



**REGULAR MEETING MINUTES**

**Date:** 3/28/2023  
**Time:** 6:00 p.m.  
**Locations:** Teleconference and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**Regular Session**

**A. Call To Order**

Mayor Wolosin called the meeting to order at 6:04 p.m.

**B. Roll Call**

**Present:** Combs (exited the meeting at 9:39 p.m.), Doerr, Nash, Taylor (remote – AB 2449 Just Cause), Wolosin  
**Absent:** None  
**Staff:** City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

**C. Agenda Review**

Staff to provide update on item F5.

**D. Public Comment**

- Amin Ahmadi requested their tree removal permit application be reconsidered.

**E. Presentations and Proclamations**

**E1. Presentation: Environmental Quality Commission Chair Report (Attachment)**

Environmental Quality Commission Chair Tom Kabat made the presentation (Attachment).

- Virginia Portillo requested more information for the conservation planning and City hired consultants.
- Katie Behroozi spoke in support grants to expedite solar permitting

The City Council received clarification on grant money to expedite solar permitting, electrification activities and viability of electric appliances during outages, electrification incentives, and efforts to provide electric heat pumps for low income homes.

The City Council discussed the proposed revised roles and responsibilities for the Environmental (EQC) Quality Commission and pursuing case studies for electrification.

The City Council directed staff return with updated roles and responsibilities for the EQC.

## F. Consent Calendar

- F1. Accept the City Council meeting minutes for March 14, 2023 (Attachment)
- F2. Waive the second reading and adopt an ordinance to amend Title 15 [Subdivisions] and Title 16 [Zoning] of the Menlo Park Municipal Code to comply with Senate Bill 9 for urban lot splits and two-unit developments (Staff Report #23-071-CC)

The City Council discussed the proposed parking ratio of .5 spaces per dwelling unit as directed by the City Council at the March 14 meeting and one space per dwelling unit as recommended by staff for new units created under Senate Bill 9 (SB 9). The City Council noted existing overnight parking regulations and if the requirement would create more restrictions to development, existing commute behavior by vehicles, the tracking proposed parking spaces, and potential housing opportunities as a result of Senate Bill 9.

**ACTION:** Motion and second (Wolosin/ Combs) to waive the second reading and adopt an ordinance amending Titles 15 [Subdivisions] and 16 [Zoning] of the Menlo Park Municipal Code in order to make City regulations consistent with applicable California law regarding urban lot splits and two-unit developments on single-family-zoned parcels reverting the parking requirement as presented during first reading at one parking space per unit, passed unanimously.

- F3. Adopt a resolution approving the Water Service Priority Policy for Menlo Park Municipal Water (Staff Report #23-072-CC)
- F4. Receive and file the investment portfolio as of December 31, 2022 (Staff Report #23-074-CC)
- F5. Receive and file City Council and advisory body annual attendance report for March 2022 – February 2023 (Staff Report #23-080-CC)

City Clerk Judi Herren updated the appointed dates for City Councilmembers Wolosin and Mueller.

**ACTION:** Motion and second (Doerr/ Taylor), to approved the consent calendar, with the exception of item F2., passed unanimously.

## G. Regular Business

- G1. Consider an appeal of the Complete Streets Commission's approval to remove four on-street parking spaces at 660 Roble Avenue (Staff Report #23-073-CC)

Senior Transportation Engineer Kevin Chen made a presentation (Attachment).

- Carole Hyde spoke in support of permanent traffic calming measures on Roble Avenue.
- Jon Kho spoke in support of permanent traffic calming measures on Roble Avenue and the removal of parking.
- Katie Behroozi provided information related to compliance for traffic safety violations with the current parking on Robel Avenue.
- Carol Collins spoke in opposition of the removal of parking at 660 Roble Ave.
- Tony Crumrine commented on a cypress tree blocking the line of sight and in opposition of the proposed parking removal.

The City Council received clarification on the line of sight and parking removal mandates.

The City Council discussed ownership and maintenance of the cypress tree and traffic calming measures on Roble Avenue.

The City Council directed staff redraft the resolution to uphold the appeal, research the removal of the cypress tree, and to return with other mitigations for improved line of sight.

The City Council took a recess at 7:43 p.m.

The City Council reconvened at 7:52 p.m.

**G2. Amend the fiscal year 2022-23 budget (Staff Report #23-075-CC)**

Administrative Services Director Brittany Mello made the presentation (Attachment).

The City Council received clarification on hotel reimbursement line item, current expenditures, and potential reimbursements from PG&E, city water accounts line item, and the budget timeline.

**ACTION:** Motion and second (Combs/ Taylor), to adopt a resolution to amend the fiscal year 2022-23 budget, passed unanimously.

**G3. Adopt a resolution to approve amendments to the salary schedule as of April 9, 2023, related to and supporting Menlo Park Community Campus supervision, programs and operations (Staff Report #23-076-CC)**

Library and Community Services Director Sean Reinhart made the presentation (Attachment).

- Pam Jones requested clarification on employee displacement by updating the salary schedule.

