclamations / Commendations / Memoriums	2 years		2 years		Mag, Ppr			GC § 34090
City Clerk	CC-059	Proof of Publication, Public Hearing Notices (all subjects)	2 years		2 years		Mag, Mfr, OD, Ppr			The original is maintained with the subject file; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090
City Clerk	CC-060	Property owned by the City (includes Title Reports)	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-061	Recorded Documents: Deeds, Easements, Encroachments, etc.	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Land records; GC § 34090
City Clerk	CC-062	Records Management: Destruction Lists / Retention Schedules	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090 et. seq.
Finance	CC-064	Reports - Annual: Consolidated Annual Financial Report (CAFR), Treasurer Reports, etc.	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After Inactive	Department Preference; Statewide Guidelines propose Completion + 7 years; GC §§34090, 40802

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City Clerk	CC-051	Resolutions: City Council, Community Development Agency	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-065	Secretary of State Statement of Facts	2 years		2 years					GC §34090 et. seq.
City Clerk	CC-066	Speaker Slips (Requests to Speak at Council Meetings)	After Adoption of the Minutes		After Adoption of the Minutes		Mag, Ppr			Transitory records used to produce the minutes; GC §34090 et seq.
City Clerk	CC-067	Subpoenas, Requests for Public Records, Miscellaneous	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-068	Video Recordings tapes of Council meetings	Indefinite 6-months		Indefinite 4-years		Tape (Mag)			Department preference (stored in Granicus database); Video recordings tapes are only required for 90 days; GC §34090.7

CITY
MANAGER
&
COMMUNITY
RELATIONS

RECORDS RETENTION SCHEDULE: CITY MANAGER

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CITY MANAGER, ADMINISTRATION										
City Manag.	CM-001	Administrative Polices	Superseded + 2 years		Superseded + 2 years			Mag., Ppr		Department preference; GC §34090
City- Manag.		Cable-TV Administration	2 years		2 years			Mag., Ppr		GC §34090
City- Manag.		City Manager Memorandums	2 years		2 years			Mag., Ppr		GC §34090
City Manag.	CM-002	Closed Session Materials and Memorandas	2 years		2 years			Mag, Ppr		Not accessible to the public; GC §34090
City Manag.	CM-003	Council Member Correspondence	2 years Length in-Office- (Minimum 2-years)		2 years Length in-Office- (Minimum 2-years)			Mag, Ppr		Administrative value to cover- terms of office; GC §34090
City- Manag.		Council Member Expenses	When No- Longer- Required		When No- Longer- Required			Mag., Ppr		Consistent with terms; GC-34090
City Manag.	CM-004	Council Report (Weekly)	2 years		2 years			Mag, Ppr		GC §34090
City Manag.	CM-005	Historical List (Roster) of Council Members	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive Historical value; GC 34090
City Manag.	CM-006	Historical Photographs, articles (Council Member Photographs are transferred to the Historical Society)	P		P			Ppr		Select those of historical significance for preservation; GC §34090
City Manag.	CM-007	Management Team Meetings (Agendas, Minutes)	2 years		2 years			Mag., Ppr		GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manag.	CM-008	Projects (Issues and/or projects will vary over time - e.g. Train Station, Solid Waste, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
COMMUNITY RELATIONS										
Comm-Relat.	CM-011	Press Releases, Informational Brochures, etc.	2 years		2 years			Mag-Ppr		GC §34090
City Clerk		Publications Issued by the City -- Historically significant (e.g. City Newsletters sent to Citizens)	When No Longer Required		When No Longer Required			Ppr		Transfer 1 copy to the City Clerk; City Clerk is OFR; GC §34090.7

CITY-WIDE

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, <u>pending records requests, audits and/or investigations</u> suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY-WIDE (Used by All Departments)										
City Clerk (Council-Approved) or Finance (Administratively-Approved)	CW-001	Agreements & Contracts - Forward ALL <u>originals to City Clerk, a copy to Finance administratively-approved original agreements, successful bids & change orders to Finance</u>	Upon Completion		Upon Completion	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After <u>QC & OD Completion</u>	Finance maintains originals for non-council approved agreements, City Clerk is OFR for council approved agreements; all infrastructure improvements are permanent. Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15 GC §34090.7, Contractor has retention requirements in 48-CFR-4.703
Lead Dept.	CW-002	Agreements & Contracts: ADMINISTRATIVE RECORDS (Correspondence, Insurance Certificates, <u>Project Administration, RFPs</u> , Schedules, etc.)	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD Completion</u>	Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Lead Dept.	CW-003	Agreements & Contracts: Unsuccessful bids	Bid Opening +2 years		Bid Opening +2 years		Ppr			City records are a minimum of 2 years; Special Districts are required to keep public works unaccepted bids for 2 years; GC §§34090, 34090.1

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-004	Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL (AGENDAS, NOTICES, PROOF OF PUBLICATION , etc.)	2 years		2 years			Mag, Ppr		GC §34090
Lead Dept.	CW-005	Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL (MINUTES)	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After 2 years GC §34090
Staffing Dept.	CW-006	Boards, Commissions, & Committees: AUDIO RECORDINGS TAPES of Meetings	6 months		6 months			Tape (Mag)		City preference; Only required for 30 days; GC §54953.5(b)
Staffing Dept.	CW-007	Boards, Commissions, & Committees: VIDEO RECORDINGS TAPES of meetings (ALL)	Indefinite 6-months		Indefinite 6-months			Tape (Mag)		City preference (stored in Granicus database) ; Video recordings tapes are only required for 90 days; GC §34090.7
Staffing Dept.	CW-008	City Council Subcommittees: (AGENDAS, ANNOTATED AGENDAS, MINUTES, NOTICES, CORRESPONDENCE, etc.)	2 years		2 years			Mag, Ppr		All recommendations are given to full Council for action; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-009	Committees: Internal attended by employees (e.g. Safety Committee)	2 years		2 years			Mag, Ppr		GC §34090
Lead Dept.	CW-010	Complaints / Service Orders (operational)	3 years		3 years			Mag Ppr		Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-011	Copies or duplicates of any record	When No Longer Required		When No Longer Required			Mag Ppr		GC §34090.7
Dept. that Authors Document or Receives the City's Original Document Lead Dept.	CW-012	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e .g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Reading, Working Files, etc.)	2 years		2 years			Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-014	Drafts & Notes: Drafts that are revised (retain final version), Telephone messages, etc.	When No Longer Required		When No Longer Required			Mag, Ppr		As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Clerk to determine if a record is considered a draft. GC §34090, GC §6252
Lead Dept.	CW-015	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance	2 years	After Funding Agency Audit, if Required - Minimum 5 4 years	After Funding Agency Audit, if required - Minimum 5 4 years			Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333 ; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42 , 91.105(h), 92.505, & 570.502(a), 28 CFR 66.42 ; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42 ; OMB Circular A-133; GC §34090; GC §8546.7
Lead Dept.	CW-016	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years			Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Lead Dept.	CW-017	Insurance Certificates for Vendors / Agreements (e.g. A & C Insurance Certificates, General liability, workers compensation, errors and omissions, auto - required to do business with the City)	Expiration + 10 years		Expiration + 10 years	Yes: Before Expiration	Ppr			Departments are responsible for ensuring their contractors maintain appropriate insurance; Covers all statute of limitations; CCP §§337., 337.1(a), 337.15GC §34090
Staffing Depart.	CW-018	Notices: Public Hearing Notices (includes copies of undeliverable envelopes)	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
Human Resources Personnel	CW-019	Personnel Files (Department-level: Only the Supervisor's Folder should be maintained in the Department)	Transfer to Human Resources Personnel When Separated		Transfer to Human Resources Personnel When Separated	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy; Originals are maintained by Personnel; State & Federal laws require 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Lead Dept.	CW-020	Personnel Work Schedules	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-021	Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.		Prop. 218 proceedings / Protest Letters, Mailing List, Notices		2 years	2 years		Ppr			GC §53753(e)(2)
Lead Dept.	CW-022	Real Estate Appraisal Reports: Property <u>NOT</u> purchased	2 years		2 years		Mag, Ppr			Statewide Guidelines show 2 years; GC §§34090, 6254(h)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, pending records requests , audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	CW-023	Real Estate Appraisal Reports: Purchased Property	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Consistent with other Financial records; time is sufficient to establish tax increment, if applicable; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept.	CW-024	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by YOUR Department	Minimum of 2 -5 years		Minimum of 2 -5 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-025	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by OTHER Departments	When Superseded or No Longer Required		When Superseded, or No Longer Required		Mag, Ppr			Copies; GC §34090.7
Lead Dept.	CW-026	Reports and Studies (other than Historically significant reports - e.g. Department Annual Reports, Customer Service Reports, etc.)	2 years		2 years		Mag, Ppr			Statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-027	Reports and Studies (Historically significant)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Lead Dept.	CW-028	Surveys / Questionnaires (that the City issues). <u>If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)</u>	2 years		2 years			Mag, Ppr		GC §34090
Lead Dept.	CW-029	<u>Training - ALL COURSE RECORDS</u> (Attendance Rosters, Outlines and Materials; includes Ethics Training, Harassment Prevention, Safety Training & Tailgate Training Meetings)	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 16202.31; LC §6429(c); GC §§12946, 34090, 53235.2(b); 53237.2(b)
Lead Dept.	CW-030	<u>WORM / DVD-r / CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes</u>		P	P			OD		For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-031	Video Recordings - Department Activity (Employees Performing Work, Cashiering, Building Security, etc.) See City Clerk's schedule for City Council Video Recordings	1 year		1 year		Mag. Mfr, OD, Ppr	S	Yes: After QC & OD	Does not record regular ongoing operations of the City; GC §34090.6 et seq.
Lead Dept.	CW-032	Video Recordings - Public Activity (Parks, Public Areas, etc.) See City Clerk's schedule for City Council Video Recordings	When No Longer Required		When No Longer Requires		Mag. Mfr, OD, Ppr	S	Yes: After QC & OD	Does not record regular ongoing operations of the City; GC §34090.6 et seq.

COMMUNITY DEVELOPMENT

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, <u>pending records requests, audits and/or investigations</u> suspend normal retention periods (retention resumes after settlement or completion).</i>										
COMMUNITY DEVELOPMENT / BUILDING										
Comm. Dev. / Building	CD-001	Building Permit Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated: GC §34090, H&S §19850
Comm. Dev. / Building	CD-002	Building Permits (includes sub-permits - e.g. electrical, plumbing, mechanical, etc.)	1 year	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 1-year	Department Preference; UBC & UAC requires plans be retained for 90 days from completion date; Statewide guidelines propose permanent; UBC §106.4.2, UAC §303.2, GC §34090, H&S §19850
Comm. Dev. / Building	CD-003	Building Plans - COMMERCIAL, BUILDINGS OF COMMON INTEREST / MULTI-UNIT DWELLINGS, POOLS, SPAS, ACCESSORY BUILDINGS	2 years	Life of Building	Life of Building	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	Department Preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; UAC §303.2; CBC 104.7 & 107.5 106.4.2; H&S§19850, GC §34090
Comm. Dev. / Building	CD-004	Building Plans - RESIDENTIAL, APPURTENANCES (e.g. Fences)	Completion + 180 90- days		Completion + 180 90- days	Yes: Until Completion	Mag, Ppr			Department preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; CBC and UAC require plans be retained 90-180 days from completion date for residential and appurtenances; UAC §303.2; CBC §104.7 & 107.5 106.4.2; H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Comm. Dev. / Building	CD-005	California Building Codes / Uniform Building Codes (CBC, UBC, UPC, UEC, etc.)	Current + 1 Prior		Current + 1 Prior			Mag. Ppr		GC §50022.6
Comm. Dev. / Building	CD-006	Certificates of Occupancy (Commercial only)	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 1 year Statewide guidelines propose life of building; GC §34090
Comm. Dev. / Building	CD-007	Code Enforcement (Only Substandard Housing Conditions - other cases are handled by Police)	Case Closure + 2 years		Case Closure + 2 years	Yes: Until Resolution		Mag, Ppr		Case is open until satisfactorily resolved; GC §34090
Comm. Dev. / Building	CD-008	Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	Until Cleared or Project Completion		Until Cleared or Project Completion			Mag. Ppr		Preliminary documents not retained in the ordinary course of business; GC §34090
Comm. Dev. / Building	CD-009	Grading Plans / Soil Reports	P		P	Yes (all)		Mag. Mfr. OD, Ppr	S	Yes: After QC & OD Department Preference; GC §34090
Comm. Dev. / Building	CD-010	Requests & Permissions to Receive Copies of Plans (to and from architects)	2 years		2 years			Mag. Mfr. OD, Ppr	S	Yes: After QC & OD GC §34090 et seq.
HOUSING & ECONOMIC DEVELOPMENT										
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-011	Agency NHS Portfolio Files / Portability Files (loans to others, emergency repair loans, appraisals, loans originating from other agencies, etc.)	Loan Pay-off + 5 years		Loan Pay-off + 5 years			Mag, Mfr, OD, Ppr		Required for 3-4 years from expenditure or performance report; 24 CFR 85-42 , 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-012	Annual Report (BMR Housing Program, etc.)	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year Department preference; Required for 3-4 years from expenditure or performance report; 24 CFR 85-42 , 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-013	Applications for Loans: Rejected	5 years		5 years			Mag, Mfr, OD, Ppr		Required for 3-4 years from expenditure or performance report; 24 CFR 85.42 , 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-014	Below Market Rate Loans (BMR Purchase Program) <u>NO Recapture or Resale Restrictions</u>	Loan Pay-off + 5 years		Loan Pay-off + 5 years	Yes: Before Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year Required for 3-4 years from expenditure or performance report; 24 CFR 85.42 , 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-015	Below Market Rate Rental Program (BMR Rental Program) <u>NO Recapture or Resale Restrictions</u>	Termination of Tenancy + 5 years		Termination of Tenancy + 5 years	Yes: Before Tenancy Terminates		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year Required for 3-4 years from expenditure or performance report; 24 CFR 85.42 , 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-016	Below Market Rate Waiting List (BMR Purchase or Rental Program)	10 years		10 years	Yes		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year Department Preference; GC 34090
Finance		Bond-Issues	Life-of Bond-Issue		Life-of Bond-Issue			Mag, Mfr, OD, Ppr		Department Preference; Originals are maintained by Finance; GC- §34090.7
City Clerk		Deeds	2 years	P	P	Yes		Mag, Mfr, OD, Ppr	S	No GC-§34090

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

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Comm. Dev. / Hous. & Econ Dev. Redev.	CD-017	Economic Development Projects and Programs	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department preference: GC §34090
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-018	Esstoppel Certificate of Completion / Signed Agreements	2 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	No	GC §34090
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-019	Housing Programs: Homeownership Housing Projects BMR, CDBG & HOME, WITH Recapture or Resale Restrictions	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 92.508(a)&(c) & 570.502(a), 29 CFR 97.42, GC §34090
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-020	Loans / Promissory Notes NO Recapture or Resale Restrictions	Loan Pay-off + 5 years		Loan Pay-off + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Required for 3-4 years from expenditure or performance report; 24 CFR 85.42 , 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

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<i>HOLDS: Litigation, claims, complaints, <u>pending records requests, audits and/or investigations</u> suspend normal retention periods (retention resumes after settlement or completion).</i>											
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-021	Management Files: Reports, Surveys, Collections, etc.	<u>Minimum 2</u> years		<u>Minimum 2</u> years			Mag, Mfr, OD, Ppr			GC §34090
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-022	Minutes (Redevelopment Agency or Housing Authority)	2 years	P	P	Yes		Mag, Mfr, OD, Ppr	S	No	GC §34090
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-023	Plans (e.g. Affordable Housing, Redevelopment Implementation Plan)	P		p			Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD 1-year</u>	Department Preference; GC 34090
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-024	Program Information: Reports from Housing Assistance Agencies	5 years		5 years			Mag, Ppr			Required for 3-4 years from expenditure or performance report; 24 CFR 85.42 , 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-025	Redevelopment Projects	2 years	P	P	Yes: Before Completion		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk		Resolutions (Redevelopment Agency or Housing Authority)	2 years	P	P	Yes		Mag, Mfr, OD, Ppr	S	No	GC §34090

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

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<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Comm. Dev. / Hous. & Econ Dev. Redev.	CD-026	Sale of Property by Private Parties (NOT City property) , Including BMR Units	<u>P</u> 5 years		<u>P</u> 5 years	Yes: Before Tenancy Terminates	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 1-year	Department preference ; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
Finance		Statement of Indebtedness / Annual Report to State	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 1-year	Department preference to track past loans, improvements & applications; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
PLANNING										
Comm. Dev. / Plann.	CD-027	Annexation / Deannexation Files	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Comm. Dev. / Plann.	CD-017	Assessor Parcel Information	When Superseded		When Superseded		Mag, Mfr, OD, Ppr			County record; GC §34090
Comm. Dev. / Plann.	CD-028	Census, Demographics - Selected Historical Information	10 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference; GC §34090.7
Comm. Dev. / Plann.	CD-029	Code Enforcement (all except Substandard Housing Conditions, which is Building Department)	Case Closure + 2 years		Case Closure + 2 years	Yes: Until Resolution	Mag, Ppr			Case is open and retained until satisfactorily resolved (2 years starts after all issues are resolved); GC §34090
Comm. Dev. / Plann.	CD-030	Environmental Determinations - Environmental Impact Reports (EIRs), Negative Declarations, etc. <u>Outside</u> City boundaries	When No Longer Required		When No Longer Required		Ppr			Non-records

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
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(OFR)										
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Comm. Dev. / Plann.	CD-031	Environmental Determinations - Environmental Impact Reports (EIRs), Negative Declarations, etc. <u>Within</u> City boundaries	5 years	P	P	Yes: Until Project Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090.7
Comm. Dev. / Plann.	CD-032	General Plan Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After Amended	GC §34090
Comm. Dev. / Plann.	CD-033	Historical Landmarks (Buildings on National or State Registers)	5 years	P	P		Mag, Mfr, OD, Ppr	S	After QC & OD 1-year	GC §34090
Comm. Dev. / Plann.	CD-034	Land Use and other Studies	5 years	<u>P</u> 5-years	<u>P</u> 10-years		Mag, Mfr, OD, Ppr	S or I	Yes: After QC & OD 1-year	Department Preference: Consistent with other studies; Statewide Guideline shows 2-years; GC §34090
Comm. Dev. / Plann.	CD-035	Property Address Files: Includes staff reports and environmental determinations (EIRs), Conditional Use Permits, Environmental Assessments and Determinations, Rezone, Tentative Maps, Variance, Zone Amendments, etc. (Including associated Plans & Maps)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD No	GC §34090.7
Comm. Dev. / Plann.	CD-036	Specific Plans	5 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference (Copies); City Clerk Maintains originals of all documents that were presented to Council; GC §34090
Comm. Dev. / Plann.	CD-037	Unclaimed Mailings (Returned Mail)	When No Longer Required		When No Longer Required		Ppr			GC §34090

RECORDS RETENTION SCHEDULE - COMMUNITY DEVELOPMENT

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<i>HOLDS: Litigation, claims, complaints, <u>pending records requests, audits and/or investigations</u> suspend normal retention periods (retention resumes after settlement or completion).</i>										
Comm. Dev. / Plann.	CD-038	Zoning Maps	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Comm. Dev. / Plann.	CD-039	Zoning Ordinance Amendments	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

COMMUNITY SERVICES

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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COMMUNITY SERVICES / CHILDREN'S SERVICES										
Comm. Service	CS-011	Accident / Incident Reports (Child Care)	5 years		5 years			Mag. Ppr		Consistent with other State Licensing Requirements; GC §34090
Comm. Service	CS-001	Evaluations/Surveys (of programs)	2 years		2 years			Mag, Ppr		Department Preference (Transitory record); GC §34090
Comm. Service	CS-002	Licensed Child Care: Family File for Childcare Programs (includes registration forms and hold harmless, liability waiver agreements)	5 years		5 years	Yes: During Class or Program		Mag, Mfr, OD, Ppr		Meets State Licensing requirements; Statute of Limitations for personal property is 3-5 years; CCP §337, 338 et seq., GC §34090
Comm. Service	CS-005	Licensed Child Care: Registration Forms and Emergency Cards: Part of Program Files (Includes Hold Harmless, Liability, & Waiver Agreements)	5 years		5 years	Yes: During Class or Program		Mag, Mfr, OD, Ppr		Statute of Limitations for personal property is 3-5 years; CCP §337, 338 et seq., Meets State Licensing requirements; GC §34090; Education Code 8482.3(g)(1)(F) and (2); 22 CCR 101221
Comm. Service	CS-007	Licensed Child Care: Sign-in / Sign-out sheets	5 2 years		5 2 years			Mag		GC §34090
Comm. Service	CS-003	Licensed Child Care: Staff Files / Employee Certifications	Separation + 5 years		Separation + 5 years			Mag. Ppr		Meets State Licensing requirements; GC §34090; Education Code 8482.3(g)(1)(F) and (2); 22 CCR 101221
Comm. Service	CS-003	Permissions: Field Trip, Authorization to give Medicine, etc.	2 5 years		2 5 years	Yes: During Class or Program		Ppr		Meets State Licensing requirements; Covers all Statute of Limitations; GC §34090 -CCP- §337 et seq.