The City Council received clarification on employee displacement with new position titles, incorporating new titles and positions into the departmental organizational chart, classification details, succession planning, and paths of advancement.

The City Council discussed the combination of the community services department and library department into the library and community services department.

The City Council directed staff to include departmental organizational charts in future salary schedule amendments.

**ACTION:** Motion and second (Wolosin/ Combs), to adopt a resolution to approve the following amendments to the City of Menlo Park salary schedule:

- Update position title with no change to salary range – library and community services manager
- Update position title with no change to salary range – assistant library and community services director
- Delete – assistant community services director,

passed unanimously.

**G4. Appoint City Councilmembers to various standing and ad-hoc subcommittees, and disband inactive ad-hoc subcommittees (Staff Report #23-081-CC)**  
City Clerk Judi Herren introduced the item.

- Jenny Michele requested clarification on the scope and tracking of inactive subcommittees.

The City Council received clarification on standing versus ad-hoc subcommittees.

The City Council discussed inactive subcommittees, citywide challenges with homelessness and encampments, and West Menlo Triangle access to an application fee waiver.

The City Council requested information on the charge of the Climate Action Plan Subcommittees.

**ACTION:** Motion and second (Taylor/ Nash), to disband inactive City Council subcommittees, passed unanimously (Attachment).

**ACTION:** Motion and second (Taylor/ Doerr), to make appointments to City Council standing and ad-hoc subcommittees, passed unanimously (Attachment).

## **H. Informational Items**

H1. City Council agenda topics: April 4 – April 25, 2023 (Staff Report #23-082-CC)

H2. Update on the emergency water storage/supply project (Staff Report #23-077-CC)

H3. Annual City Council priority and goal setting workshop update (Staff Report #23-078-CC)

The City Council discussed organization effectiveness in concert with all priorities and for the full City Council to review and adopt norms.

H4. Re-Imagining Public Safety Ad Hoc Subcommittee update (Staff Report #23-079-CC)

- Adina Levin spoke in support of San Mateo County mental health program and the creation of a mental health advisory body.
- Pam Jones spoke in support of additional advisory body report outs.

H5. Racial and Identity Profiling Act (RIPA) data annual report for calendar year 2022 (Staff Report #23-083-CC)

- Adina Levin spoke in support of the reporting and requested clarification on the number of police stops of Latinos.
- Pam Jones spoke in support of the reporting out and requested a next report to include analysis.

The City Council received clarification on the RIPA data analysis, percentage of Menlo Park residents stopped, and location requirements of traffic stops.

H6. California Public Records Act internal procedures (Staff Report #23-084-CC)

## **I. City Manager's Report**

City Manager Justin Murphy reported out on storms, power outages, downed trees, the upcoming April 4 City Council meeting at Belle Haven Branch Library, and a request for proposals for the administration of the Below Market Rate program.

## **J. City Councilmember Reports**

City Councilmember Doerr reported out on the Bay Area Water Supply and Conservation Agency meeting.

Vice Mayor Taylor reported out South Bayside Waste Management Authority retreat cancellation and requested a City Council initiated item for commissioner stipends.

City Councilmember Nash reported out on Peninsula Clean Energy meeting and HayWired scenario.

Mayor Wolosin reported out on the quiet zone community meeting, San Mateo County Chamber of Commerce meeting, and commented on the blood shortage and promotion of blood donations.

**K. Adjournment**

Mayor Wolosin adjourned the meeting at 10:04 p.m.

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

These minutes were approved at the City Council meeting of May 23, 2023.

# ENVIRONMENTAL QUALITY COMMISSION

Quarterly Update January 2023

EQC Chair Tom Kabat

# AGENDA

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

# Environmental Quality Commission

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

## Commissioners:

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



# Review of EQC Activities

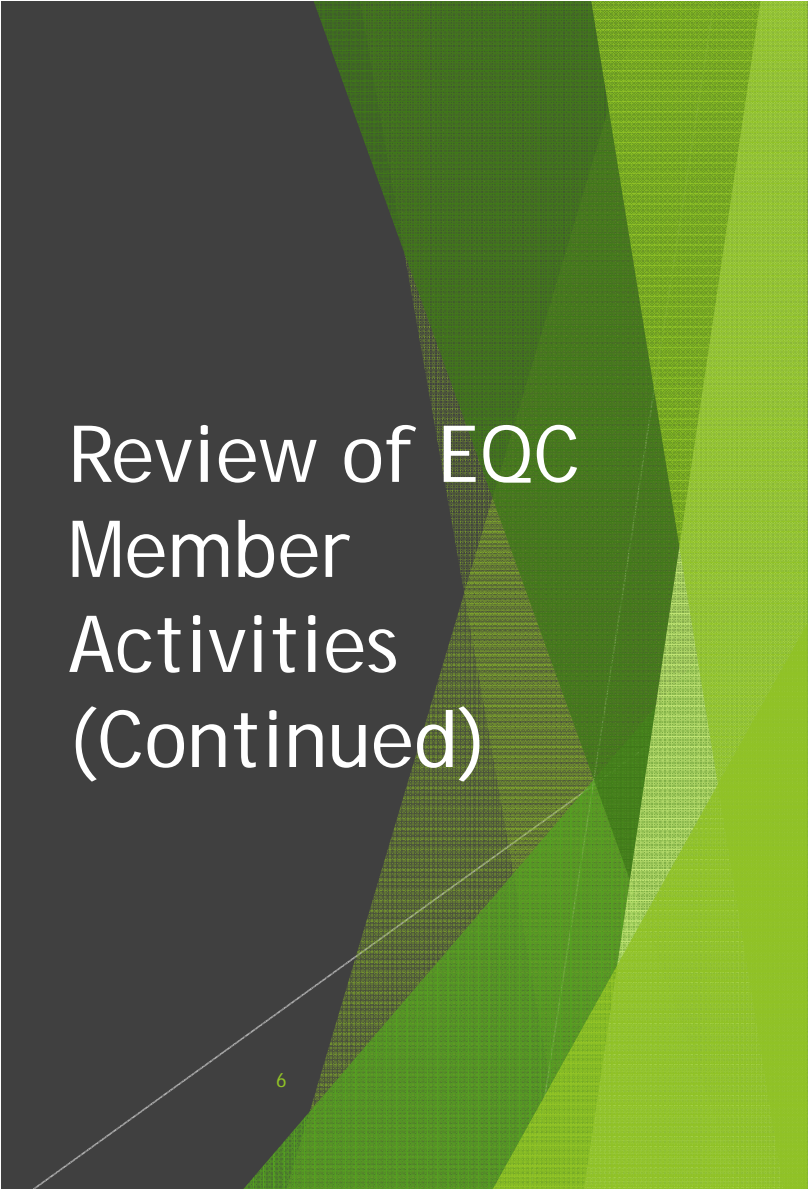
- ▶ Climate Action Plan
  - ▶ First year FY 2020-2021 activities are still ongoing, but more are needed.
  - ▶ August 2021 City Council recommended public outreach ahead of additional actions on existing buildings. (CAP 1)
  - ▶ EQC members (as individuals) have been doing outreach (electrification workshops,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