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Finance	CS-004	Receipts, Refunds	1 year	Until State-Audit (if applicable), minimum 3 years	Until State-Audit (if applicable), minimum 4 years			Mag, Ppr		Retained for auditing purposes; Finance is Office of Record; GC §34090.7
Finance	CS-006	Registration Receipts, Deposit Slips, Register Tapes	≥ 1 year	3 years	≥ 4 years			Mag		Retained for auditing purposes; Finance is Office of Record; GC §34090.7
Comm. Service	CS-009	Volunteer Applications & Agreements (Child Care Only)	Separation + 5 10 years		Separation + 5 10 years			Mag, Mfr, OD, Ppr	S	Yes: 1 year Department preference; Consistent with employee personnel files (some Courts have treated volunteers as employees); 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Comm. Service	CS-010	Volunteer Applications & Agreements - Unsuccessful Applicants (Child Care Only)	3 years		3 years			Ppr		Consistent with employee personnel files (Courts treat volunteers as employees); 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
COMMUNITY SERVICES / RECREATION SERVICES										
Comm. Service	CS-011	Accident / Incident Reports (medical and non-medical)	5 years		5 years			Mag, Ppr		Department preference; Recommended by State Fire-Marshal; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Comm. Service	CS-012	Class Instructor Agreements (all others go to Finance)	Completion + 2 years	3 years	Completion + 5 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Consistent with City-wide standards; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements.
Finance	CS-013	Deposit Slips, Receipts	2-1 years	3 years	2-4 years		Mag, Ppr			Retained for auditing purposes; Finance is Office of Record; GC §34090.7
Comm. Service	CS-014	Evaluations/Surveys (of programs)	2 years		2 years		Mag, Ppr			Transitory record; GC §34090
Comm. Service	CS-015	Facility Use Applications (Room Reservations, Parks, Tennis Key Forms, etc.)	2-4 years	3 years	2-4 years		Mag, Ppr			Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Comm. Service / City Clerk	CS-016	Insurance Certificates (e.g. Facility Rentals, etc)	5-4 years		5-4 years	Yes: Before Event	Ppr			Department Preference; Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Comm. Service	CS-017	Medical Release Forms (Given to site provider - Coach, Instructor, etc.)	Upon Conclusion of Class or Program		Upon Conclusion of Class or Program	Yes: During Class or Program	Ppr			Transitory record used to contact relatives in the event of an emergency; GC §34090
Comm. Service		Newsletters of Historical Value	2 years	P	P	Yes: Until Project Completed	Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Department Preference; GC §34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Comm. Service	CS-018	Program Files (e.g. Recreation)	2 years		2 years			Mag, Ppr		Department Preference; GC §34090
Finance	CS-019	Receipts, Refunds	2-1 years	3 years	2-4 years			Mag, Ppr		Retained for auditing purposes; Finance is Office of Record; GC §34090.7
Comm. Service	CS-019	Registration Database	Indefinite		Indefinite	Yes		Mag		Data Fields / Records are interrelated; GC §34090
Comm. Service	CS-020	Registration Forms and Emergency Cards: Part of Program Files (Includes Hold Harmless, Liability, & Waiver Agreements)	5 years		5 years	Yes: During Class or Program		Mag, Mfr, OD, Ppr		Department Preference; Stored with Program Files; Statute of Limitations for personal property is 3-5 years; CCP §337, 338 et seq.; GC §34090
Finance	CS-021	Registration Receipts, Deposit Slips	2-1 years	3 years	2-4 years			Mag		Retained for auditing purposes; Finance is Office of Record; GC §34090.7
Comm. Service	CS-022	School District Facility Use Forms	2-5 years		2-5 years			Mag, Ppr		Statute of Limitations for personal property is 3-5 years; CCP §337, 338 et seq.; GC §34090
Comm. Service	CS-024	Volunteer Applications & Agreements	Separation + 3-10 years		Separation + 3-10 years			Mag, Mfr, OD, Ppr	S	Yes: 1 year Department preference; Consistent with employee personnel files (some Courts have treated volunteers as employees); 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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<i>HOLDS: Litigation, claims, complaints, <u>pending records requests, audits and/or investigations</u> suspend normal retention periods (retention resumes after settlement or completion).</i>										
Comm. Service	CS-025	Volunteer Applications & Agreements - Unsuccessful Applicants	3 years		3 years			Ppr		Consistent with employee personnel files (Courts treat volunteers as employees); 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

FINANCE

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference	
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FINANCE / ACCOUNTING											
Admin. Services / Finance	FIN-001	1099's Issued / W-9s / 1096, etc.	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; Other city shows permanent; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Admin. Services / Finance	FIN-002	Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, P.O.s, Travel Expense Reimbursements, Postage, Credit Card Transmittals, Redemption Records, etc.)	2 years	3 years	5 years	Yes: Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 -10 years; GC §34090
Admin. Services / Finance	FIN-003	Accounts Receivable (All Records and Reports, including Housing loans, Utilities, Business Licenses, TOT, etc.)	2 years	3 years	5 years	Yes: Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 -10 years; GC §34090
Admin. Services / Finance	FIN-006	Audit Management Letters (not CAFR)	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; GC §34090
Admin. Services / Finance	FIN-007	Audits - Working Papers, Confirmation Letters, Schedules, Detail, Street Reports, Gas Tax Audits	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; Longer than 2 years for auditing purposes; GC §34090
Admin. Services / Finance		Audits (Consolidated Annual Financial Report)	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After Inactive	GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance	FIN-008	Bank Reconciliation & Statements (includes housing and loan bond statements), Trustee Statements, Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Returned Checks	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	For auditing purposes; Published articles show 3 - 4 years; Other cities show 7 - 10 years; GC §34090, 26 CFR 1.6001-1
Admin. Services / Finance	FIN-009	Bond Binders (issuing documents) See Bank Statements for statement retention.	Fully Defeased Cancellat., Redemption or Maturity	10 years	Fully Defeased + 10 years Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); 26 CFR 1.6001-1(e) ; GC §43900 et seq.
Finance		Chart of Accounts (Print out when Rollover is Done)	10 years		10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD -1 year	Department Preference to research Year-end General Ledgers – generated from software (for researching year-end general ledger); GC §34090
Admin. Services / Finance	FIN-011	Check Registers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Statute of Limitations is 4 years; statewide guidelines propose Audit + 2 years; GC §34090, CCP § 337
Admin. Services / Finance	FIN-012	Checks - Canceled (Cashed) or Voided	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record	Classification OR	Records Description	Retention / Disposition						Comments / Reference	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance	FIN-013	Comprehensive Annual Financial Report (CAFR)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; City Clerk retains original permanently; statewide guidelines propose 7 years; Other city shows 7 years; GC §34090.7
Admin. Services / Finance	FIN-014	Deposits, Daily Cash Reports & Cash Receipts	2 years	3 years	5 years		Mag, Ppr			Department Preference; Published articles show 3 - 6 years; Other city shows permanent; GC §34090
Admin. Services / Finance	FIN-015	Depreciation Schedules	2 years	P	P		Mag, Ppr	S / I	Yes: After Inactive	Published articles show 7 years after disposal; GC §34090
Admin. Services / Finance	FIN-016	Escheat (Unclaimed property or money)	5 2 years		5 2 years		Mag, Ppr			Department preference: Meets municipal government auditing standards ; Statute of Limitations is 1 year for seized property; CCP §340(4); GC §34090
Admin. Services / Finance	FIN-017	FEMA Reimbursement Records	2 years	After Federal Audit, if required - Minimum 5 4 years	After Federal Audit, if required - Minimum 5 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Consistent with other grants; 2 CFR 200.333 ; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090
Admin. Services / Finance	FIN-018	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated ; GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

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Admin. Services / Finance	FIN-019	Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; published articles show 3 - 6 years; GC §34090, CCP §337
Admin. Services / Finance	FIN-020	Fixed Assets - Inventory, Schedule of Infrastructure and Buildings	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Includes permanent assets; GC §34090
Finance		General Ledger - Final year-end	2-years	8-years	10-years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD -1 year	Published articles show 3-10 years; Other Cities have adopted 2 years-20 years; GC §34090
Admin. Services / Finance	FIN-021	Grants (Financial Reports) Send copy of application and award to Finance	2 years	After Federal Audit, if required - Minimum 5 4 years	After Federal Audit, if required - Minimum 5 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Meets auditing standards: Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(a), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42 ; OMB Circular A-133; GC §34090
Admin. Services / Finance	FIN-022	Housing Loan Agreements and Documents (Rehab, BMR, etc.)	Loan Payoff + 4 years		Loan Payoff + 4 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Statewide guidelines propose audit + 4 years for accounts receivable; Published articles show 3 - 7 years; GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
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Admin. Services / Finance	FIN-023	Investments / Bonds / Arbitrage (Direct Investments)	2 years	Disposal + 7 years	Disposal + 7 years	Yes: Until Disposal	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Published articles show disposal + 7 years for security brokerage slips; other cities show audit + 7 - 10 years; statewide guidelines propose permanent; Bond destruction must be approved by Council; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Admin. Services / Finance	FIN-025	Journal Entries	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC §34090, CCP §337
Admin. Services / Finance	FIN-026	Journals, Ledgers, Reconciliations, Registers, Treasurer's Reports, Transaction Histories, Balance Sheets, Budget Adjustments (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; Published articles show 3 - 6 years; statewide guidelines propose 2 years; GC §34090
Admin. Services / Finance	FIN-027	Purchase Orders	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Consistent with Accounts Payable; Published articles show 3 years; Statute of Limitations is 4 years; Other city shows permanent; GC §34090, CCP §337
Admin. Services / Finance	FIN-028	State Board of Equalization (Sales tax reports)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Not accessible to the Public; consistent with Accounts Payable; GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Admin. Services / Finance	FIN-029	Reports: Annual State or Federal: State Controller's Report, Street Report, Local Government Compensation Report, Property Management Plan, Obligation Payment Schedules, Due Diligence Reviews, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report) Housing Successor Agency Housing Assets Fund Report etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; Meets Auditing Standards; Consistent with periodic report / journal retention; GC §34090
Admin. Services / Finance	FIN-030	Vehicle & Equipment Ownership & Title (Pink Slips)	Until Disposal		Until Disposal	Yes	Mag, Mfr, OD, Ppr	S / I	No	Transfer to new owner; GC §34090
PAYROLL & HUMAN RESOURCES										
Admin. Services / Finance	FIN-031	DE-6, DE-7, DE-9, W-3, & DE-166, 941 Forms, PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3-5 years	5-7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; Other city shows permanent; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Admin. Services / Finance	FIN-032	Deferred Compensation Statements (Provider information, guides, prospectus, etc.)	2 years	3-5 years	5-7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Consistent with proposed statewide guidelines; published articles for bank statements show 4-7 years; GC §34090, 26 CFR 16001.1

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

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(OFR)										
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<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance		Deferred Compensation Employee-File	Separation + 2 years	50 years	50 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD -1 year	Retained to document changes to cover retirement age; Plan must be kept termination + 1 year; Statewide guidelines propose Audit + 5 years; Other Cities have adopted termination + 1 year; GC §34090, 29 CFR 1627.3(b)(2)
Admin. Services / Payroll Finance	FIN-033	Payroll Checks (retained by ADP)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department Preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Admin. Services / Payroll Finance	FIN-034	Payroll Registers	2 years	3 years	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD 1 year	Consistent with periodic journals & reports; Published articles show 3 - 10 years; Other Cities have adopted 8 - 20 years; statewide guidelines propose Permanent; 29CFR 516.5 - 516.6, GC §34090
Admin. Services / Payroll Finance	FIN-035	Time Sheets / Time Cards	2 years	3 years	5 years	Yes: Until Paid	Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD 1 year	Department Preference; statewide guidelines propose audit + 7 years; IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 - 10 years; Other cities show 2 - 20 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

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(OFR)										
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<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Payroll	FIN-036	W-2's	5 years		5 years			Mag. Mfr, OD, Ppr	S/I	Yes: After QC & OD Department Preference: IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

Office of Record (OFR)	Classification OR	Records Description	Retention / Disposition							Comments / Reference
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<i>HOLDS: Litigation, claims, complaints, <u>pending records requests, audits and/or investigations</u> suspend normal retention periods (retention resumes after settlement or completion).</i>										
BUDGETING										
Admin. Services / Budgeting Finance	FIN-038	Budget Hearing and/or Review - Working Files (Development Documents & Proposed Budget)	When No Longer Required		When No Longer Required			Mag, Ppr		Drafts; GC §34090.7
Admin. Services / Budgeting Finance	FIN-039	Budget Transfer Requests & Journals	2 years	3 years	5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; longer for administrative value; GC §34090.7
Admin. Services / Budgeting Finance	FIN-040	Budgets - Adopted	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; Must be filed with County Auditor; GC §34090, 40802, 53901
Admin. Services / Budgeting Finance	FIN-041	Treasurer's Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; Consistent with periodic reports; Published articles show 3 - 6 years; statewide guidelines propose 2 years; GC §34090
RISK MANAGEMENT										
Admin. Services / Risk Manage Finance	FIN-042	Accident / Incident Reports that Don't result in a Claim	2 5 years		2 5 years	Yes	Mag, Mfr, OD, Ppr	S	No	Longest-Statute of Limitations (for wrongful death for construction) is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

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Admin. Services / Risk Manage Finance	FIN-043	Claims (See City Attorney for Litigation)	Settle + 5 years		Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Admin. Services / Risk Manage Finance	FIN-044	Insurance Policies, Bonds & Certificates (City-owned): Liability (General & Public), Workers Compensation, Joint Powers Insurance Authority	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After Expiration	For protection from litigation; GC §34090
Admin. Services / Risk Manage Finance	FIN-045	Insurance Policies, Bonds & Certificates (City-owned): Fire, Life, Marine, Glass, Damage, etc.	Expiration + 10 years		Expiration + 10 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S	Yes: After Expiration	Department Preference for policies that do not involve liability; GC §34090
Admin. Services / Risk Manage Finance	FIN-046	Insurance: Loss Runs (from Insurance Carrier)	5 years		5 years		Mag, Ppr			Protection from litigation; GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

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TAX ENFORCEMENT										
Public Works Finance	FIN-047	Assessment District Projects (Maps, Diagrams, Spreadsheets, Improvement Plans - e.g. landscape, sidewalk) (Accounting / Payment Administration Records)	Payoff of District + 5 years		Payoff of District + 5 years	Yes: Until Payoff	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 1-year	Department preference; Covers auditing standards; Public Works Maintains original Diagrams and Improvement Plans ; GC §34090.7
Admin. Services / Tax Enforce. Finance	FIN-048	Business License Applications, Renewals, Notices, Audits, Register and Certificates	2 years	3 years	5 years	Yes: Until Expiration	Ppr			Consistent with proposed statewide guidelines; Other cities show 5 - 7 years; GC §34090
Admin. Services / Tax Enforce. Finance	FIN-049	Permits: Home Occupation	P		P		Mag, Mfr, OD, Ppr	S / I	No	Difficult to determine when occupation ceases; GC §34090
Admin. Services / Tax Enforce. Finance	FIN-050	Permits: Taxicabs, Massage, Secondhand, Consignment, Solicitors, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Sheriff maintains copy; consistent with Accounts Receivable; GC §34090
UTILITIES - Meter Reading, Billing and Collection is Contracted Out										
Admin. Services / Utilities Finance	FIN-051	Applications (Utility Connects / disconnects)	P		P		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services / Utilities Finance	FIN-052	Billing Records - Monthly (customer name, service address, meter reading, usage, payments, receipts)	2 years	3 years	5 years	Yes: When Account Open	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD 1-year	Consistent with Accounts Receivable; GC §34090

RECORDS RETENTION SCHEDULE - ADMINISTRATIVE SERVICES / FINANCE

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Admin. Services / Utilities Finance	FIN-053	Customer Accounts (Closed)	3 years after terminated		3 years after terminated		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Department preference; Published articles show 7 years for customer ledgers; GC §34090
Admin. Services / Utilities	FIN-054	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Final Decision + 2 years		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin. Services / Utilities	FIN-055	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		When No Longer Required		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin. Services / Utilities	FIN-056	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin. Services / Utilities	FIN-057	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Expiration or Completion of Payment Plan		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Admin. Services / Utilities	FIN-058	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded - Minimum 2 years		When Superseded; Minimum 2 years		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Admin. Services / Utilities	FIN-059	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Minimum 2 years		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090

HUMAN RESOURCES

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

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(OFR)										
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HUMAN RESOURCES										
Admin. Services / Human Resources Personnel	HR-001	Applications for Employment: Solicited , but candidates not hired	6 months	2 1/2 years	3 years			Ppr		EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 34090
Admin. Services / Human Resources Personnel	HR-001	Background Files - Employees, Volunteers & Reservists	Transferred from Police upon Termination	20-5 years. or Termination of Benefits + 5 years. Whichever is Longer	Separation + 30 5 years, or Termination of Benefits 5 years. Whichever is Longer			Mag, Mfr, OD, Ppr	S	Yes: When Inactive Department Preference to match the Personnel File Retention; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c), 8 CCR §11040.7(C), GC §§12946, GC §34090
Admin. Services / Human Resources Personnel		Classification Studies and Salary Surveys	Minimum 2 years 10 years		Minimum 2 years 10 years			Mag, Ppr		Department preference; GC §34090
Admin. Services / Human Resources Personnel	HR-003	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 2 years		Final Disposition + 2 years			Mag, Ppr		All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

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(OFR)										
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<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Human Resources	HR-004	DMV Pull Notices - WITH Suspension of a driver's license or DUI	When Superseded or Upon Separation		When Superseded or Upon Separation			Mag, Ppr		Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records: GC §34090
Admin. Services / Human Resources Personnel	HR-005	Drug & Alcohol Testing	3 years	2 years	5 years			Ppr		D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1672.3(b)(v), GC §§12946, 34090, 49 CFR 655.71 et seq. ; 49 CFR 382.401 et seq. ; 49 CFR 653.71 et seq.
Admin. Services / Human Resources Personnel	HR-006	EEO-4 Reports	2 years		2 years			Mag, Ppr		EEOC / FLSA has not adopted retention requirements; California allows substitution of EEO-4 reports for CEIR (2 year retention); 29 CFR 1602.12, 2 CCR §11013(c) 7287.0 , GC §34090
Admin. Services / Human Resources Personnel	HR-007	Employee Assistance Program (Annual Reports, etc.)	2 years		2 years			Mag, Ppr		GC § 34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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Admin. Services / Human Resources	HR-008	I-9s	Separation + 3 years		Separation + 3 years					Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 34090
Admin. Services / Human Resources	HR-009	Ethics Training & Harassment Prevention Training Certificates - All Required Filers	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year GC §53235.2(b); GC §53237.2(b); GC §34090
Admin. Services / Human Resources Personnel	HR-010	Insurance Plans (Health, Dental, Vision, etc.)	Plan Termination + 2 years		Plan Termination + 2 years			Mag, Ppr		EEOC / FLSA requires 1 year after plan termination; State requires 2 years after action; 29 CFR 1627.3(b)(2), GC §§12946, 34090
Admin. Services / Human Resources Personnel	HR-011	Memorandas of Understanding	P		P	Yes: Until Superseded		Mag, Mfr, OD, Ppr	S/I	No Department Preference; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 34090
Admin. Services / Human Resources Personnel	HR-012	Military Leave Orders & Confirmations	2 years		2 years			Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

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Admin. Services / Human Resources Personnel	HR-013	Negotiations: Employee Associations	Superseded + 10 years	P	Superseded + 10 years P			Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive Department Preference; For use in interpreting intent of MOU provisions; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; statewide guidelines propose permanent; 29 CFR 516.5, GC §§12946, 34090
Admin. Services / Human Resources Personnel	HR-014	OSHA Logs, Inspections & Citations	5 2-years	5 years	5 7 years			Mag, Ppr		Department Preference ; OSHA requires 5 years; Calif. Labor Division is required to keep their records 7 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429c; OMB 1220-029
Admin. Services / Human Resources Personnel		Payroll Reports (ADP)	2-years		2-years			Mag		Provided in Access Database from ADP; GC § 34090
Admin. Services / Human Resources Personnel		PERS Reports	2-years	23-years	5 25 years			Mag, Mfr, OD, Ppr	S	Yes: After Inactive Department Preference for convenience of former employees; GC § 34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

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<i>HOLDS: Litigation, claims, complaints, <u>pending records requests, audits and/or investigations</u> suspend normal retention periods (retention resumes after settlement or completion).</i>											
Admin. Services / Human Resources Personnel		Personnel Classification and Compensation Studies	2 years	8 years	10 years			Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
<u>Admin. Services / Human Resources Personnel</u>	<u>HR-015</u>	Personnel "Green" Files (Medical Records, Workers Compensation , Grievances, DOJ clearances, backgrounds & fingerprints)	Separation + 1 year	<u>29 years, or Termination of Benefits + 5 years, Whichever is Longer</u>	<u>Separation + 30 years, or Termination of Benefits 5 years, Whichever is Longer</u>	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; <u>29 CFR 1910.1020(d)(1)(i); 29 CFR 1627.3</u>	
<u>Admin. Services / Human Resources Personnel</u>	<u>HR-016</u>	Personnel Files (Includes Appeals Findings, Employment Verifications , Personnel Action Forms, Retirement Subscriptions, <u>Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) W-4 Forms</u> - Excludes Medical Records)	Separation + 1 year	<u>29 years, or Termination of Benefits + 5 years, Whichever is Longer</u>	<u>Separation + 30 40 years, or Termination of Benefits 5 years, Whichever is Longer</u>	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference; retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; ; <u>29 CFR 1602.14; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113, LC §1198.5; GC §3105</u>	

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

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<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Human Resources Personnel	HR-017	Personnel Rules & Regulations	Superseded + 10 years		Superseded + 10 years	Yes: Until Superseded		Mag, Ppr		Department Preference; GC §§ 12946, 34090
Admin. Services / Human Resources Personnel	HR-018	Recruitment Files / Cal Ops : Brochure, advertisement, unsuccessful applications, selection materials, tests, etc.	3 years		3 years			Mag, Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) , 7287-0(e)(2) , 8 CCR §11040.7(c), GC §§12946, 34090
Admin. Services / Human Resources	HR-019	Safety Committee	5-years		5 years			Mag, Ppr		OSHA requires 5 years; 8 CCR §3203(b)(1), GC §34090; LC §6429c; OMB 1220-029
Admin. Services / Human Resources Personnel	HR-020	Training - includes Safety Training (Attendance Rosters, Outlines and Materials)	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive Department preference; Ethics Training is 5 years ; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 16202.31 ; LC §6429(c); GC §§12946, 34090, 53235.2(b) ; 53237.2(b)

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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<i>HOLDS: Litigation, claims, complaints, <u>pending records requests, audits and/or investigations</u> suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Human Resources Personnel	HR-021	Training - Terminated Police Employees (Attendance Rosters, Outlines and Materials)	Transferred from Police upon Separation Termination	Separation + 7 years	Separation + 7 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive Department preference; Ethics Training is 5 years ; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 16202.31 ; LC §6429(c); GC §§12946, 34090, 53235.2(b) ; 53237.2(b)
Personnel		W-2's	5-years		5-years			Mag, Ppr		Department Preference; IRS- 4 yrs after tax is due or paid; Ca. FTB- 3 years; Articles show 7 years; Other Cities = 8 years; IRS Reg- §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Admin. Services / Human Resources Personnel	HR-022	Workers Compensation Annual & Monthly Reports	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive Consistent with Accounts Payable; Published articles show 3 - 6 years; Other cities show 7 - 10 years; GC §34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, claims, complaints, <u>pending records requests, audits and/or investigations</u> suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Human Resources Personnel	HR-023	Workers Compensation Claims (Employee Accident Reports)	Close or Settlement + 2 years	28 years, <u>or Termination of Benefits, Whichever is Longer, or Death of Employee</u>	Separation + 30 years, <u>or Termination of Benefits, Whichever is Longer, or Death of Employee</u>	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 CFR 1910.1020(d)(1)(i) ; 29 CFR 1627.3
Admin. Services / Human Resources Personnel	HR-025	Workers Compensation Lifetime Medical Awards	2 years	73 years	75 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	GC §34090

~~PERSONNEL~~
&
INFORMATION
TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (On-Site)	Inactive (Off-Site / Imaged)	Total Retention	Vital?	Media	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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INFORMATION TECHNOLOGY										
Admin. Services / Information Technology Systems	IT-001	Backup Tapes - DAILY - Network, All Files on Shared Drives (includes e-mail)	When No Longer Required 14 days		When No Longer Required 14 days	Yes	Mag.			Department preference; Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Admin. Services / Information Technology Systems	IT-002	Backup Tapes - MONTHLY or QUARTERLY - Network, All Files on Shared Drives (excludes e-mail)	1-year	When No Longer Required	When No Longer Required 1-year	Yes	Mag.			Department preference; Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.