## Review of EQC Member Activities

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

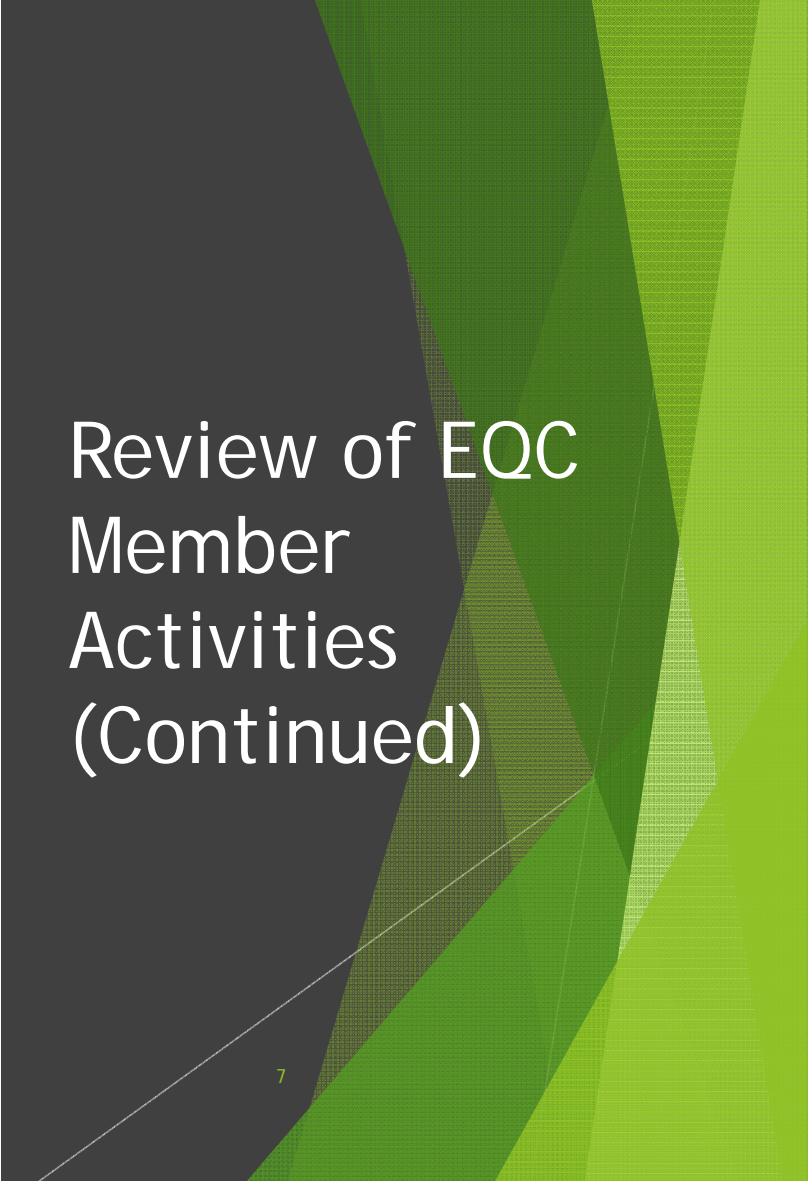


## Review of EQC Member Activities (Continued)

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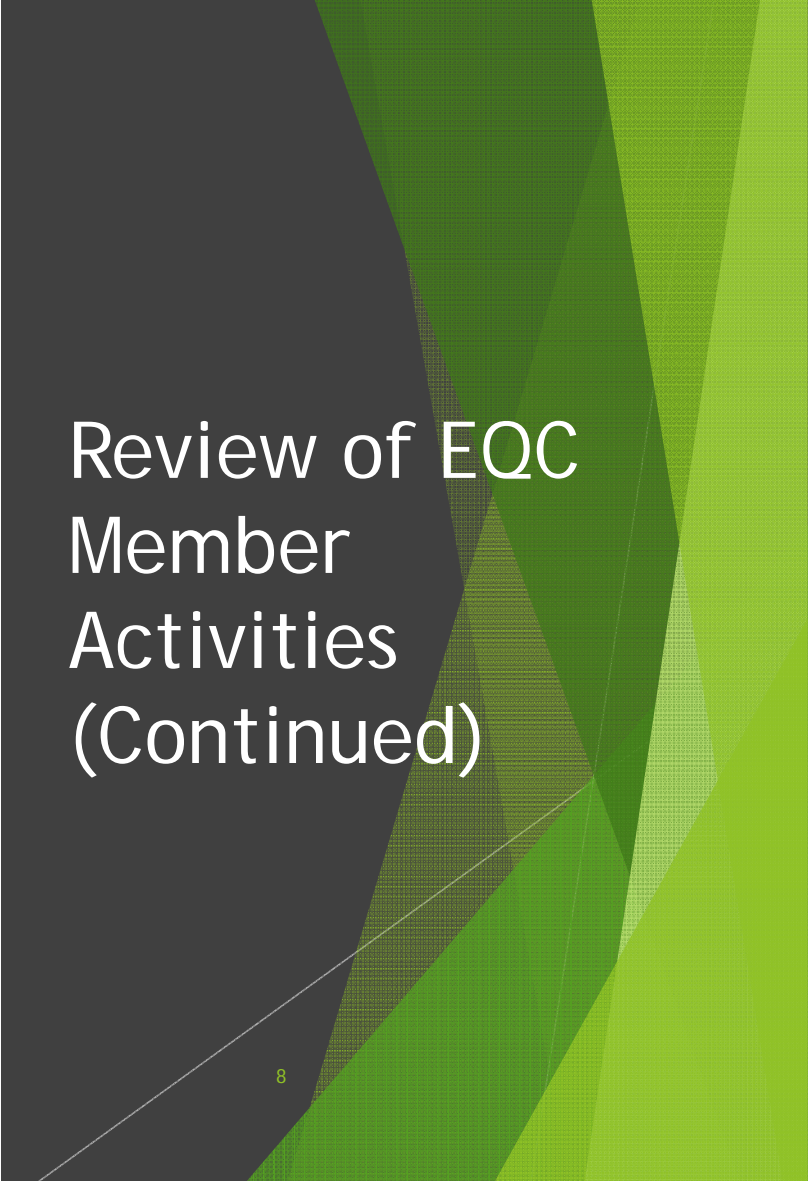
## Commissioner Evans is assisting the city's low-income housing electrification projects.

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



## Review of EQC Member Activities (Continued)

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



## Review of EQC Member Activities (Continued)

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



## Review of EQC Activities (Continued)

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

### Commission priorities

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

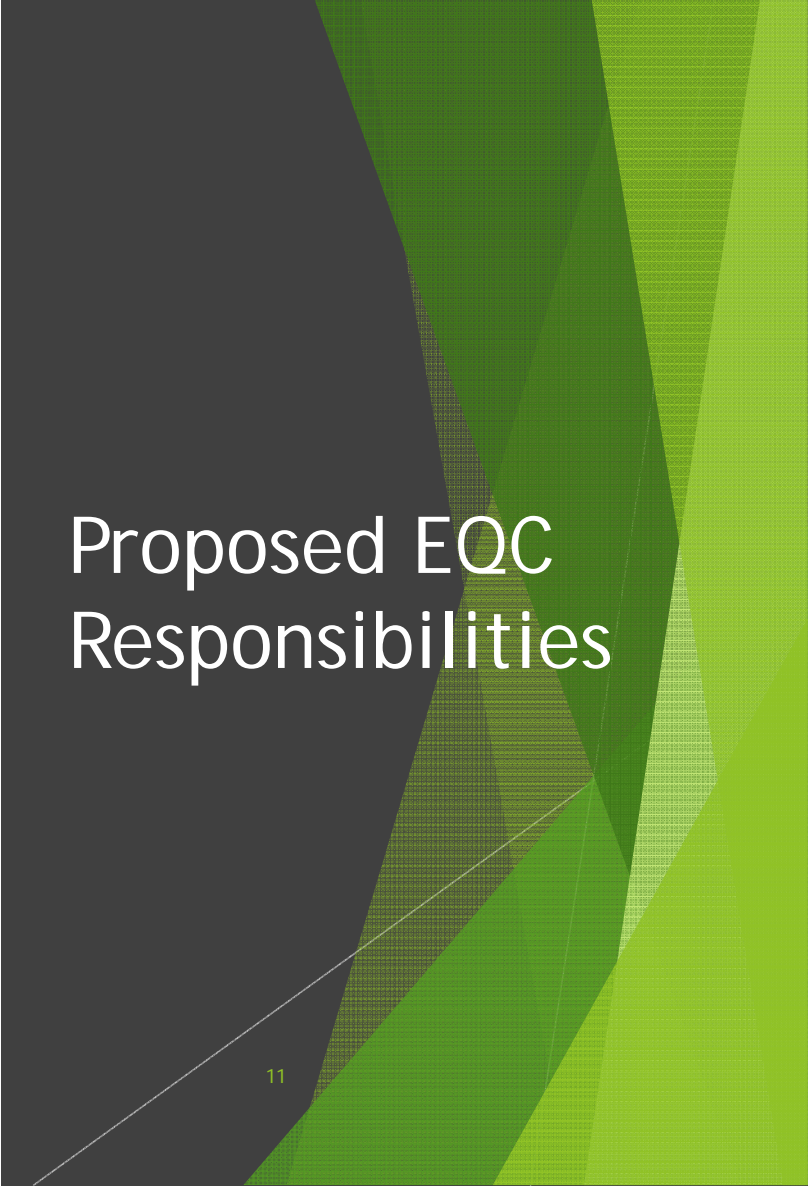


## Current EQC Responsibilities

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

### Commission priorities

- **Climate Action Plan** - Advise and recommend on the implementation of the climate action plan.
- **Climate Resilience and Adaptation** - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- **Urban Canopy** - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- **Green and Sustainable Initiatives** - Support sustainability initiatives, as needs arise, which may include but not be limited to organizing the annual Arbor Day event, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.



## Proposed EQC Responsibilities



# Community Concerns

## Climate change

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

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

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

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

More public charging for EVs is desired





## Climate Science Update

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

## Implications for Cities

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

## Menlo Park: Mixed Bag

### Menlo Park's CAP closed the Ambition Gap

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

### Menlo Park still has Policy and Achievement Gaps

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

## Surrounding Incentives Improved

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

# City Opportunities

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

## Important City Actions for 2023

### Adopt Electrification Reach Codes to pursue CAP Action 1

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

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

Reach Codes are needed  
for remodels, additions  
etc.