HOUSING
&
REDEVELOPMENT

LIBRARY

RECORDS RETENTION SCHEDULE: LIBRARY

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LIBRARY										
Library	LIB-001	Contract Services: Performers , Machines, Heating, Instructors, Entertainment, Officials, etc.	Completion + 2 years	3-years	Completion + 2 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Consistent with City-wide standards; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. GC §34090
Finance	LIB-002	Deposit Slips, Register Tapes	1-year	3-years	4-years		Mag, Ppr			Retained for auditing purposes; Finance is Office of Record; GC §34090.7
Library	LIB-002	Emergency Contact List	When Superseded		When Superseded		Mag, Ppr			Transitory Record; GC §34090
Library	LIB-003	Facility Use Applications (Room Reservations, etc.)	2 1 year	3-years	2 4-years	Yes: Before Event	Mag, Ppr			Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Library	LIB-004	Friends of the Library	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090
Library	LIB-005	Gifts & Donations (Private)	2 years	2 years	4 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Matches other grant retentions; 24 CFR 85.42 & 570.502 & 982.158, 29 CFR 97.42, GC §§34090, 60201

RECORDS RETENTION SCHEDULE: LIBRARY

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Library	LIB-006	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act), IMLS (Institute of Museum & Library Services), and PLF (Public Library Foundation) ONLY . For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information)	Final Expenditure + 5 years		Final Expenditure + 5 years	-	Mag, Mfr, OD, Ppr		Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library	LIB-007	Historical Records and Photographs	P		P		Mag, Mfr, OD, Ppr	S	No Department preference for historically significant material; GC §34090
Library	LIB-008	Incident Reports (medical and non-medical)	2-5 years		2-5 years		Mag, Ppr		Recommended by State Fire-Marshal; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP-§340.5, GC §34090
Library	LIB-009	Library Commission Board of Trustees: Agendas, Summaries, Notices, Correspondence, etc..	2 years		2 years		Mag, Ppr		Department Preference; Brown Act challenges must be filed within 30 or 90 days of action; GC §§§34090, 60201, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: LIBRARY

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Library	LIB-010	Library Commission Board of Trustees: Bylaws, Minutes, Resolutions, Articles of Incorporation, Appointments, Resignations	P		P			Mag, Mfr, OD, Ppr	S	Yes: When Inactive	GC §§34090, 60201
Library	LIB-011	Library Consortium Agreement and Annual Reports	P		P			Mag, Mfr, OD, Ppr	S/I	No	Department Preference; GC §34090
Library	LIB-012	Library Consortium Monthly Reports	2 years		2 years			Mag, Ppr			GC §34090
Library or Finance	LIB-013	LSTA Grants: Grants given to local Non-profit organizations (REPORTS & PAYMENTS)	5 years When No-Longer-Required		5 years When No-Longer-Required			Mag, Mfr, OD, Ppr			Department Preference (meets auditing requirements); GC §34090 Finance maintains all payment records; GC §34090.7
Library	LIB-014	Programs (e.g. Summer Reading)	2 years		2 years			Mag, Ppr			Consistent with Registration Forms; GC §34090
Library	LIB-015	Volunteer Applications & Agreements	Separation + 3 years		Separation + 3 years			Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE: LIBRARY

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<i>HOLDS: Litigation, claims, complaints, <u>pending records requests, audits and/or investigations</u> suspend normal retention periods (retention resumes after settlement or completion).</i>										
Library	LIB-016	Volunteer Emergency Contact Forms	<u>When Superseded or Separated</u> Inactive / Separation + 2-years		<u>When Superseded or Separated</u> Inactive / Separation + 2-years	Yes: While volunteer is active	Mag, Ppr			GC §34090

POLICE

RECORDS RETENTION SCHEDULE: POLICE

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POLICE										
Police		Administrative Files	2 years		2 years			Mag, Ppr		GC §34090
	PD-001	Alcohol Beverage Applications	When No Longer Required		When No Longer Required			Ppr		Non-records; GC §34090
Finance		Auction Log, Receipts & Reports	4 years		4 years			Ppr		Consistent with auditing standards; GC §34090
Human Resources Police	PD-002	Background Files - Employees, Volunteers & Reservists	Transfer to Human Resources Personnel upon Separation		Transfer to Human Resources Personnel upon Separation			Mag, Mfr, OD, Ppr	S / I Yes: After 1 year	GC §34090
Human Resources Police	PD-003	Background Files - Unsuccessful Applicants	3 years		3 years			Mag, Ppr		Eligibility Lists are 1 year and can be extended 1 year; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 34090
Police		Bicycle Licenses	2 years		2 years			Mag, Ppr		GC §34090
Finance		Cash Register Receipts	Forward to Finance		Forward to Finance			Ppr		GC §34090.7
Police	PD-004	Citations - Payment Plans for outstanding parking citations received by indigent persons	Fully Paid, Written off, or Forgiven + 5 years		Fully Paid, Written off, or Forgiven + 5 years			Mag, Ppr		Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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Police	PD-005	Citations: Infractions & Parking	<u>Minimum 2</u> years		<u>Minimum 2</u> years			Ppr		Department preference ; GC §34090
Police	PD-006	Citations: Marijuana / Cannabis Citations or Reports (less than 28.5 grams)	2 years or subject 18-years old		2 years or subject 18-years old			Ppr		GC §34090, H&S §11361.5
Police	PD-007	Citations: Misdemeanor or Criminal	<u>Minimum 2</u> 7 years		<u>Minimum 2</u> 7 years			Ppr		Department Preference (follows the case retention – becomes part of the case); Statute of Limitations is up to two years; Also See Crime Reports; GC §34090, PC §802
Police	PD-008	Code Enforcement (all except Substandard Housing Conditions, which is Building Department)	Case Closure + 2 years		Case Closure + 2 years	Yes: Until Resolution		Mag, Ppr		Case is open until satisfactorily resolved; GC §34090
Police		Concealed Weapon Permits (GCW) – Civilians	Expiration + 2 years		Expiration + 2 years			Ppr		DOJ manages the sale and transfer of firearms; Non-records (State is OFR); most agencies retain for 2 years; GC §34090, PC §12070 et seq;
Police	PD-009	Crime Statistics: ANNUAL	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive Historical Value; GC §34090
Police	PD-010	Crime Statistics: PERIODIC (Monthly, Bi-monthly, etc.)	2 years		2 years			Mag, Ppr		GC §34090
Police	PD-011	Daily Crime Report No. Log: Case Numbers Books (Old Cases)	P		P			Mag, Ppr		GC §34090
Police	PD-012	Department of Justice Validation Lists	2 years		2 years			Mag, Ppr		Information received by DOJ; GC §34090

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Police	PD-013	Drug Registrants (maintained in Suspect ID Jackets)	5 years No Activity + 10 years		5 years No Activity + 10 years			Mag, Ppr		Consistent with Suspect ID Jacket retention; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police	PD-014	Evidence Sheets (Property packaging)	(Police Report Retention)		(Police Report Retention)			Ppr		Statute of Limitations is 1 year for property seized by officers; CCP §340(4); GC §34090
Police		Field Interview Cards with Pictures- (others are entered into RMS, then the paper version destroyed)	2 years		2 years			Ppr		Retained because of picture; GC- §34090 et seq.
Police		Grievances-	Final Disposition- +2 years		Final Disposition- +2 years	Yes- Before- Disposition		Mag- Ppr		Consistent with City Attorney- retention; All State and Federal- laws require retention until final- disposition of formal complaint;- State requires 2 years after action- is taken; GC §§12946, 34090
Police	PD-015	Guns: Dealers Record of Sale	When No Longer Required		When No Longer Required			Mag, Ppr		Dealers have an automated link to DOJ; PC §12070

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Police	PD-016	Internal Investigations <u>and Civilian Complaints</u> : Sustained, Not Sustained, <u>Use of Force</u> , and Officer Involved Shootings	Final Disposition + <u>5</u> <u>6</u> years		Final Disposition + <u>5</u> <u>6</u> years			Mag, Ppr		Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years <u>after the discovery of the offense for misconduct in office</u> ; for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings ; EVC §1045, GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547	
Police	PD-017	Massage Establishments & Technicians: Background Checks	Expiration of License + 2 years		Expiration of License + 2 years			Mag, Mfr, OD, Ppr	M / S / I	No	GC §34090
Police	PD-018	Officer Recordings: <u>Body-Worn Cameras – LOGS of Access or Deletion of Data</u>	<u>P</u>		<u>P</u>			Mag			PC§ 832.18(b)(5)(E) ; GC §34090.6 et seq.
Police	PD-019	Officer Recordings: <u>Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints</u>	Follows retention for Evidence, <u>Minimum 2 years</u>		Follows the Retention of the Evidence, <u>Minimum 2 years</u>			Mag			PC§ 832.18(b)(5)(B)&(C) ; GC §34090.6 et seq.
Police	PD-020	Officer Recordings: <u>Body-Worn Cameras - that are NOT evidence</u>	<u>60 days</u>		<u>60 days</u>			Mag			PC§ 832.18(b)(5)(A) ; GC §34090.6 et seq.
Police	PD-021	<u>Parking Permits / Overnight Parking Permits</u>	<u>2 years</u>		<u>2 years</u>			Mag, Ppr			GC §34090

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Police	PD-022	Pawn Slips	When No Longer Required		When No Longer Required			Ppr		Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090	
Police	PD-023	Police Report Log (for Press - posted on Web)	2 years		2 years			Mag, Ppr		GC §34090	
Police	PD-024	Police Report Log (Police only - contains confidential information)	2 years		2 years			Mag, Ppr		GC §34090	
Police	PD-025	Police Reports: Felonies and Misdemeanors - ALL except those otherwise specifically mentioned in this retention schedule	7 years or upon DOJ Notification		7 years or upon DOJ Notification	Yes: Before Disposition		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.

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Police	PD-026	Police Reports: Homicide, Child Abuse (Substantiated) or Severe Neglect, Bank Robberies, Fatal Traffic Collisions, Suspicious Deaths, Falsification of Public Records, Kidnapping, Unsolved Child or Elder Abuse, Sexual Assault & Neglect, Rape, Misuse of Public Funds, Train-wrecking, Treason, Suicide, Officer Involved shootings (Crimes Subject to Death Penalty or without statute of Limitations -- Includes Attempts)	3 years	P	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Department Preference; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799
Police	PD-027	Police Reports: Marijuana / Cannabis less than 28.5 grams	2 years or subject 18 years old		2 years or subject 18 years old		Ppr			GC §34090, H&S §11361.5
Police	PD-028	Police Reports: Missing Person Reports (unsolved)	2 years or Until Located	P	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Dept. Preference; Also see Crime Reports; GC §34090
Police	PD-029	Police Reports: Sealed ("Factual Innocence")	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a) Statute of Limitations turns up to
Police	PD-030	Police Reports: Sealed Juvenile Cases	Sealing date + 5 years (or Court Order)		Sealing date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr			age of majority + 8 years; Sealing for Juveniles and Wards of the Court retained for 5 years; CCP §§340.1, GC §34090; W&I §791(d)

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Police	PD-031	Police Reports: Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive	No Further Report on Suspected Abuser + 10 years		No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(c), 11170(a)(3)
Police	PD-032	Police Reports: Weapons, Lost / Stolen, Serialized, if no activity from date of report and CLETS purge	Until Found - Minimum 7 years		Until Found - Minimum 7 years		Ppr			Department Preference; PC§ 11108.2(b); GC §34090
Police		Polygraph Reports	(Police-Report-Retention)		(Police-Report-Retention)		Mag, Ppr			Takes retention period for the criminal report which applies
Police		POST Printouts (Training Courses)	Transfer to Personnel upon Separation		Transfer to Personnel upon Separation		Mag, Mfr, OD, Ppr	S/I	Yes: After 1 year	GC §34090
Support Operations	PD-033	Recordings of Telephone & Radio Communications / Dispatch Tapes, Tape Recordings (CAD)	1 year		1 year		Mag			State law requires 100 days; Statute of Limitations for Civil Rights Claims is one year; other claims is 180 days; CCP§337 et Seq., GC §§34090, 34090.6
Police	PD-034	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference: After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I §781(D)

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Police	PD-035	Registrants: Sex Offenders Registrations - Adults	P, or Death of Registrant		P, or Death of Registrant			Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police	PD-036	Restraining Orders	Expiration of Order		Expiration of Order			Ppr			Department Preference; Non-records (Superior Court is OFR); GC §34090
Police	PD-037	RMS Database	Indefinite		Indefinite	Yes		Mag			Data Fields / Records are interrelated; GC §34090
Police	PD-038	Subpoenas and Subpoena Logs	2 years		2 years			Ppr			GC §34090
Police	PD-039	Suspect ID Jackets	No Activity + 10 years		No Activity + 10 years			Mag, Ppr			Consistent with Felony Crime Report retentions; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police		Taxi-Permits	Expiration + 2 years		Expiration + 2 years			Mag, Ppr			GC §34090
Police	PD-040	Traffic Complaints	2-3 years		2-3 years			Mag, Ppr			Consistent with Operational Complaints; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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Police	PD-041	Training Records	Transfer to Human Resources Personnel upon Separation		Transfer to Human Resources Personnel upon Separation			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police		Video Interviews	(Follows Police Report retention)		Follows Police Report retention)			Mag			Department Preference; GC §34090
Police		Work Assignments (Schedules)	3 years		3 years	Yes: Current Schedule only		Ppr			Department Preference; EEOC's basic requirement is 1 year after action; Bureau of National Affairs recommends 2 years for work schedules; 29 CFR 516.6(1), 29 CFR 1602.14, GC § 34090

PUBLIC
WORKS

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PUBLIC WORKS										
Fire, Public Works	PW-001	Employee Exposure Records: HazMat Exposure Records / OSHA Log 200, MSDS (Material Safety Data Sheets)	2 years	28 years	30 years	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Claims can be made for 30 years for toxic subst. exposure; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Public Works	PW-002	Equipment Inventory, Maintenance & Operations (e.g. pump stations, reservoir stations, etc.)	5 years		5 years	Yes	Mag, Ppr			Covers auditing standards; Statute of Limitations for contracts is 4 years; CCP §§ 337 et seq.; GC §34090
Plann. / Public Works	PW-003	Flood Control & Disaster Files (e.g. pump systems, CIP systems)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	statewide guidelines propose 2 years; GC §34090
Public Works	PW-004	Offers of Dedication	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090
Public Works	PW-005	Potential Claims	2 years		2 years	Yes (all)	Mag, Ppr			GC §34090
Lead Dept: City Manag., Plann., or Public Works	PW-006	Real Estate Appraisal Reports: Property NOT purchased	2 years		2 years		Mag, Ppr			Statewide Guidelines show 2 years; GC §§34090, 6254(h)

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Lead Dept: City Manag., Plann., or Public Works	PW-007	Real Estate Appraisal Reports: Purchased Property	2 years	5 years	7 years	Yes: Until Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Auditing standards are 7 years after audit; time is sufficient to establish tax increment; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Finance	PW-008	Refundable Deposits (Building or Planning Permits, etc.)	When No Longer Required		When No Longer Required	Yes: Until Closed	Mag, Mfr, OD, Ppr			Finance maintains originals; GC §34090.7
Public Works	PW-009	State of California Information Files (CalTrans)	2 years	10 years	10 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Administrative Value; GC §34090
Person.	PW-010	Training, Including Safety Training (Not Hazardous Materials)	When No Longer Required		When No Longer Required		Mag, Ppr			HR is OFR (all originals should be sent to HR, the department maintains a copy); OSHA requires 1 year; 8 Cal. Cod Reg. 3203(b)(2); GC §34090
Public Works	PW-011	Traffic Collision Reports (copies of Sheriff's report)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works	PW-012	Traffic Counts, Summaries, Reports	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
Public Works	PW-013	Traffic Information Files	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
Public Works	PW-014	Traffic Legends (painting)	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
Public Works	PW-015	Traffic Signals: Maintenance, Timing, Signs & Marking installations	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090

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Public Works	PW-016	Traffic Speed Surveys	5 years		5 years			Mag, Ppr	Department Preference; Statewide guidelines propose 2 years; GC §34090
Public Works	PW-017	Underground Service Alerts from Utility Companies "USA's" - (Digging on Property)	3 years 6 months		3 years 6 months			Ppr	GC §§4216.2(fd) & 4216.3(d), GC §34090 Department Preference; non-records; EPA and Dept. of Agriculture maintain records of all reports. Owner/operator has reporting requirements under H&S §§25158, 25250.10, .17, .18; 40 CFR §§ 280.62, thru .67
Public Works	PW-018	Vehicle Maintenance History (Public Works Vehicles only)	Life of Vehicle + 2 4 years		Life of Vehicle + 2 4 years			Mag, Ppr	Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8-Ca. Code Reg. § 3203(b)(1); CCP §337 et. Seq., GC §34090
Public Works / Division Providing Service / Work	PW-019	Work Orders / Service Requests / Job Requests / Service Repair Orders - CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		-	Mag	Data is interrelated; GC §34090
Public Works / Division Providing Service / Work	PW-020	Work Orders / Service Requests / Job Requests / Service Repair Orders - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		-	Mag, Ppr	Preliminary drafts (the database is the original); GC §34090

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Public Works / Division Providing Service / Work	PW-021	Work Orders / Service Requests / Job Requests / Service Repair Orders - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years	-	Mag. Ppr		City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945-6, GC §34090
Public Works		Work Orders / Service Requests-	3-years		3-years		Mag. Ppr		Some functions are outsourced to Contractors; GC §34090

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ENGINEERING										
Public Works / Engineer.	PW-022	Annexations, Abandonments	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	GC §34090
Public Works / Engineer.	PW-023	Assessment District Projects (Maps, Engineer's Report, Diagrams, Spreadsheets, Improvement Plans - e.g. water, sewer, undergrounding)	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	City Clerk Maintains Originals; GC §34090
Public Works / Engineer.	PW-024	Bonds - Project Funding	When No Longer Required		When No Longer Required	Yes: Until Completed	Mag, Mfr, OD, Ppr			Finance is OFR; GC §34090.7
Public Works / Engineer.	PW-025	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Hazardous Materials Plans, Meeting Minutes, Photos, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

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Public Works / Engineer.	PW-026	Capital Improvement Projects (CIP): <u>Permanent File</u> Specifications & Addenda, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Engineer.		CIP Projects (where City Engineer is the lead)	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Infrastructure; statewide guidelines propose 10 years; GC §34090
Public Works / Engineer.	PW-026	Drawings / <u>As-Builts</u> (Improvement Plans, Grading, Utility)	Completion + 2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineer.	PW-027	Easements	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; Recorded, therefore also maintained by City Clerk; GC §34090, 34090.7
Planning	PW-028	Encroachments (Planning Review File)	When No Longer Required		When No Longer Required		Mag, Ppr			Planning is OFR; GC §34090.7
Public Works / Engineer.	PW-029	Encroachments (Structures - e.g. awnings, signs, etc.)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose Permanent; GC § 34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Engineer.	PW-030	Encroachments (Temporary - e.g. construction street openings, sidewalk ramps, debris box, etc.)	2-3 years		2-3 years			Mag, Ppr		Covers Statute-of-Limitations; GC §34090, CCP §337 et seq.
Public Works / Engineer.	PW-031	Maps, Base Maps - Final (Drainage, Grading, Subdivision, Survey, Parcel Maps, Lot Line Adjustments, Utility, Street Light, Water, etc.)	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes: 1 year Some maps are recorded and maintained by City Clerk; some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineer.	PW-032	NPDES - National Pollutant Discharge Elimination System Program (includes enforcement actions)	5 years		5 years			Mag, Mfr, OD, Ppr	S	Yes: 1 year Statewide guidelines propose permanent; Federal law requires between 3-5 years for hazardous materials discharge; 40 CFR 122.28
Public Works / Engineer.	PW-033	Offers of Dedication (property)	2 years	P	P			Mag, Mfr, OD, Ppr	S	Yes: After Inactive Land records; GC §34090
Public Works / Engineer.	PW-034	Plan Drawings (e.g. water, sewer, storm drain, etc.)	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes: 1 year Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineer.	PW-035	Preliminary Studies / Project Assessments (Not Acquired): Title Reports, Environmental Reports, etc.	2 years	8 years	10 years			Mag, Mfr, OD, Ppr	S	Yes: After Inactive Department Preference; GC §34090
Public Works / Engineer.	PW-036	Prevailing Wages, Disadvantaged Business Enterprises	2 years after revised		2 years after revised			Mag, Ppr		Non-record used for reference; GC § 34090

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Public Works / Engineer.	PW-037	Projects & Facilities: INFRASTRUCTURE Final Specifications and Plans (Buildings, Improvement Plans, Park Improvements, Right of Way, Sewers, Street Widening, etc.)	Completion + 2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, GC §34090
Public Works / Engineer.	PW-038	Projects: NON-INFRASTRUCTURE Final Specifications and Plans (Curb repairs, Slurry Seals, Street Paving, Tree Trimming, etc).	Completion + 2 years	3 years	Completion + 5 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose Term + 5 years, 2 years for blueprints & specifications; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, GC §34090
Finance	PW-039	Property Acquisition Projects (All): Correspondence, copies of permanent documents, etc.	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Completed	Mag, Ppr			Original Deeds or other Recorded Documents are maintained by the City Clerk, depending upon the project; All original agreements are maintained by Finance; GC §34090.7
Public Works / Engineer.	PW-040	Refundable and Security Deposits (Charged to developers to cover project fees)	2 years	3 years	5 years	Yes: Until Completed	Mag, Ppr			For auditing purposes; published articles show 3 years; Other city shows permanent; GC §34090
Public Works / Engineer.	PW-041	Resource Files: (ABAG, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090
Public Works / Engineer.	PW-042	Staff Reports (City Council)	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	City Clerk Maintains Originals for 5 years; GC §34090

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Public Works / Engineer.	PW-043	Streets, Storm Drains, Lot Line Adjustments, Parcel Maps, etc.	P		P	Yes (all)				Department Preference; Planning also maintains some originals; GC § 34090 et seq.
Public Works / Engineer.	PW-044	Subdivisions	Completion + 2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference (City Clerk is OFR); GC §34090.7
Public Works / Engineer.	PW-045	Survey Information (Legal plats and descriptions, Survey data and maps)	Completion + 2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
Public Works / Engineer.	PW-046	Tree Database (West Coast Arborists)	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
ENVIRONMENTAL PROGRAMS										
Public Works / Env.	PW-047	Energy Conservation	5 years		5 years		Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090 et. seq.
Env.	GD-011	Environmental Quality Commission- (all records)	P		P		Mag, Mfr, OD, Ppr	S	No	Department Preference; only Minutes are permanent (see City-wide schedule); GC §34090 et. seq.
Public Works / Env.	PW-047	NPDES - Public Information	5 years		5 years		Mag, Mfr, OD, Ppr	S	No	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41 ; 122.44 ; GC §34090 et. seq.
Env.	GD-013	S.F. Creek Planning	5 years		5 years		Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090 et. seq.

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Public Works / Env.	PW-048	Tree Maps & Plats	Until Superseded	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years Department Preference; GC §34090
Public Works / Env.	PW-049	Tree Maintenance	2 years	1 year	3 years			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years Department Preference; GC §34090
Public Works / Env.	PW-050	Tree Removal Permits	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years Department Preference; GC §34090; H&S 19589
Public Works / Env.	PW-051	Solid Waste Recycling and Administration	5 years		5 years			Mag, Mfr, OD, Ppr	S	No Department Preference; GC §34090 et. seq.
Public Works / Env.	PW-052	Water Pollution Prevention Program (NPDES)	5 years		5 years			Mag, Mfr, OD, Ppr	S	No Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41 ; 122.44 GC §34090 et. seq.
MAINTENANCE / FLEET SECTION										
Maint. / Fleet	PW-053	Accident Reports (vehicles and equipment) - <u>NOT</u> a Police Report	3 years		3 years			Mag, Ppr		Covers statute of limitations; CCP §337 et seq.; GC §34090
Maint. / Fleet	PW-054	Accident Reports (vehicles and equipment) - Police Reports	When No Longer Required		When No Longer Required			Mag, Ppr		Police is OFR - Do not retain in Department because it contains some private information; GC §34090.7
Maint. / Fleet	PW-055	Equipment Work Request	When No Longer Required		When No Longer Required			Mag, Ppr		The "original" record (Pink) is maintained in other departments; GC §34090

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Maint. / Fleet	PW-056	Vehicle Maintenance History	Life of Vehicle <u>+ 2 years</u>		Life of Vehicle <u>+ 2 years</u>			Mag, Ppr		Consistent with CHP requirements; OSHA requires 1 year; 8 CCR §3203(b)(1); GC §34090
Maint. / Fleet	PW-057	Vehicle Service Requests, Inspections, or Work Orders	Life of Vehicle or CHP Inspection		Life of Vehicle or CHP Inspection			Mag, Ppr		Some functions are outsourced to Contractors; GC §34090

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MAINTENANCE / STREETS										
Maint. / Streets	PW-058	Material Data Safety Sheet (MSDS) / Safety Data Sheets (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		30 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B), GC §34090
Maint. / Streets	PW-059	Pavement Maintenance Inventory Records	Data Superseded		Data Superseded			Mag, Mfr, OD, Ppr	S	Yes: After 1 year GC § 34090
Maint. / Streets	PW-060	Pavement Maintenance Inventory Records - "Deep Lift" or "Skin Patching" (repair)	2 years		2 years			Mag		GC § 34090
Maint. / Streets	PW-061	Streets	5 years		5 years			Mag, Ppr		Department Preference; GC § 34090
Maint. / Streets	PW-062	Traffic Legends (painting)	5 years		5 years			Mag, Ppr		Covers all Statute of Limitations; Department Preference; GC §34090, CCP §337 et seq.
Maint. / Streets	PW-063	Traffic Signs	5 years		5 years			Mag, Ppr		City Clerk maintains originals of installation / ownership, etc; Covers all Statute of Limitations; Department Preference; GC §34090, CCP §337 et seq.