### Reach Codes are needed to prevent

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

In lieu fees may assist  
applicants with difficult  
situations



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# Seeking Guidance

## Seeking Guidance From City Council

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



THANK YOU



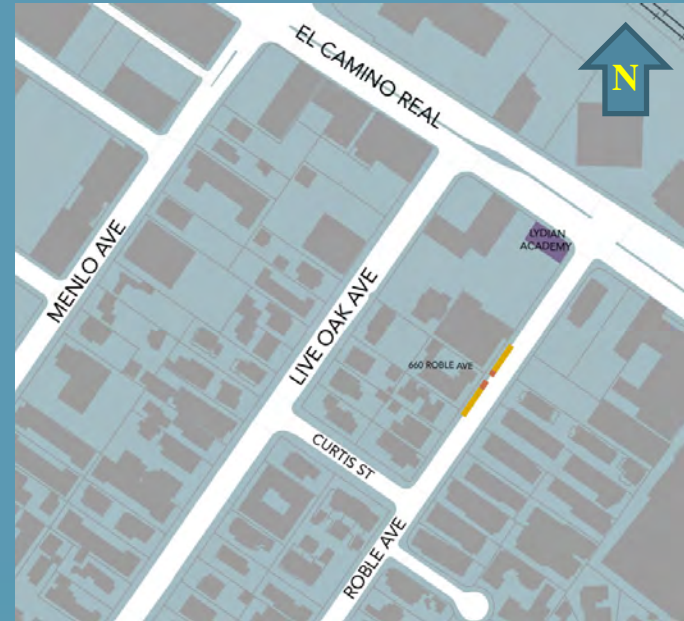
# CONSIDER AN APPEAL OF 660 ROBLE AVE. ON-STREET PARKING REMOVAL

Kevin Chen, Senior Transportation Engineer



# AGENDA

- Background
- Project timeline
- Evaluation
- Recommendations





## BACKGROUND



660 Roble Ave. (view to the left)



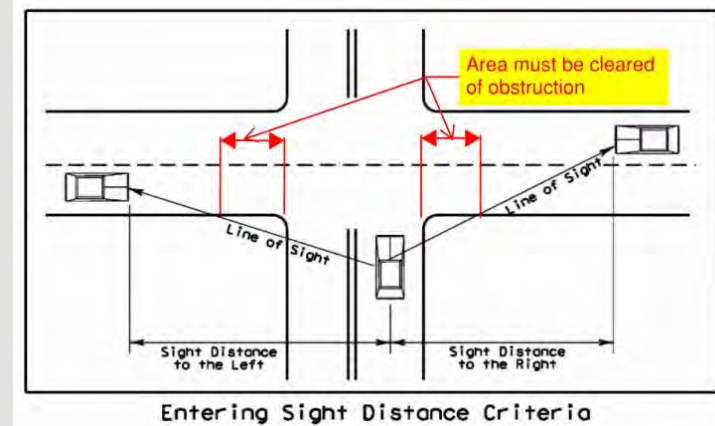
660 Roble Ave. (view to the right)

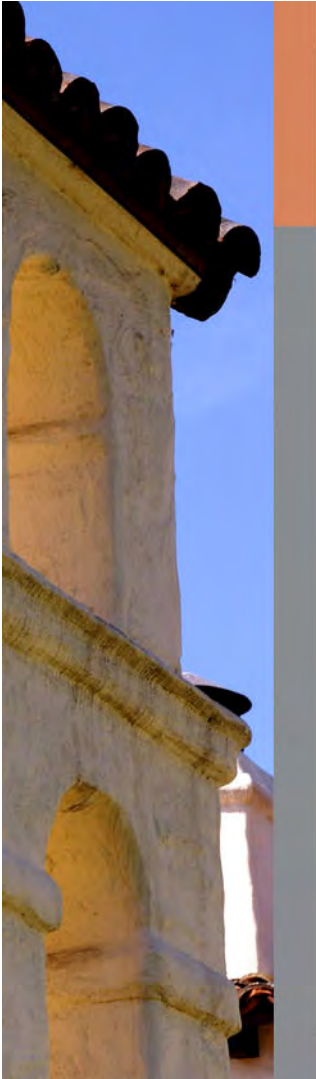


## BACKGROUND

- Minimum stopping sight distance for 25 mph: 155 feet

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





## PROJECT TIMELINE

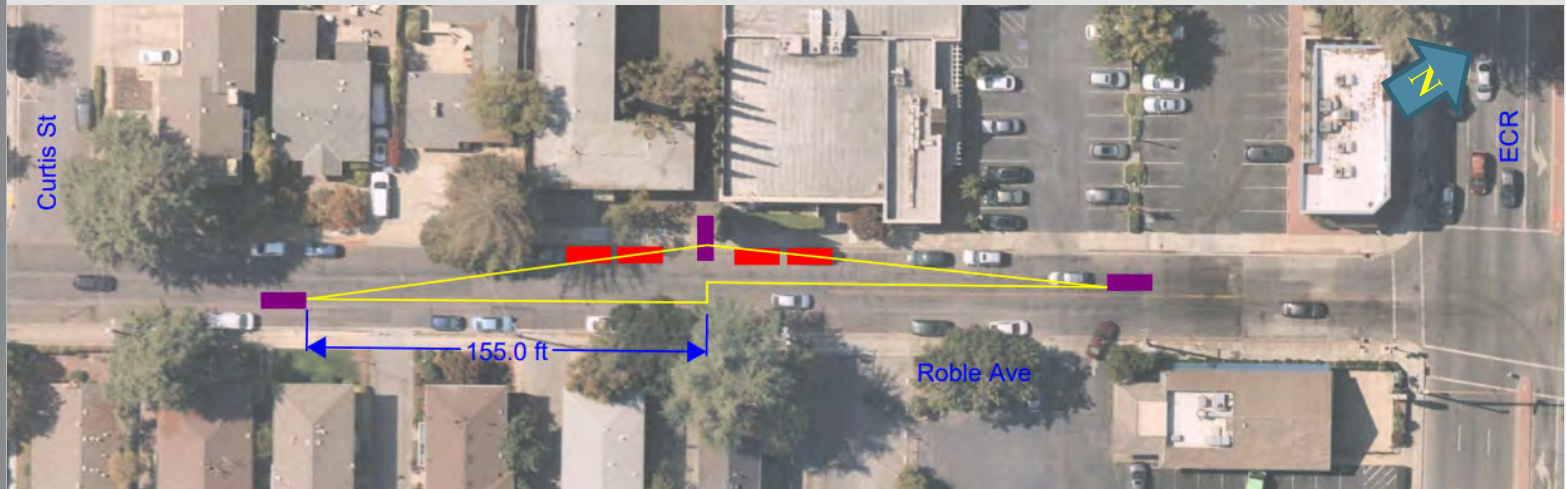
- Sept. 14, 2022: Complete Streets Commission approved project
- Sept. 22, 2022: The City received an appeal, for the following reason:
  - given driveway location, parking spaces on the left do not have impact to line of sight





## EVALUATIONS

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





## RECOMMENDATIONS

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





**THANK YOU**



The background of the slide is a photograph of a brick building at dusk or night. The building has a prominent entrance with a large overhang supported by dark wooden beams. Warm interior lights are visible through the overhang and a window on the left. A semi-transparent blue horizontal band is overlaid across the middle of the image, containing the title text in white. The overall scene is set against a deep blue twilight sky.