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Maint. / Streets	PW-064	Tree Database (West Coast Arborists)	Indefinite		Indefinite	Yes	Mag		Data Fields / Records are interrelated: GC §34090
Public Works / Division Providing Service / Work	PW-065	Work Orders / Service Requests / Job Requests / Service Repair Orders CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite	-	Mag		Data is interrelated: GC §34090
Public Works / Division Providing Service / Work	PW-066	Work Orders / Service Requests / Job Requests / Service Repair Orders - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required	-	Mag. Ppr		Preliminary drafts (the database is the original); GC §34090
Public Works / Division Providing Service / Work	PW-067	Work Orders / Service Requests / Job Requests / Service Repair Orders - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	3 years		3 years	-	Mag. Ppr		City preference: CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Maint. / Streets		Maintenance Request Forms, Work Orders	3 years		3 years		Mag. Ppr		Some functions are outsourced to Contractors: GC §34090
MAINTENANCE / WATER									

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Water	PW-068	Backflow Inspections/Approvals	5 2 years		5 2 years			Ppr		Domestic water system inspection with County administration (State Program - Title 17) GC §34090 (City took over from San Mateo County in 2009)
Water	PW-069	Chains of Custody (Water testing instructions)	2 years	10 8 years	12 10 years			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years Lead and Copper required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Water	PW-070	Chemical Reports, includes Bacterial Analysis (Chlorine, Nitrates, etc.) weekly water testing	2 years	8 years	12 years			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Water	PW-071	Correspondence: EPA, DHS	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S	Yes: 2 years Department Preference; GC §34090
Water	PW-072	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints about Potable Water	5 years		5 years			Mag. Ppr		5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Water	PW-073	FEMA Community Assistance	2 years	8 years	10 years			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years Department Preference; GC §34090
Water	PW-074	FEMA Flood Insurance Maps, Letters of Map Amendments	Until Superseded	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years Department Preference; GC §34090

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Water	PW-075	Geothermal Logs	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Historical Data; GC §34090
Water	PW-076	Groundwater Contamination	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Historical Data; GC §34090
Water	PW-077	Groundwater Levels, Data Trends	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Historical Data; GC §34090
Water	PW-078	Groundwater Monitoring Well Route Book	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference; GC §34090
Water	PW-079	Lab Analysis (e.g. Bayfront Park)	2 years	8 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Lead and Copper required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Water	PW-080	Meter Installation & Maintenance	Life of Meter		Life of Meter		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	GC §34090
Water	PW-081	NPDES Reports (e.g. 1/2 year deliverable)	3 years		3 years		Mag, Ppr			Monitoring records required for 3 years; 40 CFR §§ 122.21 , 122.41, 122.44
Water	PW-082	Permits: Road Work (issued by Others)	Completion of Project + 2 years		Completion of Project + 2 years		Ppr			GC §34090
Water	PW-083	Test Wells (e.g. Bayfront Park - may be done by private entities)	2 years	Closing of Well	Closing of Well		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Administrative Value for monitoring wells; GC §34090

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Water	PW-084	Variances, Exemptions (water)	Expiration + 5 years		Expiration + 5 years			Mag, Mfr, OD, Ppr	S	No	40 CFR 141.33(d)
Water	PW-085	Violations, Investigations and Corrective Actions: WATER DISTRIBUTION	Last Action + <u>5</u> 2 years	1-year	Last Action + <u>5</u> 3 years			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Code of Federal Regulations- requires 3 years ; 40 CFR 141.33(b)
Water	PW-086	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	When Superseded - Minimum 2 years		When Superseded - Minimum 2 years			Mag, Ppr			Confidential: 42 USC 300i-2(d); GC §34090 et seq.
Water	PW-087	Water - General	10 years		10 years			Mag, Mfr, OD, Ppr			GC § 34090
Water	PW-088	Water Level Data Sheets - Reservoirs	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Administrative Value; GC §34090
Water	PW-089	Water Plans (Various Projects)	Completion + 5 years	P	P			Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Drafts should be destroyed; All infrastructure contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, GC §34090
Water	PW-090	Water Service Connections	2 years	3 years	5 years			Mag, Ppr			Department preference; covers auditing standards; GC §34090
Water	PW-091	Water Suppliers	10 years		10 years			Mag, Mfr, OD, Ppr			GC § 34090

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Water	PW-092	Water Permit Index / Key	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	No	GC §34090
Water	PW-093	Well Logs (e.g. Bayfront Park)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Non-records (private entities perform this); GC §34090
Water	PW-094	Well Measurements, Production: Daily Water Production, Water Meter	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference; GC §34090
Water	PW-095	Well Record Books, Graphs, Monitoring	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference; GC §34090
TRANSPORTATION										
Public Works. / Trans.	PW-096	Traffic Counts, Summaries, Reports	5 years	15 years	20 years		Mag, Ppr			Department Preference; GC §34090
Public Works. / Trans.	PW-097	Bicycle Safety Training Program	2 years		2 years		Mag, Ppr			GC §34090
Public Works. / Trans.	PW-098	Streets, Intersections	5 years	5 years	10 years		Mag, Ppr			Department Preference; GC §34090
Public Works. / Trans.	PW-099	Traffic Information Files (does not include Accident Reports)	5 years	5 years	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 1-year	Department Preference; GC §34090
Public Works. / Trans.	PW-100	Traffic Legends (painting)	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 1-year	Department Preference; GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, pending records requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works. / Trans.	PW-101	Traffic Signals: Maintenance, Timing, Signs & Marking installations	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 1-year	Department Preference; GC §34090
Public Works. / Trans.	PW-102	Traffic Reports (except those that are historically significant)	5 years	5 years	10 years		Mag, Ppr			Department Preference; Statewide guidelines propose 2 years; GC §34090
Public Works. / Trans.	PW-103	Traffic Speed Surveys	5 years	5 years	10 years		Mag, Ppr			Department Preference; Statewide guidelines propose 2 years; GC §34090
Public Works. / Trans.	PW-104	Transportation Funding Programs (ISTEA, etc.)	2 years	After Funding Agency Audit, if Required - Minimum 4 years	After Funding Agency Audit, if required - Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Uniform Admin. Require. for Grants to Local Govern. is 3 years from expenditure report; HUD 2228.2 rev-3, 24 CFR 85.42, 24 CFR 982.158,29 CFR 97.42, GC §34090; Grant issuer has requirements under various CFR's
Public Works. / Trans.	PW-105	Transportation Plans, Projects & Infrastructure	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 1-year	Department Preference; GC §34090
Public Works. / Trans.	PW-106	Transportation Systems Management Program (TSM) - Shuttles	5 years		5 years		Mag, Ppr			Consistent with CHP inspection requirements; OSHA Requires 1 year; Cal. Code Reg. 3203(b)(1), GC §34090
Public Works. / Trans.	PW-107	Traffic Studies	5 years	5 years	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 1-year	GC §34090
Public Works. / Trans.	PW-108	Truck Permits	4 years		4 years	Yes: While Active	Mag, Ppr			Covers all Statute of Limitations; GC §34090, CCP §337 et seq.

SUSTAINABILITY

RECORDS RETENTION SCHEDULE: SUSTAINABILITY

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

RESOLUTION NO. 6554

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

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

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

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

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

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

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

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Judi A. Herren, City Clerk



STAFF REPORT

City Council

Meeting Date:

~~4/21/2020~~ 5/12/2020

Staff Report Number:

20-080-CC

Informational Item:

Annual review of Taser program for the period beginning April 1, 2019, and ending April 1, 2020,

Recommendation

This is an informational item and no action is required.

Policy Issues

This informational report is being presented to comply with City Council direction requesting an annual assessment of the police department's Taser program.

Background

On October 7, 2014, staff presented the one-year results of the police department Taser assessment. Following that review, Council approved the purchase and deployment of the Taser device department-wide and to continue a quarterly assessment of the Taser program. The quarterly assessment was later changed to a biannual report.

On April 17, 2018, City Council approved moving the Taser reviews from biannually to annually.

Analysis

All of the department's officers, detectives and sergeants have been issued a Taser device and received training. Additionally, a large number of sworn personnel have attended the San Mateo County Crisis Intervention Training (CIT.) The 40-hour course's curriculum was formulated by a partnership between the National Alliance on Mental Illness San Mateo County, the Sheriff's Office and Behavioral Health Recovery Services.

Between April 1, 2019, through April 1, 2020, the department had six Taser deployments. Five of these events involved a subject who was actively physically resisting a police officer's attempt to lawfully take them into custody for a criminal offense. One Taser deployment was initiated while assisting officers of the East Palo Alto police department with a suicidal subject who had armed himself with a wrought iron spike. In every successful deployment, the Taser device was instrumental in helping resolve an active incident while reducing the risk of critical injury to both the officers and involved subjects.

During the same time period, a Taser was utilized on 10 occasions in a "display only" manner. In all of these situations, officers displayed their Taser device in an effort to control suspects who were disobeying lawful orders and actively resisting or threatening officers. The suspects immediately complied when confronted by the Taser device.

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

None.

Report prepared by:
William A. Dixon, Police Commander



STAFF REPORT

City Council

Meeting Date: ~~4/21/2020~~ 5/12/2020

Staff Report Number: 20-087-CC

Informational Item: Annual review of data captured by Automated License Plate Readers for the period beginning April 1, 2019, through April 1, 2020

Recommendation

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

Policy Issues

This report is presented pursuant to Menlo Park Municipal Code Chapter 2.56 Public Safety Information, section 2.56.050 which requires ALPR information be reported to the City Council.

Background

On September 24, 2013, the City Council approved the purchase and installation of mobile Automated License Plate Readers (ALPRs) mounted on three police vehicles.

On May 13, 2014, City Council approved Ordinance 1007 regarding the use of automated license plate readers. It states in part:

Northern California Regional Information Center (NCRIC) will give a quarterly report to the Police Department which shall indicate the number of license plates captured by the ALPR in the City of Menlo Park, how many of those license plates were "hits" (on an active wanted list), the number of inquiries made by Menlo Park personnel along with the justifications for those inquiries, and information on any data retained beyond six months and the reasons for such retention.

Ordinance 1007 was codified and enumerated in Menlo Park Municipal code Chapter 2.56 et al, Public Safety Information.

On April 17, 2018, City Council approved moving the ALPR reviews from biannually to annually.

Analysis

Menlo Park's data retention agreement with NCRIC provides only six months of retrievable data. From April 2019 through April 2020, the Menlo Park Police ALPR system captured 784,861 license plates. The data captured resulted in 376 "hits" that a captured license plate was currently on an active wanted list. The vast majority of the hits were subsequently deemed to be a "false read" after further review by the ALPR operator. A "false read" is when a photograph of the license plate and the computer's interpretation of the number / letter combination from the photo do not match. For example, a photograph of a license plate with the number "8" could be digitally interpreted as a "B."

From April 2019 through 2020, the ALPR system was responsible for the recovery of four stolen vehicles. Also during this period, Menlo Park police personnel made 103 inquiries into the database during the investigation of crimes occurring within the City of Menlo Park or its surrounding communities.

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. Menlo Park Municipal Code Chapter 2.56 Public Safety Information

Report prepared by:
William A. Dixon, Police Commander

Approved by:
Dave Bertini, Police Chief

**Chapter 2.56
PUBLIC SAFETY INFORMATION**

Sections:

[2.56.010 Purpose.](#)

[2.56.020 Definitions.](#)

[2.56.030 Automated license plate reader data use.](#)

[2.56.040 Prohibited use of automated license plate reader and data.](#)

[2.56.050 Automated license plate reader auditing and reporting.](#)

[2.56.060 Public safety camera system data use.](#)

[2.56.070 Prohibited use of public safety camera system and data.](#)

[2.56.080 Public safety camera system auditing and reporting.](#)

[2.56.090 Adoption of department policies.](#)

2.56.010 Purpose.

The purpose of this chapter is to provide for the proper use of data and recordings gathered by the city through the use of automated license readers and the public safety camera system. (Ord. 1007 § 2 (part), 2014).

2.56.020 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings ascribed to them in this section:

- (1) "Automated license plate reader" or "ALPR" means technology, also known as license plate recognition, which provides automated detection of license plates.
- (2) "Data" means information gathered by the automated license plate reader in the form of license plates and metadata (location and time license plate was viewed).
- (3) "Public safety camera system" means cameras that record images only and not sound and that are placed in strategic fixed locations within the city at the direction of the chief of police and with the approval of the city council for the purpose of detecting and deterring crime, to help emergency services personnel maintain public order, to help manage emergency response situations during natural and manmade disasters, to monitor pedestrian and vehicle traffic activity, to assist in the preparation of traffic reports, and to assist city officials in prosecuting and/or defending civil or administrative actions.

(4) "Recordings" means the recorded images, without sound, recorded by the public safety camera system. (Ord. 1007 § 2 (part), 2014).

2.56.030 Automated license plate reader data use.

(a) Data will be securely transmitted to the Northern California Regional Intelligence Center ("NCRIC") as part of a multi-jurisdictional public safety program created to assist local, state, federal and tribal public safety agencies and critical infrastructure locations with the collection, analysis, and dissemination of criminal threat information, provided NCRIC has executed an agreement with the city agreeing to comply with the retention/destruction provisions set forth in this section.

(b) Data transmitted to NCRIC from the police department shall be kept no more than six (6) months, and then destroyed, unless retention of specific identified license plate data is necessary for an active criminal case or pursuant to a valid court order.

(c) Data may only be accessed by law enforcement personnel who are approved to access the data and who have undergone required NCRIC training for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.

(d) Data may be accessed by other NCRIC agencies that have executed a memorandum of understanding with NCRIC, but only for legitimate law enforcement purposes and by authorized/trained personnel and only in compliance with all policies, procedures and reporting requirements of NCRIC.

(e) Data may be released to other non-NCRIC authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes, with approval of the chief of police or police commander, provided any such official and/or agency has executed an agreement with the city agreeing to comply with the terms and provisions of Sections [2.56.030](#) and [2.56.040](#).

(f) All data and images gathered are for official use of the police department and because such data may contain confidential California Law Enforcement Telecommunications Systems ("CLETS") information, it is not open to public view or inspection. (Ord. 1007 § 2 (part), 2014).

2.56.040 Prohibited use of automated license plate reader and data.

(a) ALPR shall not be used to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists, nor shall they be used to harass, intimidate or discriminate against any individual or group, nor for any purpose not specifically authorized by this chapter.

(b) Unauthorized access, possession or release of data is a violation of police department policy and various federal and state criminal statutes. Any employee, who accesses, possesses or releases data, from the ALPR database without authorization or in violation of this chapter and such additional policies established by the

police department, may face department discipline up to and including termination, criminal prosecution and/or civil liability. (Ord. 1007 § 2 (part), 2014).

2.56.050 Automated license plate reader auditing and reporting.

(a) NCRIC will give a quarterly report to the police department which shall indicate the number of license plates captured by the ALPR in the city of Menlo Park, how many of those license plates were "hits" (on an active wanted list), the number of inquiries made by Menlo Park personnel along with the justifications for those inquiries, and information on any data retained beyond six (6) months and the reasons for such retention in compliance with Section [2.56.030\(b\)](#).

(b) Following receipt of the NCRIC report described in subsection (a) of this section, the police department shall provide an information report to the city council.

(c) ALPR system audits will be randomly conducted by the California Department of Justice and in conjunction with yearly CLETS audits. (Ord. 1007 § 2 (part), 2014).

2.56.060 Public safety camera system data use.

(a) Public safety camera recordings may only be used for the purpose of criminal investigations, detecting and deterring crime, to help emergency services personnel maintain public order, to help manage emergency response situations during natural and manmade disasters, to monitor pedestrian and vehicle traffic activity, to assist in the preparation of traffic accident reports, and to assist city officials in prosecuting and/or defending civil or administrative actions.

(b) Recordings will be made in a professional, ethical and legal manner.

(c) All recordings will be stored by the police department in a secure area with access restricted to authorized persons, and shall not be accessible by third parties without express permission.

(d) Recordings not otherwise needed for reasons in subsection (a) of this section shall be retained for a period of up to ninety (90) days and then erased or recorded over as limited by the storage capacity of the cameras.

(e) Any recordings needed as evidence in a criminal or civil case proceeding or for another reason specified in subsection (a) of this section shall be collected and booked in accordance with current police department evidence procedures.

(f) Recordings may only be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes as specified in subsection (a) of this section with approval of the chief of police or police commander, provided such official or agency executes an agreement with the city agreeing to comply with the terms and provisions of Sections [2.56.060](#) and [2.56.070](#), or with a valid court order.

(g) Except as required by a valid court order or other lawful process, recordings do not constitute public

records and will not be disclosed to the public.

(h) Facial recognition and cognitive security software may only be used to review recordings from the public safety camera system with the approval of the chief of police or police commander in specific criminal investigations or specific threats to public safety. (Ord. 1007 § 2 (part), 2014).

2.56.070 Prohibited use of public safety camera system and data.

The public safety camera system will not be used to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists. The public safety camera system shall not be used to harass, intimidate or discriminate against any individual or group, nor for any purpose not authorized by this chapter. (Ord. 1007 § 2 (part), 2014).

2.56.080 Public safety camera system auditing and reporting.

The chief of police or his/her designee will conduct an annual review of the public safety camera system, its use, effectiveness and adherence to policy, including frequency and purpose for use of facial recognition or cognitive security software and frequency and purpose for retention of recordings beyond ninety (90) days, and will provide an annual information report to the city council regarding such review. (Ord. 1007 § 2 (part), 2014).

2.56.090 Adoption of department policies.

The police department is directed to adopt policies to be included in its policy manual consistent with the provisions of this chapter, which policies may be more restrictive, but not less restrictive, than the policies set forth in this chapter. (Ord. 1007 § 2 (part), 2014).



STAFF REPORT

City Council

Meeting Date: 5/12/2020

Staff Report Number: 20-095-CC

Informational Item: City Council agenda topics: May 2020 to July 2020

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 July 14. 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: May 2020 to July 2020

Report prepared by:
Judi A. Herren, City Clerk

Tentative City Council Agenda

#	Title	Department	Item type
1	Update the City Council and public on COVID-19 health emergency and the City's response	All	Regular
2	Proposed 2020-21 budget	ASD	Study Session
3	Proposed fiscal year 2020-21 budget and capital improvement plan	ASD	Public Hearing
4	Quarterly financial review of general fund operations as of March 31, 2020, receive and file	ASD	Consent
5	20 Kelly Ct/1075 O'Brien Dr EIR contract authorization	CDD	Consent
6	Local Early Action Planning (LEAP) grant application, resolution	CDD	Consent
7	Newsrack regulations ordinance, first reading	CDD	Regular
8	Newsrack regulations ordinance, second reading and adoption	CDD	Consent
9	Priority development area consideration	CDD	Informational
10	Short term rental regulation recommendation	CDD	Regular
11	USGS property information	CDD	Informational
12	Animal Control PHS contract 1 year extension	CMO	Consent
13	BHCCL term sheet	CMO	Regular
14	Menlo Park Historical Association (MPHA), semi-annual update	CMO	Presentation
15	Reactivation of advisory bodies	CMO	Regular
16	City attorney recruitment	CMO, CA	Closed Session
17	Abandoning of a portion of Terminal Avenue, resolution	PW	Regular
18	Approve revised TIA guidelines and adopt VMT methodology and thresholds	PW	Consent
19	Landscaping assessment district for fiscal year 2020-21	PW	Public Hearing
20	Letter of commitment for Bayfront Canal bypass project	PW	Consent
21	Purchase and sale agreement for 700-800 El Camino Real	PW	Consent
22	Recommend that the City Council approve utilizing debt to finance multi-year water capital improvements	PW	Regular
23	Review proposed changes to the TIA guidelines and provide feedback on the VMT methodology and thresholds.	PW	Regular
24	Willows neighborhood turn restrictions, resolution adoption	PW	Regular



STAFF REPORT

City Council

Meeting Date: ~~4/21/2020~~ 5/12/2020

Staff Report Number: 20-082-CC

Informational Item: Employee engagement survey results

Recommendation

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

Policy Issues

The City conducts an employee survey once every other year to assess the employee engagement.

Background

In 2017, the City contracted with the CPS HR's Institute for Public Sector Employee Engagement to conduct an employee survey. The City retained the firm in 2019 to conduct the survey again to provide comparative data.

Analysis

Overall, employee engagement has improved considerably over the time frame.

Attachment A provides question-by-question results, citywide, with "gap" indicating the percentage point change in positives compared to 2017. On this report, the survey found the greatest increases in the following questions:

1. I feel that change is managed well in the City. While the largest increase compared to 2017, it should be noted that additional investment is necessary for this area, with only 45.9 percent of those surveyed responding positively to the question.
2. I would recommend my organization as a good place to work
3. My organization motivates me to help achieve its objectives

Of the 62 questions, only two questions experienced a decrease in the number of positive responses, although, on both questions, positive responses exceed 2/3rds of survey respondents:

1. Training and development activities I have completed in the past 12 months have helped to improve my performance
2. My department keeps me informed about matters that affect me

Attachment B provides question-by-question results, citywide, with "gap" indicating the percentage point gap between the City's survey responses in 2019 and CPS-HR's local government benchmark. This comparison may be helpful to understand how Menlo Park compares to other local governments surveyed by CPS HR.

Attachment C summarizes the level of engagement overall and by various populations for the 2019 survey. Over the two years, the number of "fully engaged" employees increased from 29 percent in 2017 to 38

percent in 2019. Attachment D provides similar information from the 2017 survey.

Attachment E outlines the CPS HR Consulting's Action Plan recommendations to address areas in need of improvement.

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. 2019 survey results compared to 2017
- B. 2019 survey results compared to local government benchmark
- C. 2019 level of engagement
- D. 2017 level of engagement
- E. 2019 action plan

Report prepared by:
Nick Pegueros, Assistant City Manager

Survey Report: City of Menlo Park 2019 Employee Engagement Survey - Overall

Responses: 225

Benchmark: City of Menlo Park Overall - 2017

Question	Negative	Neutral	Positive	Mean	Weight	Gap
I like the kind of work I do	4%	3.1%	92.9%	4.45	17	0
My job makes good use of my skills and abilities	5.8%	7.1%	87.1%	4.25	16	3
I have a choice in deciding how I do my work	8%	12.4%	79.6%	3.96	6	4
I have opportunities to provide input on decisions that affect my work	10.3%	11.2%	78.6%	3.95	46	4
I know what is expected of me on the job	4.4%	6.7%	88.9%	4.27	15	0
I have a clear understanding of my organization's mission	10.9%	12.7%	76.5%	3.93	35	6
My organization's mission is important to me	2.3%	11.6%	86%	4.23	15	9
I know how my work relates to my organization's goals and priorities	4.1%	10%	85.9%	4.16	15	9
I feel I can make a difference by working here	6.3%	9.4%	84.3%	4.22	36	
My organization is successful at accomplishing its mission	9.4%	20.7%	70%	3.77		11
People on my team share information with each other	9.3%	10.2%	80.4%	3.97	18	5

Question	Negative	Neutral	Positive	Mean	Weight	Gap
People on my team work together to find ways to improve	6.7%	11.6%	81.8%	4.05	14	4
People on my team cooperate to get the job done	5.3%	10.2%	84.4%	4.14	9	0
People on my team can be relied upon to help when things get difficult in my job	7.6%	11.1%	81.3%	4.11	13	3
I am treated with respect by the people I work with	6.2%	9.3%	84.4%	4.2	29	4
People on my team are accepting of people from different backgrounds	3.1%	7.1%	89.8%	4.36	17	3
My supervisor keeps me informed about the issues affecting my work	9.3%	13.3%	77.3%	3.96	10	5
My supervisor helps me to understand how I contribute to my organization's mission	9.4%	18.8%	71.7%	3.83	16	8
My supervisor motivates me to be more effective in my job	11.1%	15.6%	73.3%	3.88	11	9
My supervisor provides constructive feedback on my job performance	13.5%	14.4%	72.1%	3.78	9	8
The feedback I receive helps me to improve my performance	6.9%	17.5%	75.6%	3.92	6	12
I receive frequent feedback on my performance	23.6%	24%	52.4%	3.33	8	4
My supervisor recognizes when I have done my job well	8.5%	15.2%	76.3%	4.02	7	5
My supervisor works effectively with people of different backgrounds	5%	11.3%	83.7%	4.23	15	8

Question	Negative	Neutral	Positive	Mean	Weight	Gap
My supervisor is open to my ideas	7.1%	9.8%	83%	4.13	12	8
My supervisor is considerate of my life outside work	7.3%	10.5%	82.2%	4.22	5	7
I believe that the City's management team is sufficiently visible (e.g., can be seen in action)	21%	26.6%	52.3%	3.4	9	10
I believe the actions of the City's management team are consistent with the City's values	11%	30%	59%	3.62	24	13
I feel that the City as a whole is managed well	15.6%	28%	56.4%	3.53	20	9
The City keeps me informed about matters that affect me	14.9%	20%	65.1%	3.61	11	11
When changes are made in the City they are usually for the better	15.6%	39%	45.4%	3.34	20	9
I feel that change is managed well in the City	19.3%	34.8%	45.9%	3.32	16	17
I believe that my department's management team is sufficiently visible (e.g., can be seen in action)	13.6%	16.8%	69.5%	3.78	10	3
I believe the actions of my department's management team are consistent with the City's values	9.3%	20%	70.7%	3.82	26	0
I feel that my department as a whole is managed well	15.9%	16.8%	67.3%	3.75	12	0
My department keeps me informed about matters that affect me	11.3%	21.7%	67%	3.78	16	-1
When changes are made in my department they are usually for the better	13.4%	28.1%	58.5%	3.59	18	6

Question	Negative	Neutral	Positive	Mean	Weight	Gap
I feel that change is managed well in my department	18%	23%	59%	3.54	18	5
I believe that my department's management team will take action on the results from this survey	21.2%	20.3%	58.5%	3.5		1
I get the training I need to do my job well	9.5%	17.1%	73.4%	3.83	13	4
I am given a real opportunity to improve my skills in my organization	11.2%	16.5%	72.3%	3.86	39	2
Training and development activities I have completed in the past 12 months have helped to improve my performance	9.3%	19.5%	71.2%	3.85	21	-2
Training and development activities I have completed while working for my organization are helping me to develop in my career	8.6%	14.5%	76.8%	3.9	28	5
I have clear work objectives	6.7%	7.2%	86.1%	4.03	37	4
I have the resources I need to do my job well	13.4%	14.7%	71.9%	3.75	31	3
I can complete my work during my regular work hours	28.4%	16%	55.6%	3.31	8	6
I can tolerate the pressure of my work very well	5.3%	19.6%	75.1%	3.92	6	
I achieve my desired balance between my work life and my private life	18.8%	18.3%	62.9%	3.57	18	5
I think it is safe to challenge the way things are done in my organization	26%	15.1%	58.9%	3.33	13	10

Question	Negative	Neutral	Positive	Mean	Weight	Gap
My opinions count at work	18.4%	16.6%	65%	3.55	13	6
I believe I would be supported if I try a new idea, even if it may not work	16%	20.1%	63.9%	3.57	13	4
I feel valued for the work I do	12.9%	14.2%	72.9%	3.78	16	4
I am treated fairly at work	11.6%	10.7%	77.7%	3.93	14	8
I think that my organization respects individual differences (e.g., cultures, working styles, backgrounds, ideas, etc.)	7.3%	10.5%	82.3%	4.1	11	7
My organization has policies, programs, and practices that support a diverse workplace	6.6%	13.6%	79.8%	4.05	9	6
My workplace culture supports people to achieve a good work-life balance	14.2%	18.8%	67%	3.69	12	12
I would recommend my organization as a good place to work	9.4%	14.7%	75.9%	3.92		14
I am proud when I tell others I am part of my organization	7.1%	17.4%	75.4%	3.96		6
I feel a strong personal attachment to my organization	11.2%	25.6%	63.2%	3.74		3
My organization inspires me to do the best in my job	12%	19.1%	68.9%	3.78		10
I feel comfortable being myself at work	5.8%	13.8%	80.4%	4.02		5
My organization motivates me to help achieve its objectives	10.7%	22.3%	67%	3.72		15

Survey Report: City of Menlo Park 2019 Employee Engagement Survey - Overall

Responses: 225

Benchmark: Local Government

Question	Negative	Neutral	Positive	Mean	Weight	Gap
I like the kind of work I do	4%	3.1%	92.9%	4.45	17	6
My job makes good use of my skills and abilities	5.8%	7.1%	87.1%	4.25	16	5
I have a choice in deciding how I do my work	8%	12.4%	79.6%	3.96	6	9
I have opportunities to provide input on decisions that affect my work	10.3%	11.2%	78.6%	3.95	46	8
I know what is expected of me on the job	4.4%	6.7%	88.9%	4.27	15	-2
I have a clear understanding of my organization's mission	10.9%	12.7%	76.5%	3.93	35	-13
My organization's mission is important to me	2.3%	11.6%	86%	4.23	15	7
I know how my work relates to my organization's goals and priorities	4.1%	10%	85.9%	4.16	15	-3
I feel I can make a difference by working here	6.3%	9.4%	84.3%	4.22	36	6
My organization is successful at accomplishing its mission	9.4%	20.7%	70%	3.77		-8
People on my team share information with each other	9.3%	10.2%	80.4%	3.97	18	-2

Question	Negative	Neutral	Positive	Mean	Weight	Gap
People on my team work together to find ways to improve	6.7%	11.6%	81.8%	4.05	14	10
People on my team cooperate to get the job done	5.3%	10.2%	84.4%	4.14	9	-1
People on my team can be relied upon to help when things get difficult in my job	7.6%	11.1%	81.3%	4.11	13	2
I am treated with respect by the people I work with	6.2%	9.3%	84.4%	4.2	29	0
People on my team are accepting of people from different backgrounds	3.1%	7.1%	89.8%	4.36	17	5
My supervisor keeps me informed about the issues affecting my work	9.3%	13.3%	77.3%	3.96	10	4
My supervisor helps me to understand how I contribute to my organization's mission	9.4%	18.8%	71.7%	3.83	16	10
My supervisor motivates me to be more effective in my job	11.1%	15.6%	73.3%	3.88	11	17
My supervisor provides constructive feedback on my job performance	13.5%	14.4%	72.1%	3.78	9	11
The feedback I receive helps me to improve my performance	6.9%	17.5%	75.6%	3.92	6	20
I receive frequent feedback on my performance	23.6%	24%	52.4%	3.33	8	3
My supervisor recognizes when I have done my job well	8.5%	15.2%	76.3%	4.02	7	6
My supervisor works effectively with people of different backgrounds	5%	11.3%	83.7%	4.23	15	9

Question	Negative	Neutral	Positive	Mean	Weight	Gap
My supervisor is open to my ideas	7.1%	9.8%	83%	4.13	12	11
My supervisor is considerate of my life outside work	7.3%	10.5%	82.2%	4.22	5	8
I believe that the City's management team is sufficiently visible (e.g., can be seen in action)	21%	26.6%	52.3%	3.4	9	-6
I believe the actions of the City's management team are consistent with the City's values	11%	30%	59%	3.62	24	-1
I feel that the City as a whole is managed well	15.6%	28%	56.4%	3.53	20	1
The City keeps me informed about matters that affect me	14.9%	20%	65.1%	3.61	11	11
When changes are made in the City they are usually for the better	15.6%	39%	45.4%	3.34	20	0
I feel that change is managed well in the City	19.3%	34.8%	45.9%	3.32	16	1
I believe that my department's management team is sufficiently visible (e.g., can be seen in action)	13.6%	16.8%	69.5%	3.78	10	12
I believe the actions of my department's management team are consistent with the City's values	9.3%	20%	70.7%	3.82	26	11
I feel that my department as a whole is managed well	15.9%	16.8%	67.3%	3.75	12	12
My department keeps me informed about matters that affect me	11.3%	21.7%	67%	3.78	16	13
When changes are made in my department they are usually for the better	13.4%	28.1%	58.5%	3.59	18	14

Question	Negative	Neutral	Positive	Mean	Weight	Gap
I feel that change is managed well in my department	18%	23%	59%	3.54	18	14
I believe that my department's management team will take action on the results from this survey	21.2%	20.3%	58.5%	3.5		
I get the training I need to do my job well	9.5%	17.1%	73.4%	3.83	13	3
I am given a real opportunity to improve my skills in my organization	11.2%	16.5%	72.3%	3.86	39	12
Training and development activities I have completed in the past 12 months have helped to improve my performance	9.3%	19.5%	71.2%	3.85	21	13
Training and development activities I have completed while working for my organization are helping me to develop in my career	8.6%	14.5%	76.8%	3.9	28	15
I have clear work objectives	6.7%	7.2%	86.1%	4.03	37	2
I have the resources I need to do my job well	13.4%	14.7%	71.9%	3.75	31	-4
I can complete my work during my regular work hours	28.4%	16%	55.6%	3.31	8	-16
I can tolerate the pressure of my work very well	5.3%	19.6%	75.1%	3.92	6	-5
I achieve my desired balance between my work life and my private life	18.8%	18.3%	62.9%	3.57	18	-15
I think it is safe to challenge the way things are done in my organization	26%	15.1%	58.9%	3.33	13	12

Question	Negative	Neutral	Positive	Mean	Weight	Gap
My opinions count at work	18.4%	16.6%	65%	3.55	13	1
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My workplace culture supports people to achieve a good work-life balance	14.2%	18.8%	67%	3.69	12	6
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I feel comfortable being myself at work	5.8%	13.8%	80.4%	4.02		-1
My organization motivates me to help achieve its objectives	10.7%	22.3%	67%	3.72		10

CITY OF MENLO PARK 2019 EMPLOYEE ENGAGEMENT SURVEY - OVERALL

> LEVEL OF ENGAGEMENT

Overall - City of Menlo Park 2019 Employee Engagement Survey - Overall

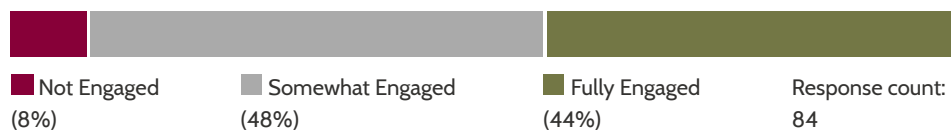


Are you...

01. Male



02. Female



03. Prefer not to say



What is your current age?

B. 20 to 24

Not Available - There are not 10 or more responses for this group.

C. 25 to 34

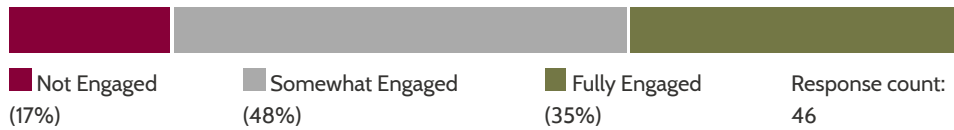


■ Not Engaged (8%)	■ Somewhat Engaged (53%)	■ Fully Engaged (39%)	Response count: 51
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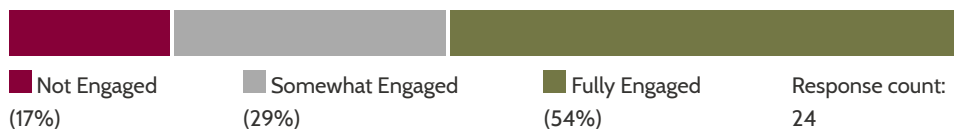
D. 35 to 44



E. 45 to 54



F. 55 to 64



G. 65 or over

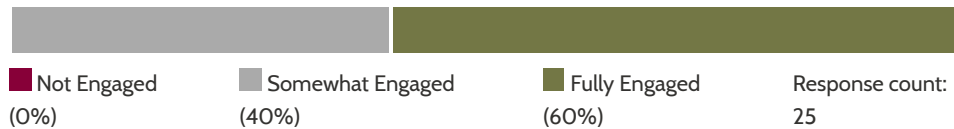
Not Available - There are not 10 or more responses for this group.

H. Prefer not to say



Please select the category with which you most closely identify:

O2. Asian



O3. Black or African American



04. Hispanic, Latino, or Spanish origin



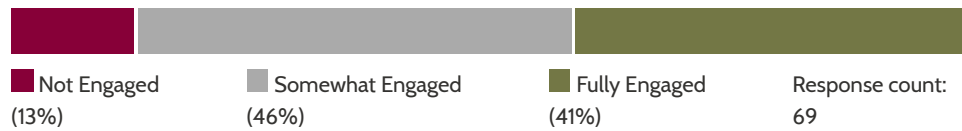
05. Middle Eastern or North African

Not Available - There are not 10 or more responses for this group.

06. Native Hawaiian or other Pacific Islander

Not Available - There are not 10 or more responses for this group.

07. White



08. Some other race, ethnicity, or origin

Not Available - There are not 10 or more responses for this group.

09. Prefer not to say



How long have you been with the City of Menlo Park?

01. Less than 6 months

Not Available - There are not 10 or more responses for this group.

02. At least 6 months, but not more than 1 year



03. At least 1 year, but not more than 3 years





O4. At least 3 years, but not more than 5 years



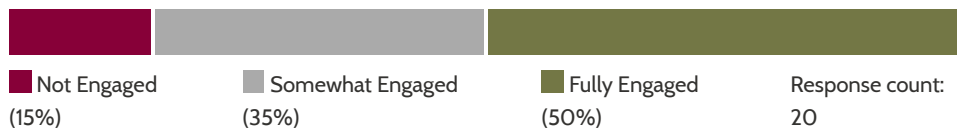
O5. At least 5 years, but not more than 10 years



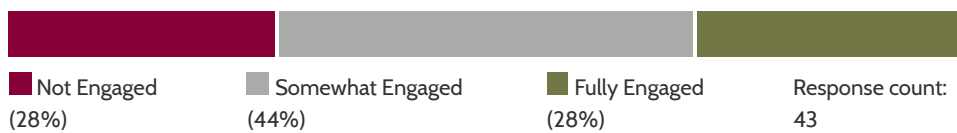
O6. At least 10 years, but not more than 20 years



O7. At least 20 years or more



O8. Prefer not to say



What is your role?

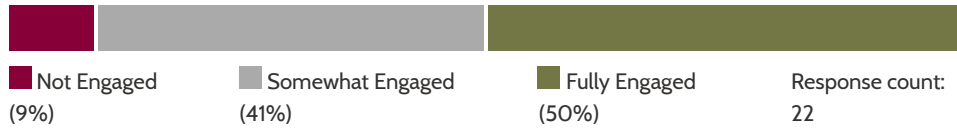
O1. Employee: You do not supervise other employees



O2. Supervisor: You assign daily work and approve time sheets



O3. Leader: You are a member of the Management Team



O4. Prefer not to say



Are you considering leaving your current position within the next 2 years, and if so, why?

O1. No



O2. Yes, to pursue a different position within the City of Menlo Park



O3. Yes, to pursue a position in another government agency



O4. Yes, to pursue a position outside government in a different organization

Not Available - There are not 10 or more responses for this group.

O5. Yes, to retire

Not Available - There are not 10 or more responses for this group.

O6. Yes, for other reasons



O7. Prefer not to say



What is your highest level of education?

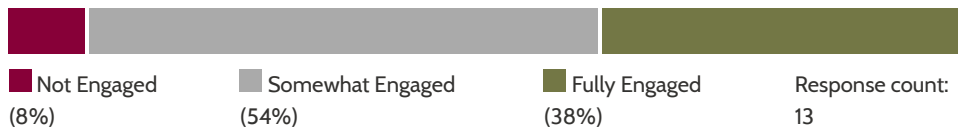
O1. High school or equivalent



O2. College course work



O3. Two-year degree



O4. Four-year degree



O5. Post-graduate degree



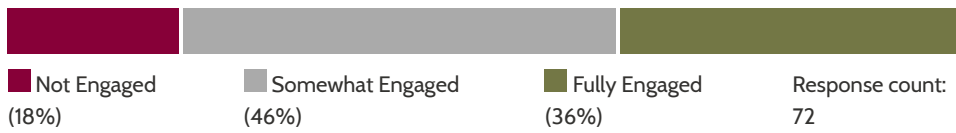


O6. Prefer not to say

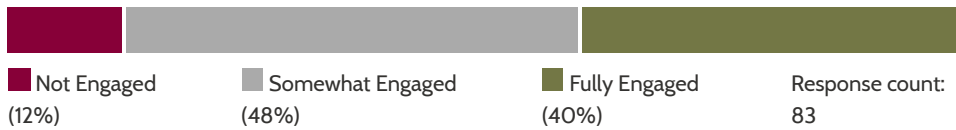


What level of interaction do you have with the public?

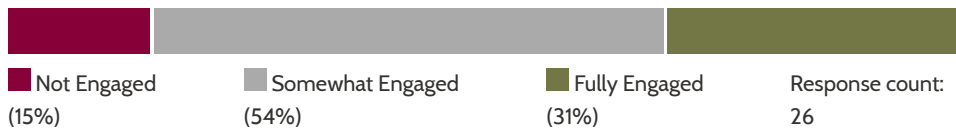
O1. Hourly



O2. Daily



O3. Weekly



O4. Monthly

Not Available - There are not 10 or more responses for this group.

O5. Less than monthly

Not Available - There are not 10 or more responses for this group.

O6. None

Not Available - There are not 10 or more responses for this group.

O7. Prefer not to say



■ Not Engaged (38%)	■ Somewhat Engaged (28%)	■ Fully Engaged (34%)	Response count: 32
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Stay or Leave

01. Stay



02. Leave

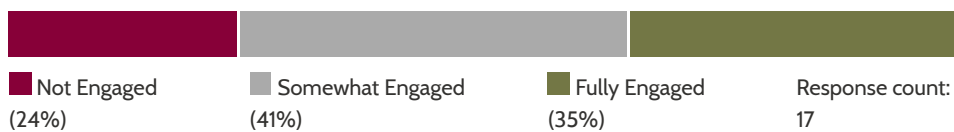


03. Prefer not to say



Department

Administrative Services



City Manager's Office

Not Available - There are not 10 or more responses for this group.

Community Development



Community Services



■ Not Engaged (10%)	■ Somewhat Engaged (65%)	■ Fully Engaged (25%)	Response count: 20
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Community Services - Childcare



Library



Maintenance



Management Team



Police - Administration



Police - Patrol



Public Works





Union Code

AD



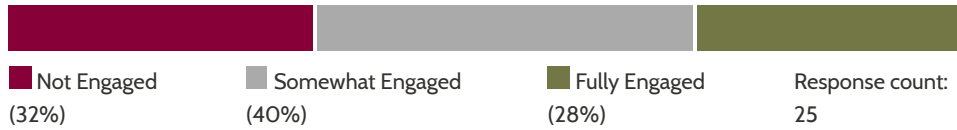
MM or CF or MM5 or MM7



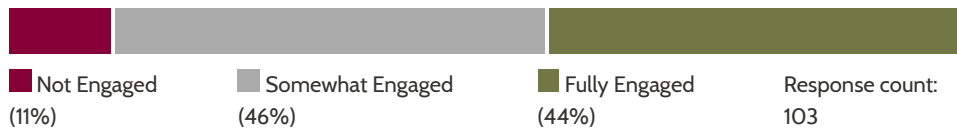
PM

Not Available - There are not 10 or more responses for this group.

PO



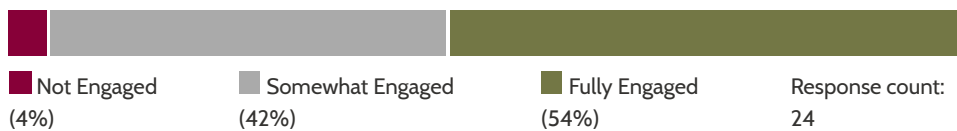
SE



SE5 or SE7

Not Available - There are not 10 or more responses for this group.

TE



2017 CITY OF MENLO PARK - OVERALL

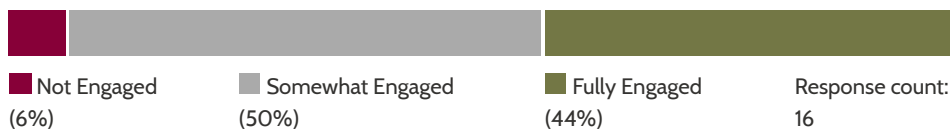
> LEVEL OF ENGAGEMENT

Overall - City of Menlo Park - Overall



Department

Administrative Services



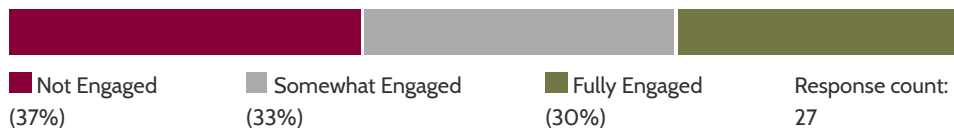
City Manager's Office

Not Available - There are not 10 or more responses for this group.

Community Development



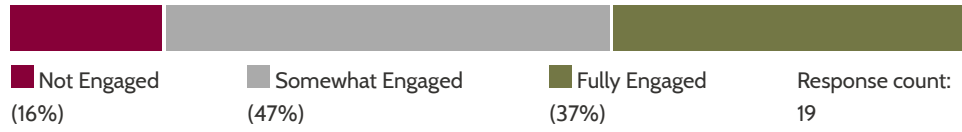
Community Services



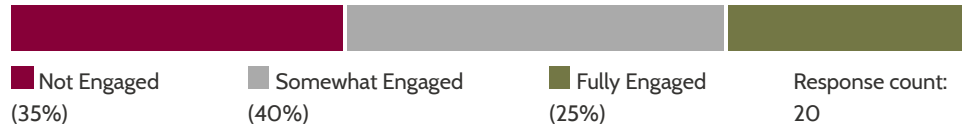
Community Services - Child Care



Library



Maintenance



Management Team



Police - Administration



Police - Patrol



Public Works



Union

AD



MM or CF or MM5 or MM7



PM

Not Available - There are not 10 or more responses for this group.

PO



SE



SE5 or SE7



TE



Printed: Apr 16, 2020

Powered by CPS HR Consulting

Action Plan: Recommendations for the City of Menlo Park

Surveying employees and reviewing your results is only the start of the process. The real reward is identifying and taking steps to improve engagement.

The Action Plan Recommendations Report will help you conduct action planning by providing suggestions on actions you may take in response to your survey results. The recommendations report suggestions are for the key survey questions for your organization.

We identify these key questions based on the key driver analysis. While you should decide what will work best in your organization, these suggestions and resources can help you develop an action plan. This report includes the following sections:

Understanding the Question – this section provides a high-level understanding of the survey question and why it is important.

Thought Starters – it is important to first understand the issues behind the results for a specific question. This section includes several thought-starter questions to help you think about possible root causes.

Action Plan Steps – this section lists possible actions to consider for your action plan. These suggestions are based on our research and experience.

Additional Resources

The "Action Plan Resources List" (available as a PDF download below) is meant to be used in conjunction with the Action Plan Recommendations to develop possible solutions. This document lists guides, templates, checklists, articles, videos, books, and other resources. to help you develop additional action-planning ideas.

- **Guides, Templates, Checklists, and Other Resources** – these resources contain step-by-step instructions, lists of ideas, customizable templates, or other types of practical ideas linked to specific survey dimensions or questions.
 - **Articles** – resources of varying length with ideas to address specific survey dimensions or questions.
 - **Videos** – short videos by thought leaders (typically TED Talks) cover ideas relevant to a survey question category.
 - **Books** – these can be used to further develop your expertise on the issue (e.g., after you develop your action plan). Listed books often cover many areas in a particular survey question category.

CPS HR Training Courses – training resources offered by CPS HR. To learn more about course availability, visit the CPS HR Training Center home page: http://www.cpshr.us/training_center/index.html. CPS HR offers a variety of delivery formats including open-enrollment programs, on-site training, hosted training and virtual training.

1.

I have a clear understanding of my organization's mission

Understanding the Question

A key component of engagement is whether employees understand, and believe in, the organization's mission, and see the link between their work and the mission. In order for employees to make this connection, the organization must have a clear mission, and employees must understand it.

Thought Starters

- Does the organization have a clear mission statement?
- Is the mission statement widely and effectively communicated to employees?
- How well do employees understand the mission statement -- and how their work supports the mission?
- Do managers/supervisors have a role in helping employees understand the mission -- and do they understand their role?
- How might different employees interpret the organization's mission differently?
- Does the organization have measurable outcomes that enable employees to see how the mission is achieved?

Action Plan Steps

- Ensure the organization has a clear and concise mission statement that is communicated widely and effectively.
- Periodically revisit and refresh the mission statement.
- Specifically link organizational values, strategies, priorities and goals to the mission.
- During new employee onboarding, ensure that the organization's mission is explained and emphasized (e.g., by senior leaders, supervisors, HR).
- Publicize the organization's accomplishments (e.g., in emails, meetings, on the website, in written materials) and relate them to the mission.
- Ensure that managers/supervisors understand their role in making sure that employees understand the mission -- and that they carry out their role.
- When onboarding new leaders, focus on this responsibility.

- During performance management/evaluation discussions, ensure that supervisors cover how the work of individual employees links to the mission -- and why their work is important.
- Publicly recognize employees' accomplishments and how they contribute to the mission of the organization.
- Identify and report on measurable organizational outcomes that link directly to mission.
- Incorporate links to the mission into employee position descriptions, goals and objectives.

2.

I feel I can make a difference by working here

Understanding the Question

Government agencies strive to make a difference in the lives of the people they serve. Employees want to do work that is meaningful, and understand how what they do contributes to achieving the organization's mission. They also want to help the organization improve. When employees believe they are achieving results that are valuable, they will be productive, effective and engaged.

Thought Starters

- Does the organization have a clear and concise mission statement that connects the organization's work to making a difference in the lives of the people it serves?
- Is this mission statement widely communicated to all staff?
- How well do employees understand the mission statement?
- Does the organization have measurable outcomes that connect to its mission and impact?
- How well do managers/supervisors communicate to employees about how their work makes a difference?
- Are there ways (formal and informal) for employees to offer suggestions on how the organization can improve its effectiveness?

Action Plan Steps

- Ensure there is a clear and concise mission statement that connects the organization's work to making a difference for the people the organization serves.
- Communicate the mission statement widely and effectively to employees.
- Incorporate links to mission into employee position descriptions, goals and objectives.
- Identify and report (e.g., to employees) on measurable organizational outcomes that link directly to mission and customers.

- Ensure that managers/supervisors provide regular feedback to employees, including on the connection between their specific jobs/work and the organization's mission and accomplishments.
- Help managers/supervisors (through training, coaching and feedback) develop good communication skills, including encouraging their employees to suggest ideas, and being effective listeners.
- Provide opportunities for employees to directly connect with the organization's customers and stakeholders.
- Publicly recognize employees' accomplishments and how they advance the organization's mission.
- During new employee onboarding, ensure that the organization's mission and impact are explained (e.g., by senior leaders, supervisors, HR).
- During staff meetings, highlight accomplishments, and relate them to the mission.
- Collect feedback from customers and share the feedback with employees.
- Put in place a formal process (e.g., through a survey or web site) for employees to submit ideas for improvements.
- Publicize ideas that are implemented.
- Recognize and reward employees who submit these ideas.
- Include, as a regular meeting agenda item, the opportunity for employees to discuss their ideas for improvement.
- Encourage managers/supervisors to ask for input when they meet one-on-one with employees.
- Encourage managers/supervisors to create an environment where new ideas are welcome and it is safe to question the status quo.

3.

People on my team share information with each other **Understanding the Question**

Employees want to feel that they have the information they need to do their jobs well. When employees feel that their co-workers are willing to share information with them, they are more likely to trust their coworkers and collaborate more effectively. It is also important to make it easy for team members to share information with each other.