# FISCAL YEAR 2022-23 BUDGET AMENDMENT

March 28, 2023



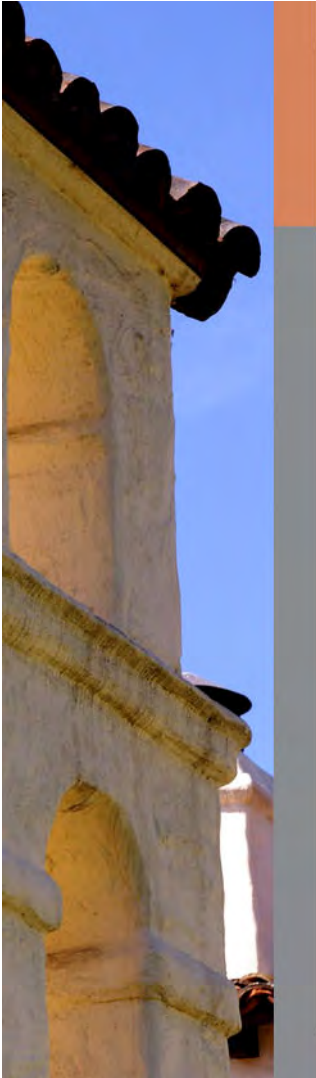
# AGENDA

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



A photograph of a street scene in Menlo Park, featuring a central orange banner with the text "GENERAL FUND BUDGET" in white. The background shows a sidewalk with outdoor seating, a "harvest" sign, and a "TABAC" sign. The image is partially overlaid with a teal textured background on the left and a grey textured background on the right.

# GENERAL FUND BUDGET



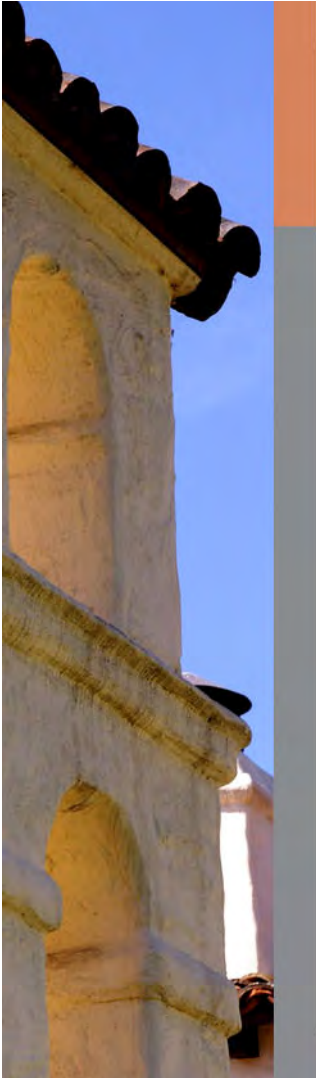
## GENERAL FUND YEAR TO DATE (DECEMBER 31, 2022)