Thought Starters

- How does the organization ensure that important information is shared with employees, including employees who work in the field and may not have regular access to email?
- Are managers/supervisors adept at communicating and facilitating good communication among team members?
- Are there barriers that make it difficult for employees on the same team to get information from one another?
- Is technology an aid or a barrier to effectively sharing information among team members?

Action Plan Steps

- Examine if the organization's current technology, or new technology, could be used to more effectively share information.
- Ensure that managers/supervisors do not rely exclusively on technology to share information. Person-to-person communication, including meetings, is also important.
- Equip managers/supervisors with the skills to communicate effectively and facilitate communication among team members.
- Identify communication as a leadership competency, and hold managers/supervisors accountable for effectively communicating (e.g., through the performance management/evaluation system).
- Make sure employees know whom in the organization to contact for certain types of information.
- Create a "buddy" system during on-boarding where a current team member is assigned to the new employee to help introduce them to others at work and be available to answer any questions.

4.

I am treated with respect by the people I work with **Understanding the Question**

Respect is critical for building the healthy trusting relationships that are necessary for a high-performing team.

Thought Starters

What team-building strategies or approaches does the organization use to build strong team or work unit relationships?

How do managers/supervisors ensure that all team members treat each other with respect?

Does the organization deal promptly and effectively with supervisors, managers or employees who show disrespect?

Is there any evidence of conflict that may be driving responses to this question?

Action Plan Steps

Create opportunities for employees to recognize each other for superior performance. Expressing appreciation demonstrates respect.

Create the expectation that managers/supervisors treat their employees with respect at all times, even when dealing with behavioral and performance issues. Employees are likely to model the behavior of their leaders.

Deal assertively and promptly with managers/supervisors who do not treat employees with respect.

Provide team-building opportunities for managers/supervisors to participate in with their teams. If necessary, use an external facilitator (e.g. from HR).

Help managers/supervisors develop conflict-resolution skills.

Create the opportunity for employees to discuss with each other what is important to them. When employees understand what motivates each other, they are more likely to treat each other with respect.

Celebrate special events such as birthdays and work anniversaries.

Create ways for team members to meet outside of work to build team cohesion. Activities can include sports, book clubs, social events, etc.

5.

People on my team are accepting of people from different backgrounds

Understanding the Question

When employees feel that that co-workers respect each other regardless of their backgrounds, they are more likely to feel comfortable and trust each other. The result is a stronger team, which ultimately leads to better retention, performance and productivity.

Thought Starters

Do managers/supervisors understand the importance of creating an inclusive environment which respects all employees regardless of individual backgrounds?

Do managers/supervisors understand how to create inclusive and cohesive teams, including why some employees may not always feel comfortable -- and how to address this challenge?

Does the organization focus on creating a diverse workforce, at all levels, through hiring, development and advancement?

Action Plan Steps

Identify respect and inclusion as important organizational values.

Ensure (e.g., through training, feedback and coaching) that supervisors understand why it is critically important to create inclusive and respectful workplaces.

Help supervisors master the skills and perspectives to create inclusive and respectful workplaces, and to recognize when employees do not feel respected and included.

Hold supervisors accountable for creating and maintaining inclusive and respectful workplaces.

Provide mechanisms for employees to elevate situations where workplaces are not respectful and inclusive.

Create policies, processes and practices to diversify the workforce, and monitor progress toward diversity.

6.

I believe the actions of the City's management team are consistent with the City's values **Understanding the Question**

It is important for employees to understand and believe in the values of the organization. For them to do this, employees need to hear, see and believe that these values matter to senior leaders.

Thought Starters

- Does the organization have a clearly defined set of values?
- If so, how are these values communicated and operationalized?
- How do senior leaders act in ways that demonstrate the organization's values?
- How clearly do managers/supervisors department leaders tie their actions to the organization's values?

Action Plan Steps

- Develop, articulate and communicate a set of organizational values.
- Identify a set of leadership competencies that includes demonstrating the organization's values.
- Determine whether employees know what the organization's values are. If they don't have a clear understanding of the organization's values, put in place a strategy that involves senior leaders communicating and explaining the values (e.g., in venues such as meetings, forums, videos, website).
- Encourage senior leaders to regularly discuss the organization's values and how its goals, objectives and activities link to them.
- Hold leaders, managers and supervisors accountable for demonstrating the values (e.g., through the performance evaluation/management process).
- Have senior leaders explain and discuss the values during new employee onboarding.
- When senior leaders communicate organizational updates or changes, ensure they link the changes to specific organizational values.
- When onboarding new leaders, ensure that they understand the organization's values and how leaders' actions send a message to the organization about the importance of these values.

7.

When changes are made in the City they are usually for the better **Understanding the Question**

Change can create uncertainty and anxiety for employees. This can be particularly true if employees don't feel changes are communicated or managed well, or don't understand why the change is good for them or the organization. Employees will be less apprehensive about change if they believe that changes are positive.

Thought Starters

- Have there been recent changes that employees may be responding to?
- What approaches does the organization use to manage, and communicate about, changes?
- Do managers/supervisors understand their role in communicating about, and helping employees adapt to, changes?
- Was there a recent change initiative that went well? What did you learn?
- Was there a recent change initiative that didn't go well? What did you learn?

Action Plan Steps

- Develop and implement a standard change management process.
- Ensure that manager/supervisors understand their key role in communicating about, and implementing, change.
- Help managers/supervisors develop (through training, coaching and feedback) good communication skills.
- Organizations can't over communicate. Create a communication plan for major changes and then communicate early and often about the changes. Emphasize the reasons for the change.
- Because different employees respond to different forms of communication, use a variety of communication media (e.g., email, meetings, forums, FAQs, posters, web site).
- Pay particular attention to reaching out to employees who are more difficult to reach (e.g., who work in the field or on different shifts).
- As much as possible, involve employees in the change process, including soliciting their opinions before making changes. If employees feel that their opinions are heard they may be less likely to resist change.

8.

I feel that change is managed well in the City **Understanding the Question**

In today's work environment, organizations are constantly changing. Therefore, managing change effectively is critically important. Employees want to understand the reasons for changes and how changes affect them.

Thought Starters

What changes has your organization gone through recently that your employees may be reacting to on this question?

In this specific situation, why do employees believe change was not handled well?

Has the organization implemented a change recently that seemed to go well? Why?

Does the organization have a strategy and process for communicating and implementing changes?

What could be done to better inform employees (including in advance) of the reasons for changes?

Action Plan Steps

Develop a standard strategy for communicating about, and implementing change.

Ensure that managers/supervisors below the senior leadership level understand each change and the reason for it; and also understand their key role in communicating about, and advocating for, changes.

Help managers/supervisors develop (through training, coaching and feedback) good communication skills.

For specific changes, develop a communication plan that involves early and frequent communication. Emphasize the reasons for, and benefits of, upcoming changes, and give employees the opportunity to provide input and voice concerns.

Use multiple approaches (meetings, email, website, FAQs, printed materials, forums, video conferencing) to communicate about upcoming changes.

Announce specific changes as soon as possible. Employees will likely feel better about coping if they have time to anticipate the change and process its potential consequences on them.

Reach out to thought leaders (e.g., union leaders) to explain changes and why they are being made. Try to enlist these thought leaders as advocates for the change.

Set up a process to track and counter rumors, misinformation and lack of understanding about the coming change.

After changes are implemented, review the process used, and assess lessons learned.

9.

I believe the actions of my department's management team are consistent with the City's values
Understanding the Question

It is important for employees to understand and believe in the values of the organization. For them to do this, employees need to hear, see and believe that these values matter to senior leaders.

Thought Starters

Does the organization have a clearly defined set of values?

If so, how are these values communicated and operationalized?

How do senior leaders act in ways that demonstrate the organization's values?

How clearly do managers/supervisors department leaders tie their actions to the organization's values?

Action Plan Steps

Develop, articulate and communicate a set of organizational values.

Identify a set of leadership competencies that includes demonstrating the organization's values.

Determine whether employees know what the organization's values are. If they don't have a clear understanding of the organization's values, put in place a strategy that involves senior leaders communicating and explaining the values (e.g., in venues such as meetings, forums, videos, website).

Encourage senior leaders to regularly discuss the organization's values and how its goals, objectives and activities link to them.

Hold leaders, managers and supervisors accountable for demonstrating the values (e.g., through the performance evaluation/management process).

Have senior leaders explain and discuss the values during new employee onboarding.

When senior leaders communicate organizational updates or changes, ensure they link the changes to specific organizational values.

When onboarding new leaders, ensure that they understand the organization's values and how leaders' actions send a message to the organization about the importance of these values.

10.

When changes are made in my department they are usually for the better **Understanding the Question**

Change can create uncertainty and anxiety for employees. This can be particularly true if employees don't feel changes are communicated or managed well, or don't understand why the change is good for them or the organization. Employees will be less apprehensive about change if they believe that changes are positive.

Thought Starters

Have there been recent changes that employees may be responding to?

What approaches does the organization use to manage, and communicate about, changes?

Do managers/supervisors understand their role in communicating about, and helping employees adapt to, changes?

Was there a recent change initiative that went well? What did you learn?

Was there a recent change initiative that didn't go well? What did you learn?

Action Plan Steps

Develop and implement a standard change management process.

Ensure that manager/supervisors understand their key role in communicating about, and implementing, change.

Help managers/supervisors develop (through training, coaching and feedback) good communication skills.

Organizations can't over communicate. Create a communication plan for major changes and then communicate early and often about the changes. Emphasize the reasons for the change.

Because different employees respond to different forms of communication, use a variety of communication media (e.g., email, meetings, forums, FAQs, posters, web site).

Pay particular attention to reaching out to employees who are more difficult to reach (e.g., who work in the field or on different shifts).

As much as possible, involve employees in the change process, including soliciting their opinions before making changes. If employees feel that their opinions are heard they may be less likely to resist change.

11.

I feel that change is managed well in my department

Understanding the Question

In today's work environment, organizations are constantly changing. Therefore, managing change effectively is critically important. Employees want to understand the reasons for changes and how changes affect them.

Thought Starters

What changes has your organization gone through recently that your employees may be reacting to on this question?

In this specific situation, why do employees believe change was not handled well?

Has the organization implemented a change recently that seemed to go well? Why?

Does the organization have a strategy and process for communicating and implementing changes?

What could be done to better inform employees (including in advance) of the reasons for changes?

Action Plan Steps

Develop a standard strategy for communicating about, and implementing change.

Ensure that managers/supervisors below the senior leadership level understand each change and the reason for it; and also understand their key role in communicating about, and advocating for, changes.

Help managers/supervisors develop (through training, coaching and feedback) good communication skills.

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Announce specific changes as soon as possible. Employees will likely feel better about coping if they have time to anticipate the change and process its potential consequences on them.

Reach out to thought leaders (e.g., union leaders) to explain changes and why they are being made. Try to enlist these thought leaders as advocates for the change.

Set up a process to track and counter rumors, misinformation and lack of understanding about the coming change.

After changes are implemented, review the process used, and assess lessons learned.

12.

I think it is safe to challenge the way things are done in my organization

Understanding the Question

Employee ideas can be an important source of innovation and improvement. Employees should therefore be encouraged to challenge the status quo. This includes making sure that employees feel safe challenging the way things are done -- that their jobs are secure and they won't face negative consequences.

Thought Starters

- How do managers/supervisors encourage, and create opportunities for, employees to offer their ideas and opinions about how to improve operations and performance?
- Do managers/supervisors have the communication skills they need to listen and respond to their employees' ideas, even if these ideas challenge the leader's approach?
- Are there any reasons why employees may not feel comfortable challenging the status quo?
- Has the organization made improvements based on employees' ideas and opinions?
- Have employees received positive recognition for challenging the way things are done?

Action Plan Steps

- Provide supervisors with the support they need (e.g., through training, coaching, mentoring) to be effective listeners, and develop good active-listening skills. This includes encouraging employees to challenge the status quo and then responding constructively to these ideas, even if they disagree with them.
- Ensure that managers/supervisors encourage employees to voice their ideas and opinions.
- Ensure that supervisors schedule time with employees to specifically ask for their ideas.
- During performance management/evaluation meetings, specifically incorporate an opportunity for employees to discuss their ideas for improvements.
- Create a structure (e.g. online) for employees to submit their ideas and suggestions.
- When implementing a change or improvement that resulted from an employee idea, recognize the employee -- and the idea -- publicly.
- Consider formally recognizing and rewarding employee ideas that result in significant organizational improvements.

- Foster an environment in which new ideas are welcome and it is safe to question the status quo. Employees need to feel safe to question the way things are done and feel inspired to make suggestions for improvement.

13.

I believe I would be supported if I try a new idea, even if it may not work

Understanding the Question

Employee ideas can be an important source of organizational improvements. Employees should therefore be encouraged to offer (and feel safe about, offering) their ideas. When employees feel that their ideas and suggestions matter, they are more likely to feel valued, deliver superior performance and stay with the organization.

Thought Starters

- How do managers/supervisors encourage, and create opportunities for, employees to offer their ideas and opinions?
- Are there formal structures for employees to share their ideas and opinions?
- Do managers/supervisors have the communication skills they need to listen and respond to their employees' ideas, when ideas cannot be implemented?
- Are there any reasons why employees may not feel comfortable sharing their ideas?
- Has the organization made improvements based on employees' ideas and opinions?

Action Plan Steps

- Provide supervisors with the support they need (e.g., through training, coaching, mentoring) to be effective listeners, and develop good active-listening skills. This includes encouraging employees to come up with new ideas and then responding constructively to these ideas, even if they disagree with them.
- Ensure that managers/supervisors encourage employees to voice their ideas and opinions.
- Ensure that supervisors schedule time with employees to specifically ask for their ideas.
- During performance management/evaluation meetings, specifically incorporate an opportunity for employees to discuss their ideas for improvements.
- Create a structure (e.g. online) for employees to submit their ideas and suggestions.

- When implementing a change or improvement that resulted from an employee idea, recognize the employee -- and the idea -- publicly.
- Consider formally recognizing and rewarding employee ideas that result in significant organizational improvements.

14.

I feel valued for the work I do **Understanding the Question**

Employees need to feel that managers and others recognize the contributions they make to the organization and their team. There are many ways for the organization and managers/supervisors to ensure employees feel valued. It is important to understand that recognition does not need to be financial.

Thought Starters

- What ways are employees formally recognized?
- What ways are employees informally recognized?
- How frequently are employees recognized?
- Are managers/supervisors aware of a range of ways, including non-financial, to recognize good performance?
- Is team performance recognized?
- Does the organization have the resources and systems/processes to financially recognize superior performance?

Action Plan Steps

- Make sure managers have the commitment, knowledge and resources (e.g., through training, coaching and feedback) to recognize employees' good work, in a variety of ways. Recognition should include informal and non-financial approaches.
- Ensure that recognizing employee performance is an expectation for managers/supervisors, and then hold them accountable (e.g., through the performance management system).
- Managers should determine how each employee prefers to be recognized. For instance, some employees may like to be publicly recognized while others may not. Provide recognition to employees based on how they prefer to be recognized.
- Establish multiple ways to recognize good performance. Ensure that processes and details (e.g., application processes, criteria, types of awards) are widely communicated, understood and used.
- Consider establishing a range of recognition awards (e.g., "Employee of the Month;" awards for innovation, exceptional service, teamwork) using specific criteria. Consider allowing employees to nominate colleagues.
- Provide length-of-service awards at staff meetings.

- Communicate individual and team accomplishments to the leadership team and make the deserving employees aware that senior leadership knows about these accomplishments.

15.

I am treated fairly at work Understanding the Question

Employees expect to be treated fairly in the workplace. They want to feel that they operate on an equal playing field and that management doesn't show favoritism.

Thought Starters

- How are decisions about projects or opportunities made and communicated?
- Are organizational policies communicated effectively and consistently enforced?
- Does your organization have a process for employees to surface and resolve any concerns (e.g., a grievance process)?

Action Plan Steps

- Ensure that organizational policies are developed, widely communicated and consistently enforced. These policies should apply to workplace issues such as scheduling, attendance, work rules, discipline, etc.
- Ensure there is a process for employees who believe they are being treated unfairly to surface and resolve their concerns without putting themselves at risk (e.g., through a third party outside of their work unit).
- Communicate the reasons for decisions that affect employees.
- If employees feel that a particular manager is treating them unfairly, have the manager ask their employees for feedback about how they may not be treating employees fairly. Be sure to emphasize to employees that their feedback is appreciated and that it will not be held against them.
- Employees may not be comfortable discussing this item openly. Consider bringing in a third party facilitator or someone from HR to uncover root causes for employees' responses to this question.
- If there is evidence to believe that employees are being discriminated against consider asking HR to conduct a formal investigation or bring in a third party agency to do so.

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STAFF REPORT

City Council

Meeting Date: ~~4/21/2020~~ 5/12/2020

Staff Report Number: 20-088-CC

Informational Item: Pilot public art project update

Recommendation

The purpose of this informational item is to provide the City Council and members of the public an update on the pilot public art project that was proposed at a October 15, 2019 City Council meeting during public comment. There is no action required of the City Council as a result of this informational item.

Policy Issues

The project is consistent with policies stated in the 2016 general plan circulation element. These policies seek to maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe and active community and quality of life throughout Menlo Park.

Background

On October 15, 2019, local art gallerist Katharina Powers on behalf of Menlo Park Pubic Art (MPPA) addressed the City Council regarding her group's interest in advancing a public art program in the City of Menlo Park. At their meeting November 5, 2019, the City Council directed City staff to work with Menlo Park public art to develop a pilot public art program proposal to present to the Parks and Recreation Commission for their consideration and recommendation to City Council.

Analysis

After a recommendation by the Parks and Recreation Commission December 18, 2019 to support a pilot public art project without general fund support, MPPA CEO, Katharina Powers, notified the City that MPPA would fundraise the \$14,500 for the installation of the sculpture entitled "Talking Heads" by artist Oleg Lobykin. While the group's initial interest was exhibiting the 18 feet tall, 2,000-pound stainless steel abstract sculpture in one of the City's public parks, MPPA now has interest in installing the piece at a location to be determined on Sandhill Road in Menlo Park or at a business on private property.

Depending on the selected location, the appropriate review and permitting process would be determined. Installation within the City's public right-of-way would typically be reviewed through the encroachment permit process while modifications on private property would generally be evaluated through the planning review process and could trigger Planning Commission review. At this time, no further action is required by City Council.

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

None.

Report prepared by:
Adriane Lee Bird



STAFF REPORT

City Council

Meeting Date:

5/12/2020

Staff Report Number:

20-099-CC

Informational Item:

Roles of City Council, emergency services director and volunteers during a prolonged state of emergency

Recommendation

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

Policy Issues

Questions have arisen about respective roles and responsibilities during a prolonged state of emergency. This memorandum discusses the legal framework as well as the various roles involved when activating the emergency operations center (EOC.)

Background

On March 4, the Governor of the State of California declared a state of emergency to help the state prepare for the spread of COVID-19. On March 11, the World Health Organization declared COVID-19 constituted a world pandemic. On March 11, the City Council of the City of Menlo Park declared a local emergency based on the current COVID-19 world pandemic. Thereafter both the State and county of San Mateo issued a series of orders requiring residents to shelter in place and restricting a wide range of activities.

Analysis

Emergency operations center

An EOC is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management functions at a strategic level during an emergency and ensuring the continuity of operation of the City organization. Menlo Park's EOC is located at the Menlo Park Police Administration Building at 701 Laurel. Typically, when the EOC is activated, this is where City staff and officials report to and receive information relating to an emergency or "incident." Due to the nature of the COVID-19 incident and following Public Health guidelines, City staff is not operating out of the physical EOC location, rather it is working virtually through the GoToMeeting platform.

The City's EOC is an essential element of the City's response to any emergency. It operates under standard Homeland Security/FEMA structure and reporting protocols with the City staff serving specific roles. This structure is necessary to ensure continuity of operations and continuity of government in major disasters or emergencies caused by any hazard. EOC operations require that City staff be trained under the National Incident Management System (NIMS,) Standardized Emergency Management System (SEMS,) and Incident Command System (ICS) training program so that staff are capable of implementing

all functions of standardized emergency management that is practiced across the nation, of which many of our staff are certified.

The main functions of the EOC include:

- Provide direction, coordination and support to emergency operations;
- Carry out disaster management functions at a strategic level in an emergency situation;
- Ensure the continuity of operation of a company, political subdivision or other organization;
- Collect, gather and analyze data;
- Make decisions that protect life and property;
- Maintain continuity of the organization, within the scope of applicable laws; and
- Disseminate those decisions to all concerned agencies and individuals.

The Menlo Park EOC also operates under the Menlo Park Municipal Code, which appoints the City Manager, or his/her designee, as the Emergency Services Director in an activation. The EOC is comprised of five primary units – command, planning, logistics, operations and finance. Operations is further broken down into sub-units such as public works and police. The EOC is also staffed with a public information officer (PIO) who coordinates communications with the public. Depending on the nature of the emergency event, the EOC may be activated 24 hours a day, for days, weeks or even months at a time.

When the EOC is activated, EOC staff coordinate with the San Mateo County Office of Emergency Management (OEM) who coordinates with Region II of California OES. Region II coordinates with California OES in Sacramento who in turn interacts directly with the Federal Emergency Management Agency (FEMA.) The EOC employs the following three emergency management systems: NIMS; SEMS; and ICS. The standardized NIMS/SEMS/ICS systems clearly define the chain of command, avoid duplication of effort by giving each person a structured role in the organization and limit the span of control of any one individual. These procedures are also necessary to qualify for emergency funding during and post disaster.

The City's emergency organization and functions are authorized in the City's Municipal Code in Chapter 2.44. In Section 2.44.045, the City Council by ordinance has appointed the city manager as the director of disaster services (Director.) This delegation allows the city manager as the Director to run the day to day operations of a disaster (emergency) event. In fact, it even allows the Director to proclaim the existence of a disaster so that the EOC can be activated and further requires the City Council to ratify the proclamation with 24 hours. Menlo Park was one of the first cities in San Mateo County to adopt an emergency declaration arising from the COVID-19 crisis.

Role of City Council

Some actions are reserved for the elected officials. For example, in this incident, the City Council enacted a commercial eviction moratorium to legislatively minimize some of the COVID-19 related impacts.

On May 8, 2018, the Menlo Park Fire District conducted a study session with the City Council on emergency operations (Attachment C.) A copy of the presentation slides is attached as Attachment A. The responsibilities of the City Council are set forth in the City Council guide to emergency operations dated December 2018 and include:

- Receive regular updates and briefings from the director of emergency services;
- Serve as a liaison with other City, County, State and/or Federal government representatives;
- Review and approve the proclamation of local emergency;
- Conduct public meetings to determine public needs and identify current or future city actions related to the disaster;

- Distribute information provided by the director of emergency services to assist with public information;
- Visit impacted areas, shelters, and other temporary facilities to spot problems and special issues;
- Review requirements for special legislation and development of policy;
- Consider and approve both short term and long term recovery recommendations as developed by staff;
- Serve as the liaison with public or community organizations;
- Survey problem sites in Menlo Park and assist residents and the City in finding solutions to problems resulting from the disaster;
- Participate in required training as required by State and Federal law.

Role of emergency services director

The city manager serves as the city's emergency services director and is the head of the EOC. The City's Municipal Code gives the Director broad emergency powers as well as a set of special powers where a local or State emergency has been proclaimed. These powers include:

- Control and direct the EOC personnel and make rules and regulations on matters reasonably related to the protection of life and property of the public. In this regard, the Director has issued three local orders.
- Direct coordination and cooperation between EOC divisions and resolve questions of authority and responsibility that may arise between them;
- Request, contract for, receive and implement state and federal aid; Order the opening or closing of any building or premises owned or controlled by the city provided it is in the public interest;
- Represent the emergency organization in all dealings with public or private agencies;
- Obtain vital supplies, equipment and other properties needed for protection of life and property of the people and bind the city for the fair value thereof. Note generally in emergencies standard purchasing protocols are waived.
- Command the aid of as many citizens of this community as necessary in the execution of duties; such persons shall be entitled to all privileges, benefits and immunities as are proved by state law for registered disaster service worker volunteers;
- Require emergency service of any city officer or employee and require any city official or employee to remain available on a standby basis for regular and emergency service;
- To exercise complete authority over the city and to exercise all police power vested in the city by statute.

(Menlo Park Municipal Code Section 2.44.050 and 2.44.060; see also City Council Guide to Emergency Operations included as Attachment B.)

Role of volunteers

State law contains a procedure for utilizing volunteers as disaster service workers. This statutory scheme known as the Emergency Services Act (codified at Government Code Section 8550 et seq) authorizes the city to enlist, train and activate volunteers to serve as "Disaster Service Workers." The Emergency Services Act contains a comprehensive procedure for enlisting disaster service workers. If volunteers are enlisted under the Act, they receive limited immunity for volunteer activities and also receive workers' compensation benefits for any injury occurred while volunteering.