### Current Activity:

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





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

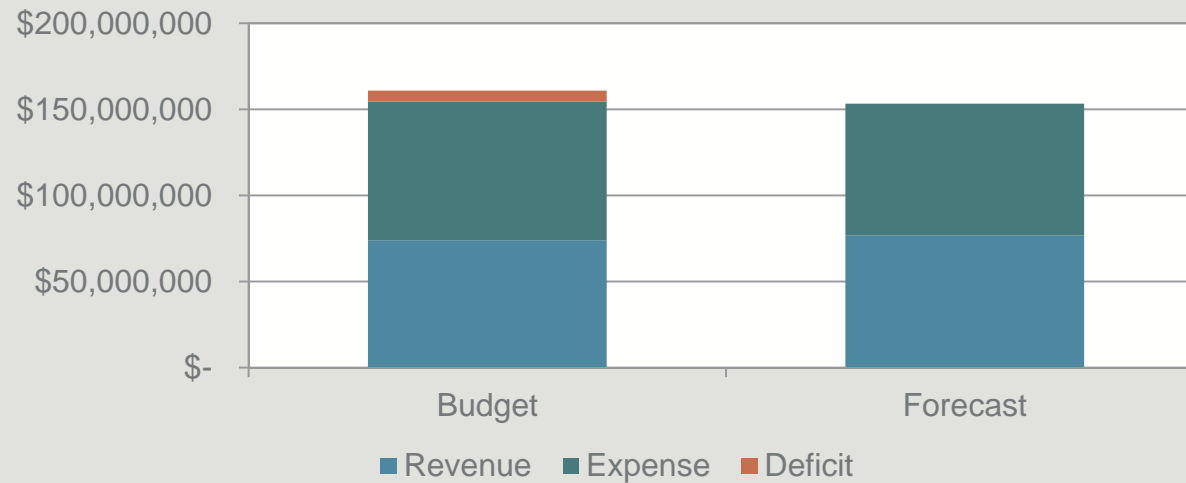


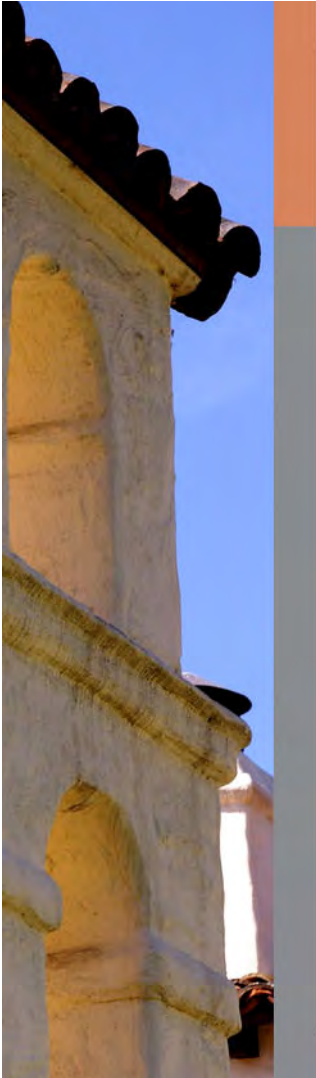
### Fiscal Year End Forecast:

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



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





## GENERAL FUND RESERVES

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

The background of the slide is a photograph of a modern building with a glass facade. A large green banner is overlaid on the image, containing the text "BUDGET AMENDMENTS". The banner is positioned horizontally across the middle of the image. The building has a glass facade and a blue sky background. The text "BUDGET AMENDMENTS" is written in white, bold, uppercase letters on the green banner.

# BUDGET AMENDMENTS



## FY 2022-23 BUDGET AMENDMENTS BY DEPARTMENT

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

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

The background of the slide is a photograph of a building with a tiled roof and several arches. The building is light-colored, possibly stucco, and the arches are filled with a warm, golden light. The sky is a clear, bright blue. A teal banner with the text "CITY COUNCIL DIRECTION" is overlaid across the middle of the image. To the left of the banner, there are two vertical purple bars of different shades.

# CITY COUNCIL DIRECTION



## CITY COUNCIL ADOPTION AND DIRECTION



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



**THANK YOU**





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

City Council – March 28, 2023



## Recommendation

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





## Immediate and critical needs

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



## Preparations for MPCC opening

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





## Preparations for MPCC opening

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





## Succession planning, organizational resiliency

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



## Scopes of responsibility

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





## Scopes of responsibility

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



## Impact on city resources

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



# Proposed salary schedule amendments

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



## Recommendation

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

<b>CITY COUNCIL STANDING COMMITTEES</b>	<b>2023 Member</b>	<b>2023 Member</b>	<b>Notes</b>
Community Grant Funding Committee	Taylor	Doerr	Meets annually, typically in Nov. or Dec.
<b>ACTIVE CITY COUNCIL AD HOC SUBCOMMITTEES</b>	<b>2023 Member</b>	<b>2023 Member</b>	
Aquatics Operator Agreement Negotiations Subcommittee (ad hoc committee)	Taylor	Nash	Established on Feb. 28, 2023. Expected to be completed by May 2023
Climate Action Plan Subcommittee Nos. 1-5 Subcommittee (ad hoc committee)	Wolosin	Nash	Established on Dec. 10, 2019 and bifurcated to Nos. 1-5 Dec. 14, 2021
Climate Action Plan Subcommittee No. 6 Subcommittee (ad hoc committee)	Taylor	Doerr	Established on Dec. 14, 2021
ConnectMenlo Community Amenities Subcommittee (ad hoc committee)	Nash	Taylor	Established on Oct. 6, 2020
Menlo Park Community Campus Subcommittee (ad hoc committee)	Nash	Taylor	Established on Dec. 10, 2019
<b>INACTIVE AND DISBANDED CITY COUNCIL SUBCOMMITTEES</b>	<b>Member</b>	<b>Member</b>	
<del>Rail Standing Subcommittee</del>			
<del>Anti-Displacement Strategy Subcommittee (ad hoc committee)</del>			
<del>Bayfront Homeless Encampment Emergency Response Subcommittee (ad hoc committee)</del>			
<del>Facebook/Willow Village Development Agreement Negotiations Subcommittee (ad hoc committee)</del>			
<del>West Menlo Triangle Annexation Subcommittee (ad hoc committee) *</del>			
<del>Willow Road/U.S. Highway 101 Interchange Improvements Subcommittee (ad hoc committee)</del>			
<del>Economic Development Subcommittee (ad hoc committee)</del>			
<del>Reimagining Public Safety Subcommittee (ad hoc committee)</del>			Established on Aug. 7, 2021
<b>POTENTIAL AD HOC SUBCOMMITTEES</b>	<b>Member</b>	<b>Member</b>	
Commonwealth 3 Development Agreement Negotiations Subcommittee (ad hoc committee)	Taylor	Nash	
Parkline Development Agreement Negotiations Subcommittee (ad hoc committee)	Wolosin	Combs	