In 1976, the City Council adopted an ordinance authorizing it to participate in the disaster service workers program. In the recent past, the City has not enlisted, trained or activated disaster service workers. In a physical disaster type emergency, volunteers are engaged to perform tasks like deliver sandbags, knock on doors, deliver flyers, serve food and the like. For the COVID-19 emergency most cities have not utilized

volunteers for these types of tasks due to the health risk for both volunteers and residents they would be assisting. The County on the other hand has a robust volunteer program. Since the County is responsible for a whole suite of social services, they have been able to utilize volunteers for tasks like welfare checks and food delivery. Volunteering through the County also ensures volunteers are deployed in areas where help is most needed. In addition, Facebook has recently introduced an app that matches neighbors with neighbors and Nextdoor also has similar functionality. Menlo Park also has a newly formed group called MPC Ready which is in the process of organizing so that it can be utilized in future emergencies.

Impact on City Resources

There have been significant financial impacts resulting from the federal, state and local emergencies, both in terms of revenue losses and additional expenditures. The City will seek to recover some of the expenses through the Federal Emergency Management Act (FEMA) reimbursement process.

Environmental Review

This information report is not a project within the meaning of 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. May 8, 2018, slide presentation
- B. City Council guide to emergency operations
- C. Hyperlink – May 8, 2018 study session video: vimeo.com/396197786/e2ac5613c1

Report prepared by:
Cara Silver, Interim City Attorney



ELECTED OFFICIAL GUIDE TO EMERGENCY MANAGEMENT

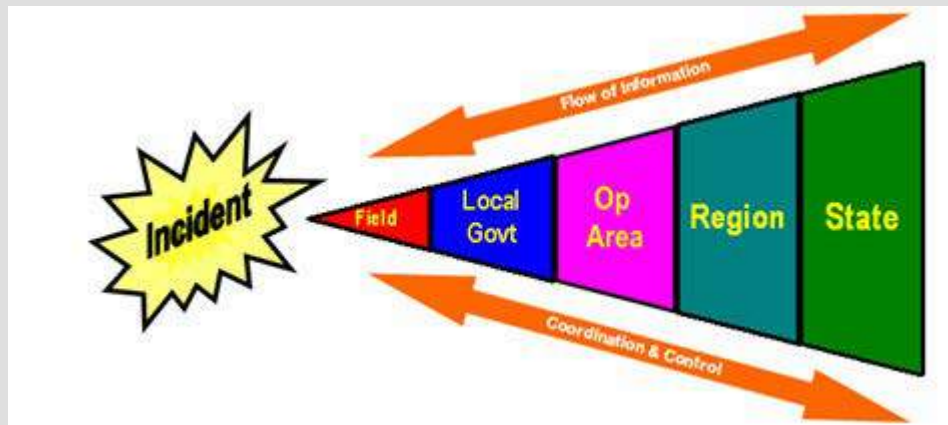
Emergency Manager Ryan Zollicoffer
Sergeant Aaron Dixon

AGENDA

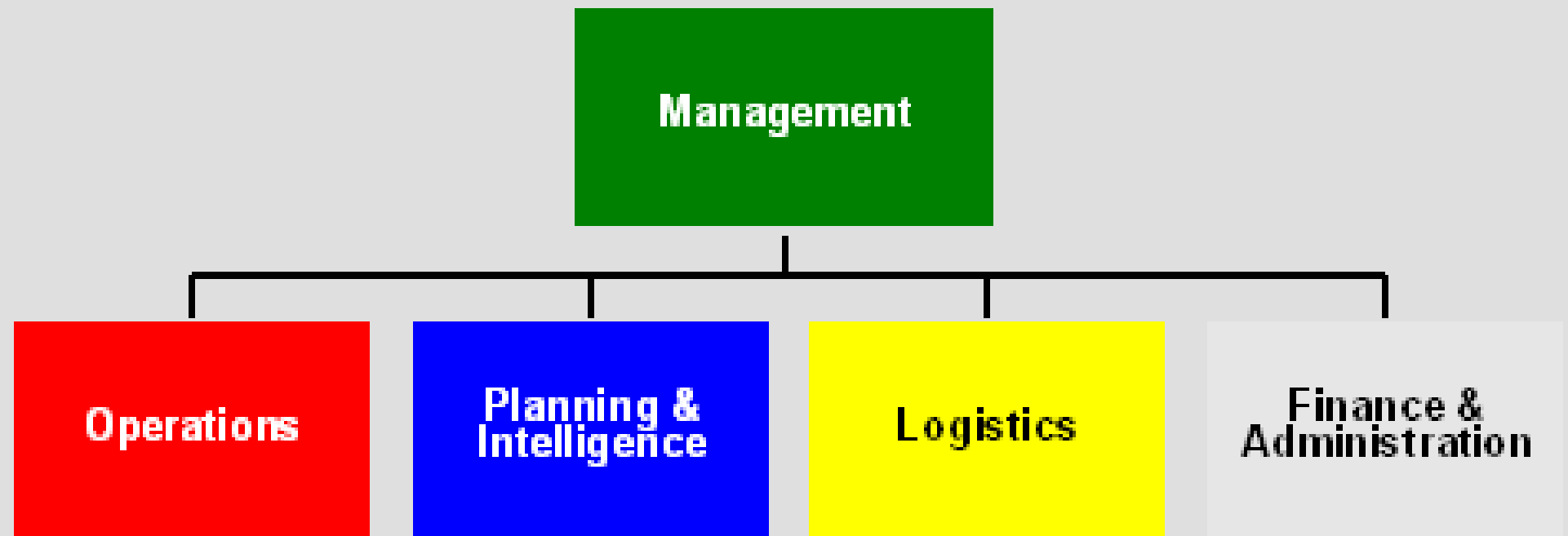
- Review Incident Management
- Review Elected Officials role during a disaster
- Emergency Proclamation
- Media Relations
- Resources

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

- The City of Menlo Park has adopted the Standardized Emergency Management System (SEMS) for managing emergency incidents.
- In order to be eligible for state funding of response related personnel costs, local governments in California are required to use SEMS when the emergency operations center (EOC) is activated or an emergency is proclaimed.



STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (cont.)





NATIONAL INCIDENT MANAGEMENT SYSTEM

- The National Incident Management System (NIMS) is a nationwide standardized approach to incident management and response.

- The NIMS standard incident command structures are based on the following key organizational systems:
 - The Incident Command System (ICS)
 - Multi-Agency Coordination Systems (MACS)
 - Public Information Systems

EMERGENCY OPERATIONS CENTER





ELECTED OFFICIAL GENERAL RESPONSIBILITIES

- During an actual event, the City Manager is, by law, the Director of Emergency Services.
- The City Manager is responsible for carrying out the Emergency Operation Plan with the support of the Mayor and City Council.
- The Mayor and City Council Members often serve as primary conduits between the government and the public, both during and after an event.



GENERAL RESPONSIBILITIES (cont.)

- You may hold public meetings to evaluate the needs of the community following the recovery process **AFTER** the disaster.
- You may review potential or threatened litigation and provide general direction to the Director of Emergency Services in such matters.

SPECIFIC RESPONSIBILITIES

- You will receive regular updates and briefings from the Director of Emergency Services.
- You will serve as a liaison with other City, County, State and/or Federal government representatives.
- You will review and approve the Proclamation of Local Emergency.
- You may conduct public meetings to determine public needs and identify current or future city actions related to the disaster.

SPECIFIC RESPONSIBILITIES (cont.)

- You may assist with public information outreach and keeping your constituents informed.
- You should visit impacted areas, shelters, and other temporary facilities to address any issues.
- You should consider and approve both short and long term recovery recommendations as developed by staff.

EMERGENCY PROCLAMATION

- Emergency proclamations are made when there is an actual incident or threat of disaster.
- Proclaimed by the City Council or, when there is an immediate need, the Director of Emergency Services (City Manager).
- If the Director of Emergency Services proclaims a Local Emergency, the City Council must sign it within 7 days.
- The City Council must review the need for the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

PURPOSE OF EMERGENCY PROCLAMATION

- Authorize the undertaking of extraordinary police powers.
- Provide limited immunity for emergency actions of public employees and governing bodies.
- Authorize the issuance of orders and regulations to protect life and property (e.g., curfews).
- Activate pre-established local emergency provisions such as special purchasing and contracting.



MEDIA RELATIONS

- The EOC Public Information Officer will coordinate and handle incoming media requests and prepare statements with approval of Command Staff.
- The City Manager/ Mayor may act as the City's principal spokesperson after being briefed by EOC Section Chief's or structure the press conferences with having appropriate Operational Staff present.

CRISIS AND EMERGENCY-RISK COMMUNICATION

“Be first, be right, be credible” – Centers for Disease Control CERC:

- Express empathy early
- What we know now
- What we don't know yet
- Promote action: What to do if you're impacted
- How you can help those impacted and our community
- Time of the next briefing
- Use simple terms, avoid jargon and acronyms

RESOURCES

- The City Council Guide to Emergency Operations
- IS-908 Emergency Management for Senior Officials
 - <https://training.fema.gov/is/courseoverview.aspx?code=is-908>



QUESTIONS?

CITY COUNCIL
GUIDE TO EMERGENCY OPERATIONS
December 2018



As a member of the City of Menlo Park Council, you have a role in the emergency response organization of the City of Menlo Park. This guide is intended to provide you with a clearer understanding of the roles and responsibilities of the City Council during disaster or emergency operations, and to assist you in the decision-making process. As an elected official, your response during a disaster is an important part of the continuity of government. Your actions influence community members, as well as employees, and directly impact our city's ability to protect lives, property, and the environment.

Your primary role during a disaster is one of policymaker, communicator, liaison, and oversight. You know the needs of the community and you have already established effective channels of communication with your constituents.

The City's Emergency Operations Plan (EOP) outlines the City's policies and procedures, and ensures compliance with State and Federal Requirements. The Emergency Operations Plan clearly spells out how the City and various other agencies, individually and collectively, prepare for, respond to, and recover from disasters. This integrated emergency management system is based on an "all-hazards approach" to dealing with incidents which allow the City to manage disasters no matter the size or complexity.

As with all Disaster Service Workers, your ability to support emergency response efforts will depend directly upon your preparedness at home and at work. Please take the time to familiarize yourself with this guide.

Any questions regarding the information within this guide can be directed to:

Ryan W. Zollicoffer, CEM
Disaster Response Manager, Office of Emergency Management
City of Menlo Park and Menlo Park Fire
300 Middlefield Road
Menlo Park, CA 94025

I. ROLE OF CITY COUNCIL

NOTIFICATION

In the event of a disaster, the City Council will be notified by the Director of Emergency Services or designee.

ROLES AND RESPONSIBILITIES

The City Council’s actions during and following a disaster influence community member as well as employees, and directly impact the City’s ability to protect lives and property.

Elected officials play a crucial role in setting policy for emergency management within the City. During an actual event, the City Manager is, by law, the Director of Emergency Services. The City Manager is responsible for carrying out the policy established by the Mayor and City Council. The Emergency Operations Basic Plan embodies that policy direction.

When a disaster strikes, the Mayor and City Council Members will often serve as primary conduits between the government and the public both during and after the event. The City Council may hold public meetings to conduct the business relevant to response and recovery from the disaster (for example, the adoption of ordinances) and to hear from and communicate with the public. Additionally, the Council may review potential or threatened litigation and provide general direction to the Director of Emergency Services in such matters.

Specific responsibilities of the City Council include:

- Receive regular updates and briefings from the Director of Emergency Services.
- Serve as a liaison with other City, County, State and/or Federal government representatives.
- Review and approve the Proclamation of Local Emergency.
- Conduct public meetings to determine public needs and identify current or future city actions related to the disaster.
- Distribute information provided by the Director of Emergency Services to assist with public information outreach and keeping your constituents informed.
- Visit impacted areas, shelters, and other temporary facilities to spot problems and special issues.
- Review requirements for special legislation and development of policy.
- Consider and approve both short and long term recovery recommendations as developed by staff.
- Serve as the liaison with public or community organizations.
- Survey problem sites in Menlo Park and assist residents and the City in finding solutions to problems resulting from the disaster.
- Participate in required training as required by State and Federal law.

MANAGING A DISASTER

During an actual emergency, the City Manager acts as the **DIRECTOR OF EMERGENCY SERVICES**. The City Manager is responsible for carrying out the policy established by the Mayor and City Council.

The Director of Emergency Services is not to be confused with the City’s Emergency Manager.

Media Relations and Coordinated Communications

When a disaster strikes, communicating important information through the media is one way to keep the public informed of existing dangers, areas to avoid, and where to go for help. To ensure that information being released to the public is accurate and up-to-date, the Emergency Public Information function is coordinated through the management section of the Emergency Operations Center.

During a disaster, the Mayor and City Manager act as the City's principal spokespersons, providing information and reassurance to the community through personal appearances, on media outlets, through written communications with the public, and through meetings with officials from other levels of government.

Council Members may act as principal information conduits within the community. Council Members also act as spokespersons within their community, and with the media during events occurring within their Districts.

The Council Member and their staff will coordinate with the Mayor's spokesperson as needed.

The Director of Emergency Services will share information at regular intervals with the Mayor and Council Members to ensure timely communication of disaster information and to answer any questions the Mayor or Council Members may have. The Mayor or designee will inform Council Members of relevant information regarding the emergency throughout the incident. The Emergency Operation Center- Public Information Officer and the Mayor's spokesperson will coordinate and handle incoming media requests and prepare statements. Together, the Public Information Officer and the Mayor's spokesperson will support any Council Member who is asked to meet with the media.

For more information about working with the media during a disaster, see **Working With the Media** in the Appendix of this Guide.

DISASTER CITY OFFICES

Each City Council Member should establish a Disaster City Office (DCO) within the City to use during a disaster. This office allows constituents to have ready access to the Council Member and staff, for sharing information with them or receiving disaster information and guidance from them.

Council Members should identify DCO locations based on best knowledge about imminent hazards and safe locations within the City. Notify the Office of Emergency Management of your DCO location. During an emergency, if it is safe to do so, Council Members may go to their designated DCO to set up for constituent support.

RESPONDING TO A DISASTER AREA

Depending on the size and scope of the disaster, it is recommended that you do not respond to the immediate disaster area because of safety concerns for you as well as emergency responders working at the scene. However, if you do choose to respond to the scene, you are encouraged to respond to the Incident Command

I. ROLE OF CITY COUNCIL (CONT'D)

Post and to follow these guidelines:

- Inform the Director of Emergency Services that you are going to the scene.
- Bring at least one form of identification. Not every police officer or firefighter will know you.
- Park your car in a safe place away from the incident and in an area where your vehicle does not obstruct the road. Blocked roads may slow emergency vehicles from reaching their destination.
- Check in with the Incident Commander as soon as you arrive at the scene. This person is responsible for directing all activities at the incident scene. The Incident Commander should be located at the Command Post.
- The fire, law enforcement, or other emergency response agency may establish a “Hot Zone” into which only persons with the proper protective clothing and training are allowed to enter due to hazards to health and safety. Be prepared to follow their guidance and understand if you are denied access, it is for your safety.
- Watch for hazards and pay attention to your surroundings. Many responders are struck by cars every year because they are operating in the roadways where drivers are easily distracted by the disaster or incident.
- Watch where you step. The scene may contain hazardous materials that can wind up on your shoes, which in turn can contaminate your car, home or business. Do not walk into or touch spilled material. Avoid inhaling fumes, smoke, and vapors. Avoid flood water; it may be contaminated.

EMERGENCY MEETINGS OF THE CITY COUNCIL

The Brown Act (Government Code §§ 54950-54962) governs meeting access for local public bodies. The Brown Act cannot be suspended by a local proclamation of emergency or by any other legislation. In emergency situations, the City and its officials must comply with the Brown Act. However, the Brown Act itself does provide some flexibility with the noticing and agenda requirements in “emergency situations.”

Emergency - Defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body. Government Code section 54956.5(a)(1). In cases of “emergency,” the local legislative body (the City Council) may hold an emergency meeting without complying with the 24-hour notice requirement and/or posting requirement ordinarily necessary prior to the Council holding a special meeting. However, telephonic notification must be given to the media at least one hour before the emergency meeting is held. Government Code section 54956.5(b)(1).

Dire Emergency - Defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body. Government Code section 54956.5(a)(2). In cases of “dire emergency,” the one-hour notice of the meeting provided to the media can occur at the same time the presiding officer or designee is notifying the members of the legislative body about the dire emergency meeting. And, in situations where telephone services are not functioning, the notice requirements mentioned

How You Can Prepare

1. **IDENTIFY A DISASTER CITY OFFICE.** Consider possible safe locations in your City that could serve as a gathering place during a disaster.
2. **CARRY KEY PHONE NUMBERS.** Carry in your wallet/purse the important phone numbers you will need during an emergency.
3. **DEVELOP AN EMERGENCY PLAN.** Take time now to prepare your own emergency plan with checklists.
4. **PARTICIPATE IN TRAINING.** Get the appropriate training for you and your staff, including Emergency Preparedness and SEMS/ NIMS Training.
5. **SUPPORT COMMUNITY PREPAREDNESS EFFORTS.** As a civic leader, your efforts to encourage community preparedness programs like “It’s up to you for 72 hours” will go a long way.

above shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify the media of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible. Government Code section 54956.5(b) (2).

Post Meeting Obligations -- Where the Council has conducted an emergency meeting or a dire emergency meeting pursuant to these Government Code provisions, the City must post minutes of the meeting, a list of the persons notified or attempted to be notified prior to the meeting, the actions taken by the Council and roll call vote. This information must be posted in a public place, as soon after the meeting as possible and shall remain in place for ten (10) days. Government Code section 54956.5(e)

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Assembly Bill 38 (Chapter 372, Statutes of 2008) created the California Emergency Management Agency (Cal EMA) as a cabinet level agency, reporting directly to the Governor, and vested with the duties, powers, purposes, responsibilities, and jurisdictions previously held within the Governor’s Office of Emergency Services and the Governor’s Office of Homeland Security. These offices were integrated to facilitate greater efficiencies and effectiveness by unifying responsibilities for the oversight and coordination of homeland security and emergency preparedness, prevention, response, and recovery in California.

Cal EMA is responsible for the coordination of overall state agency response to major disasters in support of local government and for homeland security activities throughout the state. The responsibility for homeland security and public safety crosses nearly every jurisdictional and geographic line.

California remains a high-risk environment for catastrophic events, both natural and man-made.

II. EMERGENCY PROCLAMATIONS

Proclamations and Declarations of Emergency are tools used to mobilize and empower government agencies in response to a threat to life or property or an actual incident. Proclamations are a prerequisite step in obtaining both regional assistance and financial support.

LOCAL EMERGENCY

Emergency proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property caused by natural or man-made situations. A Local Emergency is proclaimed by the City Council, or, when there is an immediate need, the Director of Emergency Services. If the Director proclaims a Local Emergency, the City Council must ratify it within seven days. The City Council must review the need for the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

Local Emergency Defined: A “local emergency” exists whenever the City or an area therein is suffering or in imminent danger of suffering an event that may cause injury or death to persons, or damage to or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety, and welfare. Such an event shall include but not be limited to the following: fire, explosion, flood, severe weather, drought, earthquake, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, terrorist attack and war.

Purpose of Emergency Proclamation

- Authorize the undertaking of extraordinary police powers.
- Provide limited immunity for emergency actions of public employees and governing bodies.
- Authorize the issuance of orders and regulations to protect life and property (e.g., curfews).
- Activate pre-established local emergency provisions such as special purchasing and contracting.
- Require the emergency services of a local official or employee.
- Requisition necessary personnel and materials from any local agency or department.
- VERY IMPORTANT...it is the prerequisite for requesting a Governor's Proclamation of a State of Emergency and/or a Presidential Declaration of an Emergency or Major Disaster.

THE DECLARATION PROCESS

STEP 1

Conditions indicate a local disaster is likely to occur or has already occurred.

STEP 2

Local Emergency declared by the City Council or Director of Emergency Services.

STEP 3

City or County Director of Emergency Services request a State and Federal Declaration from the Governor as warranted.

STEP 4

Governor requests a Presidential Declaration, as warranted.

WHEN TO ISSUE AN EMERGENCY PROCLAMATION

In the event an emergency or disaster exceeds the response capability of City resources or extreme conditions threaten the life and property of the community, it is the City's duty to issue an emergency to proclamation. Keep in mind the following:

- The local proclamation is the first step toward a state and federal declaration, which would then activate eligible state and federal disaster relief programs to provide financial relief to both local government and the public.
- A local, state and/or federal declaration is likely to send a reassuring message to the public that officials intend to pursue every avenue available to assist the disaster victims.
- In order to acquire state and federal assistance it is not necessary for Menlo Park to declare an emergency, if the County has already done so.
- Cities/Towns within a county are bound by county rules and regulations adopted by the county during a proclaimed local emergency when the emergency is in both the incorporated and unincorporated territory. (Ref. 62 California Attorney General Opinions, 701, dated 1979)

For more information, see **SAMPLE PROCLAMATIONS** in the Appendix of this Guide.

STATE PROCLAMATION OF EMERGENCY

A State of Emergency may be proclaimed by the Governor when conditions of disaster or extreme peril exist which threaten the safety of person and property within the state. The Governor may also proclaim a state of emergency when requested to do so by local authorities or when the local authority is inadequate to cope with the emergency. When the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any city or county for outside assistance.
- The Governor shall, to the extent he/she deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulation of any state agency and any regulatory stature or stature prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The Governor may promulgate issue and enforce orders and regulations deemed necessary.
- A State Proclamation activates the California Natural Disaster Assistance Act (CDAA) which provides financial assistance for items such as repairing or replacing public property or facilities, and local agency overtime costs and costs of supplies used in the response.
- A State Proclamation is needed to request a Presidential Declaration and access to federal disaster relief programs.

PRESIDENTIAL DECLARATIONS

The Governor of an impacted state may request a Presidential Declaration of Emergency or Disaster when the disaster is of such severity and magnitude that effective response is beyond the ability of the state and affected local jurisdictions.

Federal Declaration of Emergency: In some cases the President may make a Declaration of Emergency instead of a Disaster. An Emergency Declaration unleashes the support of any or all of the 27 federal agencies. It also authorizes reimbursement of emergency work, such as debris removal and emergency protective measures. It stops short, however, of providing certain types of recovery assistance.

Federal Declaration of Major Disaster: A Presidential Declaration of Disaster is made when the President determines that the situation warrants major federal disaster assistance. In addition to the assistance provided in an Emergency Declaration, a Disaster Declaration may make a broad range of assistance available to individual victims, including:

- Temporary housing
- Disaster unemployment and job placement assistance
- Individual and family grants
- Legal services to low-income victims
- Crisis counseling and referrals

DECLARATION OF HEALTH EMERGENCY

The County Public Health Officer (PHO) may declare a local health emergency (Health and Safety Code § 101080; Government Code § 8558) whenever there is a release, spill, escape, or entry of hazardous waste or medical waste that is determined to be an immediate threat to the public health, or an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent.

This declaration must be ratified by the County Board of Supervisors if it is to remain in effect after seven days, and must be reviewed at least every 30 days until the emergency is terminated. After a Health Emergency has been declared, the PHO will have supervision and control over all environmental health and sanitation programs and personnel employed by the County. In addition, the PHO can require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reaction, and identity of the material that has escaped, been released, or spilled.

A Public Health Emergency may also be declared if there is an outbreak of a communicable disease. The PHO may then require isolation or quarantine of any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health. The PHO may also take any measures as may be necessary to prevent the spread of the disease or occurrence.

ACTION PLAN

The plan prepared in the EOC during an emergency containing the response objectives, overall priorities, and supporting activities for a designated period.

III. PHASES OF EMERGENCY MANAGEMENT

The phases of emergency management -- mitigation, preparedness, response, and recovery -- represent the various elements of a disaster. The phases are dynamic and interconnected. For example, tasks taken to recover from a disaster may have effects on mitigation, preparedness, and response to future occurrences and recovery efforts will begin almost immediately while the initial response efforts are still under way.



Mitigation

Mitigation refers to any activity that prevents an emergency, reduces the chance of an emergency happening, or reduces the effects of unavoidable circumstances that turn into emergencies. Mitigation refers to any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation, also known as prevention (when done before a disaster), encourages long-term reduction of hazard vulnerability. The goal of mitigation is to decrease the need for response as opposed to simply increasing the response capability. Mitigation can protect critical community facilities, reduce exposure to liability, and minimize community disruption.

Examples of mitigation in Menlo Park include flood prevention efforts such as monitoring reservoirs and waterways, installation of flood control pumps, and strict adherence to building codes.

Preparedness

Preparedness refers to plans or preparations made to save lives and to assist response and rescue operations. Preparedness involves activities that are done before a disaster; such as training, planning, community education, and exercises. Examples of preparedness in Menlo Park include evacuation plans, plans to provide food and drinking water for residents, debris removal plans, mass care and shelter plan, and ongoing disaster preparedness training and education of City residents and volunteers.

During a major emergency or disaster, the City’s emergency response time may be delayed by 72 hours or longer, and therefore it is crucial for the public to be educated about disaster preparedness and survival techniques. As a civic leader you can encourage others to have plans and emergency supplies for both home and workplace. Encourage residents to get involved in their community and to promote a neighborhood approach to emergency preparedness. Additionally, you have the opportunity to set a good example by developing a family disaster plan and creating an emergency supplies kit for your home and your workplace.

III. PHASES OF EMERGENCY MANAGEMENT (CONT'D)

“It’s up to you for 72”- This free class gives residents basic instruction in emergency preparedness. Participants will learn about hazards to prepare for in Menlo Park, ways to reduce the risks of loss and injury before disaster strikes, how to create a family disaster plan, and what to put in an emergency supplies kit.

Community Emergency Response Team (CERT) training - In this 20-hour program, participants will learn about disaster preparedness and emergency response, including basic disaster response skills, such as fire safety, light search and rescue, neighborhood organization, and triage. Graduates take the skills they have learned into the community by educating friends, family, and their neighbors. This program is provided through the Menlo Park Fire Protection District.

Response

Response involves actions taken to save lives and prevent property damage in an emergency situation. Response is putting your preparedness plans into action.

Disasters and emergencies involve significant risks to life, safety, and welfare. Natural disasters, such as floods, involve contaminated flood water and debris that can produce a myriad of hazards. Major fires produce smoke, toxic gases, and the possibility of structural collapse. Hazardous materials events usually involve toxic materials that can cause numerous types of health hazards. Terrorism threats can involve chemical, biological, radiological, nuclear, or explosive devices. Major earthquakes can impact virtually every aspect of our society.

Menlo Park order of priority for response:

1. Protect life, property and environment
2. Initiate command and control initiatives
3. Mitigate the situation (includes reducing property damage and protection and restoration of critical infrastructure)
4. Initiate recovery actions.
5. If it is a major natural disaster, effect the emergency declaration.

Response Time - Residents may think that government is slow to respond. It typically takes the federal government at least 72 hours to respond to a local emergency. Hurricane Katrina has demonstrated that local, state, and federal governments can be overwhelmed and the community’s expectations will not match the government’s capabilities.

FEDERAL DISASTER RELIEF ACT

Public Law 93-288 gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from (peacetime) disasters.

RESPONSE EFFORTS

DURING THE RESPONSE PHASE, THE CITY OF MENLO PARK MAY BE ABLE TO PROVIDE:

- Drinking Water
- Emergency Shelter
- Emergency Medical Treatment, / and Transport
- Help in seeking Disaster Assistance

BUT NORMALLY WE DO NOT PROVIDE:

- Batteries
- Flashlights
- Financial Support
- Generators
- Food (except in shelters and mass feeding sites).
- Individual Transportation

Recovery

Recovery includes actions taken to return the environment to its normal state, or an even safer situation following an emergency. This includes clean-up and restoration activities, repairing damages, restoring utilities, cleaning up debris, and getting financial assistance to help pay for these activities.

Recovery is often the hardest phase of the disaster and may continue for an extended time. The City of Menlo Park has the primary responsibility for protecting its residents from disasters, and for helping them to recover when disaster strikes. Government agencies at all levels are key partners in the recovery process, offering resources and programs that will help the City of Menlo Park, its residents, and business owners pick up the pieces and return the community back to normal as quickly as possible.

Types of Federal Disaster Assistance

None of FEMA's programs are designed to replace individual losses 100% -- only to bring living conditions back to a "safe and habitable" condition. The majority of federal disaster assistance is conveyed in the form of U.S. Small Business Administration (SBA) Loans, not grants. Public and private entities will complete stacks of paperwork, undergo numerous inspections, and devote hundreds of staff-hours toward reimbursement for disaster-related losses. Despite these complexities, federal disaster relief is all that many individuals have to rely on to rebuild their lives. This is particularly true for those homeowners without flood insurance – and 30% of disaster related claims occur outside federally designated floodplain areas.

Not all federal disaster relief programs are activated for every disaster. Presidential decisions about relief programs are based on the preliminary damage assessment and any subsequent information that may be discovered. Some disaster declarations will provide only Individual Assistance (private) or only Public Assistance (government). Hazard mitigation opportunities are available in most situations. Menlo Park efforts in the damage assessment process will help ensure that residents obtain as many benefits as possible under the law.

Federal disaster assistance available under a major disaster declaration falls into three general categories: Individual Assistance, Public Assistance, and Hazard Mitigation Assistance.

Individual Assistance -- This assistance is directed towards residents, business owners, individuals, and families - In every case, the disaster victim must register for assistance to establish eligibility. FEMA (or the providing agency) will verify eligibility and determine a need before assistance is offered. Individual Assistance includes:

- Temporary Housing Assistance
- Home Repair Assistance
- Rental Assistance
- Mortgage and Rental Assistance
- Small Business Administration Disaster Loans -
- Individual and Family Grants for necessary expenses and serious needs of disaster victims that cannot be met through insurance or other forms of disaster aid.

Public Assistance -- FEMA Public Assistance funds the repair, restoration, reconstruction, or replacement of a public facility or portion of the infrastructure that is damaged or destroyed by a disaster. Projects fall into the following categories: debris removal, emergency protective measures, road systems and bridges, water control facilities, public buildings and contents, public utilities, and parks and recreation.

Intent to apply for assistance must be filed with the State within 30 days after the area is designated eligible for assistance. FEMA reviews and approves the project applications and obligates the Federal share of the costs (75 percent) to the State. The State then disburses funds to local applicants. The State will cover 75% of the project costs that FEMA does not cover and may elect to cover the full share not covered by FEMA.

Hazard Mitigation Assistance – This funding is for measures designed to reduce future losses to public and private property. Eligible mitigation projects include acquisition or relocation of properties located in high hazard areas; elevation of flood prone structures; seismic and wind retrofitting of existing structures; and protecting existing structures against wildfire. In the event of a major disaster declaration, all counties within the declared State are eligible to apply for assistance under the Hazard Mitigation Grant Program.

STATE OF EMERGENCY

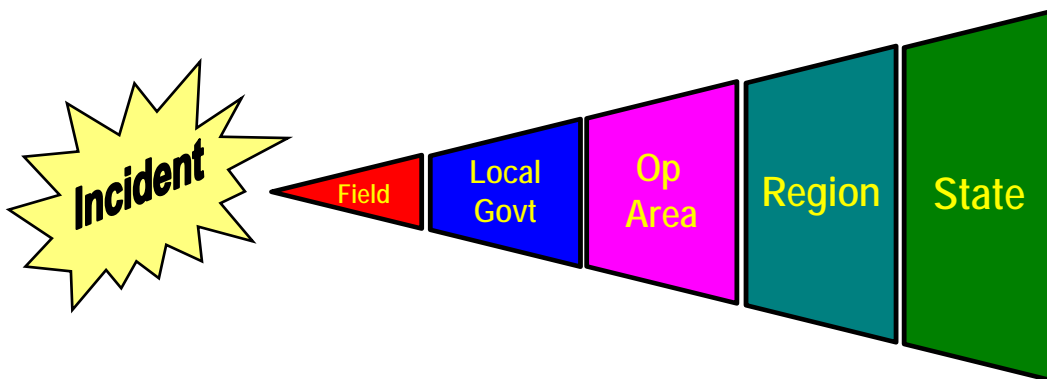
A state of emergency can be proclaimed when conditions of a disaster or the extreme peril to the safety of persons and property exist that are likely to be beyond the control of the services, personnel, equipment, and facilities of any single city or county, and require the combined forces of mutual aid region or regions to combat and respond.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System (SEMS) has been adopted by the City of Menlo Park for managing the response to multi-agency and multi-jurisdiction emergencies. Local governments in California are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs.

The SEMS model incorporates:

- **Incident Command System:** A field-level emergency response system based on management by objectives.
- **Multi/inter-agency Coordination:** Affected agencies work together to coordinate allocations of resources and emergency response activities.
- **Mutual Aid:** A system for obtaining additional emergency resources from non-affected jurisdictions.
- **Operational Area Concept:** County and its subdivisions coordinate damage information, resource requests and emergency response.



Organizational Levels

Fully activated, SEMS consists of five levels: field response, local government (Menlo Park), operational Area (countywide), Region, and State. The various levels are activated starting at the Field Level and move up as the size of an incident increases and additional resources are needed. The City of Menlo Park is part of the San Mateo County Operational Area and the Coastal Region of the Governor's Office of Emergency Services.

Field – On-scene responders carry out tactical decisions and activities in direct response to an incident or threat.

Local – City of Menlo Park manages and coordinates emergency response within its jurisdiction.

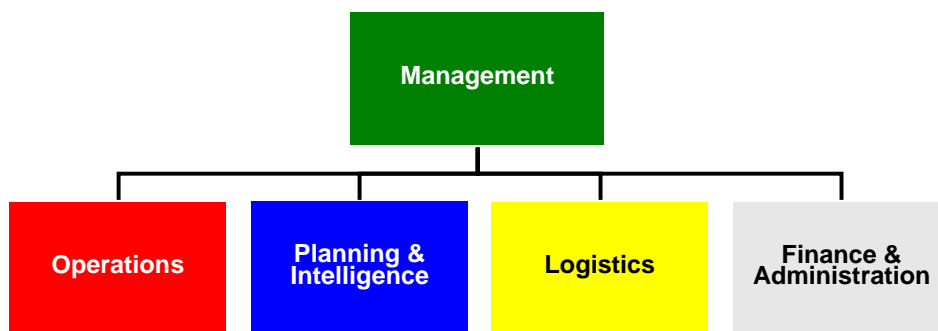
Operational Area – County of San Mateo coordinates resources and priorities among local governments, and multi-agency response and recovery efforts Countywide

IV. Emergency Management Systems (CONT'D)

Regional – California Coastal Region, State Office of Emergency Services coordinates information and resources among operational areas, and coordinates overall State agency support for emergency response activities within the region.

California has six mutual aid regions to provide more effective aid. There are three Administrative regions (Coastal, Inland, and Southern) that California’s Office of Emergency Services maintains to coordinate with emergency service organizations at local, county and private sector organizations.

State Level - The state level manages state resources in response to the emergency needs of the other levels and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system including FEMA and the Department of Homeland Security (DHS).



Management – Provides overall direction and sets priorities for an emergency.

Operations – Implements priorities established by management.

Planning/Intelligence – Gathers and evaluates information; develops the City’s EOC Action Plan.

Logistics – Obtains the resources to support operations, including equipment, supplies and materials, facilities, services, and personnel.

Finance/Administration – Tracks all costs related to the operations, including personnel and equipment cost accounting and documentation.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) is a nationwide standardized approach to incident management and response. Developed by the Department of Homeland Security (DHS) and released March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

Command and Management

The NIMS standard incident command structures are based on the following key organizational systems:

- The Incident Command System (ICS)
- Multi-Agency Coordination Systems (MACS)
- Public Information Systems

Other key NIMS components are:

Preparedness - Effective incident management begins with prevention and preparedness activities conducted continually, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification & certification standards; and equipment acquisition/certification.

Resource Management - NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

Communications and Information Management - NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination) and information-sharing at all levels of incident management.

Supporting Technologies - Technology systems provide supporting capabilities essential to implementing and refining NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking) and data display.

DISASTER & CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT

The statewide mutual aid system is codified in the California Disaster and Civil Defense Master Mutual Aid Agreement. All counties, incorporated cities, and the State of California have adopted the Agreement, which was developed in 1950. The Master Mutual Aid Agreement creates a formal structure wherein each local jurisdiction retains control of its own facilities, personnel, and resources, but may also receive or render assistance to other jurisdictions within the State.

CONTINUITY OF GOVERNMENT

All measures that may be taken to ensure continuity of essential functions of key governments in the event of emergency conditions, including line-of-succession for key decision makers.

V. Emergency Management Organization

The City of Menlo Park emergency management organization uses the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The City of Menlo Park is part of the San Mateo County Operational Area and the Coastal Region of the Governor's Office of Emergency Services.

DIRECTOR OF EMERGENCY SERVICES

The City Manager serves as the Director of Emergency Services and is responsible for implementing the City's Emergency Operations Plan through the efforts of City departments that are organized under the SEMS functions.

- Proclaim the existence of a local emergency if the immediate needs of the disaster require a local emergency proclamation sooner than the next feasible City Council meeting. If the Director proclaims a Local Emergency, the City Council must ratify it within seven days. Also, request the Governor to proclaim a "state of emergency" when locally available resources are inadequate to cope with the emergency;
- Immediately notify the City Council of the issuance of a proclamation of local emergency (if the Council is not immediately available to issue the proclamation itself).
- Direct and control the effort of the emergency organization of the city;
- Direct cooperation between and coordination of services and staff of the emergency organization of the City; and resolve questions of authority and responsibility that may arise between them;
- Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council;
- Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use;
- Require emergency services of any city officer or employee, and in the event of the proclamation of a "state of emergency" in the city or the existence of a "state of war emergency," to command the aid of as many citizens of this community as deemed necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered Disaster Service Workers;
- Requisition necessary personnel or material of any city department or agency.

ROLE OF CITY STAFF

All City of Menlo Park regular employees are, by law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act Government Code 3100 and are defined in the California Labor Code.

If the City of Menlo Park declares a Local Emergency during normal work hours, employees will be expected to remain at work to respond to the emergency needs of the City. If a Local Emergency is declared outside of normal work hours, employees may be called back to work, either in Menlo Park or in their home communities.

City departments have specified roles and functions to assume when a large-scale emergency or area-wide

These roles are well-defined in order to maintain a steady and secure response and recovery. It's important that these emergency functions are established so that City staff understands what to do in the event such a situation occurs, and can in turn assure the community that the situation is being addressed and all steps are being taken to maximize the public's safety and wellbeing.

Menlo Park Emergency Operations Plan outlines the defined organizational structure and chain of command for emergency operations procedures, and the functional responsibilities of the City's departments during such an emergency. In one way or another, every employee of Menlo Park is a participant in the City's emergency response organization.

EMERGENCY OPERATIONS PLAN

The City of Menlo Park Emergency Operations Plan (EOP) addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting Menlo Park.

The Emergency Operations Plan:

- Establishes the emergency management organization required to respond to and mitigate any significant emergency or disaster affecting the City.
- Identifies the policies, responsibilities, and procedures required to protect:
 - The health and safety of Menlo Park residents and neighborhoods.
 - Public and private property.
 - The environmental effects of natural and technological emergencies/disasters.
- Establishes the operational concepts and procedures associated with field response to emergencies, the City's Emergency Operations Center (EOC) activities, and the recovery process.
- The EOP establishes the framework for implementation of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) in the City of Menlo Park. The Plan is intended to facilitate multi-agency and multi-jurisdictional coordination in emergency operations, particularly between the City of Menlo Park and other local governments, including special districts, the County of San Mateo, and State agencies.
- The EOP is an operations guide and planning reference. City departments and local agencies with roles and responsibilities identified in the EOP are encouraged to develop emergency operations plans, detailed standard operating procedures (SOPs), and emergency response checklists based on the provisions of the EOP.

EMERGENCY OPERATIONS CENTER

While day-to-day operations are conducted from departments that are dispersed throughout the City, the Emergency Operations Center (EOC) is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff, and representatives from organizations that are assigned emergency management responsibilities. The level of EOC staffing will vary depending on the specific emergency situation. The City's primary EOC is located in the Police Administration Building at 701 Laurel Street.

V. Emergency Management Organization (CONT'D)

The Emergency Operations Center provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the Menlo Park EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies, procedures, and action plans.
- Collecting intelligence from, and disseminating information to, the various EOC representatives and the City Council, and, as appropriate, to County, city, special district, non-profit and community-based organizations, state agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with support departments, other non-governmental agencies and the County/Operational Area EOC.
- Providing emergency warnings, alerts, information, and instructions to the public, making official releases to the news media.

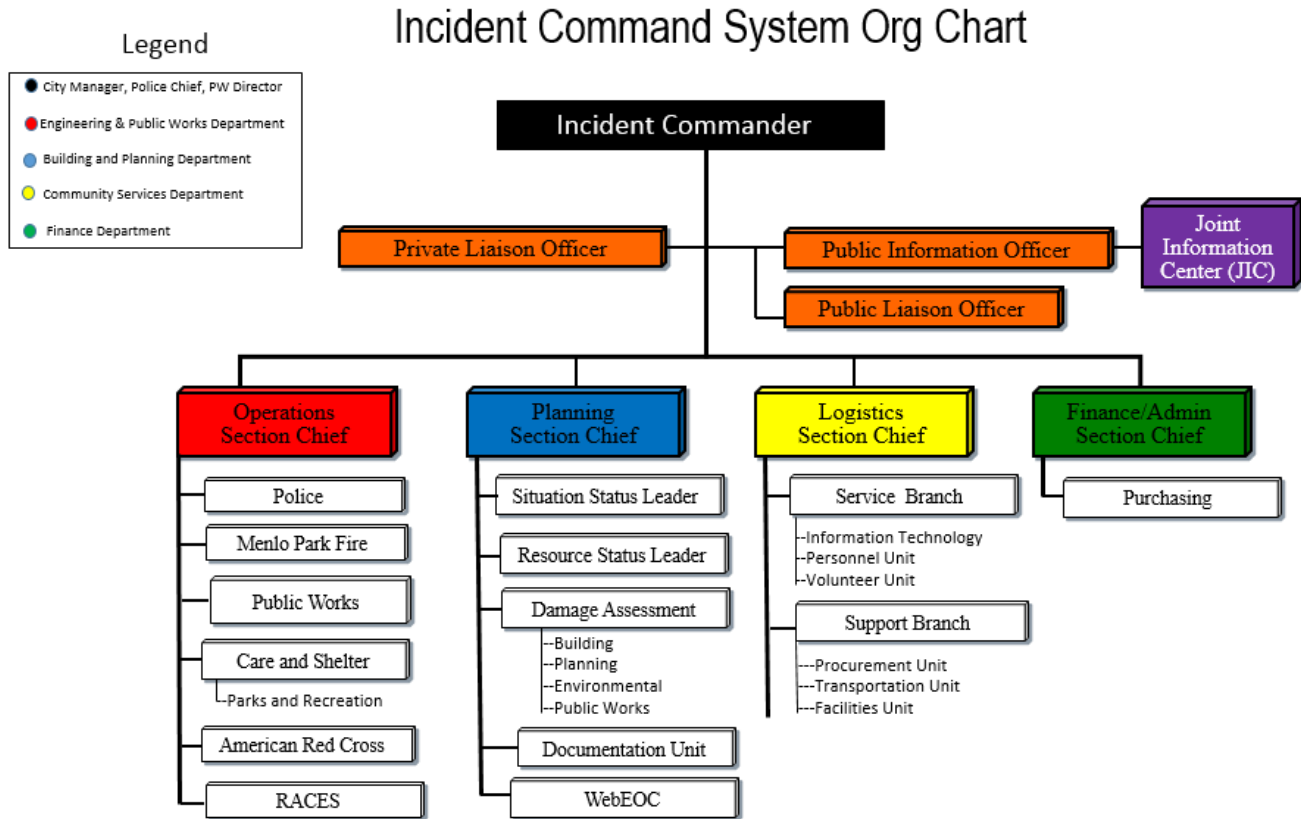
**THE CITY'S
EMERGENCY OPERATION CENTER**
is located in Police Administration Building
701 Laurel Street

Management of the EOC and alternate EOC facilities is the responsibility of the City's Office of Emergency Management (OEM). This responsibility includes all facility functions, support systems, and operational readiness issues. Organization of the EOC and staff is based on the Standardized Emergency Management System (SEMS). The City Manager, or designee, serves as the EOC Director. The EOC Director has the primary responsibility for ensuring that the City Council is kept apprised of the situation and will bring all major policy issues to the City Council for review and decision.

The Emergency Operations Center can be activated by any of the following:

- City Manager
- Police Chief
- Public Works Director
- Emergency Manager

The organizational chart below represents a full activation of the EOC. For smaller events, only certain positions within the EOC will be staffed.



MENLO PARK DISASTER COUNCIL

The City of Menlo Park established a Disaster Council on December 17, 1976 and is registered with the State Governor's Office of Emergency Services. One of the statutory duties of the California Emergency Council is to approve local Disaster Councils, required by law to be accredited. (Govt. Code, §8612.) Accreditation is necessary in order for the Disaster Council to register disaster service worker volunteers in the DSW Volunteer Program (DSWVP). The DSWVP provides volunteers with Workers' Compensation if they are injured performing disaster service work and, in addition, provides limited immunity from liability.

GOVERNMENT EMERGENCY TELECOMMUNICATIONS SYSTEM (GETS)

Selected city staff with emergency response assignments are registered with the federal Government Emergency Telecommunications System (GETS). GETS provides emergency access and priority processing in the local and long-distance telephone system. It is intended to be used in an emergency or crisis situation when telephones are congested. Staff have been provided with a special calling card and passcode which provides access.

SMC ALERT AND NIXLE

The City of Menlo Park utilizes SMC ALERT and NIXLE to send alert notifications to the community for a variety of emergencies relating to earthquakes, fires, crime incidents, floods, road closures, and infectious disease information.



APPENDIX A- WORKING WITH THE MEDIA

Public Information - Residents may report difficulty getting critical information about the disaster from the news media. Despite our efforts to communicate through the media by issuing regular news releases, local media often choose to edit the information significantly, which can make it inaccurate, or not use it at all in their reports. Our efforts to foster positive working relationships with all facets of the media include media briefings and polling media to see how they want to receive information, so they will use the information in their reports. These positive relationships are critical during times of disasters, as our Public Information Staff works diligently to provide information to our residents.

In the event of a significant incident, City Council members will be contacted and briefed by the Director of Emergency Services or Public Information Officer. In addition, media briefings may be scheduled for Council members to attend. Public Information Officers or the EOC Director will confer with Council members to brief them on the situation and what response and recovery actions are underway. Council members will be provided copies of all news releases and information.

The City's Assistant to the City Manager serves as the Public Information Officer (PIO) for the City and is supported by EOC staff during an event. The PIO is trained, skilled and experienced in dealing with the media, and has established working relationships with all media.

Tips for responding to questions from the media in a Disaster

- Answer all questions directly and to the point.
- If you don't know the answer to a question, say so. Don't risk a guess. Erroneous information can cause the public to take incorrect actions and can damage your credibility. Ask the reporter to leave his or her name and telephone number so that you can provide an answer.
- Do not exaggerate the facts. Give facts as you know them and cite your own sources. In an emergency or disaster, the information you reveal could threaten lives if it is incorrect.
- Tell the truth and avoid using "no comment". No comment gives the impression that you have something to hide.
- Never give "off the record" information. It could come back to haunt you.
- Never argue with reporters or lose your cool. Don't be rude even if the interviewer or reporter appears to doubt your credibility.
- If you are interrupted, wait for the interrupter to finish and then proceed with your answer. You may wish to repeat the original question to bring the reporter back on track.
- Challenge any efforts to put words in your mouth. If you don't you may end up appearing to agree with something you actually disagree with.
- Don't act evasive. Your evasiveness may be interpreted as an attempt to hide something.
- Be alert. Avoid answering speculative "what if" questions. Be prepared to lead the interview from problems and negatives to positive points you want to make.

If you know you are going to be interviewed please contact the PIO or Director of Emergency Services for guidance.

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF MENLO PARK RATIFYING THE PROCLMATION OF EXISTENCE OF LOCAL EMERGENCY ISSUED BY THE DIRECTOR OF EMERGENCY SERVICES AND FURTHER PROCLAIMING THE CONTINUED EXISTENCE OF THE EMERGENCY.

WHEREAS, (Insert Municipal Code) of the Municipal Code of the City of Menlo Park empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity, and the City Council is not in session, subject to ratification by the City Council within seven (7) days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within said city, caused by _____; (fire, flood, storm, epidemic, riot, earthquake, or other cause)

Commencing on or about _____ .m. on the _____ day of _____ 20____; At which time the City Council of the City of Menlo Park was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Menlo Park did proclaim the existence of a local emergency within said city on the _____ day of _____, 20____;

NOW, THEREFORE, the City Council of Menlo Park does hereby:

1. Ratify and confirm the proclamation of existence of a Local Emergency, as issued by the Director of Emergency Services for the City of Menlo Park and;
2. Proclaim the continued existence of Local Emergency and order that such Local Emergency shall be deemed to continue until termination- is proclaimed by the Council of the City of Menlo Park.

ADOPTED this _____ day of _____, 20____, by the following vote:

AYES:
NOES:
ABSENT:

Mayor